



RGU SPORTS CLUBS TRAVEL POLICY

1.0 GENERAL

RGU Sports Clubs provide transport to organised British University and College Sport (BUCS) and Scottish Student Sport (SSS) fixtures, competitions, and events. In no event should students travel out with the agreed modes of transport as laid out in this policy.

Each individual traveling with RGU Sports Clubs, must have a valid membership, prior to departure.

All clubs and club members must adhere to RGU Sports Clubs policy, and any additional guidance as suitably notified and are reminded that when traveling to and from sports fixtures clubs are representing the University and should therefore behave in a manner in keeping with the University's Dignity at RGU Policy as well as the RGU Union Code of Conduct.

2.0 COACH HIRE

2.1 Booking

Buses will be booked as per BUCS Play by the President of Sport & Physical Activity. Any changes or trips that do not appear on BUCS Play should be booked with the President of Sport & Physical Activity by email, a minimum of 14 days prior to departure where possible. If your booking is not visible on the weekly transport sheet, please contact the President of Sport & Physical Activity to inform them as soon as possible.

After receiving the transport sheet on the Monday, clubs must reply with amendments by 4pm on the Tuesday, otherwise it will be assumed there are no required changes.

It is the Club President and Vice President's responsibility to make sure the club is aware of transport arrangements, including pick up and drop off points, bus sharing etc.

2.2 Eligibility

Each individual travelling must have a valid membership prior to departure.

In cases where supporters may travel this must be agreed with the President of Sport & Physical Activity at least two weeks prior to the fixture.

The trip registration form must be completed at least 5 working days before travel date and failure to complete this will result in the cancellation of the bus or buses booked.

2.3 Contact Information

Each club will be required to provide the driver with one phone number which the team can be contacted by on the day of the trip, should there be any delays. In the event the bus cannot be located for the return trip, contact the driver. If the bus is still not located, please contact the President of Sport and Physical Activity.



2.4 Shared Coaches

At times clubs may be asked to share buses, which may require some clubs to wait before returning to Aberdeen. In these instances, it is key to check all details are correct to minimize confusion and avoid wasting time.

2.5 Conduct

All club members and volunteers should be respectful of the driver's rules and cooperate with their requests.

All coaches should be left in the same state they were found.

Club members are representing RGU Sports Clubs, RGU Union and Robert Gordon University and should conduct themselves accordingly, in line with all RGU Sports Clubs Policies and Procedures.

3.0 HIRE CARS

3.1 Eligibility

All drivers must be a member of an RGU Sports Club or volunteer within an RGU Sports Club.

All drivers must be over 21 years old and hold a valid driver's license.

All drivers must complete a driver's declaration form (Contact PRESSPA for this), each academic year and must provide the President of Sport and Physical Activity with a copy of their license.

Any penalty points must be disclosed as part of the declaration form.

Declaration forms must be submitted for the first time at least two weeks prior to the date of departure.

Should there be any changes to the driver's license throughout the year, including penalty points, the driver must re-submit a new drivers declaration form.

All drivers must keep their driver's declaration form as up to date as possible.

3.2 Booking Process

An individual, normally president or team captain, must complete a request for hired vehicle form, at least two weeks prior to the date of travel.

3.2 Vehicle Collection and Return

All cars can be collected and returned from Enterprise North (829 831 Great Northern Road, Aberdeen), during their opening hours.

On arrival at reception drivers will be asked to show their license.

All drivers must check the interior and exterior of the car and note any damage in photographic evidence. Any damages must be fully documented. We strongly advise drivers to video an inspection of the car on collection.

Drivers must collect their car at the time noted on the booking email. If the time requested is out with opening hours, please arrange for collection the night before or to return the car the following morning within opening hours.

Any damage to the vehicle, regardless of perceived significance, should be reported to the President of Sport and Physical Activity.

3.3 Expectations of the Hire Company

All cars must be returned to the hire company with a full tank. Fuel costs will be covered by the RGU Sports Club budget and therefore copies of all receipts should be kept. Fuel costs can be claimed by completing an expense claim form.

3.4 Towing

For more information about towing please visit the DVLA website:

<https://www.gov.uk/towing-with-car/driving-licence-rules-and-what-you-can-tow>

4.0 ACCIDENTS & DAMAGES

4.1 Incident Procedure

The following guidelines are in place to support student Drivers involved in vehicle accidents and incidents. Please note incidents can include any road traffic offences.

4.1.1 Scene of the Incident

If a third party is involved call the police and ensure the following information is collected from the third party, as a minimum:

- 4.1.1.1 Full name
- 4.1.1.2 Registration number
- 4.1.1.3 Contact telephone number
- 4.1.1.4 Insurance details
- 4.1.1.5 Pictures and/or videos of the damage.

4.1.2 Returning the Hire Vehicle

On return clubs must follow the process below, regardless of how minor or major the damage is.



4.1.1.6 Call the hire company that provided the vehicle and inform them that damage has occurred. Please cooperate with the hire company and provide them with all information they require.

