GUIDANCE NOTES
on the use of
UNIVERSITY VEHICLES

The information contained in this publication is primarily intended to ensure that all persons using University vehicles are aware of their legal obligations, the use of University vehicles and of their responsibility towards other road users. All information and opinion expressed in is this publication is offered for guidance only. All drivers are strongly advised to check their legal position with DVLA.

Your attention is particularly drawn to regulations governing the use of minibuses and towing. Please refer to Sections 10, 13, 14, 17, 20 and 25.

It is important to note that Transport Laws and Driving License Regulations are subject to change. Updated driver/vehicle information and advice can be obtained from regulatory agencies such as the DVLC and DETR (DVLA Web site - www.dvla.gov.uk/licences).

University vehicles are a valuable resource and must at all times be treated with due care and respect. Maintenance and legal requirements pertaining to University vehicles and related equipment are, in general, the responsibility of the Transport Services Department.

To help facilitate the use of vehicles allocated to departments Heads of Schools/Departments should ensure that a ‘School/Departmental Transport Co-ordinator’ or ‘Nominated Person’ is appointed, given authority, responsibility and support in overseeing the daily allocation and control of all university vehicles assigned to their School/Department.

All members of staff and students are advised that certain aspects of transport legislation are open to interpretation which, in some cases, may be subject to different adjudication in a Court of Law. If in doubt seek guidance from the DVLC, D/T or a legal representative.

The content of this publication may also be viewed on the University of Glasgow website under the heading of Transport Services.

UNIVERSITY VEHICLES (AND INSURANCE COVER)
MAY ONLY BE USED FOR OFFICIAL UNIVERSITY BUSINESS

All information contained is this publication is opinion and offered for guidance only. All drivers are strongly advised to check their legal position with DVLA.

IF THERE IS DOUBT REGARDING ANY TRANSPORT RELATED TOPIC - SEEK ADVICE!

R J Ford
Transport Services Manager
March 2017

Web-site address:
www.gla.ac.uk/Divisions/CI/transport.html

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Revised March 2017

The issue of this publication supersedes all previous editions
# GUIDANCE NOTES

*on the use of*

## UNIVERSITY VEHICLES

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## ADDITIONAL NOTES

- Minibus Entitlement Flowchart: Appendix 1
- Guidance Notes on Towing: Appendix 2
- Health & Safety Policy: Appendix 3
- Some Notes on Risk Assessment: Appendix 4
- Use of Vehicles by PhD Students: Appendix 5
- Guidance Notes for HoDs: Appendix 6
- Incident Record Details: Appendix 6

*(Fourth Edition - Revised August 2010)*
POLICY STATEMENT

The University of Glasgow is committed to promoting the Health and Safety at Work Act (1974) and the Management of Health & Safety at Work Regulations (1999). It is the policy of the University to safeguard the health, safety and welfare of its employees and all persons likely to be directly or indirectly affected by the activities of the University.

The University of Glasgow recognises the significance of sustainable development in global, national and local contexts and acknowledges a commitment to the protection of the environment and the conservation of our natural resources. The University is concerned about the effects of its decisions and actions on the quality of life, the economy and world poverty, as well as environmental and natural resources. It is committed to ensure that the ideals of sustainable development are integrated into all aspects of University planning and activities.

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MINIBUSES & SPEED LIMITERS
With effect from 1st January 2008 all vehicles with more than eight passenger seats (minibuses) require to be fitted with a ‘speed-limiter’ which will restrict top speeds to 62mph;
It is now University Policy to Speed Limit all University Vehicles

ALL SUCH VEHICLES ARE PROHIBITED FROM USING THE THIRD LANE (OUTSIDE LANE) OF MOTORWAYS.

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DISCLAIMER:
The opinions and advice expressed in this publication are made in good faith and are intended for guidance purposes only. They should not in any way be considered as legally binding and do not necessarily represent the view of the University of Glasgow. You are at all times strongly advised to seek advice and final adjudication on transport related matters from either the DVLA or the DfT.

(DVLA Web site – www.dvla.gov.uk/licences)

Helpful leaflets available from DVLA -

INF28 - Driving a Minibus
INF30 - Towing Trailers in Great Britain
INF38 - Driving in Great Britain as a visitor Resident
INF90 - A General Guide to Driver Licensing

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Copy of ‘Guidance Notes on the Use of University Vehicles’ can be downloaded from Transport Services webpage

TRANSPORT SERVICES DEPARTMENT
IMPORTANT ADVICE

GENERAL USE of UNIVERSITY VEHICLES
University vehicles (and Insurance Cover) may only be used for official University business College/School/Research Institute/Department managers and those responsible for authorising the use of University vehicles must remain both aware and proactive in promoting current environmental policies adopted by the University of Glasgow. As well as addressing a variety of other issues the environmental policy affirms the University's commitment to responsibly reducing the impact of pollution caused by motor vehicle exhaust emissions. Accordingly, departments are encouraged to use motor vehicles thoughtfully and only on journeys where it is deemed absolutely necessary.

DRIVER RISK MANAGEMENT & TRAINING
The philosophy of the University of Glasgow is that all vehicular accidents are preventable and that all risks can be managed. The ultimate aim of the University is to have a zero rate of accidents. Despite the fact that the Health & Safety Executive requires employers (including managers and line-managers) to set a minimum standard regarding Health & Safety issues the activities of drivers of vehicles are often overlooked, or not included, in any written policy. Due to the diversity of operational requirements of the University individual departments should seriously consider compiling a written policy stating their commitment to ensuring the training and safety of School/ Research Institute/Departmental drivers.

‘The Corporate Homicide/Manslaughter Act’ introduced during April 2007 requires all organisations to take account of driver activities. Departments who have staff engaged in regular driving duties are strongly encouraged to include Driver Training as an important element of their Health & Safety and Duty of Care Policy (e.g. defensive driving, carriage of loads etc). The onus is on companies (managers and line-managers) to ensure they have a suitable management policy in place for occupational road risk. As part of their management structure departments are advised to review the level of provision they have made for road risk assessment in the same manner they deal with other H&S issues. Risk assessments are more than just a legal requirement they also enable informed decisions to be made on the level of driver training required.

ALCOHOL, DRUGS and BANNED SUBSTANCES
The University does not condone the consumption of alcohol or the use of any banned substance by any person either driving or being conveyed in a University vehicle. Persons in charge of a motor vehicle whilst under the influence of alcohol, drugs or banned substances are liable to face heavy fines and/or a custodial sentence. Any member of staff (or student) who is charged and ultimately found guilty of a drink-driving offence will be banned from driving University vehicles and may also be subject to disciplinary measures.

In line with University policy SMOKING is NOT PERMITTED in any University vehicle
Please note this includes electronic cigarettes.

STAFF RECRUITMENT
All College/School/Research Institute/Department interviewing prospective candidates whose work might include driving University vehicles are strongly advised to check each applicant’s driving licence at the time of interview to ensure that prospective candidate’s driving license categories will be suitable to the post (Please refer to Section 2 - Authorised Drivers).

While it is not currently a legal requirement a programme of eye examinations for all drivers engaged on University business should be considered for inclusion in College/School/Research Institute/Department operational plans.

PHOTO-CARDS
Drivers who have been issued with a ‘photo-card’ as part of their driving licence are advised the ‘photo-card’ is valid for only 10 years. DVLA should send a reminder advising renewal. Drivers must supply a ‘recent photograph’ when applying for renewal; any driver failing to renew the photo-card’ will be deemed as driving illegally.
1 NOMINATED PERSONS
Heads of College/School/Research Institute/Department are asked to nominate a member of staff who will be responsible for overseeing the proper use and operation of University vehicles assigned to the care of their College/School/Research Institute/Department.

The nominated person will act as transport co-ordinator for a specific College/School/Research Institute/Department and will be responsible for authorising the use of departmental vehicles (for use on University business only). He or she will be the point of contact with Transport Services Department regarding servicing/repair and matters of legal compliance. IF IN ANY DOUBT ASK!

The Nominated Person must ensure that:-

a) any person wishing to use a University vehicle MUST have a full and valid current driving licence appropriate to the type of vehicle he/she wishes to drive, and that person is an approved University driver (Please refer to Section 2- Authorised drivers);

b) a formal booking system for the use of College/School/Research Institute/Department vehicles is properly regulated and maintained by the College/School/Research Institute/Department;

c) the vehicle ‘Log Sheet’ is properly completed for each journey. Log Sheets must be returned to Transport Services upon completion;

d) any vehicle defect identified, or suspected, is reported to Transport Services without delay for attention and remedial action. If there is any doubt, the vehicle should immediately be withdrawn from service;

e) Drivers are instructed to carry out daily routine checks on coolant, lubricants, tyres, lights etc;

f) Drivers are made aware that they will be held accountable for all traffic offences whilst a vehicle is assigned to their care (Please refer to Section 4 - Traffic Offences);

g) All drivers are made aware that personal or private use of University vehicles is strictly forbidden. Insurance cover will NOT apply in circumstances of unauthorised vehicle usage;

h) All drivers must ensure that minibuses have a suitable fire extinguisher and first aid kit.

2 AUTHORISED DRIVERS
i) College/School/Research Institute/Department co-ordinators must be aware of the restrictions placed on persons who first obtained their driving licence on or after 1st January 1997 (Please refer to Sections 10 -13 Driver Licensing).

ii) All persons intending to drive University vehicles must be the holder of a full valid driving licence appropriate to the class of vehicle they intend driving (Please refer to Section 5 - Corporate Liability & Sections 10 -13 Driver Licensing).

iii) Any illness or impairment that could affect a persons driving ability MUST be reported to the School/Research Institute/Departmental transport co-ordinator (where applicable) and Transport Services Manager in writing; failure to do so could render insurance cover void.

iv) Any member of staff, or student, charged with a traffic offence MUST report the outcome of such offence to the Transport Services Manager in writing as soon as reasonably practical. Any changes in driver licence circumstances MUST be reported in writing to the School/Departmental Transport Co-ordinator (or nominee) and to the University Transport Services Manager without delay. Change of circumstance might include being charged with a traffic offence or certain forms of illness. Should you be in any doubt contact Transport Services for advice.

v) Only University employees (or students) who are authorised by the Head of College/School/Research Institute/Department or by his/her nominee, and who have undertaken and passed a relevant university driving assessment may drive a University vehicle. (Driving assessments can be arranged by contacting the Transport Services Department who will agree a suitable date to carry out assessments). Spouses/partners of staff/students are NOT permitted to drive University vehicles.

vi) Driving licences must be made available for inspection at least once a year or upon request by the School/Research Institute/Departmental Nominee or the University Transport Services Manager.
2a  **OFF ROAD DRIVING (4x4 Vehicles)**
Off-road driving can present numerous hazards. College/School/Research/Institute/Department requiring drivers to operate 4x4 vehicles in off-road conditions are advised to contact Transport Services who can offer practical advice and training.

Training For All Off Road driving is compulsory. Training can arranged through Transport Services

3  **USE of UNIVERSITY VEHICLES**
University vehicles represent a considerable investment and are a valuable resource which must be treated with due care and respect at all times.

a)  **University vehicles may only be used for official University business.**

b)  **Unauthorised passengers (and materials) must not be conveyed in University vehicles.**

c)  **Passengers carried on University transport must be conveyed free of charge. Failure to comply with this rule could render the University and the driver in breach of the law and open to prosecution; in event of an accident insurance cover could be deemed invalid.**

d)  **Alcohol must not be consumed by any person (including passengers) whilst they are travelling in a University vehicle (Please refer to Section 4 - Drink Driving).**

e)  **Whilst on a journey drivers are responsible for the safety and behaviour of their passengers as well as the security of the vehicle during the period it is entrusted to their care.**

f)  **Drivers are solely responsible for all traffic offences associated with any University vehicle during the period it is assigned to their care.**

g)  **Where fitted, seat belts must be worn at all times during a journey.**

h)  **Vehicle ‘Log books’ must be fully and accurately completed for each journey.**

j)  **It is the responsibility of drivers to ensure that all loads are properly and securely stowed and that the safe load-carrying capacity of the vehicle is not exceeded (Please refer to Sections 19c,19d and Section 24)**

k)  **All accidents, involving University vehicles, no matter how minor, must be reported to the Transport Services Manager as soon as reasonably practical.**

l)  **In the interests of security and safety the keys of all University vehicles parked on Campus overnight and at weekends MUST be lodged with Central Services staff at the Main Gatehouse.**

4  **TRAFFIC OFFENCES**

a]  **Parking, Speeding and other Traffic Offences:**
Drivers will be held responsible and fully accountable for all traffic offences associated with any University vehicle, or vehicle hired on behalf of the University, during the period that such a vehicle is assigned to their care. Such offences might include parking, speeding etc.

