



ACTIVITIES

Minibus Drivers Handbook

October 2024



Contents

1. [Introduction](#)
2. [Important Contact Numbers](#)
3. [Insurance](#)
4. [Driver Requirements](#)
5. [Key Collection & Return](#)
6. [Minibus Checks](#)
7. [Driver's Responsibilities](#)
8. [Passenger Etiquette](#)
9. [Tickets, Charges and Fines](#)
10. [Refuelling](#)
11. [Green Driving](#)
12. [Damage, Accidents and Breakdowns](#)
13. [Important Forms - QR Codes](#)

1. Introduction

The Union of Brunel Students operates and maintains a fleet of five 9-seater minibuses for the use of staff, elected officers and members of the Students' Union. The fleet is reviewed annually to ensure maximum cost/benefit to the Union. Minibuses may only be used for official Union activities e.g. sports clubs, societies and internal departments.

This handbook provides drivers of the Union minibuses all of the information that they require about the Union's minibus processes and clarifies what is expected of them. No one is allowed to drive any Union vehicle until they have read this handbook and completed and signed the forms outlined within, to confirm that they have read this and agree to abide by the Union's minibus rules.

This handbook provides the essential information for those driving the minibuses, for any general information about our transport processes which aren't covered in this handbook, please visit our Sports (coming soon) and Societies Handbooks on the activities resources page [here](#), which cover all of the below transport information:

- Minibus Fleet Information
- Booking Procedure
- Vehicle Allocations
- Public Transport
- Coach Travel
- Taxis/Ubbers
- Hire Costs

If there is any minibus driver information that you require which isn't covered in these handbooks, then please contact student.activities@brunel.ac.uk.

2. Important Contact Numbers

Student Union Reception (9am-5.30pm, Mon-Fri)	01895 269 269
Student Activities Minibus Leads (9am-5pm, Mon-Fri)	Matt Thornton – 01895 266 061
	Chris Hepworth – 01895 266 300
Student Activities Out of Hours (5-10pm, Weds)	07443 802 344
University Security (24 hours)	01895 255 786
Kendall Cars 24hr Incident Line	03332 079 654

Please see [Damage, Accidents and Breakdowns](#) section for information on when to use these numbers.

3. Insurance

All drivers who use the Union's minibuses are covered by the Union's Insurance. Please be aware that drivers are only covered if they meet the Union's driver requirements and have been following the rules outlined in this handbook.

If the driver is not an enrolled student, club coach or member of staff, they are not able drive the minibuses.

The cost of the insurance is included in the minibus hire cost, so there is no additional cost to the driver for being insured to drive the Union minibuses.

Please see the Union’s insurance details:

Name of Policy Holder – Union of Brunel Students

Insurer – Zurich

Policy Number – XAO-122093-8833

4. Driver Requirements

Drivers must meet the below requirements in order to drive our 9-seater Union minibuses:

- Be an enrolled student, staff member, or coach at Brunel
- Hold a clean licence
- Held a licence for at least a year
- Hold a licence that legally allows you to drive in the UK
 - [GB licence](#)
Can drive on a full valid GB licence
 - [EU/EEA licence](#)
Can drive on a full valid licence from any EU/EEA country
 - [Non-GB/EU/EEA licence or international driving permit from designated country](#)
Can drive on an original full valid licence for 12 months from arrival in the UK. To continue driving beyond this, you must exchange your licence for a GB one before the end of the 12 months.
Designated countries - Andorra, Australia, Barbados, British Virgin Islands, Canada, Cayman Islands, Falkland Islands, Faroe Islands, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Republic of North Macedonia, Singapore, South Africa, Switzerland, Taiwan, Ukraine, United Arab Emirates and Zimbabwe.
The same rule applies to holders of driving licences issued in Jersey, Guernsey, Gibraltar and the Isle of Man.
 - [Non-GB/EU/EEA licence or international driving permit from all other countries](#)
Can drive any category of small vehicle, including 9-seater minibuses, on an original full valid licence for 12 months from arrival in the UK. To continue driving beyond this, you must apply for a UK provisional licence and pass the UK practical test before the end of the 12 months.
- You must complete the [Driver Registration Form](#) to prove and confirm that you meet these requirements – checks will be performed.



