

# Driver Awareness Manual.



## Introduction

John Moores Students' Union hires vehicles for student groups for a wide variety of activities. For this reason it's important that all users understand both the legal aspects of driving people carriers/cars, together with the internal procedures for ensuring everything operates smoothly and efficiently. This booklet summarises the procedures. Regular updates are provided by email, and to the webpages. It is the responsibility of all users to abide by the rules and procedures in place. One group doing things incorrectly can spoil the experience for many others.

**If there is any conflict between the guidance in this document and the Highway Code, then the Highway Code takes precedence.**

## Responsibility

The driver(s) of the transport is legally responsible for the condition of the vehicle and its passengers once on the road. If for any reason the driver or passengers are concerned with the condition of the transport and its ability to provide a safe ride, they should not take the transport and as soon as possible notify the hire company.

## About the Hired Vehicles

The vehicles will be hired from Arnold Clark for the duration of the event. Vehicles can vary from cars to people carriers. (Category B). Please note JMSU will not hire Minibuses as this would require students to have a minibus permit. Only Union approved drivers may drive the hired transport. All drivers and users of the people carriers must adhere to the Students' Union policies and procedures.

## Insurance

All hired transport are insured by John Moores Students' Union with QBE Insurers. The excess on all claims is dependent on age, driving experience and license (£150+). In the event of a claim this will be charged to the student group dependant on the claim.

**The insurance policy does not cover theft of any contents kept in the transport. Items left in the SU vehicles are done so at their owners own risk.**

Towing trailers with any vehicles hired is strictly prohibited as our insurance doesn't cover it with hired vehicles.

## Loading

The hired transport all has a maximum authorised mass (MAM) of 3500kg. The MAM is the mass of the minibus plus any passengers and equipment being carried. It is illegal to exceed the MAM limit of 3,500kg. Care must be taken particularly when transporting large amounts of equipment.

Care must also be taken about the way the vehicle is loaded. The load must be spread evenly between the two axles, the vehicle should not 'sit' on either one of the axles. The maximum mass allowed on each axle is specified on the V5C Certificate. While the whole vehicle load may be under the MAM, if the loading on either axle is over the specified limit you are still breaking the law.

**As the driver of the vehicle, you are personally responsible for the load that vehicle is carrying. You will be personally prosecuted if you are caught exceeding the MAM and/or individual axle limits. If in doubt ask the hire company.**

Some general rules about loading transport are:

- No more than one person per seat, regardless of their age.
- Standing passengers are not permitted.
- All luggage and equipment must be stored safely and securely.
- No heavy luggage should be carried amongst the passengers.
- Gangways must not be blocked.

**Please note:** Roof racks are not prohibited we would recommend a 2nd vehicle is hired to take the extra luggage.

## Fuel Types

Please check the fuel type. If you accidentally fill the fuel tank with any other fuel **DO NOT** attempt to start the engine. Contact the breakdown services and they will siphon the tank. The driver will be charged for this procedure, as well as the cost of filling the tank with the correct fuel. Attempting to start the engine will severely damage it.

Arnold Clark transport should be full of fuel when collected.

If the vehicles should need to be filled up with fuel and a VAT receipt must be collected or the fuel cannot be claimed back. Please make sure you keep the VAT receipt. The form **MUST** be handed in 7 days after the trip.



## Size

Please be aware of the width, length, and height of the vehicles. Care should be taken when driving in tight spaces, down narrow streets and through wide restrictions. This particularly applies to multi-storey car parks and low bridges.

## Bus Lanes

Minibuses (15 seats) is classified as a bus accordingly to the DVLA (having more than 9 seats including the driver) and therefore can use the bus lanes. The 9 seat people carriers cannot use the bus lanes as they are classified as a car (9 seats or less including the driver).

## Congestion

Please check before your journey regarding congestion charges.

## Sat Nav

Please refer to the manufacture manual. The device must not block your view of the road and the traffic ahead and must have hands-free access.

## Mobiles

Mobile Phones are not permitted on the front sets as this can cause a distraction for the driver. Passengers in the front of the vehicle must be sensible members of the student group.

