



Undeb Bangor

Undeb Myfyrwyr | Students' Union

DRIVER & PASSENGER SAFETY HANDBOOK

Introduction

This Handbook outlines the procedures that must be followed by students wishing to use UNDEB Bangor vehicles, leased vehicles or their own vehicle for UNDEB Bangor related activities. In addition, it outlines specific roles and responsibilities and advises on driver, passenger and vehicle safety.

How to Become an Approved Undeb Driver

All drivers must have a DVLA Driving Licence and report any points or medical conditions to UNDEB Bangor Student Centre Staff immediately.

Minibus Driver Competence

- Minibus drivers must be over 21
- Held a clean DLVA Driving Licence and driving experience for a minimum of 2 years
- *Test pre January 1997:* Have Categories B and D1 on their Driving Licence
- *Test post January 1997:* Allowed to drive a 17(including the driver) seat minibus **but not allowed to tow**
- Have passed their SU Driver's Assessment
- Only drive vehicle's with a gross weight less than 3.5 tonnes (excludes 750kg for disabled equipment)

MPV (PEOPLE CARRIER) Driver Competence

- MPV drivers must be over 18
- Drivers must have held a DVLA Driving Licence for a minimum of 1 years.
- Attended a driver's assessment.

Fitness to Drive

You are responsible for the Safety of up to 16 passengers so you must be fit to drive:

- Do not drive if you are feeling unwell or very tired.
- Do not drive whilst under the influence of alcohol or drugs.
- Be aware of the effect of alcohol and drugs from the night before.
- Some medicines can cause drowsiness, even cold remedies for daytime use- always read the directions and do not drive if affected.

NOTE: Changes arising as a result of notifiable DVLA Medical Conditions must be notified to the Student Operations Assistant immediately through the Undeb Bangor Student Centre

DRIVING LICENCE POINTS

- Any points added to a Driving Licence must be notified to the UNDEB Bangor Operations Assistant immediately.

UNDEB BANGOR VEHICLES

Registration	Fuel	Capacity	GVW	Speed Limiter
HN17 GNV	Diesel	9 (inc. Driver)	2800kg maximum weight including: Passengers, Fuel, Luggage, Driver (Excluding this is a criminal offence and is punishable by law	Yes – 62mph
HT17 WJY	Diesel	9 (inc. Driver)	2800kg maximum weight including: Passengers, Fuel, Luggage, Driver (Excluding this is a criminal offence and is punishable by law	Yes – 62mph
HT17 WJX	Diesel	Van 3 (inc. Driver)	3500kg maximum weight including: Passengers, Fuel, Luggage, Driver (Excluding this is a criminal offence and is punishable by law	Yes – 62mph

INSURANCE DETAILS

Insurer: QBE (through Endsleigh Insurance)
Policy Number: Y091578FLT0116A
Policy Holder: Bangor University Students Union
Address: QBE Insurance (Europe) Limited
One Coval Wells
Chelmsford
CM1 1WZ

Breakdown Cover for SU Vehicles to Include Enterprise MPV’s

Company Name: RAC
Telephone Number: 0333 202 3000

Provide the following information:

Name of Business: Bangor University Students’ Union
Vehicle Details: Registration, make and model
The location of the vehicle: the road you’re on or the nearest junction

Breakdown Cover for External Minibus hire

Company hire: QBE
Telephone Number: 0800 389 1708

Please have the following information to hand: Registration Number of Vehicle
Vehicle Make and Model
Nature of the Problem
Precise Location
Company Name
Contact Telephone Number

UNDEB Bangor Contact Details

Address: UNDEB Bangor
Pontio, 4th Floor
Deiniol Road
BANGOR
Gwynedd
LL57 2TQ
Tel: 01248 388000
e-mail: minibuses@undebbangor.com

Undeb Bangor Responsibility

UNDEB Bangor will for all UNDEB Bangor owned vehicles:

- Insure UNDEB Bangor vehicles for the purpose for which they are to be used.
- Arrange Breakdown Cover.
- Arrange for servicing and maintenance (SU owned vehicles)
- Supply First Aid kits, fire extinguishers in Vehicles and inspect as necessary
- Ensure all drivers of UNDEB Bangor vehicles produce their licence for inspection.
- Provide Driving Assessments.
- Ensure all drivers and passengers are aware of their responsibilities when using UNDEB Bangor vehicles and documents which have to be completed etc.
- Provide valid 'Small Bus Permit' for display for external hire.
- Retain records as necessary e.g. vehicle insurance / MOT, SU trained drivers, licence checks (SU owned vehicles)

General Driver Responsibilities

Requirements for drivers driving on UNDEB Bangor activities must:

