



## **Highland Rugby Football Club – Vehicle hire and use policy**

From time to time there may be a need for club members to hire and drive a vehicle for club events. This policy aims to set out the club policy for such occasions.

### **Booking a hire vehicle**

In the event the need to hire a vehicle arises, the team manager/coach will seek approval from the Director of Mini Rugby/ Director of Junior Rugby/ Director of Senior Rugby as appropriate before any booking is made.

In presenting any proposal for vehicle hire, the team manager/coach must demonstrate that they have explored alternatives and should present the most economic option available which complies with the terms of this policy.

There are a number of organisations who provide charities with the option of free minibus use (if available) including Highland Council, Les Enfants and Orion. If such a vehicle is available, when seeking sanction for such a hire, the team manager/coach must:-

- Confirm that the vehicle is covered by fully comprehensive insurance;
- Identify the amount of excess on that policy. (In that regard, the club will not sanction hire which has an excess of more than £900 for any vehicle over 8 seats and £750 for any vehicle of 7 seats and under);
- Determine whether the proposed driver satisfies all conditions of hire eg MIDAS qualification or other;

Any paid for private hires must be made through Focus Vehicle Rental.

Only in the event of no reasonable economic alternative will the club consider the cost of hiring a coach and driver.

Before seeking approval the member will consider the size of vehicle necessary, the likely hire period, the possibility of co-ordinating with other groups and cost. The Club will pay the rental cost of all pre-approved hires.

## Insurance

When booking a hire vehicle, all vehicles hires must be taken out with fully comprehensive insurance cover with an excess of no more than £900 for a vehicle with 8 seats or more; and £750 for vehicle with 7 seats or less unless consent has been given by the relevant Director otherwise. Said consent will only be considered where it is not possible to secure full cover at the level of excess specified. The excess should be as low as possible to secure. If there is an option to reduce the standard level of excess on reasonable commercial terms, this should be taken up. In respect of vehicles of 7 seats or less, Focus will reduce the level of excess to £250 on payment of a further sum (currently £20 a day). That option should be selected.

## Use of member's own vehicles

Where agreed in advance, a member may propose to use their own vehicle for travel to events with or without other members. The club may at their discretion agree to pay mileage of 45p a mile contribution towards all costs. **The driver of the vehicle is responsible to ensure that they have the necessary license to drive the vehicle, that they are in a condition fit to drive the vehicle, that the vehicle has fully comprehensive insurance which covers the particular journey, that they comply with all rules of the road and any conditions of their insurance and that the vehicle is roadworthy and safe to drive.** The driver is fully responsible for the journey, including the payment of any excess in the event of an accident. The driver accepts that beyond the payment agreed, there will be no further liability to the club which arises in the course of, or in consequence of the journey.

For the avoidance of doubt, the club will not pay for, and accepts no liability for, any private arrangement for travel to events in member's private vehicles, car share arrangement or private hire which has not been sanctioned in advance by the club.

## Accidents

Any accident should be reported by the driver to the relevant Director asap, the hire company (if vehicle hired) and (if legally required) the police.

In the event of any incident that triggers the insurance cover for any hire vehicle whose use has been sanctioned as above, the club will pay the excess provided full cover as set out above has been secured.

In the event that full cover has not been taken out, the driver will be personally responsible for any costs over and above the excess which should have been secured for full cover.

## Drivers qualifications

Drivers must be fully licenced to drive the vehicle provided and comply with all conditions required by the hire company.

## **Responsible driving**

Driving must at all times be in compliance with UK law. This applies to observing speed limits, parking, vehicle condition (particularly tyres and brakes) and consideration for other road users. The driver will be personally responsible for any failure on that front. The club takes no responsibility for any breach of UK law and will not reimburse the driver for any costs incurred in relation to that.

## **Planning Journeys**

The driver must plan any journey sufficiently to ensure safe arrival. This means that enough time must be allowed for the journey, allowing for delays and rest-breaks on long journeys. The driver must ensure that he or she is not tired before setting off on long journeys.

Drivers should check weather forecasts and road traffic conditions before setting out on journeys. (There are many sources of journey planning, weather and traffic conditions available.)

To make long journeys safer, drivers should not drive for more than two hours without a break.

As well as resting and refreshments, these breaks can be used to check messages, voicemail and any missed calls.

## **Cleaning the Vehicle**

Drivers are responsible for returning any hire vehicle in a clean and tidy condition, involving members as necessary. Any costs incurred to hire company in consequence of a failure to do so will be the responsibility of the driver.

## **Use of own vehicle for club events**

Except as set out in this policy, the Club accepts no responsibility for drivers who choose to use their own vehicles for club events.

Date: 24 March 2025