All authorised drivers (staff/students) who have been charged with a traffic offence must notify the Transport Services Manager in writing without delay.

b]  **Drink Driving:**
Any member of staff (or student) who is charged and ultimately found guilty of a drink-driving offence will be banned from driving University vehicles.

The carriage of alcohol intended for consumption by passengers (or driver) during any part of a journey is strictly prohibited.
CORPORATE LIABILITY

Coupled to the ‘Corporate Homicide (Manslaughter) Act’ of April 2007 various Acts of Parliament applicable to road transport operations set clear requirements for both the employer and employee regarding the roadworthiness and safe operation of company vehicles. The Road Traffic Acts clearly state it is an offence for anyone to drive, or for someone to allow another person to drive, a motor vehicle of any class if that person is not properly licensed or in a fit state.

Under current law, ‘the directing mind’ (managers, including line-managers) could be held vicariously liable for any harm caused through the negligence of an employee/operative in the course of their driving duties. If it is found that managers have placed an employee (member of staff, student or agency driver) in any sort of danger they could face severe penalties. Even where managers are not directly responsible for an offence, failure to enforce or comply with the regulations could lead to a fine and/or imprisonment.

It might be in the interest of Heads of School/Research Institute/relevant managers and line-managers to prepare a document requiring members of staff/students to verify that their driving licence and the insurance cover of any personal vehicle they intend using on University business/activity is legally compliant. Copies of all such documents should be kept on file. Where applicable, driver training should be considered as an important element of every School/Research Institute/Department’s Health & Safety and Duty of Care Policy (e.g. defensive driving, carriage of loads etc).

Since January 2005, the H&SE have developed a national protocol with all UK Police Forces whereby the companies of drivers who have been involved in an accident, booked for speeding etc. could have their Health & Safety policies scrutinised. This practice firmly places the onus on companies (and subsequently line-managers) to ensure they have a suitable Management Policy in place for Occupational Road Risk.

Transport Services Department maintains a list of all authorised drivers (Please refer to Section 2). Changes to an employees driving status must be passed Transport Services to ensure data is updated in accordance with the University’s insurance and legal obligations.

General Fitness

Any illness or impairment that could affect a persons ability to drive must be reported to the School/Research Institute/Departmental Transport Co-ordinator (where applicable) and Transport Services Manager in writing; failure to do so could render insurance cover void. Drivers must not drive, or undertake certain duties, while taking any course of medication that might impair their judgement. In cases of doubt they should seek the view of their GP or the University Health Service.

Drivers are required to maintain their fitness to drive and are reminded that they must be able to satisfy the eyesight requirements set out in the Highway Code. (Please refer Appendix 3)

a) USE of PERSONAL VEHICLES

Within the provisions of the Corporate Liability Act managers (or responsible persons) that encourage staff/students to use privately owned vehicles on university business are advised to take adequate measures to ensure that all such vehicles are properly insured and maintained in a roadworthy condition.

It is the responsibility of owners to inform their insurers of their intention to use their personal vehicle for business purposes and to ensure that any such vehicle is properly and adequately maintained and insured (Please refer to Section 31 - Insurance).

b) College/School/Research Institute/Departments that requires staff/students to engage in driving duties are strongly encouraged to include Driver Training as an important element of their Health & Safety and Duty of Care Policy (e.g. defensive driving, carriage of loads etc). The onus is on companies (managers and line-managers) to ensure they have a suitable management policy in place for occupational road risk. As part of their management structure departments are advised to review the level of provision they have made for ‘road risk assessment’ in the same manner they deal with other H&S issues. Risk assessments are more than just a legal requirement they also enable informed decisions to be made on the level of driver training required.
c) MOBILE PHONES
The Road Traffic Act states it is an offence punishable by law to use hand-held mobile phones (cell phones) whilst driving a vehicle. This includes, sending or receiving oral or text messages. If a driver carries a mobile phone the device should only be used once the vehicle has been safely parked (except in certain cases of extreme emergency).

Unless a passenger is travelling in the vehicle, it is good practice to set the ‘phone to receive voicemail. In such circumstances drivers should check for messages once a vehicle is stationary and safely parked. **Waiting at Traffic Signals does not constitute being parked.**

**Hands-free ‘phones** do not come under traffic regulations as yet, however, in certain circumstances their use may result in a driver not taking proper care and attention, which could result in legal proceedings, especially if an incident occurs.

**Mobile ‘phones MUST NOT be used whilst refuelling a vehicle.**

The University of Glasgow does not condone the use of hand-held mobile ‘phones by any person driving a University vehicle, or vehicle hired on behalf of the university. Any member of staff found to be using a hand-held mobile ‘phone whilst driving will be subject to disciplinary procedures.

**IT IS AN OFFENCE TO USE A MOBILE PHONE WHILST DRIVING**

6 PREPARING for a JOURNEY
a) It is the responsibility of every driver to satisfy him/herself that the vehicle they intend using is in a road-worthy condition. **Check over the vehicle prior to commencing any journey.** Check Road Fund Licence, lubricants, coolant*, tyres, lights etc.

*WARNING: CARRY OUT ALL CHECKS WHEN THE ENGINE IS COLD - NEVER WHEN AN ENGINE IS RUNNING. DO NOT REMOVE A RADIATOR CAP WHEN AN ENGINE IS HOT.*

b) Drivers should familiarise themselves with the vehicle’s controls and instrumentation before driving off.

c) Plan all journeys in advance and allow ample time for the trip. Allow for changing weather conditions.

d) Drivers must ensure that the vehicle is not overloaded. When using a luggage/roof rack it is the driver’s responsibility to ensure the load is properly and safely secured *(Please refer to Sections 19 & 24).*

e) When towing a trailer ensure it is coupled securely to the vehicle. After coupling a trailer check that all lights and brakes are working properly *(Please refer to Section 19 - Towing).*

f) When driving in traffic, keep a safe distance from the vehicle in front at all times. It may be helpful to apply the two-second rule.

g) Allow additional braking distance when driving a laden minibus - the additional weight of passengers requires a greater stopping distance.

h) Use dipped headlights when visibility is poor or, if it is raining.

j) Ensure that all vehicle doors can be easily opened from the outside in event of an emergency.

k) Be aware of your speed at all times. Do not take unnecessary risks.
VEHICLE CHECK LIST
Drivers are reminded that under the Road Traffic Act it is they who will be prosecuted if the vehicle they are driving on a public road is found to be in an un-roadworthy condition. Therefore, drivers should satisfy themselves on a daily basis that any vehicle they intend driving is roadworthy. It is in the interest of all persons intending to drive a University vehicle to carry out the following basic checks prior to driving the vehicle on the public highway:

a) Check tyre-pressures and visually examine the tyres for obvious damage or wear.
b) If necessary, clean windscreen, windows, lights, mirrors and number plates.
c) Check all fluid levels including windscreen wash (Please refer to note 6a).
d) Ensure all lights are in working order. Check heater blower/demister is working.
e) Check that all in-cab warning lights/gauges are functioning.
f) Check operation of windscreen wipers and washers.
g) Check spare wheel, jack and wheel key are in place.
h) Ensure a valid Road Fund Licence (Tax disc) is properly in place. Where applicable ensure ‘Bus Permit’ is in place (Please refer to Section 18).
i) Check brake fluid and top up if required. Report any loss of fluid to Transport Services Dept. immediately.
j) Report immediately any fluid leaks or abnormal noises from the vehicle.
k) Adjust door wing/mirrors before moving off.
l) Ensure that minibuses have a suitable fire extinguisher and first aid kit.

REPORT ALL KNOWN OR SUSPECTED DEFECTS IMMEDIATELY
To Transport Services

ROAD TRAFFIC ACCIDENTS / INCIDENT
Should you be unfortunate enough to be involved in a road traffic accident, or incident, the following advice might be of help:

a) Don’t panic - try to keep calm and think clearly.
b) Ensure the safety of all parties. Where possible, vehicles should be evacuated and passengers moved to a place of safety, particularly if the incident occurs on a Motorway.
c) Extinguish all cigarettes in case fuel tank/lines have been ruptured.
d) If the damaged vehicles are causing an obstruction, notify the police. Alert other motorists by using hazard lights or warning triangles. If necessary call the emergency services.
e) Exercise extreme caution with any vehicle that has been involved in a ‘front-end’ collision. Do not attempt to drive the vehicle if you consider it might be un-roadworthy, or the damage could cause a hazard to other road users or members of the public.
g) If the vehicle is supplied with a fire extinguisher and you have had the need to use it, please advise Transport Services in order that the extinguisher can be replenished.
ACCIDENT and INCIDENT REPORTING PROCEDURE

In event of an accident or incident involving a university vehicle, the driver is legally required to exchange insurance, personal and vehicle details. Make a note of the date, time, weather, road and light conditions etc. If possible make a sketch of the accident location, noting street/road names. Note details of any witnesses. If the police are in attendance make a note of their names and numbers.

In event of injury to another person or animal (with the exception of cats) drivers MUST report the matter to the police as soon as practicable and in any case within 24 hours of the incident. Documents requested by the police are normally required to be produced within five days. (Vehicle documentation is in the safekeeping of Transport Services).

Where an accident involves no injury to another person (or animal) and the other driver stops and provides his/her name, address, insurance and vehicle details, then and only in those circumstances, there is no need to report the matter to the police.

No admission of liability, either written or verbal should be offered. Money should not be offered (or accepted) as payment toward accident repair.

A report containing details of any incident involving a University vehicle (accident, fire, theft, injuries sustained etc.) must be completed as soon as reasonably practical and submitted to the Transport Services Manager.

All accidents and incidents, no matter how minor, MUST be reported to Transport Services Department as soon as reasonably possible.

Guidance notes on completing accident details are located in the cab of University vehicles. Notes are also included as an appendix at the end of this publication. Accident details should include vehicle details, names and addresses, date, time, location, level of damage.

Drivers are reminded that they legally obliged to inform their own insurance provider of any accidents resulting in an Insurance claim.

All Insurance claims are always submitted in the name of the driver.

a) ACCIDENTS while travelling ABROAD

In most EU countries the accident reporting procedure is similar to that of the UK, with the exception of Germany, where all accidents MUST be reported to the police. It is also a legal requirement to summon First Aid to injured persons.

In many EU countries it is a legal requirement that drivers wear a High Visibility vest/jacket in event of a breakdown/puncture. Remember to place a Warning Triangle near the scene of an accident as soon as possible (Please also refer to Section 26 - Travel Abroad).
10 DRIVER LICENSING  *(Please also refer to Appendix 1 & 2)*

Any person wishing to drive a University vehicle **MUST** be the holder of a current and valid UK driving licence appropriate to the category of vehicle he/she intends using *(Please also refer to Sections 10a, 11, 12 & 13)*

Driving licences must be made available for inspection at least once a year, or as requested. As long as it is the intention of a member of staff (or student) to drive a University vehicle they must inform the University Transport Services Manager, in writing, of any traffic offence and/or changes in driver circumstances without delay *(Please refer Section 2iii - Authorised Drivers)*.

Staff or students from abroad (foreign nationals) wishing to drive University vehicles please refer to *Section 11 - Non-UK Driving Licences*.

Driving Licence Renewals *(New Rules effective from 1st January 1988)*: Any present MINIBUS entitlement will remain valid in the UK and on temporary visits abroad until a current driving licence is renewed. **Current minibus entitlement (D1 and D1+E not for Hire or Reward) can only be renewed upon special application to DVLA.** Renewal of minibus entitlement will be dependent upon age and on meeting higher medical standards.

**PHOTO- CARDS:** Drivers who were issued with a ‘photo-card’ as part of their driving licence are advised the ‘photo-card’ is valid for 10 years only. DVLA should send a reminder advising renewal. Drivers must supply a ‘recent photograph’ when applying for renewal; drivers failing to renew the photo-card part of their licence will be deemed as driving illegally.

10a LICENCE CATEGORIES

**Category B Licences:** This driving licence entitlement covers vehicles having a Maximum Authorised Mass (MAM) of up to 3.5 tonnes and vehicles having no more than 8 passenger seats *(a total of 9 persons including the driver, e.g. saloon cars, certain 4x4s, MPVs, etc.)*

**Category D Licences** *(Category D1):* This licence entitlement covers passenger carrying vehicles having more than 8 but not more than 16 passenger seats that are **NOT used for Hire or Reward**. The term ‘Hire or Reward’ encompasses any payment in cash or kind by passengers (or on their behalf) which confers on them a right to be carried *(Please refer to Section 16 - Carriage of Passengers)*

The old style licence (those issued prior to 1990) will show minibus entitlement under the ‘A’ classification, while the new style licence (those issued after 1990) will show a D1 (minibus) classification.

b) **CHANGE of NAME or ADDRESS**

Drivers who have changed their name or address **MUST** notify the DVLA immediately. Failure to comply with this requirement could result in criminal proceedings and a fine of up to £1,000.

