

Management and use of vehicles

Duties of the driver: -

- All students/volunteer/staff members who drive vehicles in connection with JMSU business must familiarise themselves with the guidelines and the local transport arrangements for the Union.
- Before using your vehicle, please ensure a vehicle registration form is completed.
- If you are required to drive for union related activities, you are required to ensure that your vehicle is safe and roadworthy. It is your legal responsibility to ensure you have a valid driving licence, insurance, and an MOT for cars over 3 years old. If you fail to do so and drive for union related activities, you will be held responsible. For this reason, you will be asked to provide proof of the above at regular intervals to JMSU.
- Students/staff/volunteers using their own vehicle are advised to check with their own insurance company to ensure that their insurance arrangements are sufficient and would cover them in the event of an accident.
- Drivers MUST inform JMSU of any changes to licence conditions, any endorsements or any health problems which may affect their ability to drive. ('Fitness' to drive also includes being free from the aftereffects of consuming intoxicating substances, even where this has taken place on the previous day).

Follow sensible precautions: -

Don't drive whilst tired and don't drive for continuous periods of more than 2 hours without a 15 minute break;

Where possible use public transport to avoid the need to drive;

Plan for delays and allow plenty time for your journey and don't plan long journeys if the weather forecast is for bad weather;

Always obey speed limits and don't drive faster than conditions allow;

Don't use any phone whilst driving;

If you have been drinking alcohol or taking drugs, prescription or recreational, don't drive your vehicle and don't forget it you can still be over the legal limit for alcohol the morning after;

If you are ill, overtired, have eyesight problems or any other condition which may impair you're driving, don't – you must seek medical advice first.

Theft

If a theft of, or from, a vehicle occurs whilst driving on Union business or union related activities, the driver should:

- Report the theft to the police and obtain a crime number, report the theft to JMSU as soon as possible.



Breakdowns

If the vehicle breaks down whilst driving on Union business or Union related activities the driver should:

- Remove the vehicle from the carriageway if both safe and practical to do so.
- Contact the appropriate breakdown recovery service.
- Report the breakdown to a member of JMSU staff.

Accidents

All accidents whilst driving on union related activities must be reported in accordance with JMSU and University's procedure for reporting and recording accidents.

- Exchange insurance details with all other drivers involved in the accident. Note: If nobody is injured it is not a legal requirement to notify the police but it is advisable to do so to avoid a possible charge of leaving the scene of an accident.
- Remove the vehicle from the carriageway if both safe and practical to do so. Note: that if people have been injured in the accident the vehicle must not be moved until instructed to do so by the police.
- Contact the appropriate breakdown recovery service.
- Report the accident to the JMSU/Security soon as possible.

Contact

For more information, please email studentgroups@ljmu.ac.uk.

University Emergency Number: Security 0151 231 2121

