**HSU Student Groups Transport Guidance**

This policy outlines when and how transport can be arranged and when it can be paid for by Hallam Students' Union (HSU) for students involved in activities such as societies and volunteering.

In the case of clubs and societies, students are expected to make their own way to regular sessions, training and meetings. Any costs involved in this are the responsibility of the individual students. The cost may come from an agreed HSU budget, or from the club or society's own income. This is determined by the type of activity, the available money and the status of the club or society. The organiser should complete the relevant funding request forms during their planning to ascertain what budget is available.

Volunteers are not expected to cover travel expenses to their place of volunteering. Whether transport is arranged by HSU or the volunteer, claiming a reimbursement should be agreed with Volunteering staff. Please refer to the separate Volunteering policy for information on this process.

**What transport does the policy relate to?**

Different activities may require different types of transport. The organiser can book/organise a variety of travel arrangements for student groups, including:

* Coaches with drivers
* National Express/Megabus etc.
* Train tickets
* Aeroplane tickets (through an external trip provider **only**. Please see Trips Abroad guidance for planning a Trip Abroad)
* Personal vehicles

To book transport, the organiser should source their own transport provider and receive a minimum of three quotes for the cost. The organiser must follow the proper financial process for booking an external supplier and suggested suppliers are outlined in the Trip Guidance Document.

HSU may also reimburse mileage for students who have used their own car for an activity that qualifies under this policy.

HSU will reimburse mileage at 45p per mile. Students should check that their journey is one that can be reimbursed before travelling.

To claim a mileage reimbursement the student will need to provide the following:

* Postcodes for both the start and end of the journey
* Total distance travelled in miles
* Explanation for any deviation off the default Google maps route (e.g. to avoid a road closure, or to pick up another passenger)

**Passenger behaviour**

When traveling by public transport students are expected to abide by the conditions of carriage. These may include wearing seatbelts, not drinking alcohol and being considerate of other passengers.

Whilst travelling in any road transport - public, hired vehicles or private cars - alcohol must not be consumed. Passengers must not become a nuisance to other passengers, distract the driver, or leave vehicles in a mess.

Seat belts must also be worn wherever they are provided.

**Student drivers**

Whether driving a hire vehicle or their own car, students must register with SHSU as a driver.

* Students' Union staff must see the students' driving licence.
* If using their own car, students must also show their valid MOT and insurance certificates.
* It is the driver's responsibility to ensure that their car is roadworthy and safe to drive.

It is recommended that drivers review the Highway Code and are aware of the principles of driving safely.

**Fines and penalty fares**

The Students' Union will not be responsible for paying any fines or penalty fares incurred by students while travelling.