AGENCY DRIVERS

In instances where ‘Agency Drivers’ might be engaged on University business it is particularly important to ensure he/she meets all driver licence requirements including, where applicable, training. Simple assurance from the Agency is not sufficient. At the very least the employer (university department) should view documentation confirming that all relevant training has been satisfactorily completed.

d) **SPEED LIMITERS**

With effect from 1st January 2008, all vehicles weighing more than 3.5 tonnes, or vehicles with more than eight passenger seats (e.g. Minibuses) require to be fitted with a ‘speed-limiter’ which will restrict top speeds to 62mph. **ALL SUCH VEHICLES ARE PROHIBITED FROM USING THE OUTSIDE LANE (Third Lane) OF MOTORWAYS.**
e) DIGITAL TACHOGRAPHS

Digital Tachographs are a compulsory fitment on all trucks over 3.5 tonnes registered after 1st May 2006. Persons likely to drive vehicles fitted with Digital Tachographs require a ‘Driver Smart Card’ for use with the vehicle equipment. The ‘Driver Smart Card’ effectively replaces the paper Tacho chart.

Digital tachograph driver cards cannot be issued unless a driver is normally resident in the UK. All licence holders who have resided in the UK for less than 185 days in the last 12 months must provide proof of residency (Please refer Section 10e).

MINIBUSES first registered after 1st April 2007 must be fitted with a digital tachograph. Anyone wishing to drive such a vehicle for Hire and reward must be the holder of a digital tachograph card. However, voluntary drivers offering their services on behalf of specific organisations may, in certain cases, be exempt from this ruling.

f) HIRED VEHICLES

A consequence of the new Digital Tachograph Regulations mean that, in future, where a department hires a vehicle over 3.5 tonnes in weight and fitted with a Digital Tachograph, the driver MUST have a ‘Smart Card’ - it is illegal to drive without one. It is recommended that if they have not already done so persons likely to drive such vehicles should immediately apply for their personal ‘Driver Smart Card’. Smart-cards are available from the DVLA. Drivers should be aware they are required to renew the smart-card after five years (irrespective of the renewal date of their driving licence) (Please refer to Sections 11g and 30h).

11 NON-UK DRIVING LICENCES (Foreign Nationals)

We require all Non-UK licence holders to exchange to a UK licence. Please contact transport Services for advice on exchanging to a UK licence. Please note for some countries a full UK driving test will be required.

12 D1 Counterpart Licence

Due to recent changes in legislation this option is no longer available.

13 MINIBUSES and DRIVER LICENCES (Please also refer to Appendix 1 & 2)

a) Drivers who obtained their current entitlement to drive a motor car BEFORE 1st January 1997 will remain eligible to drive a minibus with up to 16 passenger seats without taking a second driving test provided the vehicle will not be used for Hire or Reward (Please refer to Sections 10 & 11 & 15, and Section 17- Hire or Reward. See also Appendix 1 & 2).

b) Drivers who first passed their motorcar driving test ON or AFTER 1st January 1997 (Category B) are restricted to vehicles weighing no more than 3.5 tonnes, and with a maximum of 8 passenger seats. To drive vehicles with 9-16 passenger seats drivers are required to pass an appropriate driving and theory test, plus pass a medical examination in order to obtain Category D1 entitlement. However, there are certain exemptions applicable to voluntary drivers (Please refer to Sections 10 & 11 & 15 and Appendix 1 & 2).

NOTE: The old style driving licence (those issued up until 1990) will show entitlement under the ‘A’ classification, while the new style licence (those issued after 1990) will show a D1 (minibus) classification.

c) RULES AFTER 1st JANUARY 1988:

Any current minibus entitlement will remain valid in the UK and on temporary visits abroad until a driver’s driving licence is renewed. Current minibus entitlement (D1 and D1+E not for hire or reward) can only be renewed upon special application to DVLA. Renewal of minibus entitlement will be dependent on age and upon meeting higher medical standards.
d) **IMPORTANT:**
Drivers of MINIBUSES (and vehicles of more than 8 seats) **who have only Category ‘B’ driving licence entitlement are NOT ALLOWED to drive vehicles in excess of 3.5 TONNES, or drive such vehicles OUTSIDE the UK.**

Drivers of University minibuses are strongly advised to check their licence restriction, plan routes and take regular breaks during long journeys.

e) **SPEED LIMITERS**
With effect from 1st January 2008, all vehicles with more than eight passenger seats (Minibuses) require to be fitted with a ‘speed-limiter’ which will restrict top speeds to 62mph; **ALL SUCH VEHICLES ARE PROHIBITED FROM USING THE THIRD LANE (OUTSIDE LANE) OF MOTORWAYS.**

f) **DRIVERS WHO DO NOT HAVE MINIBUS ENTITLEMENT**
If a driver’s licence does not qualify the holder to drive vehicles with more than 8 seats e.g. minibuses (Category D1) there are certain circumstances whereby such drivers might qualify to drive a minibus (**Please refer to Section 15 - Voluntary Drivers and Appendix 1 & 2**).

14 **MINIBUSES and VEHICLE CARRYING CAPACITIES:**
Drivers of vehicles and minibuses must be aware of the weight carrying restrictions applicable to the particular type of vehicle they intend driving. For example, a minibus carrying 15 people, assuming each person weighs 76kg (c12 stones), equates to a payload of 1140kg before adding the weight of any equipment that might also be carried. As a rough guide, the payload of an average 15 seat minibus is in the region of 1300-1500kg (before accounting for luggage or equipment). All drivers are advised to be aware of, and satisfy themselves with regard to, the safe carrying capacity of the particular vehicle they intend driving (**Please refer also to Sections 19d & 24b**).

When conveying passengers and luggage, drivers of minibuses must ensure that luggage is securely stowed and that doorways and emergency exits are not obstructed. Care should be taken not to overload roof racks (**Please refer to Section 24b**).

When conveying passengers, minibus doors must remain in an unlocked position; this will help facilitate quick exit, or access, in cases of emergency. A number of university minibuses have been converted to accommodate wheelchairs; please refer to Section 16a.

15 **VOLUNTARY DRIVERS (Please also refer to Appendix 1 & 2)**
Drivers holding only a ‘Category B’ driving licence entitlement are allowed to drive vehicles with up to 16 passenger seats without having to obtain a Category D1 licence entitlement provided:-

i) they drive on behalf of a non-commercial body for social purposes, but not for ‘Hire or Reward’ (unless operating under the Bus Permit Scheme - **Please refer to Section 18 - Bus Permits**);

ii) the driver is aged 21 years of age or over (but less than 70 years of age, unless the driver has passed a PCV medical);

iii) the driver has held a full valid car drivers license (Category B) for a minimum of two years;

iv) the driver is providing his/her services on a voluntary basis;

v) the minibus has a MAM (Maximum Authorised Mass or gross weight) not exceeding 3.5 tonnes or

vi) if the vehicle is equipped to carry disabled passengers the MAM weight limit is increased 4.25 tonnes.

vii) no trailer of any size (or weight) may be towed (**also refer Section 19b - Towing**)

viii) drivers holding only Category ‘B’ entitlement may only drive minibuses within the UK.

**NOTE:** Holders of a Category B licence are warned they are only allowed to drive a minibus under the terms of the aforementioned regulations. The right to drive a minibus applies only when a member of staff/student drives a vehicle on official university, or university club/society business/activity. **No payment of any kind may be made to (or accepted by) the driver.** Any person who does not have full minibus entitlement and who drives a minibus outwith the regulations (for personal or private use) leave themselves open to prosecution. (**Please also refer to Section 19b and Appendix 1 & 2**)
Voluntary drivers holding only Category ‘B’ licence entitlement are not allowed to tow any size of trailer whilst driving a minibus. (Please note: For University purposes a minibus is defined as a vehicle having between 9-17 seats – Refer also Section 19b - Towing). As previously stated voluntary drivers holding only Category ‘B’ entitlement may only drive minibuses within the UK. A minibus operating under the terms of a ‘Bus Permit’ cannot be taken abroad if the vehicle is used for ‘Hire or Reward’ unless the driver holds either a category PCV, D1 or D licence entitlement. (Please refer to Sections 17 & 18) For detailed information please refer to: www.dvla.gov.uk

15a ALCOHOL, DRUGS and BANNED SUBSTANCES
The University of Glasgow will not condone the consumption of alcohol or the use of any banned substance by any person either driving or being conveyed in a University vehicle. Persons in charge of a motor vehicle whilst under the influence of alcohol, drugs or banned substances are liable to face heavy fines and/or a custodial sentence therefore, the rule is simple:

DO NOT DRINK AND DRIVE.
DO NOT TAKE BANNED DRUGS

The carriage of alcohol (or drugs/banned substances) intended for consumption by passengers (or driver) during any part of a journey is strictly prohibited. Any member of staff (or student) who is charged and ultimately found guilty of a drink-driving (or drug abuse) offence will be automatically banned from driving University vehicles and subject to disciplinary procedures.

All changes in driver licence circumstances must be reported in writing to the Transport Services Manager without delay.

SMOKING IS NOT PERMITTED IN ANY UNIVERSITY VEHICLE

16 CARRIAGE of PASSENGERS
It is strictly forbidden to convey unauthorised passengers (or materials) in University vehicles. Drivers and passengers travelling in university vehicles must observe and comply with all legal requirements; this includes the wearing of seat belts.

DRINK DRIVING & CARRIAGE of ALCOHOL:
Any person who is charged and ultimately found guilty of a drink driving offence will be automatically banned from driving University vehicles. The carriage of alcohol intended for consumption by passengers (or driver) during any part of a journey is strictly prohibited.

UNRULY BEHAVIOUR: Reports of unruly behaviour by passengers (or drivers) using a university vehicle will be investigated and dealt with accordingly.

Drivers and passengers are requested to ensure that the interior of the vehicle they have been allocated is kept in a clean and tidy condition.

17 HIRE or REWARD
It is very easy to unwittingly break the law regarding the conveyance of passengers, therefore it is important that drivers (and departmental managers) are fully aware of the ‘Hire or Reward’ regulations.

DEFINITION: ‘Hire or Reward’ regulations may be found under Section 1 (5) of The Public Passenger Vehicles Act 1981, quote:-

(12:2) “Payment made for the carrying of a passenger shall be treated as a fare (despite the fact) that it is made in consideration of other matters in addition to the journey and irrespective of the persons by whom or to whom it is made”;

(12:3) “Payment shall be treated as being made for the carrying of a passenger if made in consideration of a person’s being given the right to be carried whether for one or more journeys and whether or not the right is exercised.”
**Hire or Reward** as applicable to minibuses has been widely defined by case law. The provision of minibuses to students (or staff) for the purpose of courses (or university supported activities) will almost certainly fall under the umbrella of ‘Hire or Reward’ and, in the absence of a Small Bus Permit (Section 19) the University would require to hold a PSV Operators Licence.

One of the conditions of a Section 19 Permit is that drivers who first passed their test on or after 1st January 1997 must not receive payment or any other consideration for driving a minibus (this rule does not apply to those drivers who passed their car driving tests prior to 1st January 1997). Therefore, any form of payment could be considered to fall under the scope of the Hire & Reward Regulations, in which case, any driver who first passed their test on or after 1st January 1997 must hold a Category D1 entitlement.

The main implications of vehicles being operated for Hire & Reward are:-

i] A PSV Operators Licence or Permit is required;

ii] A holder of a motor car licence is not allowed to drive a vehicle with more than 8 passenger seats for ‘Hire or Reward’ unless the vehicle is operated under a Section 19 or 22 Permit the rules of which, must be strictly adhered to (Please refer to Section 18);

**HOW ‘HIRE or REWARD’ REGULATIONS might affect THE UNIVERSITY:-**

In simple terms, University schools/departments might conceivably be engaging in activities that cause them to unwittingly be in breach of the ‘Hire or Reward’ regulations. For example:

a) Passengers paying a ‘fare’ to the driver, to the department, or to the University;

b) Passengers paying a contribution towards the group/department hire of a vehicle where payment to someone confers a right to be carried. (However, such uses could fall within the Section 19 Bus Permit rules. Please refer to Section 18);

c) Paying a club or membership fee (GUSA etc.) if it confers a right to be carried;

d) A minibus operating under the terms of a ‘Bus Permit’ cannot be taken abroad if it is used for ‘Hire or Reward’ unless the driver holds either a Category PCV, D1 or D entitlement

It is not always necessary for the passengers or someone acting on their behalf to pay a fare or make a contribution to the driver. If a department operates a minibus that is driven by an employee whose sole job is the driving of minibuses, or who is paid an identifiable sum for the conveyance of passengers, the operation could fall within the ruling that ‘payment has been made for the carrying of passengers’. If a department activity falls into the aforementioned category then a ‘Bus Permit’ may be required (Please refer to Section 18).

