

**C&S Department Management vehicle rules and regulations.**

**Drivers** – All drivers must be UL Wolves members. All Drivers must have a full clean driving licence.

**Compliance** – Any person(s) and society/club(s) in breach of these regulations shall have any and all usage rights of the C&S Vehicle revoked and further disciplinary action may be pursued.

* Respect the Vehicles as they are the property of UL Student Life for the purpose of the promotion of UL Wolves Clubs & Societies.
* The intention is to save UL Wolves individuals Clubs & Societies in budgets and the high cost of private travel. This system is unique in Ireland.
* The cost of Tax, Insurance, Servicing, Parts, AA, CVRT, and purchase of these assets are borne from a Central Administrative Budget for the C&S department. This is not a free service.

**Individuals may be withdrawn for any of the following reasons:**

* Careless Driving resulting in damage:
1. Persistent damage/issues with the same driver.
2. Persistent damage/issues/breach of policy by the same Club/Society.
3. Failure to disclose damage.
* Poor hygiene/cleanliness of the vehicle’s interior (costs for cleaning & or cost of impact on next booking).
* Failure to return the keys on time for the next booking.
* Late cancelation due to poor organisation (excluding severe weather events & events beyond C&S control).
* If any anonymous complaints/concerns from C&S members/members of the public.
* Failure to top up fuel/’AdBlue’ on return\*.
* Speeding offences – breach of Road Traffic Act while driving a UL Wolves vehicle.

*\*Cost of damage levied directly on the offending club/society – no entitlement to compensatory funding (i.e) Special Apps.*

**Pending a review/investigation by C&S department the following are the potential consequences to breeches listed above:**

1. Immediate/Temporary suspension pending review by the C&S department of Individual/Club or Society.
2. Proficiency test at a cost to the Individual (not the club/society).
3. Full suspension and revoking of all rights to drive following a second incident in the lifetime of a driver (of an Individual or Club/Society).

Any defects in the vehicle should be notified immediately to lisa.ryan@ul.ie and jana.finucane@ul.ie and anything in urgent need of repair has to be taken care of immediately, especially where safety could be compromised.

Declaration:

I acknowledge that I have received a copy of and understand the contents of (UL Wolves Vehicles) policy on the use of UL Wolves vehicles.

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_