UCC CLUB VEHICLE POLICY

The UCC Clubs' Executive provides the use of a vehicle for UCC Club Use. The following document relates to the policy around the use of the vehicle.

Users

- The Clubs Vehicle shall be provided by the use of UCC Clubs only.
- No external users are permitted and verification of being a registered UCC student may be requested.

Usage

- The Clubs Vehicle must be booked through the Department of Sport and Physical Activity. This can be done by emailing Betty Young at b.young@ucc.ie, phoning (021) 490 4752, or calling into Ferry Lodge on Mardyke Walk.
- The Clubs Vehicle shall be booked using a "first come, first served" basis. However, if necessary, priority shall be granted to a club competing in an Intervarsity.
- The Clubs Vehicle must be signed in and signed out at all times of use.
- The Clubs Vehicle must be returned with a full tank of fuel. If the Clubs Vehicle is reported to have been returned empty, the cost of filling up the tank will be taken from the club in question.
- The Club using the vehicle is responsible for the disposal of all rubbish from the vehicle and ensuring the vehicle is returned in an appropriately clean state, fit for use by the next club. If the vehicle is not returned in the appropriate manner, the cost of cleaning the vehicle will be deducted from the Club account.
- The required paperwork must be filled out before the Clubs Vehicle may be used.
- The rules of the road and safe practice must be ensured at all times when using the Clubs Vehicle.

- The keys shall be the responsibility of the Department of Sport & Physical Activity at all times that the Clubs Vehicle is signed in.

Drivers

- All drivers must be a University staff members and/or a postgraduate of UCC.
- All drivers must have a full, clean driving licence.

Compliance

- Any person(s) and club(s) in breach of these regulations shall have any and all usage rights of the Clubs Vehicle revoked and further disciplinary action may be pursued.

General Vehicle Use

Clubs which use or hire vehicles other than the Clubs Vehicle provided by the Clubs Executive must note the following:

- All vehicles used during club activities must be roadworthy, adequately insured and driven with due care and consideration at all times.
- When using a private vehicle during club activities (including the towing of loads), the personal insurance of the driver is responsible for any loss or damage. Ensure that your insurance policy provides cover for these activities.
- Vehicles must only be driven by appropriately licensed drivers with a full driving licence.
- When towing trailers due regard as to the nature, size and weight of the load must be taken.
- It is the driver's responsibility to adhere to the rules of the road.
- If hiring minibuses or other vehicles for club outings, only named drivers with the appropriate driver's license are insured to drive the vehicle. Other club members must not drive. Only vehicles fitted with seat belts, and with appropriate insurance and up to date roadworthy tests should be hired. Similarly, if applicable only drivers with a full licence in the correct category and all necessary checks completed should be hired. Check insurance and driver status with the hire company beforehand.
- When driving abroad always ensure that you adhere to local traffic laws, that you are adequately insured and that your license covers you to operate a vehicle of that type in that jurisdiction.

If private vehicles will be used for trips you must submit a list of driver(s) in your Safety Statement at the beginning of the year. This list may be updated at a future time. Only drivers listed here in advance of the trip(s) will be eligible to claim expenses related to the trip(s).