**Travel Request Form** <https://forms.office.com/e/NSxdp38Ga6>

**Bus Collection and Return Form** <https://forms.office.com/e/juwkhQQLTF>

## **Travel Guidelines**

These guidelines cover all areas of travel and are in place to ensure the safety and security of all our travelling students. GUSA currently own a fleet of 12 vehicles, these consist of two 15-seaters, 9 x 14-seaters and one 9-seater (which can be used for towing; training is required for towing) when we require more than the GUSA fleet, external hire vehicles can be booked.

Clubs must apply for travel requirements approved on their GUSA Club Grants Form, (GCGF) each application is evaluated, and vehicles will be issued accordingly.

Evaluation process considers:

* the venue must not be within a 15-mile radius of Glasgow
* travel has been awarded as ‘granted’ for BUCS or ‘minibus only’ on GUSA Club Grant Form
* is the venue easily accessible by public transport?

If you are eligible for a minibus, it must be requested via the Travel Request Form - <https://forms.office.com/e/NSxdp38Ga6> no later than 7 days before the date of travel. Late requests will be rejected.

Any cancellations should be made with as much notice as possible (at least 24 hours), if a vehicle is not cancelled your club will be fined £50 unless there is a valid reason (e.g. weather-related cancellations).

**Please note, due to the sustainability policy for the University, the use of air travel is not permitted, clubs will not receive a refund where flights have been booked for fixtures.**

**Before you Request a Minibus**

Before requesting a minibus your GUSA Club Grant Form should first be checked to see if you have been granted the use of one. The GUSA committee will have gone over each competition/event that you have requested on your GCGF, and these will be given one of 4 different categories

* **Minibus granted** - minibus provided by GUSA
* **Minibus only** – minibus provided by GUSA, hire charge may apply
* **MBOIA** – ‘minibus only if available’, £50 hire charge per vehicle per day if there is one available (availability cannot be confirmed until the Monday before travel for a weekend request or the Thursday before a Wednesday fixture)
* **Not Granted** - do not apply

**Requesting a Minibus**

The Travel Request Form must be submitted <https://forms.office.com/e/NSxdp38Ga6> a minimum of 1 week prior to departure.

Any request not received within this time, or that does not contain sufficient, accurate information will not be guaranteed a bus.

Depending on the level of travel granted on your GUSA Club Grant Form, and bus availability, you will be advised by email as soon as possible if your request has **not** been successful.

If successful, an email containing your authorisation form will be sent to your club captain, secretary and the person who applied for travel, a day or two before your departure date.

If you need to cancel, or require any changes to your minibus request, you must email the Travel Administrator – barbara.macleod@glasgow.ac.uk.

**Collecting your Minibus**

The authorisation form will state which GUSA vehicle you have been allocated, this form should be printed out, the passenger list completed and brought to the Gatehouse where the security staff will hand the driver - **on production of their GUSA licence** - the folder containing the keys and information required. Security staff man the Gatehouse 24 hours a day so collection/return of the vehicle can be made any time it is required.

The GUSA minibuses are parked in the carpark behind the Fraser Building & on the south face of campus, they should be returned to their correct place, this is outlined on the front of the bus folder.

If you have been allocated an external hire you will be informed by email of what to do and where this should be collected & returned.

Each bus pack contains:

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| --- |
| **GUSA Bus Pack** |
| Insurance Certificate |
| Incident Reporting Forms  |
| Emergency Contact Card |
| Insurance Details Card for 3rd Parties |
| Guidance notes of the use of University Vehicles |
| Breakdown Card & contact information |
| Guidance on what to do in the event of a breakdown/incident/accident |

Before you commence your journey:

**Record an exact passenger list on the authorisation form provided to the club, before handing it into the Main Gatehouse staff**, they are the initial point of contact for emergency services in the event of an accident, therefore it is crucial that they know exactly who is travelling.

**Check the vehicle & take photos**, paying particular attention to tyre pressure & tread and any damage that may already be on the vehicle (this should be recorded on the pre-journey form).

**Complete the pre-journey part of the “Bus Collection and Return Form” clearly and correctly** <https://forms.office.com/e/juwkhQQLTF> It is essential you include the “**Journey Reference Number**” which can be found on the top of the authorisation form (handed into security) otherwise, the system will not recognise you have completed the collection form.

**Please note, the logging of these details is a legal requirement and must be completed for every journey.**

For external hire vehicles, the driver will need their DVLA driving licence and the University Insurance Certificate when collecting their vehicle.

If you are towing, you **must** ensure your training for this is adequate, this must be authorised by the travel administrator

On your return:

**Complete the post-journey part of the “Bus Collection and Return Form”** <https://forms.office.com/e/juwkhQQLTF> ensuring you enter the same **“Journey Reference Number”** as the one entered on the collection form section.

**Ensure any problems with the vehicle are reported to the Travel Administrator, GUSA President or GUSA Travel Convenor to allow for repairs.**

When applicable complete an accident/incident report form (at the time of the incident if possible) and pass to Transport Services, the Travel Administrator, GUSA President or Travel Convenor as soon as possible. N.B. If safe to do so photos should be taken of damage caused to any vehicle involved in an accident/incident.

