



# **FACULTY OF ARTS**

## **TRANSPORT POLICY**

### **FOR TRAVEL TO**

### **LOCATION FILMING, PERFORMANCE AND EXTERNAL VENUES**

## Contacts

### FOA Finance

Jackie Evans T: 01904 876658  
Becky Dugdale T: 01904 876360  
E: [artsfinance@yorks.ac.uk](mailto:artsfinance@yorks.ac.uk)

### Porters Lodge

T: 01904 876651

### Campus Security

T: 01904 876777

## Transport Policy

1. The risk assessment and sign-off from the academic tutor will take into account location, transport and budget arrangements.
  - i. Following sign-off as stated in 1. the Faculty will make suitable provision for students to transport themselves and equipment to and from locations / venues. The following will be considered:
    - Public transport (bus, rail etc.);
    - Students travelling in their own vehicles;
    - Students travelling in hire vehicles booked by the University.
  - ii. Students travelling to locations and venues in their own car, a hire vehicle or on public transport are expected to work out the route themselves. Section 8 of this booklet provides useful links for making these arrangements.

***Travel expenses will only be covered by the University where agreed in advance.***

### 2. Travelling by car

- i. All students travelling in their own car to venues / locations, either alone or with other students need to check with their insurers that they are covered for this purpose. These students must complete an Insurance Declaration Form (see Appendix 2) and hand it in as an appendix to the Risk Assessment.
- ii. Students driving to a venue / location, either in their own car or a hire vehicle must complete a Travel Agreement Form (see Appendix 1). This must be submitted with a copy of their driving license and where the student is driving their own car, a copy of the insurance certificate. The form must be authorised **prior** to the start of the journey.
- iii. Students driving a car will be reimbursed at the University agreed rate per mile; the Faculty Finance Office can provide details. Expense Claim Forms (see Appendix 3) should be submitted to the Faculty Finance Office using the process detailed in Section 7.
- iv. Students are responsible for finding suitable parking for their own car/the hire vehicle. The University does not reimburse parking costs.

### 3. Travelling by public transport

- i. Students must liaise with the Faculty Finance Office with regard to booking tickets before travel.

### 4. Using a Hire Vehicle.

- i. Hire vehicles are provided, following academic approval on the understanding that they will only be used for travel to and from the agreed venue / location. Students are insured to drive hire vehicles through the University's insurance. *You are not insured for any journeys other than to and from the venue / location and are therefore liable for any damages caused and additionally could be charged with driving without insurance.*
- ii. Students may only hire a medium sized car.
- iii. For van hire the named drivers must have held a full driving license for a minimum of three years.
- iv. Hire vehicles are usually allocated two drivers, a principal driver and a second named driver. The principal driver will collect and drop off the hire vehicle. We advise two drivers are allocated.
- v. Students must *not* contact the hire vehicle companies directly unless there has been an incident (see section 6). All queries regarding hire vehicles should be directed to the Faculty Finance Office.
- vi. All named drivers of hire vehicles are responsible for submitting a copy of their driving license, (this must

be both the card and the paper documentation) to the Faculty Finance Office before the meeting to sign the Travel Agreement form. If a copy is not provided, the student will not be able to drive the hire vehicle. **If any driver has more than 3 penalty points they will not be allowed to drive.**

## 5. Collecting and returning hire cars

All students must be available to travel to the hire vehicle depot on the day of hire as vehicles will not be available at any other time. If students are unable to do so they must contact the Faculty Finance Office as soon as possible.

- i. On **every hire** a Rental Agreement and a Vehicle Check Form will be issued. Before collecting the vehicle and signing any documentation, the student should inspect their vehicle and note any existing damage to the paintwork, bumpers, wheels, etc. It is the student's responsibility to check the condition of the vehicle and fuel levels at the start of the hire.
- ii. Vehicles should be returned to the depot within the agreed hire times. Please note that if you are going to be later than this for any reason, you must inform either the Faculty Finance Office (if calling before 5.00 pm Monday - Friday) or the hire company if calling after 5.00pm (including weekends) and before 6.00pm on the day so that alternative arrangements can be made.
- iii. In the event of a change of circumstance and the hire is no longer required, i.e. mitigating circumstances or withdrawal, you *must* return the vehicle immediately or full hire charges will be payable.
- iv. Vehicles *must* be returned to the hire company with the same amount of fuel as when collected. Failure to do so will result in the cost being deducted from the driver's expenses claim at a premium rate, as per the charge from the hire company to the University. When returning the vehicle, drivers should also agree with a representative of the hire company any damage for which they, or fellow drivers, should accept responsibility.

## 6. Incidents

In all instances, the rental company should be called first to inform them of the problem. They will then advise the next course of action but the usual procedures are detailed below. If the problem occurs before the hire car company is open at 8.00am or after they close at 6.00 pm, please call the Porters' Lodge on 01904 876651. As soon as is practical you should also inform the School Partnership Office of the incident.

### i. Flat tyre or breakdown

- The tax disc holder, found attached to the windscreen, also holds information about the vehicle. There will be the telephone number of a breakdown service you should call. The driver (and passengers) should await their assistance.
- If the vehicle has broken down, the breakdown service will assess the problem and advise the next course of action. If the vehicle cannot be repaired, or the job will take a number of days, the breakdown service will tow the vehicle to the hire company and a replacement will be issued.
- If the vehicle has a flat tyre, the breakdown service will fit the spare wheel. You should then contact the hire company who will advise you of the nearest location for you to take the damaged wheel to be replaced. No charges will be made to the student. NB Some vehicles have a "Space Save Wheel" as the spare. It is a thinner wheel and whilst safe to drive, should not be driven above 40mph.