**18 BUS PERMITS**

As explained in Section 16 (Carriage of Passengers) it is relatively easy for drivers to inadvertently fall foul of the ‘Hire or Reward’ regulations. Using the 'Bus Permit' system helps reduce the risk of a driver accidentally breaking the law and invalidating his/her licence. There are two types of Bus Permit:

**SECTION 19 PERMITS:** this Permit is issued to voluntary groups who convey their members on a non-profit making capacity. There are two types of Section 19 Permit. Confusingly, the term small and large bus rather than minibus is used. h) All minibuses must carry a suitable fire extinguisher and first aid kit.

i) **Small Bus Permit** applies to vehicles with between 9 and 16 passenger seats (minibus) with a maximum weight not exceeding 3500kg (or 4250kg if fitted with wheelchair lifting equipment).

ii) **Large Bus Permit** applies to vehicles with 17 or more passenger seats.
SECTION 22 PERMITS (Community Bus Permit): This particular type of permit is not used by the University. However, for information, the permit allows a bus service to be operated, on a non-profit making basis, by an organisation wishing to provide a local bus service available to the general public, using unpaid volunteer drivers, and with a vehicle with 9 to 16 passenger seats. Such service must be registered with the local Traffic Commissioner.

a) Bus Permits:
Bus Permits are arranged through Transport Services who will make application to the local Traffic Area Office. When a permit is granted the operator will be issued with both a permit and a disc (one disc for each specified vehicle). The disc must be clearly displayed on the vehicle windscreen. Permits that become lost or defaced must be reported immediately to Transport Services who will report any loss to the Local Traffic Area Office and arrange for a replacement disc. Permits issued after April 2009 must be renewed every 5 years.

b) Eligibility of drivers:
If a driver has an entitlement to drive motor cars prior to 1st January 1997 he or she will continue to be eligible to drive minibuses under the Bus Permit Scheme, provided the entitlement to drive minibuses (Category D1, not for Hire or Reward) remains in force. Drivers who first pass their motor car driving test (Category B) on or after 1st January 1997 may also drive a ‘Permit Minibus’ provided normal driver licensing conditions are met (Please refer to Sections 10 -15 and Appendix 1 & 2).

c) SECTION 19 BUS PERMIT
Section 19 Permits may be issued to most non-profit making bodies concerned with education, religion, recreation, social welfare, voluntary groups or other activities that may be of benefit to the local community. Permits issued after April 2009 require to be renewed every 5 years.

Permits issued under Section 19 of the Transport Act 1985, allow certain non-profit making organisations to charge for transport services without having to comply with the full Public Service Vehicle (PSV) Operator Licensing requirements. Section 19 regulations also remove the need for drivers to hold a Passenger Carrying Vehicle (PCV) licence entitlement or Category D1 or D. However, this service may only be provided to members, or for groups whom the organisation serves. The service must not be provided to members of the general public.

d) OPERATING under the BUS PERMIT SYSTEM
One of the conditions of a Section 19 Permit is that drivers who first passed their driving test on or after 1st January 1997 must not receive payment or any other consideration for driving a minibus (this rule does not apply to those drivers who passed their car driving tests prior to 1st January 1997). Therefore, any form of payment could be considered to fall under the scope of the Hire & Reward Regulations in which case any driver who first passed their test on or after 1st January 1997 must hold a Category D1 entitlement

i A charge of a fare or contribution can be made at a level to help offset vehicle running costs (including an allowance for vehicle depreciation). However, charges must not be set at a level that would produce a regular surplus of income over expenditure this would be considered as 'making a profit'. Any associated profit would result in changing the status to that of the vehicle being operated under to PSV Rules etc.

ii 'Permit Minibuses' may be driven by the holders of most valid driver licences, subject of course, to driver licence and insurance restrictions.

iii Minibuses operated under the Bus Permit Scheme must clearly display a Bus Permit disc on the vehicle windscreen. ‘Bus Permits’ are not specific to any particular minibus and may be moved from one vehicle to another. A 'Small Bus Permit' disc must not be used on a ‘Large Bus’.

e) TAKING a PERMIT MINIBUS ABROAD
BUS PERMIT ARRANGEMENTS APPLY ONLY in the UK. Vehicles operated under the Bus Permit scheme may not be taken abroad without the authorisation of the Local Area Traffic Office. Any driver wishing to take a minibus abroad must be over 21 years of age and have had experience of driving passenger vehicles for not less than one year. (University of Glasgow rules require that a driver must have a minimum of two years driving experience). Voluntary drivers holding only Category ‘B’ licence entitlement may only drive minibuses within the UK.
Drivers of vehicles operated under the terms of a Small Bus Permit (Section 19) intending to travel to the Continent must complete the appropriate documentation. The documentation must then be submitted along with the driver's licence to the Local Area Traffic Office (Scottish Traffic Area Office, Edinburgh - SATO) PRIOR to embarking on any planned trip. When planning foreign travel you are advised to allow STAO ample time to process the relevant documentation.

Minibuses operating under the terms of a ‘Bus Permit’ cannot be taken abroad if the vehicle is being used for ‘Hire or Reward’ unless the driver holds either a category PCV, D1 or D licence entitlement (Please refer to Section 26 - Travel Abroad).

19 TOWING and the LAW

(Please refer to Appendix 1 & 2)

Only holders of a full driving licence with trailer entitlement are allowed to tow trailers of any kind. Holders of Provisional Category B licences are not allowed to tow any type of trailer.

Drivers are strongly advised to ensure the trailer they intent towing is legal and their licence complies fully with towing restrictions. (See also Section 19b)

MAXIMUM AUTHORISED MASS (MAM): This is the EU term used in driver licensing regulations for the technically permissible maximum weight (gross or total weight) based on the construction and carrying capacity of a vehicle or trailer chassis, axles, coupling, suspension and tyres (Please refer to Glossary of Terms - 19d).

TACHOGRAPH CHARTS and TOWING

An operating Tachograph must be fitted to any commercial vehicle that will be used to tow a trailer where the combined MAM of the towing vehicle and trailer exceeds 3500kg.

A vehicle and trailer combination of less than 3500kg operating within the UK does not require a Tachograph provided it is not used for business purposes.

Unless some form of exemption applies four-wheel drive vehicles used commercially for towing trailers that exceed 3.5MAM must be fitted with a working Tachograph.

Exemptions:

i] Vehicles operated by agricultural, horticultural, forestry or fishery undertakings operating within a 50km radius of the place where they are normally based are exempt from the EU Tachograph regulations (when operating within the UK). However, drivers of such vehicles are still required to keep a record of their driving and working day, either by using a Tachograph or a Record Book.

ii] Vehicles carrying live animals between a farm and a local market, or slaughter house; or carrying carcases not intended for human consumption are exempt

a) CAR LICENCES GAINED BEFORE 1ST JANUARY 1997:

Driving licences issued to persons who first passed their car driving test before 1st January 1997 include Categories B+E and C1+E which affords the entitlement to drive motor vehicles up to 7500kg MAM (Maximum Authorised Mass) and to tow a trailer providing the combined weight of the towing vehicle and the trailer does not exceed 8250kg. Holders of full driving licences issued before 1st January 1997 are permitted to drive minibuses coupled to a trailer weighing over 750kg MAM. Drivers are strongly advised to check towing restrictions applicable to their licence.

b) CAR LICENCES GAINED AFTER 1ST JANUARY 1997: (Directive 91/439/EC)

Drivers who pass a normal car driving test on or after 1st January 1997 will have as minimum a full Category ‘B’ entitlement and are not permitted to tow any University Trailers.

Training is compulsory for all Category B licence holders to Category B+E
All trailers including any overhang must carry suitable rear marker-boards with working lights, and a number plate pertaining to the towing vehicle.

The Total Laden Weight of a Trailer Must Never exceed the Unladen Weight of the Towing Vehicle

c) GLOSSARY of TERMS:
Maximum Authorised Mass (MAM) known also as the Gross Vehicle Weight (GVW) or Gross Vehicle Mass (GVM) is the maximum permissible laden weight of a vehicle (or trailer).

Gross Weight (GW) is the total permissible combined weight of the trailer (or towing vehicle) and load.

Gross Train Weight (GTW) is the maximum allowable combined weight (combined MAM) of the towing vehicle and trailer as set by the TOWING VEHICLE manufacturer.

Kerb Weight is the basic operational unladen weight of the towing vehicle (without payload) including a full tank of fuel.

Payload is the difference between the gross weight of a vehicle (or trailer) and its unladen weight (or load carrying capacity).

The MAXIMUM LOAD Stamped on the Manufacturers Plate is the maximum figure set by the manufacturer for the gross weight (MAM) of a vehicle. This is the maximum permissible load based on the carrying capacity of a vehicle or trailer chassis, axles, coupling, suspension and tyres. Sometimes this figure is adjusted downwards by the manufacturer for commercial reasons.

d) SPEED RESTRICTIONS
Vehicles towing trailers within the UK are restricted to maximum permissible speeds (Please refer to Section 25 – Speed limits).

e) SPEED LIMITERS: With effect of 1st January 2008 all vehicles weighing more than 3.5tonnes, or vehicles designed to carry more than eight passengers (minibuses), must be fitted with a ‘speed-limiter’, which will restrict top speeds to 62mph. All such vehicles are not permitted to use the outside lane of a three lane motorway.

f) TOWING TRAILERS (Additional Information)
Dimensions: Trailers used for towing must not exceed 7metres in length. However, if the trailer has four wheels and is towed by a commercial vehicle having a GVW exceeding 3.5kg then the permissible length is 12metres, with a maximum train length of 18.35metres.

Width: The maximum permissible width of a trailer is 2.3metres however, if the trailer is towed by a vehicle with a maximum plated weight in excess of 3.5kg, the permissible width is increased to 2.5metres.

Agricultural trailers: maximum permissible length of an agricultural trailer is 12metres. The width must not exceed 2.5metres.

Overrun Braked Trailers: The maximum gross weight (MGW) of the combined trailer and load must not exceed 3500kg. As a general rule the MGW of a braked-trailer must not exceed 80% of the kerbside weight of the towing vehicle.

Un-braked trailers: Unless the vehicle manufacturer specifies otherwise, an un-braked trailer may only be towed with a vehicle that has a kerb weight of at least twice the actual weight of the trailer; e.g. a vehicle with a kerbside weight of 1000kg is restricted to towing an un-braked trailer of up to 500kg.

The maximum permissible gross weight of an un-braked trailer is 750kg or 50% of the kerb-weight of the towing vehicle whichever is the lower. It is an offence to exceed the permissible towing limits.
20 MINIBUSES & TOWING (please also refer to Sections 19 and Appendix 1 & 2)
   Towing with Minibuses with more than 9 Seats is strictly prohibited.

   Drivers wishing to tow with a vehicle up to 9 seats must obtain the permission of the transport Manager and hold a category B+E licence.

   Passing the B+E driving test entitles a driver to drive a vehicle of up to 3500kg MAM and tow a trailer weighing in excess of more than 750kg (Please also refer to Section 25 - Speed Limits).

   Maximum Permissible Length: The normal maximum permissible length of a trailer is 7 meters excluding the trailer draw-bar and coupling.

   Maximum Permissible Width of a trailer: 2.3 metres

21 REVERSING
   Drivers of vehicles must exercise care and proceed with extreme caution when reversing a motor vehicle. Where a passenger is being carried in a vehicle seek his/her assistance when carrying out a difficult, or unsighted, reversing manoeuvre. If a passenger (or a pedestrian) offers assistance it is important that both parties agree and understand instructions. The driver must ensure that he/she is able to clearly see and understand the person offering to guide the vehicle at all times.

   Persons offering assistance during a reversing manoeuvre should be aware of the potential risk and danger to life and limb during such an exercise.

   The person guiding the vehicle must at all times ensure that he/she maintains a safe position and must never place him/herself between the reversing vehicle and any fixed object (wall or another vehicle etc).