It is also strongly recommended that all Union minibus drivers complete the DriveSafe 360 course, which focusses on developing safer driving behaviours. The course is a 3.5 hour online interactive workshop and we usually run two courses per academic year. Please contact student.activities@brunel.ac.uk to enquire about the date of the next course.

5. Key Collection & Return

Key Collection

Only the driver is allowed to collect the minibus keys from the Union. The point of collection is the Union reception, unless you have been told otherwise. On collection, the driver will need to sign the Minibus Hire Driver Sign Out Sheet, and will not be given the key until this has been completed.

You should aim to collect the keys at least 30 minutes before your departure, especially if you are using them on a BUCS Wednesday, as the reception can get very busy.

If your hire is not between the hours of 9am-5.30pm Mon-Fri, then we will either arrange for you to collect the keys earlier in the day or the day before your hire (you can't use the minibus until your designated hire date), or the keys will be dropped off at the minibus drop box in the security office.

If keys need to be collected from the minibus drop box in the security office, you must show your student or staff ID to security and identify the nature of your use, otherwise you will not be able to collect the keys.

All minibuses are parked in the Union minibus bays behind the Hamilton Centre/next to the Heinz Wolff building.

Key Return

Once your hire of the vehicle is finished, you must return the keys straight away. Failure to do so will result in a fine (please see fine details in the [fines](#) section), as keys are often needed for a booking straight after your hire.

Keys need to be returned to the Union reception, if during opening hours, or to the minibus drop box in the security office out of hours, as soon as you return to campus.

6. Minibus Checks

We check the minibuses at least once a week, however a number of checks will also have to be undertaken before you use the minibus. This is to not only ensure that there are no faults or damages to the minibus beforehand, but also to make sure that if there are that we do not charge the wrong driver.

The driver of the minibus must check the minibus after collecting the keys and submit the [Minibus Collection Form](#) before use, and notify the Student Activities team immediately should there be any issues whatsoever. You should phone **01895 269 269** or go in to the Union reception and we will do our best to make sure that one of the Student Activities team can assess the damage beforehand.



If you feel that the condition of the minibus is unsatisfactory and a danger to drive, please phone **01895 269 269** or go in to the Union reception, and do not set off in the minibus.

If we feel that the damage is sufficient enough to warrant keeping the minibus off the road, we will let you know.

If you fail to perform the checks laid out in the form and below and submit the form before use of the minibus, and the minibus returns in a condition different to what has been previously reported, we will have no choice but to believe that it was your use of the minibus that resulted in the condition. The driver will then be sanctioned as per the [fines](#) section of this handbook.

Minibus Checklist

Oil level ([How to check and refill oil](#))
AdBlue level ([How to check and refill AdBlue](#))
Washer fluid ([How to check and refill washer fluid](#))
Tyre tread ([How to check tyre tread](#)) & pressure ([How to check tyre pressure](#))
Front & back windscreen
Windows
All lights
Doors
Mirrors
Safe driving position/driving seat
Seat belts
Instrument panel warning lights
Wipers/washers
Brakes
Bodywork damage
Interior damage
Vehicle cleanliness inside & out

Inventory Checklist

Community Transport Association Permit (Should be on display in the front windscreen)
Minibus Drivers Handbook
First Aid Kit (Plasters, Scissors, Tweezers, Triangular Bandage, Multifunction Blade, Adhesive Bandage, Cotton Swabs, PBT Bandage, Safety Pins, Foil Blanket)
Jumper Cable (500A/2.5m)
Tow Rope (3m)
Reflective Warning Triangle
LED Flashlight
2 in 1 Window Breaker
Seatbelt Cutter
Flashing Light
Warning Triangle
Hi-visibility Safety Vest
Gloves
Electrical Tape
Whistle
Tire Pressure Gauge
Screwdriver
Raincoat
Storage Bag

7. Driver's Responsibilities

It is important that the driver meets a series of responsibilities for driving, which must be adhered to at all times. These responsibilities can be seen below:

Voluntary Role

Please be aware that driving the Union minibuses is a voluntary role, so it is completely your own choice to drive the minibus and you should not be pressured in to doing so.