4.1.1.7 Email the President of Sport and Physical Activity outlining details of the accident and provide details of the damage to the vehicle. This should include all the details collected at the scene of the incident.

4.1.3 Insurance Claim

Following receipt of an incident account via email, the President of Sport and Physical Activity will liaise with Robert Gordon University regarding any claims.

RGU Sports Club members and volunteers must co-operate fully and provide details promptly, as and when required.

Individuals are liable for excess insurance costs relating to all vehicle accidents, incidents and damage.

Individuals are liable for costs relating to road traffic offences.

4.2 Driver Accountability

All vehicle accidents and incidents should be reported to the President of Sport and Physical Activity via email and the [Accident Report form](#). Should the driver be a club member or volunteer and deemed accountable for the accident or incident, the driver may be referred to the RGU Sports Clubs Disciplinary Committee for further action.

5.0 PUBLIC TRANSPORT

5.1 Eligibility

Each individual travelling must have a valid membership prior to departure.

5.2 Booking Process

All use of public transport must be pre-agreed with the President of Sport and Physical Activity prior to booking, there should be reasonable consideration to the cost and sustainability with each of the options as outlined. Use of bus travel is encouraged due to the free travel for u22s with a valid Young Scot card.

5.3 Eligibility

Each individual travelling must have a valid membership prior to departure.

6.0 TRIPS AWAY

6.1 Overnight Stays

Teams or individuals must complete a [trip preparation form](#), before meeting with the President of Sport & Physical Activity to source viable and cheap accommodation at least **one** month prior to travel.

The RGU Sports Club budget will cover up to £20 per person, per night for accommodation cost, for all student sport fixtures, competitions and events, paying only for the days that individual (s) is/are competing. Any additional cost will be paid for by the individual (s), prior to departure. Also, support provided for overnights stays must be agreed by PRESPAA prior to the event. Retrospective claims for financial support may not be approved.

If an individual(s) chooses to stay an additional night, all associated costs must be covered by the individual(s) travelling in the team. This may include additional travel costs. If a club or individual plans an unofficial tour the RGU Sports club budget will not cover any accommodation costs.

If an individual is unable to compete for any reason, they will be expected to refund the accommodation cost of £20 (per person, per night) back to the RGU Sport's club's bank account and all room bookings must be single sex rooms.

6.2 Trips and Tours

If the club is planning a Tour/trip, the club must make the President of Sport and Physical Activity and the Head of Sport aware of the trip and all relevant details. During the trip, the club assumes all responsibility for their actions and should there be any negative responses as a result of those actions, the club will work to remedy the situation and apologise where necessary.

Support can be provided by RGU Sport in all matters except financial. RGU Sport does not accept any financial responsibility for clubs on tours/trips, all costs must be covered by the club.

Any Club that is identified using the RGU logo or name for an tour/trip will be held accountable for any issues regarding the tour/trip and must make this publicly known.

6.2.1 Payment for Trips and Tours

RGU Sports club holds no responsibility for any monetary transactions for any trips or tours of any RGU sport clubs.

7.0 CARPOOLING

Carpooling might be considered especially in cases of emergencies or if the coaches company cancels due to unforeseen circumstances.

7.1 Eligibility

- All drivers must be a member of an RGU Sports Club or volunteer within an RGU Sports Club.
- All drivers must be over 21 years old and hold a valid driver's license.



- All drivers must complete a driver's declaration form (Contact PRESSPA for this), each academic year and must provide the President of Sport and Physical Activity with a copy of their license.
- Any penalty points must be disclosed as part of the declaration form.
- Declaration forms must be submitted for the first time at least two weeks prior to the date of departure.
- Should there be any changes to the driver's license throughout the year, including penalty points, the driver must re-submit a new drivers declaration form.
- All drivers must keep their driver's declaration form as up to date as possible.

Other Driver Requirements:

All drivers must:

- Hold a valid UK driving licence.
- Be legally insured for the journey being undertaken.
- Ensure their vehicle is roadworthy, taxed, and has a valid MOT where required.
- Not drive under the influence of alcohol, drugs, or any substance that may impair driving ability.
- Comply with all road traffic laws and regulations.

Passenger Safety

- All passengers must wear seatbelts.
- Vehicle occupancy must not exceed the legal number of seats.
- Equipment must be stored safely and must not obstruct visibility or emergency exits.
- Clubs should ensure emergency contact details are available for all travellers.

Environmental Considerations

Where carpooling is approved:

- Clubs should maximise occupancy of each vehicle.
- The minimum number of vehicles necessary should be used.
- Sustainable travel options should be considered wherever practical.

Travel Approval Process

- Clubs must submit travel plans in advance where required.
- The proposed method of transport should be justified based on cost, safety, and practicality.
- RGU Sport reserves the right to approve, amend, or reject proposed travel arrangements.

Reimbursement

Fuel reimbursement for approved carpooling will be paid in accordance with current RGU:Union Finance procedures.



Responsibility

The club committee is responsible for ensuring compliance with this policy and communicating expectations to all members involved in travel.