22 TRACTORS and TRAILERS
   a) Drivers of slow moving vehicles such as tractors must display a working revolving lamp whilst the vehicle is operating or travelling on public roads.

   b) Slow moving vehicles towing trailers must ensure that such units are properly secured to the towing vehicle and must clearly display rear lamps in working order. The trailer must have a number plate bearing the number of the towing vehicle as well as displaying ‘red reflecting triangles’ that identify the unit as a trailer.

   c) Exercise extreme caution when reversing or manoeuvring a trailer. If the vehicle towing the trailer is carrying passengers, ask someone to assist. Make sure both parties understand and agree instructions. Ensure that the driver is able to see the person guiding the unit at all times (Please refer to Section 21 - Reversing).

   d) Ensure that the towing vehicle and trailer are suitably matched and comply with current regulations (Please refer to Section 19 – Towing and Appendix 1 & 2).

   e) Persons who first passed their driving test on or after 1st January 1997, or who have renewed their license after 1st January 1998 might be excluded from towing trailers of any size (Please refer to Section 10 - Driver licensing).

   f) It is absolutely forbidden to carry passengers on any moving trailer, horse-box, or on the rear of a truck etc.

   g) Adherence to weight limitation and security of loads is the responsibility of the driver.

23 FORKLIFT TRUCKS: Schools/Departments who consider hiring or using a Forklift/Pallet truck are warned that only trained and authorised persons holding a suitable driving licence may operate mechanically driven Forklift/Pallet Trucks, Tractors and other similar types of vehicle.

24 CONVEYANCE of MATERIALS & LOADS
   Drivers of vehicles must ensure that all loads are properly and securely stowed and that the safe load-carrying capacity of the vehicle (or trailer) is not exceeded.
It is an offence to exceed the safe load-carrying capacity of a vehicle. Drivers of minibuses must take particular care to ensure that the combined weight of passengers and luggage/equipment (and trailer where applicable) does not exceed the permissible gross carrying capacity of the vehicle (Please refer to Sections 14 & 19).

If in doubt drivers are advised to proceed to the nearest weighbridge and have the vehicle weighed. Should the vehicle be found to be overloaded the driver MUST return the vehicle immediately to the nearest available point where the excess can be off-loaded. Fines of up to £5,000 can be imposed for an overloading offence.

Overloading a vehicle could affect the steering and will contribute to poor braking. It is important to remember 'the greater the load - the greater will be the required stopping distance'. It is the responsibility of the driver to ensure that the vehicle is not over loaded and that safe weight limits are not exceeded. If in doubt seek advice.

It is the responsibility of the driver to ensure that all luggage, equipment and other material is safely and securely stowed in such a manner that it presents no risk, danger or nuisance to any other road user or person travelling aboard a vehicle (Please refer to Section 14).

a) LUGGAGE/ROOF RACKS
Drivers of vehicles fitted with luggage/roof racks should make themselves aware of the additional height restrictions caused by the appliance (and any load that is being carried).

Care must be taken to ensure that all luggage/equipment is securely fastened and that the roof rack is not overloaded. All loads must be physically restrained to ensure that no part of the load will fall or be blown from the vehicle. Remember to include the combined weight of all passengers to that of any luggage/equipment carried when calculating the gross permissible carrying weight of a vehicle (Please refer to Section 19). Adherence to weight limitation and security of loads is the responsibility of the driver.

b) HAZARDOUS SUBSTANCES
Conveyance of Hazardous substances by road is governed by specific regulations. Guidance should be sought if in doubt.

Special insurance arrangements might be required for valuable or dangerous loads. All persons intending moving such loads should contact the University Insurance Advisor, the Safety and Environmental Protection Services (Safety Office), or the Transport Services Manager for advice.

d) CONVEYANCE of FUEL
Petrol and other such flammable fuels may only be carried in approved containers. The permissible quantity of petrol that may be carried inside an enclosed vehicle at any one time must not exceed either:-

4 x 5 litre approved plastic containers (total 20 litres max.)

or

2 x 25 litre approved metal containers (Jerry Cans) (total 50 litres max.)

All fuel containers must be sealed and safely secured inside each vehicle. Drivers and passengers travelling in vehicles conveying fuel containers (whether the containers are empty or full) must refrain from smoking within the confines of the vehicle. Great care must be exercised when dispensing petrol from fuel containers. Refrain from smoking and ensure there are no naked lights in the immediate vicinity.
All schools/departments and drivers involved in the transportation of livestock must be aware of, and comply with, current regulations governing the conveyance, treatment and welfare of animals whilst in transit.

Certificate of Competence
Among the various directives introduced by the EU, effective from January 2008, is the ‘Certificate of Competence’ for drivers handling livestock. This regulation requires all persons engaged in transporting animals’ distances in excess of 65km (c40miles) to hold a Certificate of Competence. Drivers must have specific training, and practical experience of handling animals, and be able to provide care for the animals during the journey. Cattle, sheep, pigs, goats, and horses on journeys in excess of 8 hours must be accompanied by a person who holds a qualification relating to the welfare of animals during transport or who has been assessed on his/her practical knowledge and experience of handling animals. Ideally, all drivers engaged in the transportation of animals should have an Animal Welfare Certificate.

Under normal circumstances animals being transported must be provided with appropriate food and water before the start of a journey and this must be repeated together with intervals of rest during long journeys. Where the journey time for cattle, sheep, pigs, goats and horses exceeds 8 hours bedding, water and feed appropriate to the species of animal must be catered for.

Distance
With regard to a Certificate of Competence the distance of 65km is considered to be measured from the point of departure to the place of destination. A Certificate of Competence and Short Journey Authorisation is required for all journeys of over 65km and up to 8 hours (also known as Short Journey or Type 1). No certificate is required for journeys of less than 65km.

Where journeys of over 8 hours are required a Long Journey (or Type 2) Certificate of Competence and a Vehicle Approval Certificate must also be held for the lorry.

Transporter Authorisation Certificate (TAC)
Transporter Authorisation application forms are available from the State Veterinary Services. Legislation requires those who transport livestock to complete a TAC application form and once the licence is granted it remains valid for 5 years.

Animal Transport Certificate (ATC)
An Animal Transport Certificate is required for journeys of over 50km. Any other movement form that contains the correct information relative to the movement of animals such as an AML form is deemed sufficient. So, for sheep and pigs an AML form will satisfy the ATC requirement. Cattle movements over 50km must have an ATC.

Further information can be obtained from DEFRA website: [www.defra.gov.uk](http://www.defra.gov.uk)
SPEED LIMITS
University vehicle must never be driven in excess of the legal speed limit. Regardless of the legal speed limit governing any area it is important that university vehicles are driven at a safe speed appropriate to road, traffic and climatic conditions. In general, passenger vehicles are governed by two sets of speed limit rules, which are dependent on the vehicle’s size and weight.

CATEGORY 1 VEHICLES are those vehicles adapted to carry no more than 8 passengers and which have an unladen weight of no more than 3.5 tonnes.

CATEGORY 2 VEHICLES are vehicles exceeding 3.5 tonnes unladen weight.

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<th>CATEGORY 1*</th>
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<td>Not towing</td>
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<td>Motorways</td>
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NOTE: As most University Minibuses are capable of carrying 14 passengers they are governed by CATEGORY 2 REGULATIONS and are therefore currently limited to 60mph on unrestricted Dual Carriageways and 50mph on unrestricted Single Carriageways.

Light commercial vehicles (vans etc.) weighing in excess of 2000kg are currently restricted to 60mph on dual-carriageways and 50mph on single-carriageways, unless of course, other restrictions are in force.

* This regulation is effective from 1st January 2008, all vehicles weighing more than 3.5tonnes, or vehicles with more than eight passenger seats require to be fitted with a ‘speed-limiter’ which will restrict top speeds to 62mph; ALL SUCH VEHICLES ARE PROHIBITED FROM USING THE OUTSIDE LANE OF MOTORWAYS.

WARNING the above information is offered for guidance only. It is the responsibility of every driver to ensure that he or she is aware of the regulation speed limit in any given situation and that they comply fully with such regulations at all times.

SPEED LIMITS ARE NOT TARGETS TO BE AIMED FOR - ALWAYS DRIVE WITHIN THE RECOMMENDED SPEED LIMIT

DRIVING within the CAMPUS
There is a maximum speed limit of 5mph in force within the Main University Campus and Garscube Estate. Wherever pedestrians are present vehicles may only be driven at walking speed. While driving within Campus give way to pedestrians - Pedestrians have priority on all roads.

TRAVEL ABROAD
When planning a driving trip abroad make sure you carry your driving licence, a copy of the vehicle registration document, or proof of ownership, and arrange any necessary insurance cover. Your attention is drawn to licence restrictions placed on drivers wishing to take vehicles with more than 9 passenger seats (minibuses) abroad (Please refer to Sections 13, 15 & 17).

a) Passenger carrying vehicles with 10 seats or more (including that of the driver) being used for an international journey require a working tachometer. Drivers of such vehicles must ensure that properly completed Tachograph charts (or smart cards) are used at all times (Please refer to Sections 28-30).

b) All minibus parties intending to travel abroad must complete the relevant documentation, either a ‘Waybill’ or an’ Own Account Certificate’ (Please refer to Section 28 - Waybills).

c) Minibuses operated under the ‘Bus Permit’ scheme must not be taken abroad without prior authorisation from the Local Area Traffic Office (Please refer to 18f).
d) Schools/Departments/University Clubs must confirm ‘vehicle breakdown/recovery’ arrangements for the duration of any planned trip with the University Transport Services Manager.

e) Ensure the vehicle being used is checked over by Transport Services prior to your journey (this applies to University vehicles only). Please ensure that the vehicle is booked into Transport Services workshop in plenty of time prior to your departure date.

f) Ensure the vehicle has a First Aid kit, Headlamp deflectors, a Warning Triangle and basic breakdown kit (spare bulbs etc). Many EU countries require that a High Visibility vest/jacket is worn in event of breakdown/puncture. Where applicable Hi-Viz jackets must be kept accessible - not left in the boot of the vehicle.

g) Ensure all equipment and personal belongings are properly and adequately insured.

h) Dipped headlights must be used in conditions of poor visibility such as rain. Dipped headlights must also be used when travelling through tunnels.

27 TRAFFIC OFFENCES ABROAD

Speed limits in Europe vary significantly from those currently in force in the UK. Typical European speed limits are around 80km/h (50mph). It is every driver’s responsibility to be aware of local speed restrictions at all times.

On-the-spot-fines are commonly imposed for traffic offences in some countries. You are advised to carry sufficient funds to cover such an event. A Bail Bond might be worth considering for those travelling in Spain. In the event of an accident Spanish police often detain all parties until responsibility has been established. If considered necessary, Bail Bonds can be arranged via the University Insurers, contact the University Insurance Advisor; please allow plenty of time when placing orders for Bail Bonds.

ACCIDENTS ABROAD

In most EU countries accident reporting procedures are similar to that of the UK with the exception of Germany, where all accidents MUST be reported to the police. It is also a legal requirement to summon First Aid to injured persons.

Remember to place a Warning Triangle at the scene of an accident as soon as possible. Don't forget to recover the triangle once the situation has been satisfactorily dealt with.

28 WAYBILLS and OWN ACCOUNT CERTIFICATES

Travel documentation required for international journeys varies according to the type of service being offered and the countries visited. Experience has shown that most of our university minibus journeys within the EU fall into the category of a ‘closed door tour’. This is an excursion where a vehicle, carrying the same group of passengers, makes a ‘round trip’ back to its point of origin –Glasgow.

WAYBILLS

Minibus travel within EU Member Countries require that a ‘waybill’ is completed and available for inspection throughout the duration of the trip. The information required to complete this document includes named drivers and travel itinerary. Waybills MUST be completed at University Transport Services in advance of any planned international journey.

TACHOGRAPHS

There are currently three types of Tachograph in common use within the EU. The original unit (Analogue type) is perhaps best recognised as being similar to that of a normal ‘speedometer head’. A later type (Electronic Tachograph) is similar in shape and style to that of a car radio/CD player. The Electronic Tachograph is usually mounted in a slot on or around the dashboard area. The third type a Digital Tachograph. All new minibuses and trucks manufactured after August 2006 must be fitted with a Digital Tachograph (Please refer to 10e).

University Transport Services staff will provide instruction on the use of Tachographs. An instruction booklet on the use of the instrument is also available from Transport Services.
**DRIVERS HOURS and TACHOGRAPH RULES**

All vehicles exceeding 3.5 tonnes maximum permissible weight used for the carriage of goods (including the weight of any trailer drawn), and any passenger vehicle constructed or adapted to carry more than 9 persons (including the driver), travelling outwith the UK must be fitted with a Tachograph.

Where a Tachograph is fitted, it is the responsibility of the driver (and the employer) to ensure that driver's hours and Tachograph rules are complied with. Failure to comply with the regulations can result in a fine and in certain cases may incur a custodial sentence.

**Exemptions:**

i] Vehicles operated by agricultural, horticultural, forestry or fishery undertakings operating within a 50km radius of the place where they are normally based are exempt from the EU Tachograph regulations (when operating within the UK). However, drivers of such vehicles are still required to keep a record of their driving and working day, either by using a Tachograph or Record Book.

ii] Vehicles carrying live animals between a farm and a local market, or slaughter house; or carrying carcasses not intended for human consumption are exempt.

**MINIBUSES** used for the carriage of passengers constructed or equipped to carry between 9-17 persons including the driver, and operating within the UK, do not require an operational Tachograph. However, any vehicle having more than 9 seats (inclusive of the driver) which may be used for travel on the European Continent **does** require a working Tachograph.

**DIGITAL TACHOGRAPH**

All new vehicles first registered after 1st May 2006 exceeding 3.5 tonnes maximum permissible weight and used for the carriage of goods (including the weight of any trailer drawn) **must** be fitted with a Digital Tachograph (there is no requirement for retrofitting of digital units to existing older vehicles). Any passenger carrying vehicle constructed or adapted to carry more than 9 persons (including the driver) and intended for travel abroad (European Continent) **must** be fitted with a Digital Tachograph. Minibuses driven within the UK may also require a digital tachograph.

(Continued)

Persons likely to drive a vehicle fitted with a Digital Tachograph will require a ‘**Driver Smart Card**’ for use with the vehicle equipment. The ‘Driver Smart Card’ effectively replaces the paper Tacho chart. A consequence of this new regulation means that even if a hired vehicle is fitted with a Digital Tachograph the driver **MUST** have a ‘Smart Card’ - **it is illegal to drive without one**! It is recommended that if they have not already done so persons likely to drive such vehicles should apply for their ‘Driver Smart Card’ now.

Driver Smart Cards are valid for five years and are available from the DVLA (Tel 0870 8501074) and from local DVLA offices; there is a charge for issuing the cards. The operator (the University) is also required to have equipment (computer hardware and software) able to download Digital Tachograph information.

**j] Driver Certificate of Professional Competence (CPC) - Driver Training**

Transport Directive 2003/59/EC requires that, in addition to holding a full driving licence, all professional drivers of lorries exceeding 3.5 tonnes (Category D Licences), coaches and minibuses (Category D Licences) will, in future, be required to hold a ‘Vocational Training Certificate’ called a Certificate of Professional Competence (CPC). The CPC referred to is for drivers and must not be confused with other forms of CPC such as those held by many Transport Managers. Drivers CPC’s will be renewable every 5 years.

**Existing drivers** who first obtain a full PCV or LGV licence before 10 September 2008 will be able to claim ‘**grandfather rights**’ and will be given longer to adjust to the new regulations, with arrangements for their regular ‘LGV re-training’ to be implemented by 2013 and the following year (2014) for PCV drivers. However, existing licence holders who inherited ‘grandfather rights’ when the CPC was introduced are required to undertake 35 hours training within five years of the introduction dates (2008-2113), with each training period lasting not less than 7 hours at a time. All new PCV & LGV drivers after the aforementioned dates will have the opportunity to acquire a CPC qualification and Driving Licence through a modular process.
Exemptions listed in the Directive include:

i] Vehicles used for the non-commercial carriage of passengers, or goods for personal use

ii] Vehicles carrying materials or equipment to be used by the drivers in the course of their work (e.g. builders) provided that driving is not the driver’s principal activity.

31 INSURANCE MATTERS
All vehicles registered in the name of the University of Glasgow are covered by a comprehensive insurance policy - full details available upon request. Any University vehicle, or equipment, being used for other than University purposes will NOT be covered by insurance.

Spouses/partners of staff/students are NOT permitted to drive University vehicles; neither are they covered under the terms of University’s policy on insurance to be in charge of a University vehicle.

b) USE of PRIVATELY OWNED VEHICLES
Care should be exercised when considering the use of personal/privately owned vehicles for business purposes. Many privately owned vehicles are only covered for ‘social, domestic and pleasure’ purposes, accordingly private/personal insurance cover might not extend to cover business use. There may be occasions where staff or students use their personal vehicles for the transport of colleagues or materials for University purposes. Drivers must be aware of the risks of using personal vehicles for University business and are advised to check out insurance cover and conditions relating to the use of personal/privately owned vehicles when used for business purposes.

It is the responsibility of owners to inform their insurance company if they intend using their personal vehicle for business purposes and to ensure that any such vehicle is adequately insured. It is also the responsibility of all members of staff (or students) who intend using, or offering, a privately owned vehicle for university purposes to ensure that such a vehicle is roadworthy, legally compliant and properly insured.

Managers (or those in authority) who endorse staff/students using privately owned vehicles on university business must take reasonable measures to ensure that such vehicles are maintained in a roadworthy condition and are adequately insured

c) HIRED VEHICLE INSURANCE COVER
Staff and students are strongly advised to check insurance cover details and to inspect hired vehicles prior to accepting delivery of such vehicles (Please refer to Section 32c - Insurance Cover).

32 VEHICLE HIRE
a) University Pool Vehicles:
Schools/Departments wishing the use of a pool vehicle should contact Transport Services for vehicle availability. Pool vehicles are intended for use by departments engaged on official University business. Owing to the limited number of pool vehicles available departments are advised to book well in advance.

Where available, University vehicles will only be allocated to those drivers who have passed a driving assessment carried out by Transport Services staff (Please refer to Section 2).

b) Commercial Hire Companies:
Staff and students hiring vehicles from commercial Hire Companies must remember to produce their Driving Licence and another form of identification when collecting a vehicle. Drivers with the new style Driving Licence (post 1997) must produce both parts of the licence (paper document and plastic card). Whenever University Insurance Cover is being used staff/students are advised that the Insurance cover is only valid when a vehicle is being used on official University business.

Details and arrangements for the hire of vehicles from commercial hire companies can be obtained from the University Website (Purchasing) or from University Transport Services Department. (Extension 5330)
c) **Collection & Return of Hired Vehicle Guidelines:**
When collecting a vehicle from a commercial hire company the customer should always satisfy him/herself that there is no obvious damage to the vehicle prior to accepting it. Should any damage be noted, however minor, the customer is advised to ensure the damage is recorded by the hire company before accepting the vehicle. Stone chips should also be reported. Where necessary obtain a copy of all reported damage and retain for your records.

Upon return of a vehicle to the hire company staff and students are again advised to ensure that the hire company accepts the vehicle as having been returned in good order. This is to ensure that the University (and driver) is absolved from damage claim liability and that no charges for damage will be submitted at later date; it is important that all staff and students adhere to the ‘collection and return of vehicle’ guidelines.

d) **Insurance Cover (Hire vehicles):**
Staff and students intending hiring vehicles are reminded that University Insurance cover applies only to vehicles being used for University business. Where the hire company insurance cover is taken customers are strongly advised to check all liabilities and insurance clauses specified by the hire companies.

The level of insurance cover offered by vehicle hire companies does not necessarily provide full safeguard against accidental damage, even if the hirer pays a Collision Damage Waiver premium (CDW). The customer could be held liable for upwards of the first £100.00 of any claim. In addition there are, very often, ‘small print clauses’ included leaving the customer liable to full replacement costs for any damage to wheels, tyres, windscreen, cigarette burns and any other liability which, in the opinion of the hire company, is attributable to customer negligence. It will obvious from the abovementioned notes that great care must be exercised when signing any hire agreement as drivers and departments could be held liable for expensive repair.

33 **PARKING and TRAFFIC OFFENCES**
All drivers are personally liable and will be held responsible for all parking fines and any other traffic offences associated with any University vehicle (or hired vehicle) whilst such vehicle is assigned to their care.

**PARKING ON CAMPUS**
Schools/Departments that have been allocated dedicated parking spaces for University vehicles should use those areas. Unless otherwise advised, drivers returning ‘pool vehicles’ should, in the first instance, report to Central Services (Security) at the Main Gate (University Avenue) where Security staff will advise on suitable permissible parking arrangements.

Once a University vehicle is safely parked drivers must ensure that all the vehicle lights are switched off and windows and doors are securely locked before lodging the vehicle keys with Security staff at the Main Gatehouse.

Drivers returning University pool vehicles to the Main Campus during normal working hours should, unless otherwise agreed, return the vehicle direct to Transport Services for parking.

All University vehicles not in regular daily use must be parked off the Main Campus. Suitable parking facilities for University vehicles are available at Transport Services.
MECHANICAL BREAKDOWN

In event of a mechanical breakdown:-

a) Firstly, switch on vehicle hazard lights;

b) Where feasible get the vehicle to the side of the road and in as safe a position as possible;

c) Try to determine the nature of the problem;

d) If a mechanical problem occurs locally during normal hours Mon- Fri., 8.30am - 4.15pm, contact Transport Services for advice or assistance (Tel 0141 330 5330);

e) If a mechanical breakdown occurs more that twenty miles from the main University Campus (Gilmorehill) contact Transport Services who will advise. If a breakdown occurs after normal working hours contact the vehicle breakdown recovery service with whom the University has membership (details are attached to the inner windscreen of each vehicle);

f) When telephoning for assistance provide as much information as possible:- Registration number, exact location, nature of the problem etc.;

g) Unless otherwise advised, stay with the vehicle until assistance arrives;

h) If the vehicle cannot be repaired the recovery service should be advised to bring the vehicle back to the university;

i) All drivers are asked to advise Transport Services as soon as possible of any problems they experience with any university vehicle allocated to them.

j) It is recommended that each driver carries a High Visibility vest/jacket in case of emergency or breakdown.

NOTE: Staff and students are advised that many Roadside Assistance providers charge for attending vehicles with what they claim are ‘avoidable’ or ‘Self Induced Faults’ e.g. flat battery, wheel changing, wrong fuel, out of fuel etc. In any such event the charges levied by the service provider will be passed on to departments.

Electric Vehicles

In order to cut our Carbon foot print we now run a range of electric vehicles on campus.

Specific training on using these vehicles will be given by Transport Services before access to them is granted.

Drivers are reminded that they must check the vehicle the vehicle range before setting off and to ensure that there is sufficient energy in the vehicle for the return journey.

We hold charge cards that will allow electric vehicles to use publicly accessible charging sites. When using these sites they are usually free but drivers need to be aware that there may be a charge for the parking and also for the charging.

WHEEL CHANGING:

In the event of a puncture the following information might be of help. Be safety conscious at all times. Exercise great care and caution especially when removing and replacing road wheels.

In The event of a puncture drivers are advised to contact our breakdown recovery service on 0800 420 420

This is currently provided by the AA quoting the card number provided with the vehicle.

The driver must inform transport Services of any punctures.
GENERAL ADVICE
The staff at Transport Services do their best to ensure that all University vehicles are in the best possible condition and roadworthy at all times, however, no matter how good the vehicle, the safety factor is ultimately in the hands of the driver, along with other road users.

The following points may help prevent an accident, if the advice appears obvious to you, please accept it in the spirit it is offered – that of safety.

a) Drivers must satisfy themselves that the vehicle they intend using is in a safe condition, please refer to the guidance label inside the vehicle. Remember, under the Road Traffic Act the driver will be held responsible for the roadworthiness of the vehicle that he or she is driving.

b) If you are unsure about a vehicle’s legality or safety, under no circumstance should you attempt to drive it onto the public highway. Report any suspected defect immediately to Transport Services.

c) Observe speed limits - this does not mean the vehicle has to be driven at the maximum permissible speed limit! Drive according to weather, traffic and road conditions.

d) As the driver of a vehicle you are responsible for the safety and the lives of your passengers and that of other road users. You are also responsible for the vehicle and its contents.

e) Ensure loads are safely and properly secured. Do not be distracted by any item that may become unsecured whilst you are driving. As soon as it is safe, stop the vehicle before attempting to readjust the securing mechanisms of items being carried.

f) Keep a safe distance when driving behind large vehicles. As a rule of thumb, if you cannot see both mirrors of the vehicle in front, it is unlikely the driver can see your vehicle.

DRIVING TIPS
No driver considers him/herself to be a ‘bad driver’ however few drivers regularly review their driving patterns or techniques. It is a proven fact that better driving techniques can not only reduce your fuel bill and help lower emissions they can significantly reduce your risk of accident.

1. Do not use a vehicle for a short journey when you could just as easily walk
2. Avoid short journeys - a cold engines uses nearly twice as much fuel and catalytic converter take around five miles to be effective
3. When driving select the highest gear possible and avoid over-revving (or labouring) the engine
4. Drive within the speed limit - it is not only safer it is more fuel efficient. Driving at 70mph as against 50mph increases fuel consumption by more than 15%
5. Look and plan ahead. Decelerate when approaching a queue of traffic or a red traffic light; this practise will reduce the need for hard braking and will reduce fuel costs
6. Do not leave a vehicle engine idling unnecessarily for long periods
7. Remove roof racks when not in use - they increase drag and increase fuel consumption
8. Check tyre pressures (and condition) regularly – underinflated tyres can increase fuel consumption by up to 3%
9. Do not leave vehicles idling unnecessarily not only will this waste fuel and contribute to exhaust pollution it is unlawful and drivers are liable to a fine.
The above advice will not only reduce you fuel consumption it will also reduce exhaust pollution. Think about your journey: Drive efficiently; drive safely and play your part in helping the environment. Drivers may be subject to a fine if they leave a vehicle idling.

If every driver saved only a few drops of fuel each day think how much that would amount to in UK-wide terms. Play your part - Save a Drop!

BAD WEATHER andICY CONDITIONS

a) Allow plenty of time for your journey.
b) Always clean all windows and mirrors before moving off.
c) Reduce your speed and allow for road and weather conditions.
d) Increase your braking distance - allow for the unknown.
e) Ensure that the vehicle headlamps are on dip beam in traffic.
f) Slow down try to avoid hard braking, which could result in causing the vehicle to skid.
g) Remember you may think you ‘know the road’ but there could be an obstacle around the bend.

EXPECT the UNEXPECTED – DRIVE CAREFULLY

38 FREQUENTLY ASKED QUESTIONS

a] Vehicle Repairs:
University Technicians (mechanics) are only available to carry to work on University owned vehicles and equipment.

b] Drivers:
Where possible, University drivers are available to assist schools/departments with the conveyance of personnel and equipment on University related business.

c] Use of University Vehicles:
When available, University ‘pool vehicles’ may only be used by schools/departments on bona fide University business. All requests for the use of transport must be made with the approval of school/departmental HoD’s or his/her deputy.

d] Authority to Drive a University Vehicle:
All persons wishing to drive a university vehicle must first seek the approval of the School/Departmental HoD or Deputy, who will make arrangements for a driving assessment to be carried out by Transport Services staff. On the day of the driving assessment candidates must produce their driving licence and the appropriate paperwork duly authorised.

e] Spouses/partners of staff/students are not permitted to drive university vehicles; neither are they covered under the terms of university’s insurance policy to be in charge of, or conveyed in, a University vehicle.
Driving Abroad:
Holders of Category B Licences are not allowed to drive minibuses on the Continent.

Vehicle Hire:
Where no ‘pool vehicles’ are available for use, information on commercial hire arrangements is available on the University Web Page.

Vehicle Insurance Arrangements:
Schools/Research Institutes/Departments wishing to hire vehicles from commercial hire companies can, in most cases, avail themselves of University Insurance cover. Cover notes may be collected from the Transport Services Department upon drivers submitting their driving licence for inspection. All Insurance Cover Notes must be returned immediately after use.

Drivers are advised to ensure that hired vehicles are checked for damage prior to leaving the hire companies premises and checked again upon return (Please refer to section 32 - Vehicle Hire).

Accidents:
All accidents involving University (and hired) vehicles, no matter how minor, must be reported to the University Transport Services Manager (Please refer to Section 9 – Accident Reporting).

Collection of University Vehicles:
Unless otherwise agreed, pool vehicles may be collected from Transport Services Department during normal working hours. By arrangement with Transport Services vehicles being collected after normal hours will be left in the care of Central Services at the Main Gatehouse (University Ave.). Persons wishing to collect such vehicles must report to Central Services staff who will have been advised of specific vehicle allocation.

Return of University Vehicles:
University vehicles being returned during normal working hours must be returned direct to Transport Services.

Persons returning University vehicles after normal working hours should, in the first instance, report to Central Services staff at the Main Gatehouse who, will advise on appropriate parking areas. Drivers must ensure that the vehicle lights are turned off, windows closed and doors securely locked.

The keys of all University vehicles parked on the Main Campus MUST be lodged with Central Services.

Vehicle Breakdown Arrangements (Please refer to Section 34)
In event of mechanical breakdown during normal working hours contact Transport Services (0141 330 5330) who will offer advice/assistance. University vehicles are covered by one of the major roadside assistance organisations who will attend to problems experienced out-with normal working hours.

Details of current breakdown assistance arrangements are affixed to the inside of the windscreen of each University vehicle, if in doubt contact Transport Services.

If repair cannot be effected the vehicle must be recovered back to Transport Services at the University.

NOTE: Staff and students are advised that many Roadside Assistance providers charge for attending vehicles with what they claim are ‘avoidable’ or ‘Self Induced Faults’ e.g. Flat battery, wrong fuel, out of fuel etc. In any such event the charges levied by the service provider will be passed on to departments.

REMEMBER
University vehicles must only be used on authorised university business.

For reasons of insurance cover, no unauthorised person (or equipment) may be conveyed in a university vehicle.

All journeys involving University vehicles must be recorded in the vehicle logbook. Completed logsheets must be submitted to Transport Services as soon as reasonably practicable.

Drivers must advise Transport Services of any known or suspected faults relating to University vehicles.
FINALLY
I take this opportunity to again remind drivers that all information contained in this publication is opinion and offered for guidance only. All drivers are strongly advised to check their legal position with DVLA.

Transport legislation can be very complex and in certain instances be open to interpretation. If you have any doubts or require further information or clarification on any transport-related matter, do not hesitate to contact DVLA or the University of Glasgow Transport Services Manager during normal working hours at:-

University of Glasgow
Transport Services Department
13 Thurso Street
Glasgow G11 6P

Tel: 0141 330 5330 (Internal calls - Ext. 5330)

USEFUL TELEPHONE NUMBERS

Central Services (Security)
0141 330 5252
(Internal calls - Ext. 5252)
(24 hour cover)

University Finance Office
(Insurance Advisor)
0141 330 3935
(Internal calls - Ext. 3935)

University Safety and Environmental Protection Services –
0141 330 5532 (Internal calls - Ext. 5532)

DVLA (Swansea) - 08702 400009

www.dvla.gov.uk/licences
There are certain restrictions placed on driver’s holding only a Category B driving licence entitlement wishing to drive a minibus. Those rules are defined in Section 15.

Check list for drivers with ‘Category B Entitlement’ wishing to drive Minibuses

IF IN DOUBT SEEK ADVICE!

Helpful leaflets available from DVLA -
INF28 - Driving a Minibus
INF30 - Towing Trailers in Great Britain
INF38 - Driving in Great Britain as a visitor Resident
INF90 - A General Guide to Driver Licensing
INF52 - Special Licensing Arrangements for Drivers of Large Vehicles
STOP! Are you sure you are entitled to tow a trailer?

What does Maximum Authorised Mass (MAM) mean?

The term ‘MAM’ is sometimes referred to as Gross Vehicle weight (GVW) or Maximum Permissible Gross Weight (MGW). The term does not refer to the actual weight of the vehicle or trailer, but represents the maximum load weight a vehicle or trailer is legally permitted to carry. The MAM of a vehicle or trailer is normally found on a plate attached to the vehicle or trailer.

Category B licence holders are permitted to drive vehicles weighing up to 3500kg and with up to 8 passenger seats. Category B vehicles (those up to 3500kg MAM) may be coupled with a trailer up to 750kg MAM (allowing a combined total weight of 4.25 tonnes MAM) OR a trailer over 750kg MAM provided the MAM of the trailer does not exceed the unladen weight of the towing vehicle, and the combination does not exceed 3.5 tonnes MAM.

Should you require to tow a vehicle up to 3.5 tonnes MAM plus a trailer in excess of 750kg MAM you are required to hold as minimum a B+E licence. To upgrade their license drivers are required to pass the appropriate test.

Refer to DVLA website for further information

All information contained in this publication is opinion and offered for guidance only. All drivers are strongly advised to check their legal position with DVLA.

(Continued)
Basic vehicle and trailer combination towing restrictions

**Category B licence** holders are **not permitted** to tow any trailers without training to B+E standard

**Category B+E licence** holders are permitted to tow vehicle and trailer combinations up to 3.5 tonnes MAM towing trailers over 750kg MAM

**Category D1 licence** holders are permitted to tow passenger carrying vehicles 9-16 passenger seats with a trailer up to 750kg MAM

**Category D1+E Licence** holders are permitted to tow passenger carrying vehicles 9-16 passenger seats with trailer above 750kg MAM

Refer to ‘Driver Licensing Requirements for Towing Trailers in Great Britain (INF30)’

It is the responsibility of all persons intending to tow a trailer to ensure he/she is legally entitled to do so. To ensure legal compliance it is also the drivers responsibility carry out the following checks before attempting to move on to a public road. Report immediately any defects, or suspected defects, to Transport Services or a local garage.

**Ensure your driving licence permits you to tow the particular vehicle and trailer combination you intend using.**

1] Check the permissible MAM of the vehicle and trailer combination.
2] Check the suitability and security of the tow hitch.
3] Check the operation of all lights and marker boards (where appropriate)
4] Check wheels and tyres
5] Check operation of brakes, including break-away cable and handbrake
6] Check jockey wheel
7] Generally check chassis/body condition
8] Check also security of load
APPENDIX 3

HEALTH & SAFETY

The University of Glasgow is committed to promoting the Health and Safety at Work Act (1974) and the Management of Health & Safety at Work Regulations (1999). It is the policy of the University to safeguard the health, safety and welfare of its employees and all persons likely to be directly or indirectly affected by the activities of the University.

Copies of ‘Guidance Notes of the Use of University Vehicles’ are available to all members of staff upon request.

Driving Licences:
All persons wishing to drive a University vehicle must have a full and valid UK current driving licence appropriate to the type of vehicle he/she wishes to drive. That person must also be an approved University driver (Please refer to Guidance Notes - Section 2- Authorised drivers; for minibuses refer Appendix 1 & 2).

Driving licences must be made available for inspection at least once a year or upon request by the departmental nominee or the University Transport Services Manager.

Any member of staff, or student, charged with a traffic offence must report the outcome of such offence to the Transport Services Manager in writing as soon as reasonably practicable. Any changes in driver license circumstances must be reported in writing to the departmental transport co-ordinator (or nominee) and to the University Transport Services Manager without delay. Change of circumstance might include being charged with a traffic offence (speeding etc.) or certain forms of illness. Where there is doubt contact Transport Services for advice.

General Health:
Any illness or impairment that could affect a persons driving ability must be reported to the departmental transport co-ordinator (where applicable) and Transport Services Manager in writing; failure to do so could render insurance cover void. Drivers must not drive, or undertake certain duties, while taking a course of medication that might impair their judgement. In cases of doubt they should seek the view of their GP or University Health Service.

Drivers are required to maintain their fitness to drive and are reminded that they must be able to satisfy the eyesight requirements set out in the Highway Code.

No driver should be expected to report for driving duties without first having been afforded a reasonable rest period between driving duties.

Training:
It is recommended that suitable driver training courses run by commercial companies should be offered to staff from time to time.

‘Off-road’ driving tuition is available to members of staff who are required to operate in such conditions. Guidance notes on ‘off-road driving’ are available from the Transport Services Department.

General:
All drivers are instructed to carry out daily routine checks on coolant, lubricants, tyres, lights etc. Drivers are reminded it is they who will be held accountable for any traffic offence or defect that renders a vehicle illegal whilst it is assigned to their care (Please refer to Section 4 - Traffic Offences).

Any suspected vehicle defect must be reported to Transport Services without delay for attention and remedial action. If there is any doubt or concern the vehicle should immediately be withdrawn from service.

Always drive within the speed limit; take into account road and weather conditions.

Driving requires total concentration; accidents can and do happen in an instant often with serious consequences. Be aware of other traffic (and pedestrians) anticipate their actions; allow ample room for error. A good driver is an alert driver!

Any concerns or questions regarding University vehicles should be brought to the attention of the University Transport Services Manager (Tel 330 5330).
APPENDIX 4

Some Notes on Driver Risk Assessment

Under the Management of Health & Safety at Work Regulations employers (managers) have a legal responsibility to administer health and safety effectively. It is recommended that, where applicable, consideration of ‘Road Risk and Safety’ be integrated into each department’s Health & Safety Policy.

It is strongly recommended that managers carry out an assessment of risks to the health and safety of employees, while they are at work, and to other people who may be affected by their activities. The regulations also require that a periodic review of risk assessments be carried out so that they remain appropriate.

SOME RECOMMENDATIONS

- Do you have arrangements in place to ensure validity of the driving licenses of prospective staff prior to their appointment? (e.g. at interview).
- How often do you consult with those at the sharp-end of driving duties - the drivers; are you satisfied with the competence of your drivers?
- Are driving times and performances monitored to ensure staff are not placed under pressure to meet unrealistic targets, particularly in inclement weather conditions?
- Are your drivers aware of reporting procedures in event of a suspected vehicle defect?
- In the event of a mechanical breakdown or accident do your drivers know the safety and reporting procedures?
- Are your drivers aware of the height and safe carrying capacity of the vehicle they are driving?