Drivers are not paid for driving the vehicles, but should not be left out of pocket, so any costs should be reimbursed through the reimbursement process or from the passengers.

Usage

The minibus must only be used for the Union activity that was detailed in the [Transport Booking Form](#). If we find that you are using a Union minibus to run any errands or trips that do not directly link to your hire use, then you will face questions and the possible temporary ban on using Union minibuses.

Alcohol/Drugs

Drivers must not consume any alcohol or drugs prior to or during driving. The driver must also ensure that no one in the minibus is consuming alcohol or drugs during the drive.

Driving on Campus

Whilst on campus, you must be aware of the University rules in regards to driving and parking. Should you be seen as failing to do so, you will be charged by the University and may face further disciplinary action by the Union.

You must obey the speed limit on the campus loop roads and only park in the Union minibus bays, or if there is no space, any official parking space as close to the Union minibus bays as possible.

Although the minibuses have e-permits, if you park outside of an official space, such as parking in a disabled bay or on a double yellow line, then the minibus is likely to receive a parking ticket, which you will be liable to pay.

Watching your Speed

Drivers must observe speed limits at all times. All minibuses are tracked, so location and speed are all recorded and can be viewed at any time. Drivers will be held responsible if they are caught speeding in any of the Union minibuses, whether that be through a speeding ticket or the vehicle tracker.

Adverse Weather

If there is adverse weather such as snow, ice, fog, rain and high winds, the decision will be made by the Union if the minibus should be used or not. Where relevant, the driver will need to come in half an hour before the journey is to take place to de-ice and remove snow.

When driving in adverse weather, good road observation is essential so that you can interpret conditions accurately and adjust your speed accordingly. If you drive too fast on a slippery or wet road surface, your tyre grip will be substantially reduced and the risk of skidding increased.

If at any point you as the driver feel that you are not comfortable to drive, you should not attempt to drive and do not feel pressured into doing so.

Passengers

It is the driver's responsibility to ensure that the passenger limit is not exceeded. This means one passenger per seat. The driver must also remind all passengers that they must behave in a responsible manner for the entire duration of the journey.

Seat Belts

It is a legal requirement for everyone in the minibus to wear a seat belt for the entire duration of the journey. The driver must inform all passengers to wear a seat belt, and must check all passengers are doing so prior to starting the minibus.

The driver holds the responsibility to ask any passenger to leave the minibus, if they do not comply with this. If the minibus is stopped by the police, and passengers are found without seat belts, they will be held individually responsible and charged by the police.

Safe Loading

Any equipment carried in a minibus must be securely fastened, so that it will not cause any injuries if the driver has to break suddenly.

Breaks

The driver must not drive for long periods of time without a break. More than 2 hours without a 15-minute break, or more than 4 hours without at least an hour break.

It is important that an individual does not drive for more than 8 hours in one day. This is reduced to 4 hours if the individual is also playing in sport that day. Make sure that there is more than one registered driver available to drive on long journeys.

Damage to Minibuses

If the minibus is damaged whilst in your possession, you need to be aware that the insurance excess will be charged to the driver as per the [fines](#) section. We do encourage everyone in the minibus to share the cost of this charge, as the driver is volunteering their time to drive the minibus and accidents can happen.

Please see more details on this in the [Damages, Accidents & Breakdowns](#) section.

Mobile Phones

Mobile phones must not be used whilst driving the Union minibuses. We recommend that a passenger takes on the responsibility of dealing with navigation. Failure to comply with this may result in fines and a disciplinary.

8. Passenger Etiquette

Irresponsible behaviour

Fines will be issued for passengers found to be behaving irresponsibly (behaviour that may cause distress or danger to other passengers or the driver), and not following the instruction of the driver (if it is deemed a punishable offence).

