

Imperial College Union

TRANSPORT POLICY

Passed by Union Council on 11th June 2007

A. General

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.

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2. Sections A, B, and C are the preserve of council while the Clubs and Societies Board determines operational policy (remaining sections).

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B. Responsibilities

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.

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4. The Union shall be ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.

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5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.

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6. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.

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C. Disciplinary action

7. The President shall from time to time, in consultation with the members of the Clubs and Societies Board issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the concerned driver, all drivers, or some or all passengers as appropriate in cases of more serious negligence.

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8. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behaviour likely to cause a danger to passengers, the President or his or her nominee may:

- i. deregister and ban a driver for a period of time or indefinitely,
- ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required.

- iii. deregister and ban drivers within a club or society or group (where the behaviour of the group as a whole warrants it),
- iv. ban a club or society or group from using the Union's fleet.

9. Action in sections 7 and 8 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.

10. The President or his nominee is responsible for writing to any individual whom action has been taken against under section 8, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Clubs and Societies Board.

11. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Clubs and Societies Board.

D. Registration of drivers

Requirements for drivers

12. All registered drivers of Union vehicles must be a registered student at Imperial College (Union Full Member), a member of the College staff or Union staff, or a Union Life or Associate Member.

13. All registered drivers of Union vehicles must also be at least twenty-one years of age and have a held full European Union B category (car) licence for two years.

14. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Clubs and Societies Board.

15. Individuals shall cease to be registered drivers if they no longer fulfil the terms of sections 12-14.

How drivers are registered and tested

16. The Student Services Division shall appoint a number of individuals who shall be permitted to approve drivers for registration.

17. The Clubs and Societies Board shall approve a form of assessment which must be undertaken and passed by prospective drivers.

18. A list of registered drivers shall be kept by the Union.

Concerns about drivers

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19. In the event of an incident the procedure in Parts H and C are to be followed.

20. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with a member of the Student Services Division.

21. If the concerns are of the driving ability or conduct of a member of the Student Services Division, the matter shall be brought up with the President.

22. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make himself known to the responsible authority in sections 20 and 21, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.

23. The relevant member of the Student Services Division or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under section 8. If the allegation concerns the President, then the matter shall be referred to the Council Chair, who may take action under section 48.

E. Maintenance of the fleet

24. The Union shall ensure vehicles are insured, taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.

25. The Student Services Division shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.

26. The Student Services Division shall remove a vehicle from use which in their opinion does not comply with road traffic legislation or is for some other reason unsafe to use.

27. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately. The Union is not obliged to provide compensation for cancelled bookings.

F. Booking vehicles

28. Vehicles shall be requested through the union website www.imperialcollegeunion.org.

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29. Requests for the hire of a vehicle may be made up to three weeks in advance of the start of the proposed hire. If the vehicle is needed over a weekend the request may be made on the Friday before this three-week period.

30. Requests will be held in the order in which they were received; bookings will be made on each Friday morning for the week starting Friday evening two weeks hence. If the supply of vehicles is insufficient to meet requests, the Student Services Division staff will allocate vehicles accordingly in the following priority order:

- i. Request received after the bookings have been made for the period will only be accepted if there is availability at the time of receipt – existing bookings will not be displaced.
- ii. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.
- iii. Number of customers able to be accommodated (multiple bookings on a bus with are dovetailed will have priority over one booking of equal financial value).
- iv. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.
- v. The order in which the requests were received.
- vi. Multiple vehicles requested by a single customer for overlapping periods will be booked only if there is still availability after all other requests have been processed.

31. Fees for use of vehicles shall be as determined by the Clubs and Societies Board.

32. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Clubs and Societies Board may determine a booking priority and fees according to the size of external contribution.

G. Motorised mascots

33. The former Constituent College Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective clubs.

34. These mascots all remain permanently inviolate.

35. These vehicles are exempt from Parts D, E and F (driver registration, maintenance and booking). Appropriate driver registration and maintenance procedures shall be administered by their respective clubs. The respective clubs may make additional requirements upon drivers and their respective driver registration procedures are subject to approval by the Clubs & Societies Board.

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<#>Bookings shall be made on a first come, first served basis. ¶
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36. The respective clubs, are exempt from reporting incidents 38, j), iv), and viii) to the Union (though they may if they wish) with respect to their motorised mascots.

37. The respective clubs, shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:

- i. holding the President of the club as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
- ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
- iii. qualifications required of drivers (see section 35) and their assistants,
- iv. who is permitted to use the vehicles and under what conditions, and
- v. dealing with minor incidents referred to in section 36,

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H. Incidents

38. An 'incident' shall be defined as:

- i. A vehicle breakdown,
- ii. An accident or situation that could easily have resulted in an accident,
- iii. Use of the emergency equipment,
- iv. Any damage to the exterior or interior of the vehicle
- v. Any criminal driving offence or parking offence,
- vi. Consuming alcohol in the vehicle,
- vii. Use of a Union vehicle without permission, or on un-agreed terms,
- viii. Non-payment of charges for use,
- ix. Complaint from another road user,
- x. Failure to report an incident in this section, and
- xi. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.

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&¶<#>There shall be an Emergency Night Bus for vulnerable students. ¶

&¶<#>This service shall be available to any Imperial College student, if necessary, with priority being given in accordance with the student's need and vulnerability, as an emergency service alone, and not as a free transport service. ¶

&¶<#>This service shall be run on particular nights where a need is felt for it as required by Services Committee. ¶

&¶<#>The Services Committee shall pass operational policy with respect to this service to further these aims. ¶

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39. Incidents include:

- i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and
- ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.

40. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.

41. An incident as defined in section 38, must be reported by the driver to the Union in soon as possible, but within twenty four hours.

42. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.

43. In the event of a more serious incident, or any incident listed in sections 34 iv to 34 xi,

- i. the President and Deputy President (Finance and Services) shall be informed,
- ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Union and Student Services Division, take further action under Part C.

44. All incidents except those of a trivial nature, or exempt under section 36, shall be reported to the Clubs and Societies Board.

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General

This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.

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Clubs and Societies Board determines operational policy with respect to the transport fleet in line with this policy.

B. Responsibilities

The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.

The Transport Officer shall be responsible for maintaining the fleet in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.

The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.

When a vehicle is booked, a person on the trip shall be designated as the “

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and shall be a registered as such when the vehicle is booked. The principal driver is responsible for the conduct of the other drivers, and for providing the Union with information on behalf of the group when it is required.

Wye and Silwood's committees are responsible for maintaining and booking any of the Union's fleet in their possession.

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and must have been driving		
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in the United Kingdom		
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Registered drivers may have a licence from a European Union or other country as approved by the		
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Clubs and Societies Board, in lieu of a United Kingdom licence.		
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, such declaration being countersigned by the Deputy President (Finance		
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and Services) or other Sabbatical Officer in his absence		
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All registered drivers shall have identity cards identifying them as such		
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a member of the transport team		
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on an approved form at Union Reception or such other place as may be designated

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Disciplinary action

The President shall from time to time, in consultation with the members of the Clubs and Societies Board

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issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the principal driver, all drivers, or all passengers as appropriate in cases of more serious negligence.

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In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behaviour likely to cause a danger to passengers, the President or his or her nominee may:

deregister and ban a driver for a period of time or indefinitely,
require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required.

deregister and ban drivers within a club or society or group (where the behaviour of the group as a whole warrants it),

ban a club or society or group from using the Union's fleet,

Action in sections 43

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constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.

The President or his nominee is responsible for writing to any individual whom action has been taken against under section 44

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, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Clubs and Societies Board

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The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Clubs and Societies Board

Services Committee