

## GUIDELINES FOR STUDENTS USING THEIR OWN VEHICLES FOR LSU ACTIVITIES

**We recommend that all students who use their own vehicles to transport others on LSU business (e.g. AU clubs, societies, Rag, Action etc) follow these guidelines to avoid any dispute with insurers in the event of accident. If you intend to claim travel expenses from LSU then you must comply with those sections marked \*. Failure to do so will result in your expenses claims being denied.**

1. \*At the start of the academic year or as soon as you get involved with a group, bring the following documents to the relevant section (AU, Societies etc) for verification:
  - i) Driving licence
  - ii) Car Insurance Certificate
  - iii) MOT Certificate (if relevant)

If your insurance / MOT run out during the academic year, you must bring the new documents for verification as soon as possible.
2. Always check your car for roadworthiness, especially before a long journey. Check oil, water, tyre pressures etc. If you are unsure how to do this, these websites will help:  
[http://www.driversdomainuk.com/advanced/car\\_safety\\_checks.php](http://www.driversdomainuk.com/advanced/car_safety_checks.php) or  
[http://www.drivesafely.org/pdf\\_files/check\\_list.pdf](http://www.drivesafely.org/pdf_files/check_list.pdf)
3. Notify your insurers that you may be taking passengers on LSU-related activities as failure to inform them in advance may negate any claim you submit as a result of an accident (whether or not it's your fault).
4. Know – and comply with –[The Highway Code!](#)
5. DO NOT drive if you have recently consumed alcohol, are on medication which may affect your driving ability, or are very tired/have not slept for a long period.

Extract from BBC website:

*The legal drink-drive limit is **80mg per 100 millilitres of blood**. But this cannot easily be translated into alcohol units as it can be affected by build, sex, whether food has been eaten, and a host of other factors.*

*Campaigners say there is therefore no safe amount to drink before driving, because it is so difficult to tell what effect the alcohol will have on you.*

*Another important consideration is how long the each unit will stay in your system. Only 10 minutes after having a drink, 50% of the alcohol will be in your bloodstream. After an hour all the alcohol will have been absorbed.*

#### ALCOHOL CONTENT

Standard (175ml) glass of wine - 2 units

Large (250ml) glass of wine - 3 units

Pint of standard lager - 2.3 units

Pint of premium lager - 2.8 units

Pint of strong cider - 4.7 units

***On a typical night out you may easily have 200mg/100ml of alcohol in the blood by midnight, which will not be fully flushed out until the following afternoon. And contrary to popular belief, it is impossible to speed up the processing of alcohol through your body any faster. A cold shower or cup of coffee will not help - it just takes time.***

6. NEVER use a mobile phone while driving, even handsfree.
7. Plan your journey to include a 15 minute break every two hours.
8. Remember the risks if you have an early start, long drive and then take part in a sporting or other event, allow yourself time to rest before starting the return journey. If possible try and stay overnight or consider sharing the driving (but don't forget to let your insurers know the driver's details!).
9. Make sure that you and all your passengers wear seatbelts at all times. As the vehicle driver you are 'in charge' and have the right to ask anyone to leave the vehicle if they are endangering you, other passengers, or other road users.
10. Finally – use your commonsense! Don't take unnecessary risks. If you feel sleepy open the windows, find somewhere safe to stop and rest, drink some strong coffee or another high caffeine drink, walk about – don't drive again until you feel more alert.

**Better to arrive a bit late than not at all!!!**

I have read, understood and will comply with the above guidelines

Signed \_\_\_\_\_ Name (print) \_\_\_\_\_

University ID \_\_\_\_\_ Club/Group \_\_\_\_\_

Date \_\_\_\_\_