Seat Belts

All passengers must wear seat belts. If the police stop a minibus, and adult passengers are found not to be wearing seat belts, they will be held individually responsible and will be charged by the police.

Smoking/Vaping

The minibuses are no smoking/vaping zones. Any evidence of such will result in the guilty parties being fined. Where the guilty party is not easily identifiable, the group who has hired out the minibus will be fined.

Alcohol/Drugs

No consumption of alcohol or drugs is allowed in the minibuses. Any evidence of such will result in the guilty parties being fined. Where the guilty party is not easily identifiable, the group who has hired out the minibus will be fined.

9. Tickets, Charges & Fines

As the driver of the minibus, you are responsible for all charges, tickets and fines that are received throughout the duration of your hire. Please see some of the most common examples of tickets, charges and fines issued below and how you should deal with them:

Parking Tickets

There are minibus bays available behind the Hamilton Centre/next to the Heinz Wolff building for all 5 of the Union minibuses. All minibuses have e-permits, so the driver is not responsible for paying for parking on campus. However, the driver is responsible for any parking charges incurred on campus for improper parking, such as parking in a disabled bay or on a double yellow line.

The driver and passengers must be vigilant, and check all parking signs where they are parked – appeals will often not stand if there are visible parking notices in the area.

Parking tickets issued to vehicles are the driver's responsibility. The Union will not be liable for any parking tickets issued during your hire period.

The driver will be passed all relevant parking ticket information once passed on to us by our lease company, and be expected to pay or appeal the fine.

If the fine is not paid/appealed, then the offending individual's details will be sent off to the issuing authority for the ticket to be transferred in to the driver's name, therefore removing liability from the Union.

Speeding Tickets

Speeding tickets will also be the responsibility of the driver, so they will be expected to arrange for payment and all relevant documentation to be sent off.

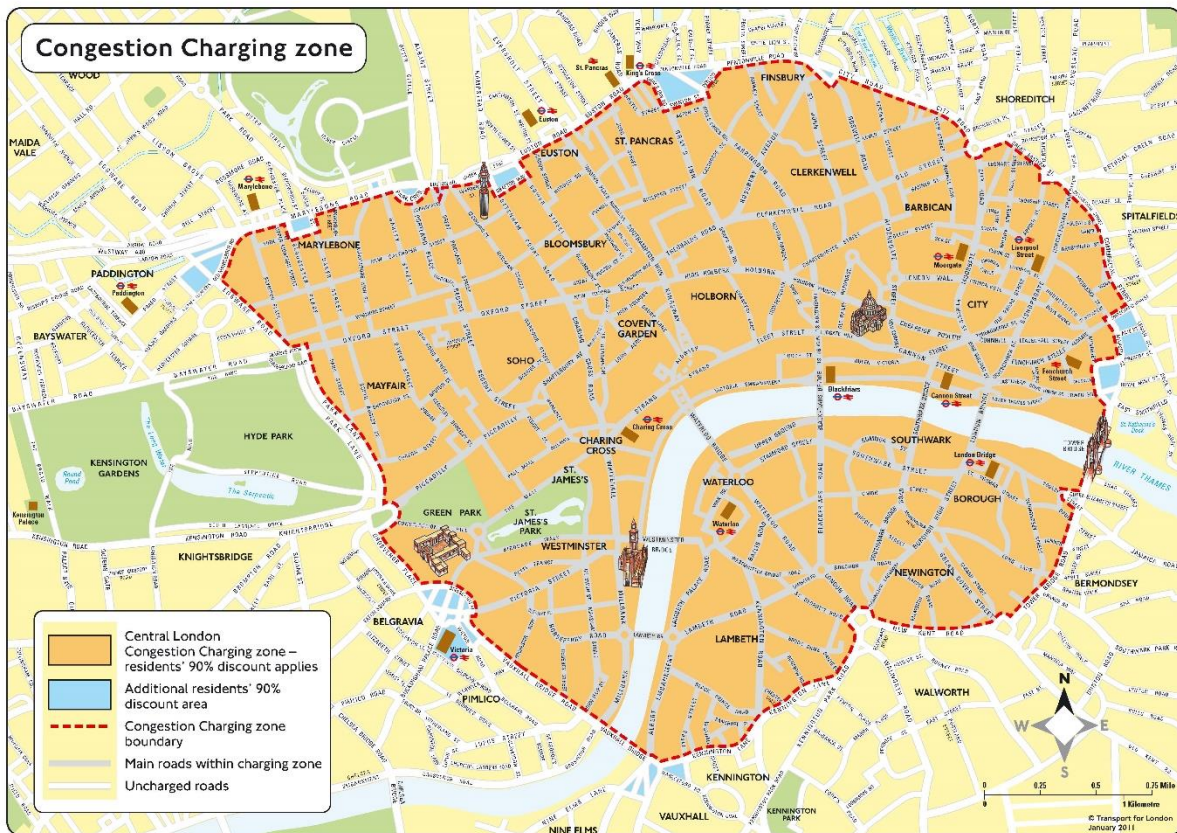
The driver will be passed all relevant speeding ticket information once passed on to us by our lease company, and be expected to complete the paperwork.

