



## School of Environmental Sciences Use of School Vehicle and Hired Vehicles

Vehicles belonging to or hired by the School must only be driven on School business. The insurance cover for University vehicles is specifically for official use only, with clear implications for other use!

The person in charge of the School vehicle is **Chris Hunt**. Please note the following general rules:

1. **The staff member who books the vehicle will be the person responsible for the vehicle during the booking period; namely for ensuring that the regulations have been observed and instructions have been followed; and for reporting back to Chris Hunt or to Head of School if needed.**
2. The vehicle will be checked and serviced at regular intervals. For extended periods of use (e.g. away on field courses) **the driver** is responsible for checking levels of oil and water every other day. Tyres and lights should be checked at sensible intervals – e.g. at the outset of a field course. Checks should be recorded in the tables in the log book. Failure to carry out these checks, and record them, will be followed up.
3. Details of service and repairs will be recorded in the log book.
4. Please record in the log book any damage, faults or repairs, with diagrams if necessary- recording one item per sheet.
5. The vehicle must be returned clean – failure to do so will result in a valeting fee being charged to the person who made the booking – non-payment will result in the vehicle being unavailable if future bookings are requested!
6. The vehicle must be returned to the rear yard of the Herdman building (there is a key with the van keys) unless other arrangements have been made and confirmed on the booking form.
7. Do not return the vehicle less than a half full – there is a fuel card provided with the log book which can be used to obtain fuel.
8. Drivers are not indemnified in the event of illegal driving. All offences (e.g. parking & speeding) are the responsibility of the person who made the booking.
9. Any damage must be reported and entered in the log book. The vehicle insurers are Royal & Sun Alliance – a copy of the policy is with the log book. In the event of an accident you must contact John Stone who looks after insurance in Finance to complete an accident form.
10. A parking card is available with the van and although Brownlow Street is designated as visitor parking you can gain access at the Pembroke Place end of the street.

The School vehicle can only be used for School purposes. These include:

1. Undergraduate field courses which are prescribed as part of the normal course of study.
2. Staff supervising postgraduates
3. Staff collecting specimens for teaching
4. Use by technical/admin staff for day to day business after obtaining permission from Chris Hunt
5. Exceptionally the vehicle may be used by staff for research purposes but there is the expectation that if research funds are available they will be used to fund transport.

**All other use not defined above will be charged at 45p/mile (including fuel costs)**

All drivers of School vehicles must:

1. be “approved” and have submitted a form and a copy of their licence to Chris Hunt.
2. must have held a full licence for at least one year
3. not be under 25
4. report their “status” annually to Chris Hunt e.g. any driving offences must be reported to the University insurers.

You do not need to be an approved driver to drive hire vehicles (on the hire company insurance) **BUT** if undergraduates are passengers you must be a University approved driver.

Staff and Postgraduates must have undertaken a BSM minibus assessment before driving **ANY** vehicles with undergraduates in.

Since 1997 the D1 entitlement does not appear on new licences – therefore anyone obtaining a licence since this date will not be able to drive vehicles with more than 9 seats. 9 seaters are technically cars and are used on some field courses overseas – D1 is not required to drive these vehicles but you **MUST** have undertaken a BSM assessment if undergraduates are passengers. Older drivers with D1 entitlement can drive up to 17 seaters.

The use of vehicles with more than 9 seats overseas is a “grey” area and a legal minefield – you are advised to avoid this!

When driving a hire vehicle with more than 9 seats it is necessary to display a section 19 permit – this is available from Paula Houghton. This is not a legal requirement (we do not need one) but is requested by the hire company – nevertheless you will be driving under the regulations of a section 19 permit.

Undergraduates should always be instructed to fasten their seat belts. The normal hire company will provide vehicles with a notice to this effect facing each row of seats.