- Only drive vehicles authorised to do so.
- Not charge for driving an UNDEB Bangor vehicle.
- Notify 'Points', Medical Conditions to the Undeb Bangor Student Centre.
- Never be under the influence of alcohol when driving or allow alcohol to be consumed or carried in a Minibus.
- Never use a mobile phone whilst driving.
- If using own vehicle, check it is insured to carry students / equipment and is roadworthy. Complete 'Own Vehicle Registration Form' and return to the Undeb Bangor Student Centre, UNDEB Bangor.
- Check capacity numbers are not exceeded.
- Ensure passengers wear seatbelts whilst the vehicle is moving.
- Ensure equipment and doors are secure with all walkways, exits kept clear

Student Opportunities Groups Responsibilities When Using Undeb Bangor Vehicles

Student Opportunities Groups must:

- Follow the booking procedures and conditions of use contained within this handbook.
- Have signed the Student Opportunities Group Agreement before booking or hiring a vehicle
- Find their own SU approved minibus driver.
- Ensure driver and passengers are aware of the conditions contained within this Handbook.
- Never make a profit when calculating trip transport costs
- Ensure all accidents / incidents are reported.

Passenger Responsibilities

Passengers in a vehicle used on UNDEB Bangor activities will:

- Be a member of the Club / Society arranging the Trip.
- Comply with driver instructions at all times.
- Wear seat belts at all times whilst travelling.
- Never drink alcohol or smoke in UNDEB Bangor vehicles.
- Never distract the driver.
- Be punctual and not board a vehicle until they are certain their name is on the *Trip Registration (appendix 1)*
- Be aware that if their actions endanger themselves or others in the vehicle they may face disciplinary action from UNDEB Bangor.

Children on Vehicles

Checks must be taken to ensure all children are wearing their seatbelt. A number of students must sit amongst the children to ensure the children do not try to un-belt, stand up and move around whilst the vehicle is moving.

Transport Bookings

Vehicles are booked through the UNDEB website - <https://www.undebbangor.com/vehicles/vehicle-hire-request>

Vehicles are booked on a first come first served basis. Confirmation of all bookings will be sent via e-mail.

It is important that you notify undeb@undebbangor.com as soon as you are aware you no longer require an external hired minibus you have booked no less than 72 working hours ahead of the hire start. Cancellations at any time after the booking has been confirmed will be charged in full.

Collecting a vehicle

To collect the vehicle, the driver MUST show a booking confirmation email to the Security Officer and then complete and submit the trip registration form (appendix 1). Only then will the driver be issued with the keys and other required items.

The driver MUST take valid photographic ID as they will be asked to show it and will then be advised as to the location of the vehicle - usually Crafnant Car Park behind Bar Uno.

VEHICLE CHECKS

All UNDEB Bangor owned vehicles are maintained and inspected. However, drivers are legally responsible for the condition of the vehicle. It is compulsory that drivers complete the Vehicle Checklist List (example can be found on the following link <https://www.undebbangor.com/vehicles/vehicle-checks> which can be completed on line via the link on Vehicle Hire Confirmation e-mail. Checklist are also available from the Ffriddoedd Site Security Lodge. If stopped at the roadside and fault is found, you could be given a fixed penalty or prosecuted if it is more serious. Use the check sheet and keep it in the vehicle as a record.

Checks include:

- Lights / Indicators: Are working and clean
- Number Plates: Are clean
- Tyres: A spare is available and tyres are inflated and not excessively worn or have any bulges or splits
- Windows: Are clean and free from dirt
- Windscreen / Washers: Are clean and the windscreen washer is working
- Seat / Seat Belts / Head Restraint: Are adjusted to the driver's needs
- Mirrors: Are adjusted correctly
- Controls: Familiarise themselves
- Breakdown Cover: Details are available in the Minibus
- Fire Extinguisher: Is available

Permits, Fuelling

For SU Fleet Vehicles, the fuel card is located in the dashboard area and is to remain in the vehicle after use. You should refuel the vehicle if it has less than ¼ of a tank left.

Vehicle Charges

All vehicle hires are charged at 70p per mile.

Bookings made for social events will incur a daily hire charge of £168.00, plus fuel costs, which will be billed to the relevant club or society

Personal Property

UNDEB Bangor cannot be held responsible for loss or damage to personal property whilst in an UNDEB Bangor owned / leased vehicle.

End of use procedure

It is the driver's responsibility to make sure the inside of the bus is left clean and tidy at the end of every journey. Rubbish bags are kept in the minibuses.

You **MUST** return the vehicle keys and any other items to the Security Lodge at Ffriddoedd Site at the end of your period.

