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**Discipline Procedures & Fines – Clubs**

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| **Fuel**   * Failure to fill up vehicle upon return | **£10** + cost of fuel |
| **Late travel request**   * within 1 week of travel date | **£50** - the cost of external hire vehicle (if required)  **£0** if request was as a result of a re-arranged fixture approved by GUSA |
| **Late cancellation or failure to cancel travel request**   * within 48 hours of travel date | **£50** - the cost of external hire vehicles (if booked)  **£0** if cancellation was due to fixture cancellation approved by GUSA or adverse weather conditions |
| **Damage to vehicle** | **£1000** insurance excess or the cost of any repairs, whichever amount is lowest. |
| **Alcohol Consumption on the vehicle** | The team will lose access to GUSA Travel support for the remainder of the academic year |
| **Late return of external hire vehicle** | Any additional hire costs, as indicated on invoice from the hire company |
| **Failure to complete Minibus Log**   * incomplete logs will also be fined | **£10** |
| **Failure to complete & hand in a Passenger List to the Gatehouse Staff** | **£10**  NB: Passenger lists are required for collection of the vehicle key for trips outside Glasgow |
| **Failure to report an incident/accident**  Incident Report Form should be completed & submitted to GUSA, Travel Administrator or Transport Services as soon as possible | **£150**  NB: Drivers may be asked to re-sit the minibus assessment or could lose their GUSA licence depending on severity of incident, as determined by GUSA & Transport Services Manager |
| **Returning vehicle dirty or full of rubbish** | **£10** + asked to clean it, or  **£50** - the cost for a professional valet |
| **Failure to take Photographs of vehicle** | **£10** for every journey departing the main campus |
| **Photos not uploaded before departure** | **£10** for every journey departing the main campus |