

MINUTES OF THE PROCEEDINGS  
of the fifth meeting of  
the **Executive Committee**  
of the Imperial College Union  
in the 20010-2011 Session

The meeting of the Executive Committee was held in meeting room 6 of the  
Union Building on the 4<sup>th</sup> November 2010 at 6.00pm

**Present:**

President	Alex Kendall – Chair (AK)
Deputy President (Clubs & Societies)	Heather Jones (HJ)
Deputy President (Education)	Alex Dahinten (AD)
Deputy President (Finance & Services)	Ravi Pall (RP)
Deputy President (Welfare)	Charlotte Ivison (CI)
RCSU President,	Scott Heath
CGCU President (acting)	Keshava Murthy
Clubs and Societies representative	Nathanial Bottrell
Clubs and Societies representative	Ben Moorhouse
Representation and Welfare Board representative	Sahil Chugani
<b>Permanent Observer:</b>	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt (RP)

**Apologies:** ICSMSU President David Smith (DS), GSA President Deena Blumenkrantz (DB), Representation and Welfare Board representative Nicolas Massie Honorary Senior Treasurer Simon Archer

*The agenda was moved to consider agenda items 7 & 8 first*

**7. UNION BUILDING WORKS AFFECTING RCC UNDERWATER**

RECEIVED: The paper was presented by the DPCS and representatives from the Underwater Club

NOTED:

- a) This paper is for information only at this point as there will be a claim coming through at a later date.
- b) It is unknown to what extent the damage to the air compressor is.
  - i. Potentially the cost for servicing of the air would be £2500.
- c) The CEP in the air compressor expires this year however this may not be accessed as the air compressor may still be useable after the service.
- d) The Operations Manager stated that the Union will cover the costs and will potentially claim the costs back from the builders as ultimately this was a damage was caused by building works.

**8. RCC UNDERWATER SUBVENTION ERROR**

NOTED:

- a) The money was used on essential equipment.
- b) The club did try to investigate with the union as to how the money came in to their account.
- c) A typographical error was pointed out; the money should read £3500.
- d) Other clubs who were given funding in error were allowed to keep the money so it seems only fair that Underwater should have the same dispensation.
- e) The process has now changed in that it is automated and the risk has been mitigated.

- f) The committee moved to a vote on allowing the underwater club to be allowed to keep money given in error and it was unanimously agreed.

**RESOLVED:**

- 1) **To allow Underwater club to keep the money given in error.**

*The agenda returned to normal ordering at this point*

**1. CHAIRS BUSINESS**

NOTED:

- a) The Head of Finance has left the employment of the Union.
- i. Currently working with College in regards to optimising the currently resources that the Union has in the finance division.
  - ii. Counter Culture are an external company that may be able to contract services to the Union.
- b) The email decision in regards to the allowing of a Union Member who has points against his licence, to take a minibus test was passed.

**2. MINUTES FROM LAST MEETINGS**

RECEIVED: 7<sup>th</sup> October 2010

**RESOLVED:**

- 1) **To accept the minutes.**

**3. MATTERS ARISING**

NOTED:

- a) The audited accounts were analysed by the Trustee Board Audit Subcommittee.

*The agenda was moved to consider agenda item 6 as the next item of business*

**6. ACCIDENT REPORTS**

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The Cross Country club has been reminded to not jump fences unsafely.

*The agenda returned to normal ordering at this point*

**4. SEPTEMBER MANAGEMENT ACCOUNTS**

NOTED:

- a) The majority of Union commercial outlets were operating at reduced capacity due to the building works.
- b) Cleaning was underprovided for in the budget due to College charging inconsistent amounts over previous years.
- i. This affects the variance against budget.
- c) Catering were operating from a BBQ in the Quad instead of having kitchen facilities which also impacted by not being able to provide function catering.
- d) The stationary cost is for clubs using the printing facilities for Freshers week.
- e) Beit Conference has previously been aligned in Beit Office.

- f) In regards to till shortages, it was questioned as to if double counting has been introduced in the commercial areas yet.
  - i. The Committee requested that the till shortages as a percentage of takings could be bought back to the next meeting. The Operations Manager stated that he will investigate this.

**ACTION:**

- 1. The Operations Manager to bring back to the next meeting an analysis of percentage of till shortages in relation to takings.**

- g) It was pointed out that the staff costs are high over summer.
- h) It was suggested that lines would make reading the accounts easier.
- i) It was queried as to what the 'investment revaluation reserve' holds.
  - i. The Operations Manager stated that he will investigate this.