Driving Hours

- As a working rule, no driver should be required to drive continuously for more than 2 hours, without at least a 15 minute break, and no driver should be expected to drive for more than 6-7 hours a day.
- When planning long distance journeys, scheduling should give drivers sufficient time to take account of weather and traffic conditions so they can keep to speed limits.
- It is recommended that there are two SU approved drivers for journeys over 200 miles – any long trip should be discussed with the Undeb Bangor Student Centre or the relevant Undeb Bangor Staff Member

Adverse Weather Conditions

Good road observation is essential so that you can interpret conditions accurately and adjust your speed accordingly. If you drive too fast on a slippery or wet road surface your tyre grip will be substantially reduced and the risk of skidding increased. **If you feel the driving conditions are unsafe you should not attempt to drive.**

Weather Hazards – Please be very vigilant when driving in bad weather – snow, ice, fog, rain, wind.

Before your Drive – Pay particular attention to the following guidelines:

- Before making any journey, listen to the news and weather broadcasts.
- The best thing to do in extremely bad weather is to stay off the road. If you feel conditions are dangerous don't drive.
- Make frequent rest stops (every 2 hours), for fresh air and comfort breaks for yourself and your passengers.
- Keep your vehicle well ventilated. The vehicle heater when on full can make you drowsy.

Remember as the designated driver you are responsible for the vehicle and your passengers. Do not allow yourself to be pressurised by anyone.

Breakdowns

SU Vehicles are checked and serviced regularly, however should there be break down the following procedures should be followed:

- Get the vehicle off the road if possible.
- Use hazard warning lights to warn other traffic.
- Keep sidelights on if it is dark / visibility is poor
- All persons should proceed to a safe point, well away from the vehicle and traffic.
- Display a warning triangle on the road at least 45 metres (147 feet) behind the vehicle on the same side of the road. Take great care when placing them - never use them on motorways
- Never let anybody stand between the vehicle and oncoming traffic at night / in poor visibility or stand where they will prevent other road users seeing lights.
- Contact the breakdown company, details can be found in the minibus.

Breakdowns on Motorways

- Leave the motorway at the next exit or pull into a service area. Only pull on to the hard shoulder as a last resort, stopping as far to the left as possible, with wheels turned to the left.
- Try to stop near an emergency telephone.
- Leave the vehicle by the left-hand door and ensure passengers do the same.

- Do not attempt even simple repairs.
- Ensure passengers keep away from the carriageway and hard shoulder, and children are kept under control.
- Walk to an emergency telephone on the same side of the carriageway (follow the arrows on the posts). The phone is free of charge and connects directly to the Police. Use these in preference to a mobile phone.
- Give full details to the Police.
- Return and wait near the vehicle (well away from the carriageway and hard shoulder).
- If at risk from another person, return to the vehicle by a left-hand door and lock all doors. Only leave the vehicle again when the danger has passed.
- Contact the breakdown company, details can found in the minibus.

Accident and Incident Reporting

- All accidents should be reported to UNDEB Bangor Student Centre on **01248 388000** (office hours Monday to Friday 9:00am – 5:00pm) or University Security on **01248 382795** (outside office hours). In addition an UNDEB *Insurance Accident (Appendix 2)* These forms are located in the glove compartment of each UNDEB Bangor Vehicle should be completed within 48 hours of the event and handed to UNDEB Bangor Student Centre.

You should always stop at the scene if you think that your accident/incident has cause:

- either injuries to people or domesticated animals
- damage to vehicles or roadside fixtures

At the accident scene it is important that you do not admit liability as this could cause legal complications at a later date. Make sure you follow these guidelines:

- Ask if the other driver and passengers are ok, but do not apologise
- Do not admit liability
- You are obliged by law to give any person affected by the incident your details. Do this by using the Accident Reports Forms.

Do you need emergency services?

Call 999 immediately if:

- Any of the people involved are in need of urgent medical attention (ask for an ambulance)
- The road is blocked or damaged (ask for the police)
- Someone leaves the scene without exchanging details (ask for the police)

Are there any witnesses

- Try and get the names, addresses and vehicle registrations of any witnesses

Exchange details with other drivers

Please provide as much detail about the incident/accident as possible. Along with a description of the accident you may find a sketch is helpful in explaining. Make notes of street names, vehicle locations and directions of travel, skid marks, collision points etc. Take photos. Note down any other information which you feel may be of interest.

Giving Assistance

If you arrive at the scene of an accident:

- Use your hazard warning lights to warn other drivers.
- Ask drivers to switch off their engines (and stop smoking if applicable)
- Arrange for emergency services to be called immediately providing full details of the accident location and any casualties.
- Move uninjured people away from the vehicles to safety, on a motorway this should, if possible, be well away from the traffic, the hard shoulder and the central reservation.

- Do not move injured people from the vehicle unless they are in immediate danger from fire or explosion.
- Do not remove a motorcyclist's helmet unless it is essential to do so.
- Be prepared to give first aid if you are trained
- Stay at the scene until emergency services arrive.