## Pre-Checklist

The following checks must be carried out before you use a hired vehicle. A copy of this form is found in this driver folder.

- The following lights are working.
  1. Headlights and side lights
  2. Fog lights
  3. Brake light
  4. Reverse lights
  5. Hazards/indicators
- Tyre tread is legal on all tyres (including the spare).
- Windscreen is not chipped or cracked and clean.
- All mirrors are present, unbroken, and working.
- The fluid reserves are between minimum and maximum.
- The various reservoirs are at the correct level: -
  1. Brake Fluid
  2. Power Steering Fluid
  3. Engine Oil
  4. Engine Coolant
  5. Windscreen Washer Fluid
- A spare wheel is carried and in good condition and correctly inflated.
- Seat belts, where fitted, are undamaged and working properly.
- All doors close and open properly.
- Brakes and steering operate correctly.
- There is an adequately stocked first aid kit on board.

**If the following is not working, please report to hire company, it is the driver's responsibility to evaluate if it's safe to drive the vehicle.**

## Post Use Checklist

Once you have returned the hired transport you should ensure that you have done the following:

- All windows and doors are closed and locked.
- All the lights are turned off.
- All rubbish has been removed.
- The hire form has been filled out with details of mileage and exact fuel fill ups.
- Check over the vehicle for damage with Hire company.

**Please report straightaway to JMSU with any issues or damage to the hire vehicle.**

## Driving Hours

### Driving Hours Requirement

No more than 2 hours' driving without taking at least a 15-minute break, preferably away from the vehicle.

No more than 9 hours of "activity time" in a day when driving is involved\*

No driver to complete more than 6 hours or 250 miles driving in one day including rest periods.

At least 11 hours' complete rest period overnight between any days when there is driving.

3 hours (125miles) to be the maximum for a driver when any part of the journey is between 22:00 and 08:00 e.g., during the normal hours of sleep.

**Note:** "Activity Time" includes everything associated with the event and the trip e.g., driving, taking part in a sports match, getting changed before/ after a match, loading trailers etc.

### Additional considerations when relevant to the trip:

For trips requiring an overnight stay, driving hours to be submitted to Opportunities & Development Team, clearly addressing the points above with a timeline.

Under JMSU Safe Space Policy, disregarding the opinion of a driver regarding driver expectations, or pressurising a driver into driving more hours, are to be regarded as harassment.

"Hanging around" time e.g. when arriving at a venue an hour early, is not included in activity time provided then the driver is resting, if extra practise takes place, however, it is included in the activity time.

In case of a conflict in regulations, the lowest amount of time or mileage takes precedence.

## Safety

Drivers have the ultimate responsibility for the welfare and supervision of passengers and the security and safety of the JMSU transport. The duty of care for the passengers lies with the driver.

Seat belts must be always worn by passengers as well as the driver.

Drivers must check any prescription drugs you are taking to confirm you are fit to drive. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist, or healthcare professional.

Smoking is not permitted in any union transport - it is illegal. It is also against the law to carry open containers of alcohol in the Union's transport. The Union operates a strict zero limit on drugs or alcohol policy for drivers. Anyone found to be under the influence of drugs or alcohol, no matter how small an amount, will be banned from driving and will put forward to Union disciplinary.

Please do not drink alcohol the night before driving the hired vehicles. Go to bed early and be well rested.



