

### **Transport Policy – Operational Procedures**

*A note by the Deputy President (Finance & Services) and Membership Services Manager*

The Transport Policy dictates that various operational procedures and guidelines are approved by the Executive Committee. The content of this paper has never been passed by the Executive as one document before – some pieces have been passed in different guises previously and some are operational custom and practice.

#### **Miscellaneous**

##### Incidents

- In the case of incidents covered by points 41ii, 41iv, 41v, 41vi, 41vii, 41ix, 41x and 41xi of the Transport Policy the driver of the vehicle shall have their driving status automatically suspended by the Membership Services staff.
- The President will subsequently decide if any action is necessary, as covered by section C of the Transport Policy.

##### Fines

- Points 8 & 11 of the Transport Policy discuss fines, and the communication of them. There is an operational system in place to deal with this mechanism.
- The current fine schedule is subject for approval later in this paper.
- Fines totalling up for £50 for an individual booking may be levied by the Membership Services staff, without reference to the President. The reasoning for the fines will be indicated on the appropriate group's transaction pages.
- Fines totalling more than £50 for an individual booking shall be levied by the President who is responsible for ensuring the group responsible are given a full explanation of the fine.

#### **Applications**

The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.
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All individuals interested in becoming an Approved Driver are asked to complete an Approved Driver Application Form where various pieces information is collected. Applications are approved by the Membership Services staff apart from in the circumstances detailed in this section.

##### Previous disqualification

- In cases where an application indicates a previous disqualification from driving the application will be subject to approval of the Executive Committee.

##### Valid endorsements

- Applications for those wishing to gain driving status with up to and including three current penalty points can be approved by the Membership Services staff. In cases of concern the applications shall be deferred to the Executive Committee for approval.
- Applications for those wishing to gain driving status with more than three current penalty points shall be approved by the Executive Committee.

##### Entitlement restrictions

- Various restrictions can be placed on an individual's Driving Licence. For applications with any current restrictions in place approvals shall be undertaken by the Membership Services staff.

##### Health

- Basic information on medical conditions which may relate to driving ability are collected.
- Approvals relating to medical conditions shall be undertaken by the Membership Services staff, on advice of the Occupational Health unit as necessary.

## Executive Committee

4<sup>th</sup> November 2010

### Driving history

- Information about accidents in the previous three years will be collected, including details of accidents, insurance claims and insurance history.
- Where the total cost of damages to vehicles (driver or third party) from incidents in the past three years is less than £2000 the Membership Services staff shall approve the application. In cases of concern the applications shall be deferred to the Executive Committee for approval.
- Where the total cost of damages to vehicles (driver or third party) from incidents in the past three years is £2000 or more the Executive Committee shall approve the application.

### Age

- Restrictions are imposed by the DVLA on drivers who are aged 70 or over.
- In the case of applications from individuals who will reach 70 within the normal three years then driving status will be approved (subject to suitable driving ability) until the day of their 70<sup>th</sup> Birthday.
- Applications from individuals who are aged 70 or more will be approved (subject to suitable driving ability) until the expiry date of their Driving Licence. If their Driving Licence expiry date is subsequently extended they must apply for re-approval.

### Approvals

- Approvals for applications for driving status can be made for up to three years, subject to suitable driving ability. Shorter periods may be appropriate in some circumstances.
- If changes to circumstances for previously approved applications are received, then these will be treated as new applications.

### Appeals

- Individuals may appeal the decisions of the Membership Services staff to the Executive Committee.
- Appeals to the decisions of the Executive Committee follow the normal process.

### Assessment

The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers
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Once an application for driving status has been approved prospective drivers can undertake the assessment. This contains a theory part and a practical part.

The theory part is undertaken as an open book style assessment. Prospective drivers are asked to read a booklet on minibus driving and then complete a multiple choice quiz with a pass rate of 70%. The questions are taken from the DSA theory driving test on large vehicles, together with questions specific to the ICU fleet. All answers are available in the booklet.

