



# TRANSPORT MODULE



# This Module

## We will cover:

- Transport Policy
- Transport options
- How to register a driver
- How to book vehicles
- Hire company info



# Introduction

Here at the Sports Union, we consider the Club Captain, Secretary, Treasurer and Wellbeing roles to be the 'Leadership Group' of the Sports Club – often you'll hear us refer to the group as the 'CSTW'.

These roles are crucial to the functionality of your sports club, so it's essential to work together as a team and support each other in your roles.

Club Sport at Strathclyde wouldn't exist without all of the volunteer work you do, so we thank you in advance for your time and efforts!



# Driver Eligibility

For club members to register as drivers, there are two crucial requirements that must be met:

- Drivers must be aged 20 or older and have held their licence for a minimum of 1 year
- Drivers under the age of 21 with points or accidents won't be able to register until they are aged 21 or older



# How to register a driver

- Take a scan/photo of both sides of your licence and email to [strathunion.sport@strath.ac.uk](mailto:strathunion.sport@strath.ac.uk). Please include in the email what clubs you will be driving for. If you already registered to drive in 24/25 please note this in the email.
- You will receive a response with a blank insurance and driver declaration form that you must fill in and return to the SU account. If the driver has previous accidents, points or medical conditions, these must be fully noted on the form including date of accident/points, cost of repair etc.
- Once we have your returned forms, you will then be sent an email with a link to sit a compulsory online driving assessment.
- If you were already a registered driver in 24/25 you will not need to re-sit the driving assessment and will be added to our driver's list.
- You must pass the online assessment in order to be added to the driver's list.
- Once these steps are followed and completed, drivers can drive up to 9 seater vehicles and vans

# Things to note...

- Please allow up to 2 weeks (10 working days) for the Sports Union to administer this process
- Driver requests will be processed by our Sport Operations Assistant who will only be working with us 6.5 hours a week
- Please plan ahead to avoid requesting to register drivers at the last minute
- If a driver has points, accidents, medical conditions or a non EU/ UK driving licence it can take up to a week for us to receive approval back from our insurance company that the driver has been added to our policy. This will also hold up the process of us being able to send them a link to the online assessment.
- If you are aware of any driver who you feel should not be registering to drive or not driving at all for your or any other club, please make us aware of this
- Anyone who is a registered driver for your club can drive the vehicles. You can amend your drivers list as you see fit



# Driving Minibuses (12-15 seats)

- MIDAS allows individuals to drive vehicles that have more than 9 seats. We have access to 12, 14 and 15 seater minibuses
- To drive vehicles above 9 seats, students are required to sit a MIDAS test. To qualify, students must follow the same rules in section 'How to register a driver'. However, students must be a minimum of 21 years old, hold a UK licence, for a minimum of 2 years.
- The Sports Union carries out the theory part of the test online. The practical part is outsourced to an external company who are based in Glasgow .
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- The MIDAS theory costs £35 and the practical costs £60. Clubs should factor these costs into their budget planning.
- Anyone wishing to sit MIDAS should email Leanne - [leanne.carnan@strath.ac.uk](mailto:leanne.carnan@strath.ac.uk)



# Booking Transport

- Transport must be booked 7 days in advance by emailing Leanne.
- The following must be established in the email:
  - Club vehicle is for
  - Who will be collecting the vehicle
  - Type of vehicle – car, 9 seater, van, sprinter van etc
  - Date and time vehicle will be collected at
  - Whether it will be a 24hr, 48hr, 72hr etc. hire
  - Account vehicle should be charged to (savings or budget)
- Once the vehicle is booked, email confirmation of the booking will be sent to the person who made the booking request
- Any cancellations must be made at least 24 hours prior to the vehicle hire start date and time, otherwise there will be a charge from the hire company. Cancellations should be emailed to Leanne.



# Things to note...

- Bookings and insurance are done on 24hr/48hr/72hr etc basis. If you ask to collect the vehicle at 9am, you must return it by 9am the following day or 9am the day after that if it's a 48hr hire etc. If you need to change the date/times of your booking this must be emailed to Leanne.
- You can not collect the vehicle before the time you booked it from and you can not return it past the booking end time as you will not be insured should to do this. Anyone that breaches this becomes fully liable for any damage to the vehicle.
- Whoever is noted on the original booking as the person who collects the vehicle must be this person. Should this change, please email Leanne to collect the vehicle so that the hire company can be advised.
- If you are involved in an accident, and/or any damage is made to a vehicle you must make the Sports Union aware of this immediately. We will follow up with various forms to fill in linked with our insurance claims provider.
  - At fault claims under £1000 will need to be settled by the club/driver
  - At fault claims over £1000 will need to go through our insurance company with the club/driver paying the excess
- Clubs must ensure they fill the vehicle with the right type of fuel. The Sports Union's insurance will not cover driver for mis-fuelling. Costs incurred due to this will need to be met by the driver/ club

# Hire Company Information

## **Arnold Clark**

1330 South Street, Glasgow, G14 0BJ

Monday – Friday: 8am – 5.30pm

Saturday: 8am- 5pm

Sunday: 9am – 4pm

*(Latest vehicle can be collected/returned is 30 mins before close of business)*

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## **AMK Self Drive**

44 Methil Street, Glasgow, G14 0BE

Monday – Friday: 8.30am – 5.30pm

Saturday: 8.30am – 4pm

Sunday: 9am – 4pm

*(Have a drop box where keys can be dropped off out of office hours)*

# Office Contacts

If you have any questions regarding transport please do not hesitate to contact a member of staff:



Leanne Carnan



**Sports Union Coordinator**



*leanne.carnan@strath.ac.uk*

