

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, events and official club activities.

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

During the COVID-19 pandemic all clubs and club members must **adhere to the RGU Sports Clubs guiding principles, at all times.**

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 10 days prior to departure. 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, clubs must reply with amendments by 4pm the following day, otherwise it will be assumed there are no required changes.

It is the Club 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.

A list of those travelling on each bus must be sent via WhatsApp to the President of Sport & Physical Activity, prior to departure.

2.3 Contact Information

Each club will be required to provide the driver with one phone number which the team can be contacted on the day of the trip, should there be any delays.

2.4 Shared Coaches

At times clubs may be asked to share buses, which may require some clubs to wait before returning to Aberdeen.

2.5 Conduct

All club members and volunteers should be respectful of the drivers 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 (as seen in appendix 1), 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 licence throughout the year, including penalty points, the driver must re-submit a new drivers declaration form.

3.2 Booking Process

Sports Clubs must complete a **request for hired vehicle form, at least two weeks prior to the date of travel.**

3.3 Vehicle Collection

All cars can be collected from Enterprise, 80 Skene Square, during their open 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.

3.4 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**.

3.5 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 vehicles 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:

- Full name
- Registration number
- Contact telephone number
- Insurance details
- Pictures and/or videos of the damage.

4.1.2 Returning the Hire Vehicle

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

- 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.
- 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. 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 other modes of transport must be pre-agreed with the President of Sport and Physical Activity prior to booking.

6.0 OVERNIGHT TRIPS

6.1 Eligibility

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

6.2 Booking Process

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 SSS and BUCS fixtures, competitions and official club activities, 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.

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.

6.3 Unofficial Tours

RGU Sports Club's do not support tours.

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

The Club must make it known to all those in attendance that is an unofficial trip.