Use of Own Vehicle for UNDEB Bangor Trips

In the interest of member(s) UNDEB Bangor requests the following details of all 'own vehicles' being used to transport Athletic Union, Societies and Student Volunteering members:

- Copy of a valid Driving Licence.

The above documents must detail or be accompanied by their relevant expiry dates, and this form needs to be renewed each academic year, or when those expiry dates are met, whichever is sooner.

The insured driver must be familiar with the Driver Vehicle Risk Assessment document and must complete the Use of 'Own Vehicle' Form before travelling (appendix 3).

It is the insured driver's responsibility to verify with his/her insurance company that the level and class of cover are relevant for the use of the vehicle. Please note, if an 'own vehicle' is not registered, mileage costs will not be allowed to be claimed.

The Students' Union does not provide additional insurance cover or break down cover for any 'own vehicles' being used to transport member(s).

Appendix 1



UNDEB RANGOR Club/Society
Trip Organiser's Name Bangor Address Telephone Email
Destination (including accommodation address, campsite, club hut or grid reference) Contact name Telephone
Provisional Itinerary (please include dates and estimated times of departure from and return to Bangor)
Transport Arrangements ☐ Union Minibus ☐ Outside Hire ☐ Own Vehicle
Emergency Procedures & Rescue Services
Pre-trip Planning ☐ Transport ☐ Registered Driver(s) ☐ First Aider(s) ☐ Equipment Any other (specify) _____ ☐ Itinerary ☐ Accommodation ☐ Registration ☐ Emergency Procedures The items indicated by a ✓ have been satisfactorily arranged for the mentioned trip
Pre-activity Information ☐ Weather forecast ☐ Tide conditions ☐ Surf/swell forecast Any other (specify) _____ ☐ Avalanche forecast ☐ Water levels ☐ Local conditions All reasonable steps will be taken to ensure that the information indicated by a ✓ will be sought, and shared with all members

Trip Registration Form

Emergency Contact Number

01248 382795

Names of all Participants	Emergency Contact No.
1 <i>Activity Leader</i>	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Drivers
1
2
3
4

First Aiders: Names & details of qualifications
1
2

Signed
Print Name Date

Appendix 2



STATEMENT OF FACTS – MOTOR VEHICLE INCIDENT

Staff and Students must comply this Form (only is safe to do so) to obtain the details of the other vehicle/driver involved in the incident and to briefly note facts of the incident. IT IS NOT an admission of liability.

Name of Person Completing Form:	Contact Details of Person Completing Form:
Date of Incident:	Location of Incident:
Injuries (please detail):	Property damage (please detail):
Witness 1 (name, address, contact no.):	Witness 2 (name, address, contact no.):
OTHER DRIVER DETAILS (see Driving Licence)	
Name and Address of Driver of Other Vehicle:	
Home Contact Number:	Mobile Contact Number:
Driving Licence:	
OTHER VEHICLE DETAILS	
Name and Address of Insured Policy Holder if different from Driver:	
Home Contact Number:	Mobile Contact Number:
Vehicle (make, type, registration):	
Name of Insurance Company:	
Policy Number:	

VEHICLE DAMAGE (BOTH VEHICLES)	
Detail damage to other Vehicle X to indicate point of impact	Detail damage to Undeb Vehicle X to indicate point of impact

Detail damage to Undeb Vehicle



× to indicate point of impact

INCIDENT DETAILS	
Provide Details of the Incident. E.g was the vehicle(s) parked, moving, approaching a roundabout, impacted from the rear, overtaking, changing lanes, reversing, failed to stop etc:	
Were pictures taken of the incident:	
YES ☐	NO ☐
Did the Police attend the incident	
YES ☐	NO ☐
If YES, provide details of the Police Number, Police Station etc:	
Did an Ambulance attend the incident:	
YES ☐	NO ☐
If YES, provide details of the hospital the casualty was taken to:	
Signature of Bangor University staff/student:	Signature of other driver:

Were pictures taken of the incident:

NO ☐NO ☐

Did an Ambulance attend the incident:	
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NO ☐

Signature of other driver:



USE OF 'OWN VEHICLE' FORM FOR ATHLETIC UNION CLUBS, SOCIETIES AND STUDENT VOLUNTEERING ACTIVITIES

This form must be completed by any person voluntarily using their 'Own Vehicle' for official activities.

Name of Person:
Date:
Activity and Club Details:
Vehicle Details eg make, registration:

Bangor University e-mail address:

I can confirm that:

1. I am voluntarily using my own vehicle.
2. I hold a valid driving licence.
3. I am physically fit to drive.
4. The above vehicle has passed an MOT test, is taxed and is suitably insured for this purpose.
5. I will ensure all passengers wear seat belts and behave appropriately in the vehicle.
6. I will ensure any items stored in the vehicle are stored safely and will not pose a risk to myself or others.
7. My emergency contact details are included on the Trip Registration Form.

Signature: Date: