

# Transport Scheme Drivers' Advice Sheet



2015-2016

This advice sheet summarises the responsibilities of drivers registered on the Oxford University Transport Scheme and provides examples of good practice for those who are driving cars, minibuses, vans and MPV's. The scheme is run through Oxford University Sports Federation, who (alongside your club/society) appreciate that you may have passed the University Minibus/MPV Course, but ask you to read and adhere to these guidelines. You should contact the hire company [Hotsons/Enterprise/Fownd] and Sports Fed immediately if there is a problem with the vehicle, or if you experience issues on your journey.

## **Remember, it is your responsibility to:**

- Know if you are still valid and active on the Transport Scheme drivers database (updated by Sports Federation)
- Know which type of vehicle you are insured to drive (this will be checked by Sports Fed, but must be considered when offering to help another driver with the journey).
- Advise everyone to wear their seatbelt (although it is their responsibility to wear them)
- Check & ensure the roadworthiness of the vehicle, e.g.: the lights & brakes before you start driving.
- Ensure that all the exits are clear of luggage and are unlocked whilst the vehicle is moving
- Ensure no-one is carrying open containers of alcohol, or any flammable liquids.
- Ensure the security of the vehicle; as well as locking doors when you park, make sure windows are shut etc.
- **Mini Bus ONLY** - ensure that the section 19 permit disc is in the window of the minibus, or you will be driving illegally, without insurance, and could face a £1000 fine

**Remember** that you are typically driving with 3-14 other people and should consider their safety at all times. Consider the increased weight of the vehicle when planning to overtake. Be aware of the amount of alcohol you consume on the evening before driving, as excess alcohol may still be present in your blood the following morning.

**Remember** that the performance of a minibus, MPV or van is very different to that of a car. Try to handle the vehicle gently, and think about how the people in the back will feel.

**Remember** that the stopping distance is much longer for a full vehicle than for you in your own car alone. Leave about 4 seconds rather than 2 seconds between you and the vehicle in front in good weather. These distances should be doubled in wet conditions, and still further on icy roads. Always be able to stop comfortably on your own side of the road within the distance you can clearly see.

**Remember** that speed limits differ for a minibus than a car (see table on page 4)

**Remember** that you are much wider than a car, particularly in a 15 seater minibus. Always ask someone to get out and help you when you are manoeuvring the vehicle in tight spaces. Don't feel embarrassed about asking for help. Most of our incidents in the past years have been due to driver error when manoeuvring.

**Remember** to take breaks, especially after playing sport. Current recommendations are that, after 2 hours of driving, you should take a break of at least 20 minutes - or swap drivers. Make liberal use of service stations and never feel pressurised to carry on if you are tired.

## **Minibus driving exceptions**

When you drive a Minibus for the club, you are doing so under the "section 19 permit scheme" and the permit must be displayed in the front windscreen of the minibus. This only works in the UK and if only under the permit's rules (through transport scheme all clubs are covered). Any questions about the driving exemption please email [transport@sport.ox.ac.uk](mailto:transport@sport.ox.ac.uk).

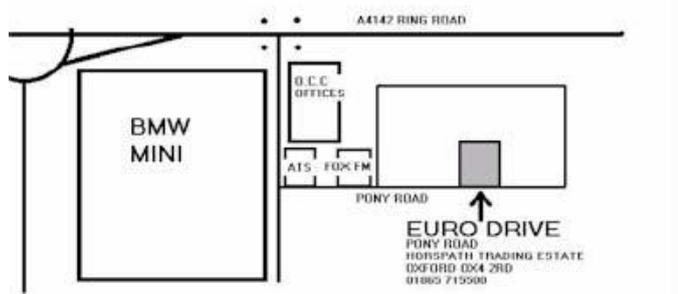
## 2015-2016

### Collecting and Returning vehicles:

The Sports Federation typically hires vehicles from one of three companies; Hotsons Eurodrive, Enterprise, and Fownd.

#### 1. Hotsons Eurodrive

Pony Road, Horspath Trading Estate, Cowley, **OX4 2RD**



Getting there: The 10A bus from the town centre goes to Horspath Road. Alternatively, you could cycle there.