**ACTION:**

- 2. The Operations Manager to investigate what the 'investment revaluation reserve' holds.**

- j) Overall the bar has done better than expected.
  - i. Training for casual staff will come out of the October accounts.
  - ii. Consumables were not budgeted for. The Operations Manager stated that he will investigate this.

**ACTION:**

- 3. The Operations Manager to investigate why consumables were not budgeted for in September.**

- k) In regards to Charing Cross bar, Reynolds has undergone a renovation during the summer.
  - i. It was queried as to why the cost on sales were so high. It was suggested that it may be a re entry to amended a previous error.
  - ii. In regards to premise and equipment, equipment was bought early which is why it appears in the September accounts.
- l) In regards to Beit Conference, the building works impacted on being able to sell the space during the summer.
  - i. Associate membership sits in conferencing due to the member of staff responsible for conferencing undertaking this task.
- m) 'Miscellaneous income' is from investment
- n) 'Temporary core staff' comes from cover for the finance team on leave.
- o) There is an error on 'Admin' on Beit Office; the budget should be about £8900, not £4500.
  - i. 'Admin' covers irrecoverable VAT, finance charges from College etc.
- p) The committee decided that they would like to see the accounts again with the minor errors fixed.
  - i. The Operations Manager stated that he will bring these accounts back along with the answers to the previous queries.

**ACTION:**

- 4. The Operations Manager to re-present the September Manager Accounts with the minor errors fixed.**

## **9. BUDGET HOLDERS LIMITS OF AUTHORITY**

**NOTED:**

- a) It was clarified that this will not impede on giving staff flexibility but will give tighter financial controls.
- b) The committee moved to a vote on passing the paper and it was passed unanimously.

**RESOLVED:**

- 1) The limit of expenditure authorization for operational managers is reduced to £5000 with immediate effect operationally.**

**ACTION:**

- 1. The Deputy President (Finance & Services) to request a Constitution change at the next Council meeting.**

## **10. CLUBS AND SOCIETIES ETHOS FACILITY USAGE CHARGE**

NOTED:

- a) It was unsure what the invoice amount was last year.
- b) A typographical error was pointed out in regards to the amount; it should read £82,000.
- c) The committee moved to a vote on passing the paper and it was passed unanimously.

**RESOLVED:**

- 1) To pay Sport Imperial £82,000 via purchase order.**

## **11. WEB POLICY**

RECEIVED: The policy was presented by the President

NOTED:

- a) The committee moved to a vote on passing the policy and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented Web Policy (see appendix i)**

## **12. TRANSPORT POLICY**

RECEIVED: The policy was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The main change is to the content on page 12.
- b) The committee moved to a vote on passing the policy and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented Transport Policy (see appendix ii)**

## **13. TRANSPORT OPERATIONAL PROCEDURE**

RECEIVED: The policy was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The presented policy outlines what happens in practice.
- The committee moved to a vote on passing the procedure and it was passed unanimously.

**RESOLVED:**

- 1) To pass the presented Transport operational procedure (see appendix iii)**

The meeting closed at 7.40pm

Approved as a correct record at a meeting of the Executive Committee on

\_\_\_\_\_ 2010/11

### Imperial College Union Web Policy

#### General

1. This policy applies to all Union web activity, including commercial activity and that of Clubs, Societies & Projects.
2. The Union is responsible, and ultimately liable, for the content of Clubs, Societies & Projects websites both to College and legally so therefore must retain control of these sites.

#### Definitions

3. The Union owns and controls the following public web-servers, defined as:
  - *New Clubs Server:* dougal.union.ic.ac.uk (www.union.ic.ac.uk)
  - *Club Activities Server:* sufina.union.ic.ac.uk (eactivities.union.ic.ac.uk)
  - *Main Servers:* atropos.su.ic.ac.uk, clotho.su.ic.ac.uk (imperialcollegeunion.org)
  - *Others:* pinky.su.ic.ac.uk, perky.su.ic.ac.uk
4. City & Guilds College Union maintains the following servers, for which Imperial College Union is ultimately responsible:
  - guildsserver.su.ic.ac.uk
  - guilds.me.ic.ac.uk
5. The Union also operates a number of test servers which are administered at the discretion of the Systems Coordinator.
6. The position of Systems Administrator refers to a volunteer systems administrator, typically a full member of the Union.
7. Exchange distribution lists refer to mailing lists made available by the College which can only be used with internal email addresses
8. Mailman lists refer to mailing lists made available by the College which are not restricted by Imperial College only addresses.

#### Roles and Responsibilities

9. The President has ultimate responsibility for the content and administration of the webservers.
10. The President shall delegate day-to-day operation of the web facilities to the DPFS.
11. The Systems Administrator(s) shall maintain and the Clubs, Societies & Projects web-servers and should report to the DPFS.
12. The incumbent Systems Administrator(s) shall recruit a replacement before they leave, to be ratified by the DPFS.
13. In the case of a vacancy of a System Administrator, it is the role of the Deputy President (Finance & Services) to recruit for this position.

#### Access and Administration

14. All access requests to the Union web-servers shall be directed to the DPFS.
15. All mailing lists and login requests shall be directed to the DPFS.
16. Clubs with existing logins may request additional logins at the discretion of the DPFS.
17. The President may remove, without warning, any website that is defunct or out of date.
18. The Union Systems Administrator(s) may remove, without warning, any website which is found to have security flaws.

#### Hosting and Addresses

19. All Clubs, Societies & Projects websites must be hosted on a Union-administered server.
20. All Club, Society & Project web addresses must be in the format <http://www.union.ic.ac.uk/<Management Group>/<club name>>
21. All Club, Society & Project contact email addresses must end @imperial.ac.uk
22. Clubs, Societies & Projects may request additional email storage through the DPFS. The cost of such storage will be charged to the Club, Society or Project.
23. That all Club, Society or Project mailing lists must be hosted by Imperial either as a Mailman list or an Exchange distribution list as appropriate.
24. Clubs, Societies & Projects with existing external domain names must not advertise such names but are permitted to redirect from them.
25. No Club, Society or Project shall set up new external domain names for the purpose of redirection.

## **Software**

26. All website software must be kept up to date. The Club, Society or Project Chair will take responsibility for any action arising from out of date software.

## **Content**

27. All Union web content, including that of individual Clubs, Societies & Projects is subject to College's codes of practice and ICT regulations.
28. All Union web content must comply with all other current Union Policy.
29. No un-moderated fora may be hosted on Union web servers.
30. All advertisements must comply with College Policy and Regulations.
31. All advertisements must be approved by the DPFS.
32. All content must be in English or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
33. No content should contain any offensive language, including implied offensive language.
34. No content should contain material that may bring the Union or College into disrepute or is of a libellous nature.
35. All members should be made aware that content hosted on all external sites (such as YouTube, Flickr, Facebook and Myspace etc.) has the potential to bring the College into disrepute and further disciplinary action may be taken in the case of misuse.

## **Disputes and Disciplinary Action**

36. All disputes with regards to the operation of Union web facilities that cannot be addressed by the DPFS and the President shall be considered by the Executive Committee.
37. The President may issue a fine to a Club, Society or Project which does not adhere to terms set out in this policy.
38. The President may also suspend indefinitely, all web facilities made available to the Club, Society or Project in breach of the terms of this policy.
39. Action in sections 34 and 35 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.
40. A serious breach may involve an individual, Club, Society or Project being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Clubs and Societies Board.

## **Exemptions**

41. The President may exempt a Club, Society or Project, or any other constituent part of the Union from any of these rules.

## **Appendix ii**

### **Transport Policy**

*Proposed by the Deputy President (Finance & Services)*

*Seconded by the Deputy President (Clubs & Societies)*

#### **A. General**

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.

2. Parts A, B, and C are the preserve of council while the Executive Committee determines operational policy (remaining parts).

#### **B. Responsibilities**

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.

4. The Union shall ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.

5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.

6. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.

7. The driver of a vehicle is legally responsible for the condition of the vehicle and conduct of its' passengers when on the road. If for any reason a driver or passengers are concerned with the condition of the vehicle then it should not be used.

### **C. Disciplinary action**

8. The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the concerned driver, all drivers, or some or all passengers as appropriate in cases of more serious negligence.

9. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behavior likely to cause a danger to passengers, the President or his or her nominee may:

i. deregister and ban a driver for a period of time or indefinitely,

ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required,

iii. deregister and ban drivers within a club or society or group (where the behavior of the group as a whole warrants it),

iv. ban a club or society or group from using the Union's fleet.

10. Action in paragraphs 8 and 9 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.

11. The President or his nominee is responsible for writing to any individual whom action has been taken against under paragraph 8, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Executive Committee.

12. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Executive Committee.

### **D. Registration of drivers**

#### ***Requirements for drivers***

13. All registered drivers of Union vehicles must be a registered student at Imperial College (Union Full Member), a member of the College staff or Union staff, or a Union Life or Associate Member.

14. All registered drivers of Union vehicles must also be at least twenty-one years of age and have a held full European Union B manual category (car) driving licence for the previous two years.

15. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Executive Committee. Any previous disqualification from driving, valid endorsements or current restrictions on a driving licence must be declared, and driving history provided with this declaration. Changes to any information provided on a declaration must be reported via a new declaration.

16. Individuals shall cease to be registered drivers if they no longer fulfil the terms of paragraphs 13-15.

#### ***How drivers are registered and tested***

17. The Membership Services Department shall appoint a number of individuals who shall be permitted to approve drivers for registration. The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.

18. The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers. This assessment will include a theory element which includes, but is not limited to, the current legislation applicable to minibus driving in the UK.

19. Registration as a driver shall normally be valid for three years in the first instance, subject to the driver still fulfilling the terms in paragraphs 13-15. The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.

20. A list of registered drivers shall be kept by the Union.

#### ***Concerns about drivers***

21. In the event of an incident the procedure in Parts H and C are to be followed.

22. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with a member of the Membership Services Department.

23. If the concerns are of the driving ability or conduct of a member of the Membership Services Department the matter shall be brought up with the President.

24. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make himself known to the responsible authority in paragraphs 22 and 23, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.

25. The relevant member of the Membership Services Department or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under part C. If the allegation concerns the President, then the matter shall be referred to the Council Chair, who may take action under part C.

#### **E. Maintenance of the fleet**

26. The Union shall ensure vehicles are insured, taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.



27. The Membership Services Department shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.

28. The Membership Services Department shall remove a vehicle from use which in their opinion does not comply with road traffic legislation or is for some other reason unsafe to use.

29. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately.

30. Users of vehicles have a responsibility to conduct checks at the start of their use of the vehicle, and report any minor faults which are present.

#### **F. Booking vehicles**

31. Vehicles shall be requested through the union website – [www.imperialcollegeunion.org](http://www.imperialcollegeunion.org).

32. Requests for the hire of a vehicle may be made at any time in advance of the start of the proposed hire.

33. Requests for vehicles between October and March will be held in the order in which they were received; bookings will be made on the morning of the day of the proposed booking two weeks hence. If the supply of vehicles is insufficient to meet requests, the Membership Services Department staff will allocate vehicles accordingly in the following priority order:

i. Requests received after the bookings have been made for the period will only be accepted if there is availability at the time of receipt – existing bookings will not be displaced.

ii. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.

iii. Number of customers able to be accommodated (multiple bookings on a bus with are dovetailed will have priority over one booking of equal financial value).

iv. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.

v. The order in which the requests were received.

vi. Multiple vehicles requested by a single customer for overlapping periods will be booked only if there is still availability after all other requests have been processed.

vii. Requests for vehicles between April and September will be processed on a first-come, first-served basis.

34. Fees for use of vehicles shall be as determined by the Executive Committee.

35. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Executive Committee may determine a booking priority and fees according to the size of external contribution.

#### **G. Motorised mascots**

36. The former Constituent College Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective clubs.

37. These mascots all remain permanently inviolate.

38. These vehicles are exempt from Parts D, E and F (driver registration, maintenance and booking). Appropriate driver registration and maintenance procedures shall be administered by their respective clubs. The respective clubs may make additional requirements upon drivers and their respective driver registration procedures are subject to approval by the Executive Committee.

39. The respective clubs are exempt from reporting incidents 41 *i),iv), and viii)* to the Union (though they may if they wish) with respect to their motorised mascots.

40. The respective clubs shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:

- i. holding the President of the club as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
- ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
- iii. qualifications required of drivers (see paragraph 38) and their assistants,
- iv. who is permitted to use the vehicles and under what conditions, and
- v. dealing with minor incidents referred to in paragraph 39.

#### **H. Incidents**

41. An 'incident' shall be defined as:

- i. A vehicle breakdown,
- ii. An accident or situation that could easily have resulted in an accident
- iii. Use of the emergency equipment,
- iv. Any damage to the exterior or interior of the vehicle
- v. Any criminal driving offence or parking offence,
- vi. Consuming alcohol or smoking in the vehicle,
- vii. Use of a Union vehicle without permission, or on un-agreed terms,
- viii. Non-payment of charges for use,
- ix. Complaint from another road user,
- x. Failure to report an incident in this paragraph, and
- xi. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.

