

LSUHC- Driver Policy

Firstly, thank you for driving for the club. Without drivers, we couldn't run trips, so your support is greatly appreciated. This document outlines the club's driving policy, and covers what you can expect from the club, and what we can expect from you.

As a club, we have a responsibility to:

- Provide you with route information.
- Pay for all fuel expenses and provide you with a driver discount of 25% of the value of trip or £5 (whichever is greater).

As a club, we have the right to:

- Ask you to stay sober on some evenings during trips in case of emergency (at least 1 driver and 1 committee member will be sober on each night we are away to deal with incidents). This will be done as fairly as possible.
- Ask you to remain in a fit state to drive each night until all the walking groups are back at the hut or there are sufficient other driver to transport any group who have not yet returned.

As a driver, you have the right to:

- Be paid for all the fuel expenses you incur through driving for the club, as well as a driver discount as an incentive and as a “thank-you” for driving.
- Choose how full your car is on each trip. We will not ask you to carry more in your car than you feel is safe to do so.
- Refuse to carry certain passengers. We would hope that this would be a last resort only, and in other cases we will do our best to give you the passengers you ask for.
- Refuse to drive for the club on a trip, although if you can give us as much notice as possible it would be greatly appreciated.

As a driver, you have the responsibility to:

- Provide us with an up to date MOT certificate, insurance and drivers license so we can register you with the union.
- Ensure your car is roadworthy (fluid levels, tyre pressures, etc.).
- Ensure you are in a fit state to drive when required.
- Ensure you have all of your passengers before setting off (both at the start and at intermediate stops).

As clarification the club will not be liable for any unforeseen expenses incurred as a result of you driving for us, for example: speeding tickets, parking fines, maintenance fees or insurance excesses.

Driver Checklist

Before the trip:

1. Have you registered your car with the union?
2. Do you have a valid MOT certificate and insurance?
3. Do you know where you are going (map/postcode./route) and any intermediate meeting points (e.g. service stations)? Fill up on fuel Check fluid levels (oil, coolant, windscreen washer fluid, brakes, steering)
4. Check lights
5. Check tyre pressures
6. Make sure you have all passengers and kit
7. Get contact numbers for passengers or Trip Sec (if passengers are unwilling to give out contact details)

During the trip:

1. Check you have all passengers at intermediate stops.
2. Check with Trip Sec about being designated driver during the evenings BEFORE drinking.

After the trip

Refuel your car, then submit a claim for fuel using eXchequer365 or eXpense365, providing all your receipts for fuel consumed during the trip. Also include an estimated mileage on your receipts.

If you have had any problems with any of your passengers please let us know ASAP

Expense claiming procedure

1. Pay for the trip at the discounted drivers' price.
2. Fill up in Loughborough before the trip
3. Fill up in Loughborough after the trip and submit an expenses form with this receipt (along with any fuel top ups) to the treasurer.
4. Once we have received and approved your expenses claim, the amount claimed will be wired directly to the bank account that you have registered on the eXchequer365 or eXpense365 app.