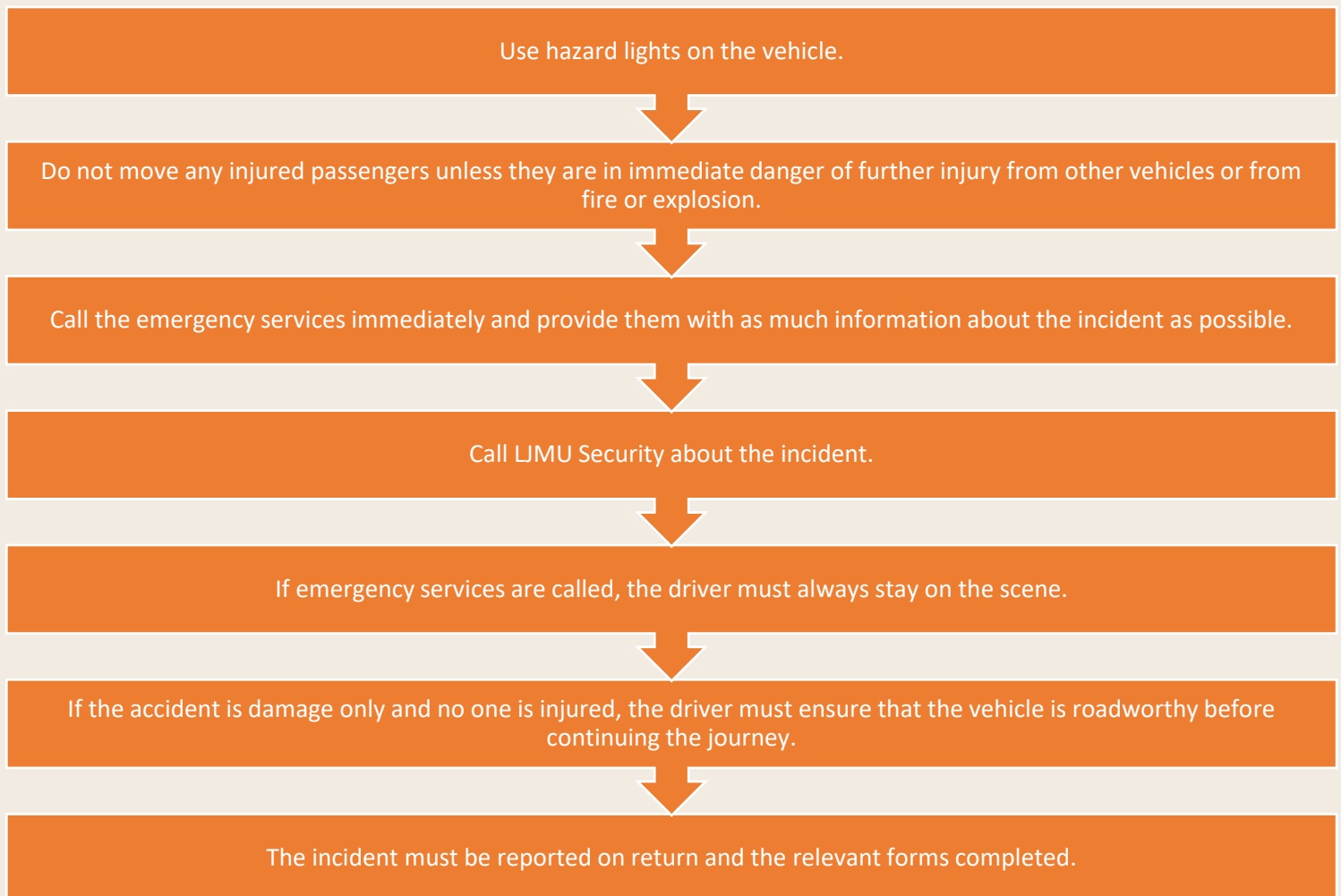
## Speed Limits

All speed limits must be followed in accordance with the Highway Code. Any speeding fines incurred while hired transport is being driven will be the sole responsibility of the driver.

**Please ensure if another registered student is also driving on the trip that you record the time of driving.**

## Emergency Procedures

In the event of an accident, the driver and/or group leader must make the accident scene as safe as possible without putting themselves or others at further risk.



After an accident make sure that everyone is safe and warm, no one is left on their own. Do not give anyone anything to eat or drink. Sometimes potentially serious injuries are not immediately apparent. Don't attempt to remove a motorcyclist helmet unless it is necessary.

## Breakdown

In the event of a vehicle breakdown:

The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible it should be moved as far away from moving traffic as possible.

All passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic. On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. All passengers should be kept together in one group.

In some circumstances it may be safer to leave the passengers in the vehicle. For example, if there is no safe waiting area. The driver and group leaders must assess the situation and decide what the best course of action is.

Contact should be made with the police and/or breakdown service, with accurate information given on the vehicle's location.