HEALTH & SAFETY

- Are you satisfied you have the right type of vehicle for the job?
- Do your drivers know how to carry out basic routine safety checks? (e.g. tyre pressures/condition, fluid levels etc)
- In events of a flat tyre do your drivers know the correct procedure and how to change a wheel safely?
- Are you always satisfied of the fitness of your drivers? (e.g. eyesight, medication etc)
- Are your drivers aware of the dangers of fatigue or the effects of certain medication?
- Do you ensure that any privately owned vehicles used for work related purposes are legally roadworthy and adequately insured?
- In event of breakdown are your drivers supplied with High Visibility vest/jackets?

TRAINING

It is important that schools/departments make an informed decision on the need for driver training. Not only can driver training help reduce wear and tear on vehicles it could result in reduced operating costs, and ensure a more confident (and happier) staff.

- Are you satisfied your drivers are adequately and properly trained?
- Are Road Risk/Driver Training opportunities offered to relevant staff within your department?
- Has consideration of funding been set-aside for driver training?
Use of University Vehicles by PhD Students

Following discussions it has been agreed that, where PhD students require use of a University vehicle on official University business, permission for such use may be granted provided the request is supported in writing by the Head of College/School/Research Institute/Department (or his/her Nominee).

As University vehicles are a valuable resource there are a number of conditions regarding use of University vehicles that I draw to your attention. I also take this opportunity to remind all staff (and students) that University vehicles (and insurance cover) must only be used on bona fide University business.

1. Schools/Research Institutes are required to notify Transport Services by way of a ‘Driver and Vehicle Information Form’ that they wish a named PhD student to drive a University vehicle. The ‘Information Form’ must show that the nature of the work the student is engaged in requires use of a University vehicle, and must confirm that no other practical or reasonable mode of transport is suitable or available in order to carry out the work. The ‘Information Form’ must be authorised by the Head of School/Director of Research Institute (or his/her Nominee).

2. All PhD students (and staff) wishing to use a University vehicle must first sit, and pass a University driving assessment.

3. When a University vehicle is being used by a PhD student, or member of staff, on a Project, the Project Number must be legibly and accurately recorded on the vehicle Log Sheet; once complete all Log Sheets must be returned to Transport Services within a reasonable period of time.

4. Where it is deemed appropriate a Risk Assessment should be carried out by the School/Research Institute and a record of the assessment retained.

5. When a University Pool Vehicle is requested (or University Insurance Cover used) a Driver Information Form must be submitted to transport Services at the time of the booking.

6. Driving licences must be submitted for annual check or upon request by either, the Head of College/School/Research Institute/Department (or his/her Nominee), the Transport Services Manager or his/her Deputy. Any change in a driver’s licence (e.g. traffic offence, change of address etc.) must be notified in writing to Transport Services - failure to do so will result in permission to drive vehicles being withdrawn.

7. While it is not a legal requirement that Non-UK Driving Licence holders apply for a ‘UK Counterpart Driving Licence’ it is a University Requirement as doing so has a number of administrative advantages:
   a) All licences are now required to be validated online using the DVLA share your licence scheme
   b) Registering licence details with the DVLA will, in most cases, permit a driver to take advantage of the ‘Fixed Penalty System’ for traffic offences (e.g. speeding) rather than have to appear in court.

I trust this will clarify the University's position regarding the use of University vehicles by PhD students (and staff). Failure to comply with any of the above requirements could result in all privileges being withdrawn.

Copies of the ‘Driver and Vehicle Information Form’ are available from Transport Services or can be accessed via Transport Services University website. I take also this opportunity to draw your attention to information we have on the University website 'Guidance Notes on the Use of University Vehicles' (www.gla.ac.uk/services/transport)

Transport Services Manager
16th August 2010
**Use of University Vehicles by PhD Students**

**APPENDIX 5**

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**DRIVER and VEHICLE INFORMATION FORM**

This form **MUST** be completed and forwarded to Transport Services **PRIOR** to any Student being permitted to drive a University Vehicle on Fieldwork or Project work. You are reminded that **University vehicles (and Insurance Cover) may only be used on bona fide University business.** Failure to forward completed forms to Transport Services could result in Insurance Cover being invalidated.

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**SCHOOL/RESEARCH INSTITUTE**

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**PLEASE PRINT**

**DRIVER’S NAME**

---

Please delete as applicable:  

**PhD STUDENT / VISITING STUDENT**

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**Type of vehicle allocated or required** *(Please delete as applicable):*

- Car  /  Light Van  /  Large Van  /  Minibus  /  Land Rover  /  Pool Vehicle  /  Hire Vehicle

---

**Will the vehicle be used off Road?**

- **YES / NO**
  
  If ‘YES’ the driver must first pass an off-road driving assessment

---

**PROJECT NUMBER**

---

**ESTIMATED PERIOD of PROJECT**  
*(Dates or number of days)*

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I confirm that the nature of the work the student is engaged in requires use of a University vehicle and that no other practical or reasonable mode of transport is suitable or available in order to carry out the work.

---

**AUTHORISED by**  
*(Please print name and Designation)*

---

**SIGNED:**  
**DATE:**

---

Please **return completed form to Transport Services** and retain a copy of this document for your records. Additional copies of the ‘**Driver and Vehicle Information Form**’ are available from Transport Services or can be accessed via Transport Services University website.

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*APPENDIX 5/ Use of vehicles*
APPENDIX 6  
GUIDANCE NOTES  
for  
HEADS OF COLLEGE SCHOOL/ RESEARCH INSTITUTES/ DEPARTMENTS and NOMINATED PERSONS

RECRUITMENT / INTERVIEWS
When interviewing prospective candidates whose work might include driving duties, Schools/Research Institutes/Departments are strongly advised to check each applicant’s driving licence during interview to ensure that their driving licence categories will be suitable to the post (Please refer to Section 2 – Authorised Drivers and Appendix 1 & 2).

Heads of School/Research Institutes/Departments and Managers are advised they have a legal responsibility to ensure that only properly licensed persons may drive or operate university vehicles/equipment. In certain instances failure to comply with this requirement could lead to serious charges and or imprisonment (Please refer to Section 5 - Corporate Liability).

a) Heads of Schools/Research Institutes/Departments and Managers are reminded that University vehicles and Insurance Cover may only be used for official University business

b) Heads of Schools/Research Institutes and Managers are reminded to include all transport costs when planning trips or projects. Such costs should include hire of vehicles, fuel, ferry charges etc.

c) Heads of Schools/Research Institutes and Managers are reminded when issuing vehicles to PhD Students are reminded to complete the ‘Use of Vehicle Form’ (Appendix 5).

d) There are a limited supply of ‘pool vehicles’ available and demand can be great. Where possible, plan and book transport requirements well in advance.

e) Schools/Research Institutes/Departments cancelling vehicle bookings at short notice may, in certain circumstances, be held liable to a portion of any agreed hire charge.

f) Where Schools/Research Institutes/Departments have the use of a University vehicle and earn an income for work undertaken, a portion of that income should be offered as a contribution towards the running and replacement costs of University vehicles

g) Due to the implementation of the ‘Seat Belt Regulations Act 1998’ the practice of temporarily removing fixed seats from minibuses is strictly prohibited.

h) As a measure of security, Central Services Staff have been instructed to ask for proof of identity or authorisation prior to issuing keys or releasing vehicles parked on Campus to any person. Please ensure that some form of identification or letter of authorisation is provided when intending to collect vehicles from Central Services staff at the Main Gatehouse.

i) All drivers returning vehicles to the University outwith normal hours MUST report to Central Services staff at the Main Gatehouse where they will be directed to allocated parking areas.

j) Once a vehicle has been safely parked and made secure the keys should be handed to Security staff at the Main Gatehouse. For security/safety reasons the keys of all University vehicles parked on Campus must be lodged with Central Services at the Main Gatehouse.

k) University vehicles not being used on a regular basis MUST be parked off Campus at University or at Transport Services, Thurso St.

PERMITTED DRIVERS
All staff wishing to drive a University vehicle must comply with current driver licensing regulations (Please refer in particular to sections 2 &10 and Appendix 1 & 2 of this publication). University vehicles, and Insurance Cover, may only be used for official University business

Spouses/partners of staff/students are not permitted to drive University vehicles; neither are they covered under the terms of university’s policy on insurance to be in charge of, or conveyed in, a University vehicle.

AGE LIMITS
University Insurers require that drivers of University vehicles must be over 21 years of age and have held an appropriate full driving licence for a minimum of two years (Please refer to Sections 10 -15 of this publication).
USE of POOL VEHICLES
There are a limited number of ‘pool vehicles’ available for use by Schools/Research Institutes/Departments when engaged on official University business.

i Requests for vehicles are generally allocated on a first come first served basis, which may be waived only in cases of priority. The final decision to allocate vehicles to departments is at the discretion of the University Transport Services Manager or his/her Deputy.

ii Schools/Research Institutes/Departments must confirm vehicle requests in writing, stating the dates and for what purpose a vehicle is being requested. Charges will apply for the use of University vehicles; Schools/Research Institutes departments are asked to provide an Account /Project Number when arranging bookings.

iii If no written confirmation of a pool vehicle booking is received by Transport Services within a reasonable period of time, the ‘provisional booking’ will be considered cancelled and the vehicle made available for use by other Schools/Research Institutes/Departments.

DRIVER SERVICES

i A limited number of university drivers are available to service the daily requirements of the university. Drivers’ duties include the conveyance of VIP’s, senior staff and students who are be engaged on University business.

ii Other driver services include delivery of mail, printing, livestock and various materials.

iii Depending on availability, Schools/Research Institutes/Departments can request the assistance of Transport Services drivers to support official University activities. Schools/Departments are advised that they will be held liable for any overtime costs that a driver may incur carrying out requested driving duties.

VEHICLE and EQUIPMENT REPAIR
A vehicle maintenance and repair service is available for all University owned vehicles and associated equipment.

Advice and guidance is available to departments on Road Transport and Driving License related matters.

Schools/Research Institutes/Departments considering the procurement of vehicles should seek advice or assistance from the Transport Services Manager.

DISCLAIMER
The opinions and advice expressed in this publication are for guidance only and should not in any way be considered as legally binding and do not necessarily represent the view of the University of Glasgow. You are at all times strongly advised to seek final advice and adjudication on transport related matters from either the DVLA or the DET.
**TRANSPORT SERVICES DEPARTMENT**  
**MOTOR VEHICLE INCIDENT REPORT**

**PLEASE PRINT CLEARLY**  
**UNIV Ref. __________________**  
**INS Ref. __________________**

1 **VEHICLE & DRIVER DETAILS:**

   Name of Driver: ______________________________  
   Type of vehicle: ________________________
   Department ________________  
   Registration No. _______________________
   Date of Birth __________________________  
   Contact No. ____________________________
   Date passed Driving Test ___________________  
   Date of Incident _________________________

   Note of any previous / pending driving offences:

   Hire Company Details (where applicable)

2 **PASSENGER DETAILS:**

   _____________________________________________________________________________

   Indicate any known injuries sustained:

   Indicate damage to University/Hired Vehicle:

3 **THIRD PARTY DETAILS:**

   Type of vehicle: ________________________  
   Registration Number: ___________________
   Name of Driver: ________________________
   Address: ______________________________
   Telephone number: _____________________

4 **DAMAGE SUSTAINED** to Third Party vehicle/property:

   _____________________________________________________________________________

   THIRD PARTY INSURERS:

   Policy Number (if known)

   Number of passengers in Third Party vehicle at time of incident

   Details of any apparent injury to 3rd Party driver/passengers:

5 **WITNESS DETAILS:**

   Name: ______________________________  
   Name: ______________________________
   Address: ____________________________
   Address: ____________________________
   Tel. No. ____________________________  
   Tel. No. ____________________________

(Continued)
6 DETAILS of any POLICE OFFICERS who may have attended the incident:

PC name/number: ________________________  PC name/number ________________________

Police Station: ________________________  Telephone no. ________________________

7 ACCOUNT of the INCIDENT:

Date of Incident: ________________________  Time: _______________ am/pm

Name of Road: ________________________

Road Width: ________________________  Speed limit: ________________________

Road & Weather Conditions: Wet / Dry  Street Lights: On / Off

DESCRIPTION: Indicate the direction of travel of the vehicles and show where they finished as a result of the incident. Clearly indicate each vehicle involved. Show any road markings and anything else that you consider may be helpful or important. Use a separate sheet of paper if necessary.

Describe the incident: _________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Position of Vehicles BEFORE the Incident:

Position of Vehicles AFTER the Incident:

All accidents no matter how minor MUST be reported to Transport Services without delay.