If the paperwork is not completed, then the offending individual’s details will be sent off to the issuing authority for the ticket to be transferred in to the driver’s name, therefore removing liability from the Union.

If you receive any speeding tickets which lead to points being issued to your driving licence, then you will no longer be allowed to drive the Union vehicles. You must make the Student Activities team aware of any changes to your licence.

Congestion Charge

As you can see from the Congestion Charging Zone map below, the zone is very central, and so we do not expect there to be any need for you to drive through this zone.



Our minibuses are primarily for travel around the outskirts of London and further afield, and so most travel in to Central London is expected to be done by public transport.

If it is necessary for you to drive through this zone, then please be aware that all vehicles that travel in to the London Congestion Charging Zone during the active periods (07:00-18:00 Mon-Fri and 12:00-18:00 Sat-Sun and bank holidays (No charge between Christmas Day and New Year's Day bank holiday (inclusive))) are required to pay the daily charge of £15/£17.50 [here](#).

The driver is responsible for paying the charge, which is £15 in advance or on the day of travel, or £17.50 by midnight of the third day after travel.

You only need to pay once, no matter how many times you drive in and out of the Congestion Charging Zone on the same day.

If you are part of a club/society, then the cost of paying the Congestion Charge may be able to be reimbursed from your grant/function account by completing a reimbursement request through the finance request button on the right-hand side of your relevant club/society's Brunel Students webpage.

Please be aware that we will need to be provided with a valid reason for driving through the zone before we can approve any reimbursement.

If you do not pay the charge and are issued a fine, then the driver is responsible for paying the fine and will be passed all relevant ticket information once passed on to us by our lease company, for you to pay or appeal the fine.

If the ticket isn't paid/appealed, then the offending individual's details will be sent off to the issuing authority for the ticket to be transferred in to the driver's name, therefore removing liability from the Union.

Dartford Crossing

Similarly to the Congestion Charge, the driver is responsible for paying the £2.50 charge for making the Dartford Crossing between 6am-10pm every day, including weekends and bank holidays, which must be paid online [here](#). You have to pay every time you make the crossing.

If you are part of a club/society, then the cost of paying the Dartford Crossing may be able to be reimbursed from your grant/function account by completing a reimbursement request through the finance request button on the right-hand side of your relevant club/society's Brunel Students webpage.

If you do not pay the charge, then it will result in a £35 fine if paid within 14 days, a £70 fine if paid within 28 days and then £105 if not paid.

The driver is responsible for paying the fine and will be passed all relevant ticket information once passed on to us by our lease company, and be expected to appeal or pay the fine.

If the fine isn't appealed/paid, then the offending individual's details will be sent off to the issuing authority for the ticket to be transferred in to the driver's name, therefore removing liability from the Union.

Ticket Admin Fees

On top of the fines above, the Union will also be charged an admin fee by our lease company for any fines issued, as they will need to transfer the fines into our name. The driver is responsible for paying any admin fees into your club/society's function account, for us to then be able to pay the fees.