#### Hotsons opening hours:

Mon-Fri: 7.30am - 5.30pm

Saturday: 7.30am - **12 noon**

Sunday: 8.00am - 9.30am

#### Emergencies:

Hotsons have special trade arrangements with Roadside Recovery agencies – these depend on what type of vehicle you are driving. In the unlikely event of breakdown, contact Hotsons immediately, and in the first instance, on the numbers below. You can also phone them for advice on:

**01865 715500** office hours plus an answer phone giving contact details for outside office hours

**07770 442812** outside office hours and emergency

Return: You may return the minibus outside of office hours. The key to the compound gate is on the key ring with the minibus key – you should unlock the padlock on the gate, park the minibus inside, then post the keys through the letterbox. On the way out, lock the gate with the padlock. If the compound is too full to get the minibus in other minibuses are already parked on the road, do the same and drop off the keys as normal. We recommend that you take pictures of the vehicle to record its condition in the absence of a staff member from Hotsons.

#### 2. Enterprise Rent-a-Car

10 Watlington Road  
Cowley  
Oxford  
OX4 6NF

#### Getting there:

Oxford Bus Company's main station 2 minutes' walk from Enterprise forecourt.

#### AVIS Opening Hours:

Monday to Friday: 08:00 – 18:00 Hrs

Saturday: 09:00 – **12 noon**

Sunday: **Closed**

#### Emergencies:

In general, help will be provided through the roadside assistance cover.

You can also phone for advice on:

**01865 396000** Open office hours plus an answer phone giving contact details for outside office hours

And, the **emergency telephone number** is printed on the back of the tax disc in each vehicle.

Return: Vehicles can be returned out of hours using the drop box. Please ask when collecting the vehicle if you are unsure how this works. Enterprise will conduct a post hire damage inspection.

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### 3. Fownd

**Booking arrangements** your treasurer can log in online – there is a link from our website and they have log in details. Sports Fed can book in emergencies for you.

The best bit is they deliver the vehicles to you, so locations can vary but suggested location is University Sports Complex on Iffley Rd.

### Emergencies:

In general, help will be provided through the roadside assistance cover.

You can also phone for advice on the information that comes with the vehicle

And, the **emergency telephone number** is in the vehicle pack that came with the vehicle.

**Return:** Vehicles can be returned before the set time, however you may be charged if you are over 30mins late!

### Vehicle Insurance

All vehicles are booked through Sports Federation and covered under the Sports Federation's Vehicle Insurance (University's Insurance supplier Oxford Mutual Limited). This insurance covers all approved drivers (however they need to be named on the vehicle booking request or an updated list should be emailed to the transport administrator). If there is an accident, please take photos (where/when safe to do so) and send via email to [transport@sport.ac.uk](mailto:transport@sport.ac.uk). There is a daily cost of £11 per vehicle and the damage excess is £150 to the club - unless there wasn't somebody helping during maneuvers, in which the excess can rise to £500. Putting the wrong fuel in the tank is not insurable, so please check before refueling to prevent your club/society paying for this costly mistake.

### Collecting the vehicle:

(i) Regardless of the hire company, you will need to take the following with you when you collect the minibus/MPV/car/van:

- The **driving licence of all those who WILL drive** the vehicle on the trip (you should expect no exceptions to this rule, even if you drive regularly). There is no limit to how many people you can have on the University insurance.
- Cheque/Card to cover the hire cost of the vehicle (other than for BUCS Wednesday teams). If the total cost is more than expected then you should remind the hire company that the club operates under the University insurance scheme and university booking rates.

(ii) On collection of the vehicle, a member of Hire Company's staff will detail any pre-existing **damage** on a form. You should accompany the member of staff and point out any damage that they may have missed. This way your club will not get charged for damage that was already there. **On collection of a minibus**, it is essential that you also check that the section 19 permit disc is present on the windscreen (ask a member of staff if you're not sure); also make sure that you leave the permit in the minibus, else your club will be charged for the replacement and administration costs).

### Returning the vehicle

You must ensure that the vehicle has a **full tank of fuel** (check if diesel or petrol before filling up). Your club/society will be heavily fined by the hire company if the vehicle is returned without fuel.

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### What to do in the event of a road traffic accident

In the unlikely event of an accident, don't panic - there are procedures in place to help you.

