

Procedures for booking LUU exec van and LUU kangoo.

Authorisation

Anyone who wishes to drive the union vans must first become an authorised driver by filling in the Authorised Driver Application Form and returning it along with both parts of your drivers license to reception to be photocopied. If you wish to drive the larger exec van you must complete a MIDAS driving test- this can be arranged with Geoff Banks in the ARC when you hand in your application form.

The vans

The vehicles we have on site are;

- Renault Kangoo

Accessible van – this vehicle has wheelchair access. If you need to use this facility please speak to building services for training well in advance of your booking.

- Ford Tourneo (Exec van)

9 seat (including the driver) people carrier – you will need to complete your MiDAS assessment prior to using this vehicle

The vans must only be used for union business (not nipping home or moving house) as our insurance does not cover you in these circumstances. The vans must be returned by 6pm during term time as they are used for the night bus service.

Booking the vans on Outlook

To book the vans you should preferably email unirecep@leeds.ac.uk with the following details; date, time, which van you prefer, your name, the society you represent, your mobile number so we can contact you when you are in the van. We will then book you in if the vans are available and send you a confirmation, or let you know the van is not available and suggest other options to you.

Keys

Keys should be picked up from reception and signed out and signed back in again once returned. If the van is returned after reception is closed (7pm- only out of term time!) please put the keys in the red key drop box by the entrance.

Checking out sheet

Using the union vans requires the same accountability as hiring any car or van. To ensure this anyone using the vans must complete checks before and after using the van.

Reception will give you a clipboard with instructions on how to check the vehicle and you must sign to say that there is no new damage, fuel and fluids are at the correct level and all relevant components are working. If any of these checks are not the same (i.e. there is new damage or less fuel in than there should be) inform reception or building services before driving away. When you return you must perform the same checks and sign off to say you have left the vehicle in the same state you found it in. If you damage the vehicle whilst using it please inform reception or building services immediately.

It is important that these checks are completed each time the vehicle is used as we will trace any damage back to previous users to work out who is responsible.

Lessons in how to complete the checks will be available- it will only take 5 minutes so I would recommend asking Anna on reception or Building services to talk you through it the first time you use the vans.

Fuel

You should ensure that you replace any fuel they you use on each journey, this will be tracked using the checking out sheets.

Using a hire vehicle

If both vans are booked or you require a different vehicle within reason and so long as you have the correct licence we can hire a range of vehicles for you locally such as;

Cars, vans, MPV's and minibuses.

Some of the companies we use can, for an additional fee, deliver your vehicle outside the Union.

For all hire vehicles you complete the same driver authorisation form (Appendix **B**). To book a vehicle please complete a [Vehicle booking form](#) and hand it in to reception.

If you have any more questions about these procedures please contact luu helpdesk for more information 0113 3801 400 unirecep@leeds.ac.uk