42. Incidents include:

- i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and

ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.

43. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.

44. An incident as defined in paragraph 41 must be reported by the driver to the Union in soon as possible, but within twenty four hours.

45. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.

46. In the event of a more serious incident, or any incident listed in paragraphs 41 *iv* to 41 *xi*,

i. the President and Deputy President (Finance and Services) shall be informed,

ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Membership Services Department take further action under Part C.

47. All incidents except those of a trivial nature, or exempt under paragraph 38, shall be reported to the Executive Committee.

### **Appendix iii**

#### **Transport Policy – Operational Procedures**

The Transport Policy dictates that various operational procedures and guidelines are approved by the Executive Committee. The content of this paper has never been passed by the Executive as one document before – some pieces have been passed in different guises previously and some are operational custom and practice.

#### **Miscellaneous**

##### Incidents

- In the case of incidents covered by points 41ii, 41iv, 41v, 41vi, 41vii, 41ix, 41x and 41xi of the Transport Policy the driver of the vehicle shall have their driving status automatically suspended by the Membership Services staff.
- The President will subsequently decide if any action is necessary, as covered by section C of the Transport Policy.

##### Fines

- Points 8 & 11 of the Transport Policy discuss fines, and the communication of them. There is an operational system in place to deal with this mechanism.
- The current fine schedule is subject for approval later in this paper.
- Fines totalling up for £50 for an individual booking may be levied by the Membership Services staff, without reference to the President. The reasoning for the fines will be indicated on the appropriate group's transaction pages.
- Fines totalling more than £50 for an individual booking shall be levied by the President who is responsible for ensuring the group responsible are given a full explanation of the fine.

## Applications

The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.

All individuals interested in becoming an Approved Driver are asked to complete an Approved Driver Application Form where various pieces of information is collected. Applications are approved by the Membership Services staff apart from in the circumstances detailed in this section.

### Previous disqualification

- In cases where an application indicates a previous disqualification from driving the application will be subject to approval of the Executive Committee.

### Valid endorsements

- Applications for those wishing to gain driving status with up to and including three current penalty points can be approved by the Membership Services staff. In cases of concern the applications shall be deferred to the Executive Committee for approval.
- Applications for those wishing to gain driving status with more than three current penalty points shall be approved by the Executive Committee.

### Entitlement restrictions

- Various restrictions can be placed on an individual's Driving Licence. For applications with any current restrictions in place approvals shall be undertaken by the Membership Services staff.

### Health

- Basic information on medical conditions which may relate to driving ability are collected.
- Approvals relating to medical conditions shall be undertaken by the Membership Services staff, on advice of the Occupational Health unit as necessary.

### Driving history

- Information about accidents in the previous three years will be collected, including details of accidents, insurance claims and insurance history.
- Where the total cost of damages to vehicles (driver or third party) from incidents in the past three years is less than £2000 the Membership Services staff shall approve the application. In cases of concern the applications shall be deferred to the Executive Committee for approval.
- Where the total cost of damages to vehicles (driver or third party) from incidents in the past three years is £2000 or more the Executive Committee shall approve the application.

### Age

- Restrictions are imposed by the DVLA on drivers who are aged 70 or over.
- In the case of applications from individuals who will reach 70 within the normal three years then driving status will be approved (subject to suitable driving ability) until the day of their 70<sup>th</sup> Birthday.
- Applications from individuals who are aged 70 or more will be approved (subject to suitable driving ability) until the expiry date of their Driving Licence. If their Driving Licence expiry date is subsequently extended they must apply for re-approval.

### Approvals

- Approvals for applications for driving status can be made for up to three years, subject to suitable driving ability. Shorter periods may be appropriate in some circumstances.
- If changes to circumstances for previously approved applications are received, then these will be treated as new applications.

### Appeals

- Individuals may appeal the decisions of the Membership Services staff to the Executive Committee.
- Appeals to the decisions of the Executive Committee follow the normal process.

## Assessment

The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers

Once an application for driving status has been approved prospective drivers can undertake the assessment. This contains a theory part and a practical part.

The theory part is undertaken as an open book style assessment. Prospective drivers are asked to read a booklet on minibus driving and then complete a multiple choice quiz with a pass rate of 70%. The questions are taken from the DSA theory driving test on large vehicles, together with questions specific to the ICU fleet. All answers are available in the booklet.