The booklet and questions cover the following topics

- Making bookings
- Driver status
- Economical driving
- Emergencies & accidents
- First Aid
- Fines which are applicable
- Loading minibuses, including roof racks
- Logging faults, collecting keys and where to park
- Vehicle checks that must be carried out
- Speed limits applicable to minibuses
- Safety and the Highway Code

The practical part of the assessment involves a two hour group session with an assessor. Only up to three candidates are assessed during each session. It acts as both familiarisation and an assessment of driving competence. The following aspects are covered:

- Familiarisation with the Student Activities Centre and collection/return of keys.
- Walk through of the minibus pages on the Union website, together with information on how to book a minibus
- Walk through of South Kensington car park, with information on where and how to park the minibuses. Discussion of where minibuses are parked on other campuses.
- Demonstration of the checks with should be carried out when collecting a minibus, and where safety equipment is stowed.
- An opportunity for each prospective driver to drive a minibus around South Kensington, including on busy streets and small roads. Appropriate and safe driving skills will be assessed.
- Tips and hints for driving a larger vehicle are provided.

### **Reassessment**

The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.
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If an application to become an ICU Driver has been approved and an individual has successfully passed the assessment then driving status is granted for up to three years. At the end of these three years an ICU Approved Driver may wish to continue their driving status.

In these circumstances all Approved Drivers subject to reassessment must complete an Approved Driver Application Form as if it were their first application. They must also present for inspection their current Driving Licence. If the application is approved (as discussed above) then two options are available:

- In circumstances where the individual has been driving minibuses regularly throughout their time as an Approved Driver then the reassessment will take the form of the theory part of the assessment only.
- In circumstances where the individual has not been driving regularly for their time as an Approved Driver, has not driven a minibus at all in the previous three years or their new application for driving status has been referred to the Executive Committee then the reassessment will be identical to that of a new applicant.

### **Transitional arrangements for reassessment**

Reassessments were introduced in the last passing of the Transport Policy, at Council in May 2010. Previously to this Approved Driver status was indefinite.

The three year policy needs applying to all those people who are currently Approved Drivers (~1000). Currently there are a substantial number of Approved Drivers who are unlikely to need or want to drive an ICU minibus again – this number may be up to 750 people.

The following procedure is in place for dealing with this:

- Driver status of up to three years has been implemented for those becoming an Approved Driver on or after 01 August 2010.
- All those currently listed as being Approved Drivers have been invited to indicate if they do longer wish to maintain that status.
- From 01 January 2011 all those who became an Approved Driver before 01 April 2008 will be invited to reapply for their driving status. Flexibility will be shown to this group of people with regard to the need for practical assessments.
- On 01 April 2011 all those who became approved drivers before 01 April 2008 will have their driving status removed if they have not successfully reapplied.

- From 01 April 2011 those who become Approved Drivers between 01 April 2008 and 31 July 2010 will have their driving status removed on the third anniversary of the day it was granted.

#### Schedule of fines and charges

The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences.

The following fine system is in operation – there have been no changes or updates from what has been in place for the last couple of years.

<u>Offence</u>	<u>Charge</u>
Failure to report use of spare bulb/fuse kit	£10
Leaving any rubbish in vehicle	£10
Failure to return vehicle hire form within two working days	£10 (and £5 for every day thereafter)
Loss of fuel or car park card	£10
Leaving doors or windows unlocked	£10 (per window in case of windows)
Failure to return the keys within two days	£10 (and £5 for every day thereafter)
Leaving fuel tank part empty	£30 per quarter tank
Failure to report use of fire extinguisher	£20
Failure to report use of first aid kit	£20
Failure to report use of spare tyre	£20
Failure to report accident or breakdown	£50
Returning a vehicle late/ picking up vehicle early	£20 plus costs incurred by any subsequent users plus additional hire time
Parking in incorrect parking bay	£10
Losing a set of keys	Replacement costs (around £50) plus £30
Breaking a lock	Replacement costs for all locks and keys (around £350) plus £30
Breaking a fuel cap	Replacement costs (fuel cap and keys) plus £30
Using the wrong fuel	Garage Bill & recovery costs plus £30
Crashing and/or Damage	Garage Bill plus £30
Failure to return the roof rack cover within two days	£10 (and £5 for every day thereafter)
Failure to turn vehicle lights off	£15