# GSU Travel & Transport for Student Groups

If you are travelling on behalf of a Sports club or Society, you are doing so on behalf of the Students’ Union and the University. Although these guidelines may seem like common sense, please take the time to read through this booklet and sign the declaration at the back. If you have any queries or would like more specific information, please contact a member of the Student’s Activities team at the Students’ Union or e-mail activities@gre.ac.uk.

**Paperwork**

If you’re going on a trip, there are some forms that you need to fill out:

* **Private Car Registration Form:** if you are travelling by your own vehicle you will need to fill out a Private Car Registration Form.
* **Passenger List:** before you leave on **any trip, fixture or event** involving transport, you need to ensure you have filled out a **Passenger List**, detailing who is travelling. This needs to be filled out and sent to the activities team at activities@gre.ac.uk or handed in at either Greenwich or Avery Hill Reception.

**Emergency Procedure**

**General Information**

By law any accident, however minor, must be reported to the Activities Department within 24 hours. If necessary, contact the relevant **emergency services** on 999 (or the relevant local emergency number if abroad – often this is 112). If you are on campus then Security will do this for you, and ensure that the emergency services have the correct information and that the gatehouse staff are expecting them.

**Contact the Students’ Union** on 0208 331 7629 / 9596 to explain what has happened and get further support. If your trip is taking place outside of the Union opening hours then you should arrange in advance with the Student Activities staff for a Students’ Union staff member to be contactable in case of an emergency.

High risk or outdoor pursuit activities must have an additional set of procedures to deal with the emergencies that are specific to their activity. This information should be communicated to group members via trip or event briefings and any necessary training.

It is the responsibility of the activity committee, trip leader and vehicle driver to ensure that all participants are aware of the actions to take in the event of an emergency.

Accidents must be reported by completing the reporting form found on your University portal.

**Driving your personal vehicle**

If you are driving your own vehicle – whether it is a car, van, etc – and you are doing it for a club or society, we ask that you register your details with the Students’ Union.

This is because of a law that regards corporate manslaughter. The Students’ Union is liable for any injury or death that is caused by vehicles driven by our groups, so we need to ensure that all vehicles used are roadworthy.

To register your vehicle, please fill out a [Private Car Registration Form](http://www.suug.co.uk/pageassets/activities/handbook/forms/PrivateCarRegForm.pdf) and attach copies of:

* Plastic driver’s licence (both sides)
* MOT Certificate (or new car registration form if the car is under 3 years old)
* Motor insurance
* Confirmation of taxation of the vehicle

If your car insurance, MOT or tax run out during the year, you will need to update us – your registration will run out once one of these documents expires. To update a current registration you just need to send a new copy of the updated document to activities@gre.ac.uk

**Fuel**

If you drive on behalf of your group, you can claim back the fuel costs at 25 pence per mile.

**Hiring a Vehicle with a Driver**

The Union can book a minibus with driver or coach for your trip. There are a variety of coach sizes available, from 16 seat minibuses upwards.

In order to request an accurate quote and book the coach for you, we will need to know the following information:

• Name of your Sports club or Society;

• Your pick up & drop off point;

• Date & time to be picked up;

• Date & time you expect to leave;

• Where you will be travelling to (including postcode); and

• How many passengers you will be taking.

If you feel you can get a better price yourselves from a supplier, then please fill in full details of the supplier on your Trip Registration Form and supply us with the quote. If we are happier that the use of the supplier will be cheaper for you, then we will authorise the expenditure as per the usual finance rules.

**PLEASE NOTE –** bus/coach hire will depend on the funds you as a group have available so do not book anything until you know you have the money to do so. For Sports Teams, approval of coach hire will depend on the distance you are travelling.

**Public Transport**

London has a relatively comprehensive public transport system, and on occasions it may be easier to take public transport (both in London and around the country) than to use the other options above.

If you are thinking of using public transport then please complete the Trip Registration Form with the details needed, including:

• How many people would be using the public transport

• What public transport would be used

• What the costs would be if you are planning on covering these

• How you are proposing these costs are covered (bear in mind Oyster cards do not give receipts and we need receipts for all financial claims – if you can print out a copy of your online oyster history and highlight the relevant journeys this can act as a receipt)

**PLEASE NOTE for fixtures, public transport costs are not reimbursed.**