The booklet and questions cover the following topics

- Making bookings
- Driver status
- Economical driving
- Emergencies & accidents
- First Aid
- Fines which are applicable
- Loading minibuses, including roof racks
- Logging faults, collecting keys and where to park
- Vehicle checks that must be carried out
- Speed limits applicable to minibuses
- Safety and the Highway Code

The practical part of the assessment involves a two hour group session with an assessor. Only up to three candidates are assessed during each session. It acts as both familiarisation and an assessment of driving competence. The following aspects are covered:

- Familiarisation with the Student Activities Centre and collection/return of keys.
- Walk through of the minibus pages on the Union website, together with information on how to book a minibus
- Walk through of South Kensington car park, with information on where and how to park the minibuses. Discussion of where minibuses are parked on other campuses.
- Demonstration of the checks which should be carried out when collecting a minibus, and where safety equipment is stowed.
- An opportunity for each prospective driver to drive a minibus around South Kensington, including on busy streets and small roads. Appropriate and safe driving skills will be assessed.
- Tips and hints for driving a larger vehicle are provided.

## Reassessment

The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.

If an application to become an ICU Driver has been approved and an individual has successfully passed the assessment then driving status is granted for up to three years. At the end of these three years an ICU Approved Driver may wish to continue their driving status.

In these circumstances all Approved Drivers subject to reassessment must complete an Approved Driver Application Form as if it were their first application. They must also present for inspection their current Driving Licence. If the application is approved (as discussed above) then two options are available:

- In circumstances where the individual has been driving minibuses regularly throughout their time as an Approved Driver then the reassessment will take the form of the theory part of the assessment only.
- In circumstances where the individual has not been driving regularly for their time as an Approved Driver, has not driven a minibus at all in the previous three years or their new application for driving status has been referred to the Executive Committee then the reassessment will be identical to that of a new applicant.

## Transitional arrangements for reassessment

Reassessments were introduced in the last passing of the Transport Policy, at Council in May 2010. Previously to this Approved Driver status was indefinite.

The three year policy needs applying to all those people who are currently Approved Drivers (~1000). Currently there are a substantial number of Approved Drivers who are unlikely to need or want to drive an ICU minibus again – this number may be up to 750 people.

The following procedure is in place for dealing with this:

- Driver status of up to three years has been implemented for those becoming an Approved Driver on or after 01 August 2010.
- All those currently listed as being Approved Drivers have been invited to indicate if they do longer wish to maintain that status.
- From 01 January 2011 all those who became an Approved Driver before 01 April 2008 will be invited to reapply for their driving status. Flexibility will be shown to this group of people with regard to the need for practical assessments.
- On 01 April 2011 all those who became approved drivers before 01 April 2008 will have their driving status removed if they have not successfully reapplied.
- From 01 April 2011 those who become Approved Drivers between 01 April 2008 and 31 July 2010 will have their driving status removed on the third anniversary of the day it was granted.

### Schedule of fines and charges

The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences.

The following fine system is in operation – there have been no changes or updates from what has been in place for the last couple of years.

<b>Offence</b>	<b>Charge</b>
Failure to report use of spare bulb/fuse kit	£10
Leaving any rubbish in vehicle	£10
Failure to return vehicle hire form within two working days	£10 (and £5 for every day thereafter)
Loss of fuel or car park card	£10
Leaving doors or windows unlocked	£10 (per window in case of windows)
Failure to return the keys within two days	£10 (and £5 for every day thereafter)
Leaving fuel tank part empty	£30 per quarter tank
Failure to report use of fire extinguisher	£20
Failure to report use of first aid kit	£20
Failure to report use of spare tyre	£20
Failure to report accident or breakdown	£50
Returning a vehicle late/ picking up vehicle early	£20 plus costs incurred by any subsequent users plus additional hire time
Parking in incorrect parking bay	£10
Losing a set of keys	Replacement costs (around £50) plus £30
Breaking a lock	Replacement costs for all locks and keys (around £350) plus £30
Breaking a fuel cap	Replacement costs (fuel cap and keys) plus £30

Using the wrong fuel	Garage Bill & recovery costs plus £30
Crashing and/or Damage	Garage Bill plus £30
Failure to return the roof rack cover within two days	£10 (and £5 for every day thereafter)
Failure to turn vehicle lights off	£15