

## Vehicle Procedure

*Please ensure you understand the following before taking out a vehicle.*

**You need to fill out the [Vehicle Checklist](#) before and after your trip.**

**Please inspect the vehicle fully**, before leaving campus. **Any damage or faults then please mark on the [Vehicle Checklist](#)**. Make sure these are accurate as we use these details to calculate costs, which will be charged to your club subs account.

Please be aware that the vehicles have a **weight limit** – if you fill it with people and equipment/luggage you might be in breach of the law (over 3.5 tonnes).

Ensure the driver takes **regular breaks** so that they are comfortable on the road. Make sure you have 2 or more drivers for long journeys (150+ miles or 3+ hours – whichever comes first).

When filling up with **diesel**, be sure to use the **fuel card** on the keyring. Externally hired vehicles must be returned with a full fuel tank and do not have fuel cards.

Remember you can find the **Emergency/Breakdown Procedures** on the laminated sheet in the glove box.

Upon your return to UEA – ensure the vehicle is in a **clean** state and with at least a **half tank** of fuel, (full tank for externally hired vehicles) park it at the **far end of the Sportspark car park** (Blackdale for hire cars). You then need to **inspect the vehicle again and confirm you have done this on the [Vehicle Checklist](#)**.

Drop the **keys back to the Security Lodge** (if closed, then take to the Security Office – green door opposite congregation hall).

**All passengers must comply with the [Covid-safe restrictions](#)** put in place within the minibuses:

- **Maximum capacity** of uea+sport minibuses is eight people and crew van is four people (including the driver) – **passengers on window seats only**
- **Face coverings** must be worn by everyone for the duration of the journey
- Passengers must keep to the **allocated seats** signposted within the vehicles, to allow appropriate **social distancing**
- It is strongly recommended that each person brings their own **hand sanitiser** to use before, during and after a journey. **The vehicle should also be cleaned between journeys**
- Open windows for **ventilation** if possible
- Comply with government advice: <http://bit.ly/gov-travel-advice>