Students' Guild Vehicle hire procedure.

Approved drivers will be selected from each Student society group, decided by the society. These drivers will be added to the Students' Guild Vehicle insurance policy.

A licence check will be undertaken to determine if there are any endorsements/points present on the license.

Subject to a satisfactory license check, the **Approved driver** will need to complete **Driver familiarisation training.**

This is a 30-minute session run by the Guilds' operation team. Approved drivers will receive training on vehicle controls and a short test run will be completed around campus to ensure drivers are confident in handling the new vehicle.

Once **Vehicle familiarisation training** is complete the approved driver will now be able to book the Guild vehicle.

Prior to filling out a booking form the Guild van calendar will need to be checked to ensure the required dates are available.

A new booking form has been created; a link is available on Memplus.

Hiring parties must allow **3 days** for the booking to be processed. Confirmation of a successful/unsuccessful booking will be received by email.

The hiring party will also receive a copy of the **"Vehicle hire guide",** this must be shared with the driver, and they must familiarise themselves with the contents before driving the vehicle, A copy is also available in the vehicle.

Vehicle keys can be collected from the Guild reception at the **agreed hire time** stated on the booking form.

A member of the Society group can collect these keys on the driver's behalf, but only the **approved driver** may drive the Guild vehicle.

Prior to driving the vehicle, the **approved driver** must complete a vehicle **pre-inspection form**, link available on Memplus.

The driver must also complete vehicle checks highlighted in the "**Vehicle hire guide."**

For safety it's important that all of the checks are completed prior to starting the vehicle.

When operating Guild vehicles, the **Appointed driver** must adhere to the rules outlined in the **Students' Guild Vehicle policy** and **Vehicle Hire guide.**

At the end of the hire period the **appointed driver** must complete a **post-inspection form,** making note of any vehicle damage that may have been sustained during the vehicle hire period.

Keys **must** be returned at the agreed time, as confirmed on the booking form.

If returning keys outside of Guild reception hours, they can be deposited in the drop box located on reception.

NOTE: please ensure keys are returned, do not hand them over to another hiring party or outside of agreed drop off time.