## Fire

If you suspect a fire in the engine compartment:

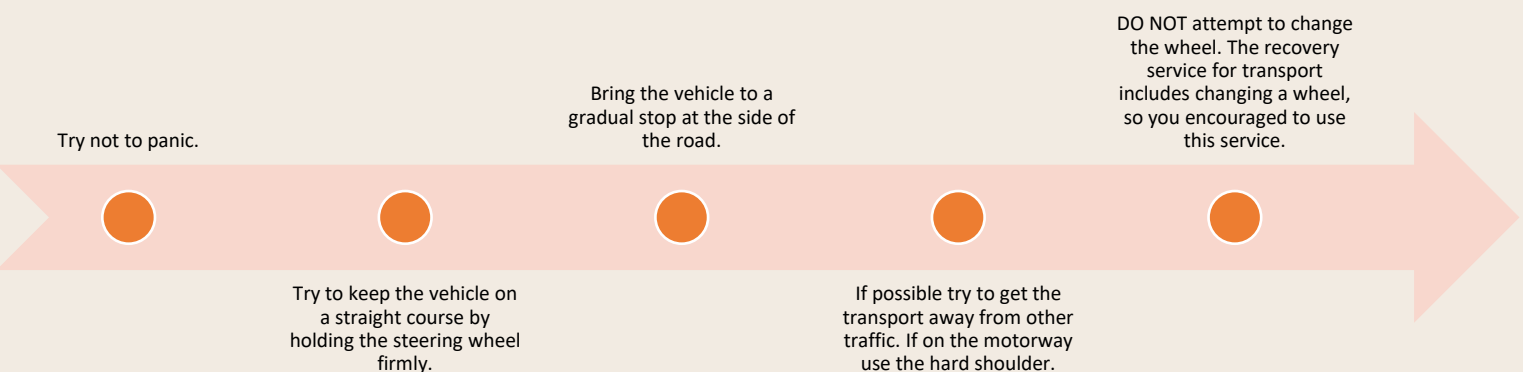
1. Pull over and stop as soon as possible.
2. Switch the engine off.
3. Get all passengers out as quickly and safely as possible.
4. Move away from the vehicle and keep all onlookers away.
5. Contact the emergency services.
6. If it is safe to do so, warn oncoming Traffic.
7. DO NOT open the bonnet

## Flat Battery

In the event of a flat battery on the vehicle, we advise to contact breakdown service.

## Burst Tyre

If the transport becomes unstable and difficult to steer you may have had a puncture or blow-out. In the event of the situation arising:



## Flat Tyre

Please contact the Breakdown Service to change the tyre. We pay a high premium for the cover and the breakdown assistance will ensure the tyre is repaired in the correct way.

**The hire company for transport includes returning the vehicle and all passengers to your choice of destination. You should ask for the people carrier and passengers to be returned to the hire company address. Otherwise, you will need to facilitate the return of the transport to the Union at your own cost.**

## Fines & Cancellation

Cancellations and fines from the hire company will be deducted from your social account. Any driver enforcements will be sent on to the driver.

**If a driver's eligibility to drive the transport changes (e.g., if your licence gains any endorsements) then the change must be reported to JMSU regardless of whether the changes in eligibility occurred whilst you were driving a transport or not.**

## Collecting Keys & Folder

Insurance documents need to be collected from JMSU. An email will be sent to the contact email with that booking information including when the Transport Folder including is ready to collect and who is insured.

Please check the insurance and the cover is enough time for the duration of the travel. Once you have the insurance, take it to the relevant vehicle hire company and you will be issued with keys.

## Plan Your Journey

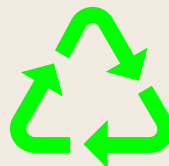
1. Plan route the day before and always have a Plan B.
2. Check for roadworks.
3. Never rush!
4. Check weather forecast—Your safety is more important than going to an event or competition. **If the weather is bad, please cancel.**

## Smart Driving



### Higher Gear

Driving at low revs  
reduce fuel consumption.



### Slow Down

The fuel costs increase the  
faster you drive.

## **Key Contacts**

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**Arnold Clark: 0151 708 5330**

**Liverpool John Moores Security: 0151 231 2222**

**QBE Insurance: 0800 389 1708**

**JMSU Reception: 0151 231 4900**

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