

Athletic Union Transport Damages Procedure

In the event of an accident or damage to a vehicle while being used by the Athletic Union or one of its member clubs the following procedure is to be followed:

On return of the vehicle to enterprise or the sports centre, or its removal by the police/garage, the driver at the time of the incident causing damage will be suspended from driving for the AU until further notice.

The priority at the time of the incident is the welfare of all passengers and pedestrians involved.

The AU President or H&S Coordinator should be informed by phone at the earliest suitable opportunity.

A vehicle damage report form should be filled in and emailed or handed in to the AU office within 48hrs of returning to St Andrews. (If the vehicle belongs to enterprise rent a car, the driver will also be required to fill in a damage report form for enterprise.)

For your own sake it is important that the information given in all these forms is the whole truth to the best of your knowledge and belief.

On receipt of the damage report form the following will happen:

A decision will be made by the AU Secretary, in consultation with the President and Safety Coordinator as to whether the driver will be allowed to drive for the AU again immediately, after reassessment or never.

For incidents involving safety concerns, expensive damage or third parties an interview with the driver and any passengers will be called by the AU before making this decision.

The interview will take place with the AU President, AU Administrator, AU Secretary and AU CDO. Kenneth Stewart from the University Finance Department may also be invited to attend.

A report will then be written up including the resulting decisions. A copy will be sent to Kenneth Stewart for approval and the club and driver involved will be informed of the outcomes.

Things taken into account while interviewing the driver are:

Type of accident

Effect on the club

Likelihood of it reoccurring

If the club or driver wishes to appeal against the decisions made by the AU they may do so by calling a meeting with the AU President, AU Secretary and Kenneth Stewart from the University Finance Dept.

Financially:

The club will be liable for the cost of repairs up to a maximum of £500.

If the cost of the damage is more than £500 the club will be asked to pay £500 and a claim will be made on the insurance.

If a club is financially burdened by the cost of the damages, a meeting will be held with the AU Treasurer and one other executive member to assess the impact on the club and allocate contingency funds where necessary.