

Trips

Many societies like to run trips for their members. These could be fun social days out to a theme park for instance, or educational trips to conferences that meets the aims of the society. We can help you plan your trip, wherever you are going.

Things to think about

Destination—how far away is it? This could impact upon the number of people who can go, the available modes of transport and the overall cost.

Transport—we can book coaches, minibuses and group train tickets. Perhaps you could take cars, or maybe it's even walking distance.

Budget—how much will the trip cost? For some trips you might be able to use some of your budget allocation from the Union. In most instances you will need to ask members for an individual contribution to the cost, so you need to think about how much you could subsidise this by.

Once you have an idea of where you want to go, arrange a meeting with the Activities and Societies Coordinator to discuss what you need to arrange, and what we can help you with.

Trip Registration

Trip registration forms will need to be completed. A copy of the trip forms should be handed to the Activities & Societies Coordinator for approval. A copy of the completed and authorised form will be given to the University 24 hour security office for reference in the event of an incident. A copy **MUST** also be taken on the registered trip.

1 day trips - Forms must be completed and returned by 12noon the day prior to departure.

Weekend trips - Forms must be completed and returned by 12noon on the Wednesday prior to departure.

Week trips - Forms must be completed and returned by 12noon 7 days prior to departure.

If for any reason there is a problem with the form or the trip, the Trip Leader will be contacted directly.

Activity Leaders

All activities shall be managed by nominated/appointed individuals. They may be society committee officers i.e. your Chairperson, Secretary etc. For some trips an activity leader who may not necessarily be a part of the society committee may be appointed. This appointment shall be made with due consideration to the persons experience / expertise.

Trip / activity leaders must have read the health & safety guidelines available via the website and be aware of accident and emergency procedures.

Transport

If your Society needs to use transport to go to special events or activities make sure you get approval from the Union in advance of the journey. Whether you choose your own vehicle or hire a vehicle you will be able to travel at subsidised rates, budgets permitting! Please remember all orders for transport or expense claims MUST be accompanied by authorisation from the society treasurer.

Using Your Own Vehicle

Any persons using their own private cars for society business MUST log the following drivers' / car details with the Activities and Societies Coordinator:

MOT Certificate
Insurance Certificate
Drivers Licence (Paper copy and photo card)

Your car insurance may cover you only for personal or leisure travelling. This may not cover you to carry members of your society to or from activities. Be especially careful if you are receiving reimbursement for fuel or payment of any kind for the service, as this may invalidate your insurance. It is best to notify your insurance company that you are using your vehicle for voluntary activities.

Only those who have logged their details, as outlined above, will be able to claim back travel expenses. Claims are based on mileage, so you will need to measure the journey accurately before submitting a claim.

How to Book/Hire Transport

Before you can book any vehicle, you will need to complete an Activity/Trip Registration Form. Only then can an official order booking the transport then be made. *Hallam Union will not pay any fines incurred (parking, speeding etc). These will not be paid out of society budgets either.*

Coach

When hiring a coach your society members will be expected to pay at least 50% of the hire costs with the other funding coming from your budget allocation, if possible. Your share of the payment should be made **at least 3 days** before the departure date.

Cancelling a Booking

Should you need to cancel the booking, Hallam Union will do its best to avoid incurring charges. However this is not always possible and you may be invoiced for the full amount which will be deducted from your society accounts.

General Transport Guidelines

For passengers, drivers, activity organisers and society officers, using any vehicle in connection with a Union activity.

- A trip registration form must be completed prior to departure.
- All seats must be forward facing (and installed by the manufacturer).
- Seats must not be removed to make way for storage.
- All gangways must be kept clear (all passengers must have unobstructed access to the two exits).
- All doors must be unlocked when passengers are on the vehicle.
- You must be able to see through all windows.
- Vehicles must not be overloaded (the numbers of passengers will be stated on the policy document/the maximum weight on the vehicles specification plate).
- Passengers are required by law to wear seat belts if fitted
- Alcohol can not be consumed on the vehicle
- Passengers must not distract the driver's attention when the vehicle is in motion.
- A fire extinguisher and first aid kit must be carried in a minibus (this should be checked by the driver at the start of the journey).
- It is recommended that a maximum of 2 hours is spent at the wheel after which a break of at least 15 minutes should be taken.

Hired Self Drive Vehicles

It should be recognised that in such circumstances there is a heavy responsibility placed upon the driver. The driver is legally responsible for the vehicle once it has been signed for. The Union will be responsible for the hiring of appropriate vehicles for the activities from hire companies. A check list will be provided by the hire companies. This should be checked by the driver who should ensure that any First Aid kit and Fire Extinguisher are provided as agreed with these companies.

Contract Vehicles

If a driver has been provided with a hired vehicle to drive, the 'duty of care' will lie with the driver and the contractor. However, it is the responsibility of the activity leader / trip leader to ensure that all the passengers comply with the 'general transport guidelines'.