This can be paid in by bank transfer to the Union, or through a payment option at the Union reception or on your club/society's webpage. On receipt of the admin fee you will be contacted about the fee and provided with the full details for making payment.

ULEZ (Ultra Low Emission Zone)

All of our minibuses are ULEZ compliant, so you are able to drive them within the ULEZ zone without having to take any action.

Fines

Offence	Fine/Action Per Individual – First Offence	Fine/Action Per Individual – Second Offence	Fine/Action Per Individual – Third Offence
Accident and/or damage resulting in insurance claim (driver's fault)	£150 insurance excess	£150 insurance excess Individual ban	Club/Society ban after 3 rd offence
Damage to vehicle external or internal through other faults (e.g. leaving vehicle dirty)	£100	£100 Individual ban	Club/Society ban after 3 rd offence
Not returning vehicle with the correct amount of fuel	£25	£50	Club/Society ban after 3 rd offence
Late return of keys	£25 per day	£50 per day	Club/Society ban after 3 rd offence
Parking ticket, congestion charge and all other similar charges issued	Full payment of ticket & admin fees	Full payment of ticket & admin fees	Full payment of ticket & admin fees Individual ban
Speeding fines and any other similar fines issued	Full payment of ticket & admin fees Individual banned	Club/Society ban after 2 nd offence	N/A
Loss of keys or any other minibus items	Cost of Replacement	Cost of Replacement	Club/Society ban after 3 rd offence
Evidence of driver drug taking, smoking or drinking in the vehicle	Club/Society ban	N/A	N/A
Evidence of passengers drug taking, smoking or drinking in the vehicle	£100	£100 Club/Society ban	N/A

Until fines are paid, the club/society is banned from using Union minibuses.

Due to the significant financial loss in recent years, the Union will be strictly enforcing all of the above fines and actions.

10. Refuelling

All Union minibuses are usually diesel engines and failure to fill up accordingly can result in damages to the minibus and in turn incur a fine, as per the [fines](#) section. You must double check the fuel type required for the vehicle before filling up. If you accidentally fill up with the wrong fuel, please inform Student Activities immediately.

All vehicles must be returned to the fuel level that the vehicle started with. **There are no exceptions.** However, please do not refuel excessively, as this will be charged to your club/society and can have an impact on your club/society's budget, as your budget will not be increased to cover this cost.

Fuel Reimbursement

As a student driver you are able to claim the cost of fuel back from your club/society's grant/function account for Union approved activity using a Union hired minibus. To do so you must retain all VAT receipts from refuelling, so that we are able to claim back any VAT expenditure – a card receipt is not acceptable!

In order to reclaim the cost of fuel, you must login to the Brunel Students website and complete a reimbursement request using the finance request button on the right-hand side of your relevant club/society's webpage.

Please see the information that must be included in the reimbursement request below:

- Name (should automatically appear)
- Name of club/society (should automatically appear, or give you a choice if you are part of more than one club/society)
- Date(s) the vehicle was used in the description section
- Where you travelled to in the description section
- If travelling to a sports fixture/event, details of the fixture, such as Brunel 1s Football vs Roehampton 2s on 05/10/23, in the description section.
- Total amount spent on fuel including VAT
- Assigned to the correct finance account, which is usually fuel/transport
- Bank details (sort code and account number)
- A photo/scan of the VAT receipt
- Cannot claim back based on mileage, as must be filling vehicle back to the starting fuel level

Once the request has been submitted, it must be approved by a committee member before it will be sent to the Student Activities team for approval. Make sure you let the committee member know that you have submitted a reimbursement for their approval, as they won't receive a notification.

Once approved by the Student Activities team, it will be sent to the Union's finance team for payment to be processed. Please be aware that if we see any issues with the request, then it will be referred back to you to make amendments and then resubmit for committee approval again.

Claims **MUST** be made **within 4 weeks** of the end of the hire, and any late claims may well be refused.

This is so we can keep an accurate track of the club/society budgets and avoid overspending.