Return the vehicle **tidy and filled with fuel** to its allocated position, behind the Fraser Building

**Breakdown**

If travelling in a GUSA owned vehicle call the recovery company – **The RAC 0333-202-3000** - a card with detail is on the windscreen. Procedures of what to do in the event of a breakdown will be contained in the bus folder.

In the event of a breakdown please follow the procedures below.

1. If possible, pull the vehicle into a safe location
2. If the vehicle cannot be moved to a safe position, ensure the passengers leave from the nearside in a safe manner
3. There is a warning triangle in the vehicle which should be placed in a position to warn other motorists – this should not be done if the breakdown is on the motorway and **only if safe to do so** anywhere else - please wear a high vis vest while doing this
4. As soon as it is safe to do so, call the recovery company
5. Give them the exact location of where you are (what3words app could be used for this)
6. Provide them with as much detail as you can of what is wrong with the vehicle. If it is just a puncture, they should be able to fix it on site
7. If the vehicle needs to be recovered back to campus you should call security direct on 0141 330 4282, they will suggest the best place to bring the vehicle
8. All passengers will be recovered back to campus; **ensure you tell the RAC how many people need recovered**, anyone that continues to the destination will have to make their own way back as there will not be another recovery available

If you are travelling in an Arnold Clark external hire vehicle – the hire company are responsible for supplying you with details of their breakdown / accident guidelines.

**Travel Cancellations**

Email the Travel Administrator as soon as you know you will not need a vehicle. Clubs who fail to cancel 24 hours before departure could incur a fine of £50 or their next request for a vehicle may be refused.

**Cleaning of Minibuses**

At the beginning of the academic year a minibus cleaning rota will be issued by the Travel Convenor to all clubs that use GUSA minibuses. The vehicle can be taken to Transport Service to carry this out. This rota considers the amount of usage each club makes of the vehicles, and it must be adhered to.

Failure to complete this task will result in a one-week complete ban on all transport. If for any reason you can’t fulfil this requirement contact the GUSA Travel Convenor to arrange another time.

**Transport for Training Sessions**

The Travel Administrator will email all Club Secretaries in September to request bus requirements for training for the new academic year. Due to the high demand on the minibuses a rota may have to be put in place. Generally, all clubs that require a vehicle on a Monday, Tuesday or Thursday will be allocated one but if you train on a Wednesday or over the weekend a minibus cannot be guaranteed, you will be placed on the schedule and contacted on a weekly basis as to whether a minibus is available.

Clubs are not asked to fill the vehicle with fuel after each training journey - this is generally just one trip to Garscube and back, so a negligible amount of fuel used.

**MINIBUS DRIVING POLICIES**

**Fuel**

If the fuel tank is not full when you collect the vehicle you should take a picture of the fuel gauge and upload this with the other photos as part of the pre-journey section on the **“Bus Collection and Return Form”** If this is the case you should go straight to the petrol station to fill it up, keep this receipt and the Club Treasurer can complete the claims process on the MSL Portal for a reimbursement. As long as this procedure is followed, and the log form completed fully and correctly then GUSA travel should run smoothly.

**General Driving Information**

* **The driver should never be in the vehicle alone** – there should always be someone there to help the driver with manoeuvres i.e. reversing and parking (outside the vehicle directing if it is safe to do so) – there seems to be a recurring problem with space awareness and the GUSA vehicles, or 3rd party vehicles, getting damaged, if the vehicle is damaged, it is the clubs responsibility to pay for the repairs up to £1000
* Seatbelts MUST be worn by all passengers.

**PARKING ON YOUR RETURN**

On your return please park in the allocated places in either the Fraser car park (GUSA 1,6,7,8,9,11 & 12) or the North Front of campus (GUSA 2,3,4,5 & 10) where to park is outlined on the front of the bus folder. Do not park any vehicles in the disabled bays.

**INCIDENT/ACCIDENT POLICIES**

If you have been involved in an incident/accident, no matter how minor you think it may be, the following should be adhered to

* **An incident report form MUST be completed** – and handed/emailed to the travel administrator, GUSA President or Transport Services immediately. If this is not done your club will be liable for a £150 fine.
* If possible, and safe, you/your co-driver should take photos and, if there is a third-party, details MUST be taken and given for insurance purposes
* The small yellow card in the bus folder with details of Transport Services should be handed directly to the third-party or the left on the windshield if they are absent, e.g. a parked vehicle has been damaged
* **If the incident renders the vehicle unusable for the next day the GUSA President or Travel Convenor MUST be informed immediately so they can arrange an alternative** – contact details are contained in the bus pack.

**N.B. If the GUSA vehicle or a third-party vehicle is damaged due to driver error it is the club's responsibility to cover the repairs up to the £1000 insurance excess.**

Please ensure you download and register for the Safe Zone app and use it in the event of an emergency.