### ii. Accident

- In the event of any injuries, the first priority must be to obtain medical assistance and report the incident to the police.
- Particulars should be exchanged with the third party and names and addresses of any witnesses taken. Students should not admit liability.
- Wherever possible, a note of the relative position of the vehicles should be made.
- If the vehicle is drivable, it should be returned to the hire company for repair and a replacement vehicle collected.

- The Faculty Finance officer will ask the driver to complete an insurance claim form.

### iii. Road Traffic Offences

Students are liable for any parking and speeding fines incurred while the vehicle is their responsibility. These are normally paid by the hire company in the first instance and the fine, plus any administrative costs levied by the company, passed on to the student.

### iv. Damage

The University reserves the right to re-charge students for any irresponsible damage incurred while the vehicle is in their possession.

## 7. Claiming travel expenses

Assistance with travel expenses will only be provided where a Travel Agreement Form (Appendix 1) has been completed and authorised prior to the first journey. Students who are eligible to claim for travel expenses must:

- Have their academic tutor authorise them with a completed Travel Agreement Form (see Appendix 1) in order for this to be agreed and authorised. If your travel plans change at any time following authorisation then you must speak to the Faculty Finance Office **before** (where possible) the change commences to agree any change to your expenses claim. Travel expenses will not be paid without prior authorisation.
- Provide a photocopy of their driving license with the Travel Agreement Form. Where students are driving their own cars they must also provide a photocopy of their insurance document. Failure to provide any of this documentation will result in a disclaimer being issued.
- Submit a completed Expenses Claim Form (see Appendix 3), along with bus, petrol receipts etc., to the Faculty Finance Office immediately on return.
- Payment normally takes two weeks to process and cheques can either be collected from the University Finance department or posted to the student's contact address. Any cheques not collected from Finance after two months will automatically be posted to the contact address.

## 8. Useful Links

The following links may be useful for students in arranging their own transport to venues or locations or finding an appropriate route. Often the easiest way to get an accurate set of directions is to use the postcode for the venue or location.

- Google Maps <http://maps.google.co.uk/>. This can be used to either locate a placement or get directions by road.
- Directgov's Travel Planner <http://directgov.transportdirect.info>
- RAC Route Finder <http://www.rac.co.uk/web/routeplanner/>. This can be used to get directions by road.
- AA Route Planner [http://www.theaa.com/travelwatch/planner\\_main.jsp?database=B](http://www.theaa.com/travelwatch/planner_main.jsp?database=B)  
This can be used to get directions by road.
- National Rail <http://www.nationalrail.co.uk/>. This can be used to plan journeys by train. It also provides information on the location on stations which can be used in conjunction with Google Maps to work out the distance from the station to the venue / location.
- Travel Line <http://www.yorkshiretravel.net> this can be used to plan journeys by various forms of transport, including bus.

<b>STUDENT TRAVEL AGREEMENT FORM</b>
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**PLEASE KEEP PETROL RECEIPTS (for own car use only) OR BUS/TRAIN TICKETS AND ATTACH TO CLAIM FORM.**

Student Name	
Student Number	
Address of venue / location	
Programme	
Dates of travel	
Venue name	
Mode of transport	Hire car / Hire van / Own car / Bus / Train (delete as appropriate)
Names of passengers	

Car Travel		Other Transport	
Agreed daily mileage (RETURN)		Bus fare	
Mileage allowance		Train fare	
Daily amount of claim		Daily amount of claim	

**Driving License received:**      YES / NO

**Insurance received:**                      YES / NO

I have read and understood the rules relating to payment for student travel:

STUDENT \_\_\_\_\_ Date \_\_\_\_\_

I give permission for the above travel expenses to be claimed:

FACULTY FINANCE OFFICE \_\_\_\_\_ Date \_\_\_\_\_

If the claim goes beyond normal limits and requires further authorisation:

ACADEMIC TUTOR \_\_\_\_\_ Date \_\_\_\_\_

**This form must be authorised PRIOR to the start of the filming / performance for travel expenses to be claimable.**

<b>INSURANCE DECLARATION FORM</b>
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**FOR COMPLETION BY STUDENTS USING THEIR OWN VEHICLE AND ELIGIBLE TO CLAIM TRAVEL EXPENSES.**

Declaration regarding Insurance Cover of students using their private vehicles for journeys undertaken to get to a location or venue, as part of the activity approved by their academic tutor.

I certify that I have made my insurers company aware of this who have confirmed that I am insured against claims in respect of:

- i. Bodily injury to or death of third parties
- ii. Bodily injuries to or death of any passengers
- iii. Damage to the property of third parties, and
- iv. Damage to or loss of the vehicles.

My insurance cover also provides and I agree:

- v. For the use of the vehicle on the above journeys;
- vi. That the receipt of a mileage allowance will not be deemed to constitute use for hire or reward;
- vii. Indemnifications of York St John University against all third party claims, including those concerning passengers.

I confirm that I have included and shall maintain in my policy of insurance, the above requirements for so long as I am in receipt of an allowance for the use of my vehicle on journeys of the kind specified above.

I undertake not to seek recovery from York St John University of any amount I may be called upon to pay as a result of the operation of any excess clause in my policy (insofar as this does not prejudice my Common Law rights against the University).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Programme and Year \_\_\_\_\_

Insurance Company \_\_\_\_\_

Academic Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form must be completed PRIOR to the activity for travel expenses to be claimable.**





Mileage allowance - only to be used if using own car, if hire car claim for petrol in previous section. All journeys should start from the University.

Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
Date	Purpose of journey	From	To	No of Miles	Amount claimed
Names: Driver: _____ Passengers: _____					
					£

Mileage allowances: 19p per mile

A rate of 2p per mile is paid for one passenger and 1p per mile for each additional passenger carried on official business.