If you do not have enough money to pay for fuel upfront, then we suggest that one of the passengers pays for the fuel and submits the reimbursement. However, if you know in advance that no one in the vehicle will be able to pay for fuel, then please contact student.activities@brunel.ac.uk in advance of your hire to request cash from your club's grant account.

11. Green Driving

- Easy does it: Drive smoothly, accelerate gently and read the road ahead to avoid unnecessary braking.
- Decelerate smoothly: When you have to slow down or stop, decelerate smoothly by releasing the accelerator in time, leaving the minibus in gear.
- Rolling: If you can keep the minibus moving all the time, so much the better, as stopping then starting again uses more fuel than rolling.
- Change up earlier: Try changing up at an engine speed of around 2,000 rpm in a diesel minibus or around 2,500 rpm in a petrol minibus.
- Turn it off: Electrical loads increase fuel consumption, so turn off your heated windscreens, air conditioning and headlights, when you don't need them.
- Stick to speed limits: The faster you go the greater the fuel consumption and pollution. Driving at 70mph uses up to 9% more fuel than at 60mph and up to 15% more than at 50mph.
- Don't be idle: If you do get caught in a queue, avoid wasting fuel – turn the engine off if it looks like you could be waiting for more than three minutes.
- Check tyre pressures: A 2-psi drop in pressure can increase fuel consumption by up to 3%.

12. Damage, Accidents & Breakdowns

Damages and Incident Reporting

If any damage is caused during your hire, whether it be through your own action or someone else's, you must submit the [Minibus Accident and Incident Reporting Form](#), which can also be found on the resources section of the Brunel Students website.



There is no damage too small to fill out the form and you're not admitting guilt by completing the form. We just require the information on all damage so that we can keep track of the vehicle damage and have the information required for insurance claims, where relevant.

Damage Caused by Driver

If the damage caused to the minibus can be attributed to the driver, they will be held responsible for it by The Union. This also covers putting the incorrect fuel in the tank.

If you notice damage before the start of hire and do not make Student Activities aware of this, we will hold you responsible for any damages upon its next inspection.

Damage Caused by Passengers

Passengers causing any damage to the minibuses will be fined and where individual blame can be placed we will do so. If it is impossible to blame just one individual, we will have no choice but to blame the entire group and you will have to cover the costs between the group, if one person does not own up.

Costs of the repairs and any related admin charges may be charged to the group hiring the minibus or to the driver (where it can be shown to be their fault). The charge could be as much as the £150 insurance excess.

In Case of Accident

Please follow the steps below:

1. The law requires you to stop if there is injury or damage to any person, vehicle or property including animals such as dogs and horses.
2. Make sure you and all passengers are safe.
3. **DON'T** accept liability for the accident.
4. Call police if appropriate. Record the name, number and station of attending officers.
5. Take photos of the vehicles/damage to all vehicles.
6. Take witness statements and their contact details.
7. Take contact details, registration and insurance details of all parties involved.
8. Write down details of the accident.
9. If you need towing, call Kendall Cars 24hr Incident Line, stating the registration of the vehicle and our name (Union of Brunel Students).
10. If you are getting towed and haven't been given a location from the breakdown service, then please return to the minibus bays at Brunel and return the keys to the minibus drop box in the security office.
11. Contact the Union reception or Student Activities to make them aware of the incident and update on if you've called Kendall Cars or are able to drive back to Brunel.
12. Complete the [Minibus Accident and Incident Reporting Form](#) within 24 hours of the accident.



In Case of Breakdown

1. Call Kendall Cars 24hr Incident Line, stating the registration of the vehicle and our name (Union of Brunel Students).
2. Contact the Union reception or Student Activities to make them aware of the breakdown and update on the result of your call with Kendall Cars.
3. If you are getting towed and haven't been given a location from the breakdown service, then please return to the minibus bays at Brunel and return the keys to the minibus drop box in the security office.

13. Important Forms – QR Codes

<p>Driver Registration Form</p>	
<p>Transport Booking Form</p>	
<p>Minibus Collection Form</p>	
<p>Minibus Accident and Incident Reporting Form</p>	