1. Check for injured persons and call an ambulance if necessary
2. Exchange details with other parties, including witnesses. You should try to obtain:  
*Driver Name and Address, Vehicle Owner Name and Address, Vehicle Registration Number, & Insurer Name, Policy Number & Photographs of your own and third party vehicles (if involved)*  
(Tell them to contact Linda Grieg @ Oxford Mutual on 01865 616078 or [linda.grieg@admin.ox.ac.uk](mailto:linda.grieg@admin.ox.ac.uk) and not yourself regarding the accident – or if you forget the details, then Sports Federation directly)
3. Witness details of the incident
4. **Do not** admit responsibility for the accident or discuss fault
5. Sketch a map of the accident, noting nearby landmarks
6. **If anyone has been injured**, contact the police (and ambulance if life threatening) as soon as possible
7. If you need assistance on the motorway, wait a safe distance from the road. **Do not sit in the vehicle on the hard shoulder.**
8. Contact the Sports Federation and tell us what has happened. Non urgent situations can be emailed to [transport@sport.ox.ac.uk](mailto:transport@sport.ox.ac.uk)
9. If someone is hospitalised or ambulance treatment is given then please contact security services on 01865 289 999.

If the vehicle is involved in an accident or sustains damage, it must be reported **at the earliest opportunity** to The Hire Company (in accordance with the hire agreement) and written details must be provided when the vehicle is returned. (If returning to Hotsons or Avis when the office is closed, a note should be left through the letterbox with the vehicle keys.)

The transport administrator (01865 241335 or [transport@sport.ox.ac.uk](mailto:transport@sport.ox.ac.uk)) must also be informed immediately on return to Oxford so that arrangements can be made for you to complete the Accident Report Form required by the Road traffic Acts and the University's insurers. The Sports Federation will help you do all of this on your return to Oxford if the need arises.

## National speed limits

Type of vehicle	Built-up areas mph (kph)	Single carriageways mph (kph)	Dual carriageways mph (kph)	Motorways mph (kph)
Cars and vehicles (including car-derived vans up to 2 tonnes max laden weight)	30 (48)	60 (96)	70 (112)	70 (112)
Cars towing (including car-derived vans and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
Minibuses	30 (48)	50 (80)	60 (96)	70 (112)
Goods vehicles (not more than 7.5 tonnes maximum laden weight)	30 (48)	50 (80)	60 (96)	70 (112) If articulated, or towing a trailer, limit is 60 (96)

## 2015-2016

### 2015 - 2016 costs

#### Driving Excesses/Policy

The university club will be liable for these costs. Only Proctor affiliated clubs can have access to the University Transport Scheme (Sports clubs are affiliated through Oxford University Sports Federation).

**Incident during a maneuver (without someone outside guiding)** - £350

**Incident during a maneuver (with someone outside guiding)** - £150

**Incident whilst driving** - £150

**Re-occurring incidents** – after every incident the driver is assessed to see if they will continue with the transport scheme; it is possible to see an increase in the excess, a driving scheme ban, or sent for re-assessment for an individual – the club is still liable for these costs

**Chip in windscreen** - £100

**Wrong Fuel** are not covered as our insurance deem this high risk on driver error – The club is liable for the cost (estimate) - £300 to £900 depending on the overall cost as this is not insurable cost and varies with each situation (and corresponds with miles driven with the wrong fuel in the system).

**Tyre (including wheel trim)** damage is not covered – The club is liable for the cost (estimate) - £60 to £200).

**Theft** from attended vehicle – policy excess may differ due to the type of insurance cover (check own policy for sporting equipment as may have similar clauses). Theft from an unattended vehicle is not covered but personal equipment may be insured elsewhere. Owner should therefore check with their own insurance company for any cover.

#### Driving Assessment costs (per person)

MPVs and Minibus

Clubs - £25

Societies - £35

Departments - £65

Towing assessments - £90 (needs at least 2 to run a course on the same day)

(This is invoiced at the end of each term to each club together with the insurance costs)

#### Insurance costs

Per day per vehicle - £11

(This is invoiced at the end of each term to each club together with the driving assessments)

#### Know if you're valid to drive?

If you don't know then you may well have expired on our driving database system.

Please feel free to ask [transport@sport.ox.ac.uk](mailto:transport@sport.ox.ac.uk) when you expire. Normally you are valid on the transport scheme to drive:

- Cars – 1 year from showing Sports Fed your license documents
- MPV/Minibus – 2 years from assessment date, with possible 2 year extension available for regular drivers. If you wish to renew after this extension, you must complete the assessment again, and all documents needed shown to Sports Fed

**THANK YOU FOR DRIVING AND STAY SAFE!**