

Vehicle Hire Policy

November 2019

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1.0 Policy Summary

- 1.1 This policy was adopted by Solent Students' Union Leadership Team in November 2019. The policy will be reviewed no later than November 2020.
- 1.2 This policy and procedure applies to all students and staff wishing to hire an SU vehicle.
- 1.3 This policy aims to allow for vehicle hire in a fair and consistent manner.
- 1.4 If you would like any support in understanding this policy or with any of the processes explained within this document please contact the Students' Union Head of Student Voice or a member of the Sabbatical Officer Team; email at su.president@solent.ac.uk, telephone on 023 8031 3553 or visit the Sabbatical Officer Office in JM117.

2.0 Driver Application

- 2.1 Applying to be a driver is open to all full and associate members of the Union as per bye-law 1.
- 2.2 Drivers must have held their licence for a minimum of 1 year and be over 18.
- 2.3 To apply to be a driver you will need to complete a Driver Application form which is available from <https://www.solentsu.co.uk/get-involved/vehiclehire/>
- 2.4 For insurance purposes the SU is required to gather the following information; driver's license number, licence type, country of issue, date passed driving test, any medical conditions, any driving convictions in the past 5 years, any driving accidents or claims in the past 5 years and if an insurance company refused to insure in the last 5 years.
- 2.5 Once complete, the form should be emailed to student.involvement@solent.ac.uk. You will also need to bring your drivers' licence into the Students' Union 14 days before the date of your booking.
- 2.6 A photocopy of the Drivers Licence should be made by a member of the Students' Union staff team when this is brought in and kept with the application. The Activities, Events & Income team will review the application and you will receive a reply within 10 working days.

3.0 Vehicle Hire

- 3.1 Vehicle Request forms will only be accepted by individuals that have an approved driver application.
- 3.2 Vehicles are able to be hired by all student groups and Union staff. Individual students may be able to hire vehicles to support their academic studies, at the discretion of the Leadership Team. Vehicles will be booked out on a first come basis, however the Unions Leadership Team reserves the right to override vehicle bookings for Union events provided 5 days clear notice is given.
- 3.3 The driver is responsible for any charges / fines whilst hiring any vehicle including but not limited to; parking fees, speeding fines, toll roads, congestion charge.
- 3.4 If additional funding is used to hire Students' Union vehicles, it will be at a charge of 12p per mile. The hire rates are clarified in the table at the end of this section.
- 3.5 **Student Groups Hire**
 - 3.5.1 Vehicle hire is available to all Solent Students' Unions Student Groups including Societies and Volunteers.
 - 3.5.2 Solent University Student Groups are also able to hire out vehicles at the discretion of the Head of Student Engagement.
 - 3.5.3 Societies may have their application to hire vehicles rejected if they do not have sufficient funds in their accounts. Student groups without a Union account are required to pay in advance of using the vehicles.
 - 3.5.4 Upon returning the vehicle and keys, the student group will be issued a charge for any additional mileage. Where available societies may have this automatically charged to their societies account.
 - 3.5.5 Both the society committee and the driver will be responsible for paying the cost per mile to the Students Union. Any society or driver that has outstanding debts will be unable to hire out another vehicle.
 - 3.5.6 If the full amount is not paid within 10 working days a reminder email will be sent out to both the society committee and the driver. If the full amount is still unpaid 20 working days after the return of the vehicle(s) then disciplinary action may be taken.
 - 3.5.7 Block bookings can be made for the hire of the Students' Union vehicles for a maximum of 6 dates in any one booking.
 - 3.5.8 Block bookings will require the full payment of the estimated mileage to be used for the whole of the total booking before the first date of use.

3.5.9 Cancellations for any usage within a block booking can be made by giving 7 days' notice of cancellation by email to student.involvement@solent.ac.uk for a full refund of the cost of the individual use. If less than 7 days' notice is given then no refund will be given for the cancelled usage (*exceptional circumstances on notice given for a refund will be considered on a case by case basis*).

3.6 Student Union Staff Hire

3.6.1 Student Union staff may hire out vehicles for Union business in the same way as student groups.

3.6.2 When booking the vehicle the form should be authorised by the relevant budget holder and their budget code and description completed on the form. Upon returning the vehicle the cost per mile will be transferred internally by the Finance department to the relevant budget. Any additional mileage would need to be authorised by the budget holder.

Usage/Group	Students	Staff
Union vehicle	<p>If additional funding is used, the hire rate will be £0.12 per mile.</p> <p>For regular society usage without additional funding, the hire rate will be £0.40 per mile.</p>	The hire rate will be £0.12 per mile.

4.0 Key Collection & Journey Logging

- 4.1 After submitting a hire application you will receive a confirmation email within 5 working days which will detail when to collect the keys. This will usually be at the Students' Union Shop in the Spark building between 9.30am and 5.30pm during academic teaching weeks and JM117 between 10am and 4pm outside of this.
- 4.2 When picking up keys there will also be a pack which will contain information about the rules and guidelines when using the vehicles, emergency contact number and a logging sheet to track the miles travelled.
- 4.3 The logging sheet must be filled in both before you start your journey and at the end of the journey otherwise you may be charged more miles than you travelled.
- 4.4 At the end of the journey it is also important to complete the logging sheet with the end mileage and petrol levels. Failure to do so may result in a ban on hiring out vehicles and / or a small admin charge of £10 being made at the discretion of the Unions Leadership Team. The admin charge should be paid before future hiring requests.

5.0 Misuse of Student Union Vehicles

5.1 Any person found to be misusing Union Vehicles, such as by listing false reasons for hire, may be disciplined by Solent Students' Union through the Student Disciplinary Procedure, which can be found at www.solentsu.co.uk/about.

6.0 Further Information

6.1 For further information about the contents of this document, please feel free to contact the Head of Student Voice or the Chief Executive. Contact details are available at <http://www.solentsu.co.uk/about/contactus>

6.2 Solent Students' Union is an organisation that strives for improvement. If you have any suggestions as to how this document could be improved, please contact the Head of Student Voice.