

Appendix

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## UCD Vehicle Rental Policy



## UCD Estate Services Seirbhísí Eastáit UCD

### UCD Vehicle Rental Policy

#### UCD Vehicle Rental Purpose

The University College Dublin's vehicles fleet are to provide support to the University field work and research activities, and are to be used only by qualified and authorised persons. This Policy is designed to ensure that all vehicles are operated in a safe and professional manner in compliance with all UCD policies and applicable laws and regulations.

### 1. Driver Qualifications

In order to obtain authorisation to use the University's vehicle fleet drivers:

- 1) Must hold a full and valid European Union driver's licence, for the vehicle type that they will be driving. This must be provided to the UCD Estate Services prior to the commencement of rental.
- 2) Must be at least 18 years of age.
- 3) Must have at least two years of experience in the class of vehicle operated under a full driving licence. Under no circumstances a novice driver would be allowed to drive UCD vehicles.
- 4) Must be an authorised employee or Post Graduate student of UCD and submit a confirmation letter from the Head of School/Unit requesting the use of a UCD vehicle to UCD Estate Services if required.
- 5) Who hold a Non-European Union driving licence (including the United Kingdom) may not be eligible to be insured under the fleet policies unless they hold an international driving licence and have been approved by UCD Estate Services.
- 6) Other requirements may be set out by UCD Estate Services or UCD SIRC.

### 2. Reservation Guidelines

- 1) When reserving a vehicle, the following must be provided, the date, departure time, destination, name and contact for driver/s, return time and school/unit cost centre code for charges and details of the proposed use.
- 2) Arrangements for the collection/return of vehicles must be made at the time of reservation.
- 3) Transport Pool/Compound is the designated location for collection and return of vehicles and keys, unless determined otherwise by UCD Estate Services.
- 4) Vehicles must be returned to the UCD Transport Pool at the conclusion of a booking period. The area must be locked by users when leaving.
- 5) Vehicles should be returned in the same condition as when collected. A soilage charge will be applicable, payable to UCD Estate Services, for any vehicles returned in a dirty or damaged condition.
- 6) Vehicles must be returned with the same amount of fuel that at the beginning of the booking, if this is not the case, the applicable fee will be charged to the School/Unit.
- 7) The sponsoring School/Unit will be responsible for the cost of toll charges incurred during the duration of the rental.

8) Violations of the UCD Rental Policy may result in suspension of use privileges.

### 3. Personal Use Guidelines

1) Vehicles shall only be used to conduct University business. This means only when driven in the performance of the duties of University employment, research and educational activities.

2) Only on-duty University employees, current students, or persons carrying out official University business may be carried in a University vehicle by an authorised driver. Transporting of unauthorised passengers such as family members, friends, or others in an University vehicle when not for official University business, is prohibited.

3) Vehicles cannot be parked at a private residence prior to, or after, the end of a booking without the written authorisation of UCD SIRC and the University insurers. Permission to take any UCD vehicles back to their own residence outside the booking period will only be permitted for critical operational reasons.

4) If a vehicle is required for longer than the reservation period, the person renting must notify the UCD Estate Services as soon as possible.

5) Transporting medicines or hazardous materials (including, but not limited to, chemical, biological and medical) without prior notification to and authorisation by UCD Estate Services is prohibited.

### 4. Driver Safety and Responsibility

1) A vehicle pre-check must be completed by the driver of the vehicle before the vehicle is removed from the UCD Transport Pool vicinity and before the start of the driver's journey.

2) Any defects or problems found during, or after the check must be reported immediately to UCD Estate Services, so that appropriate action can be taken.

3) Authorised drivers must consider whether the vehicle is suitable for the intended work task. The use of a UCD vehicle for the transportation of hazardous materials for UCD business (including, but not limited to chemical, biological and medical) should be included in the School/Unit risk assessment/method statement .

4) Authorised drivers must check both the exterior and interior of the vehicle before driving, with the following vehicle pre-checks to include:

- a) Tyres: Undamaged (no cuts or bulges) and have enough tread depth all round displaying the inflation required for that type of tyre.
- b) Vehicle body: No signs of damage or loose vehicle body panels and that the boot and bonnet are closed properly.
- c) Fluid levels: Acceptable coolant and engine oil levels displayed. And no fluid leak is discovered.
- d) Fuel: Know the correct type of fuel for the vehicle.
- e) Brakes: Make sure that the brakes are functioning correctly, including the brake lights.
- f) Lights and indicators: These should be clean, not damaged and working correctly.
- g) Windscreen and windows: Should be clean and not damaged. No items should be attached that may restrict the driver's view.
- h) Washers and wipers: Should be working correctly.
- i) Mirrors: Should be clean, correctly positioned for your maximum safe vision and not damaged. No items may be attached that may restrict the driver's view.
- j) Documentation: All the legally required documentation is displayed on the windscreen (i.e. Motor tax, CVRT/NCT, Insurance discs).
- k) Dashboard: Look at the dashboard when you start the car and check which lights illuminate. If you are not familiar with the vehicle.

- l) Doors: Make sure that all the vehicle doors are closed properly.
- m) Seat position: Adjust driver's seat to suit you. You should be able to see and reach all the controls comfortably. Good all-round, unobstructed, visibility is vital. Check that your view is not obstructed by objects such as stickers or electronic devices.
- n) Head restraints: Adjust your head restraint correctly, and check that every passenger has their head restraint correctly adjusted. The top of the head restraint should be level with the top of your head and it should be as close to the back of your head as possible.
- o) Handbrake: Make sure that the handbrake is applied when you stop or park the vehicle.
- p) Gears: Make sure the gears are in neutral or parked for automatic vehicles.
- q) Safety Belt: Ensure that all safety belts are in working order.
- r) Sat-Nav: Make sure that the sat-nav is not placed where it might be hit and flung forward by an airbag.
- s) Horn: Make sure the horn sounds.

5) Authorised drivers are responsible for ensuring that vehicles are loaded safely and securely and that the total load is within the limits specified by the manufacturer.

6) Authorised drivers should exercise care when carrying out parking manoeuvres, by making sure the space is in a secure location and is large enough for the vehicle and not obstructing another vehicle, path or driveway.

7) Consideration should also be given to the suitability of the space on return to the parked vehicle in terms of darkness, security and other road users.

## 5. Insurance Policy

1) Unauthorised drivers and passengers are not insured to operate University vehicles.

2) It is an University requirement that vehicles are locked when left unattended, whether on or off University premises.

3) It is advisable to remove any items of value from the vehicle if it is left unattended (e.g. cameras, bags, tools, clothes and mobile phones). If this is not possible, it is important to cover or place them out of sight.

4) Only items which are securely stored in a vehicle boot, or locked compartment within the vehicle itself, will be covered by the University's insurance.

5) Driver negligence, including leaving items in plain view inside the car, which results in the theft of the items, will not be covered by the University's insurance.

6) UCD Estate Services will claim back the full costs from the sponsoring School/Unit for necessary repairs caused by the driver. These costs exclude the normal wear and tear of the vehicle.

7) UCD is not insured for breaches of the Road Traffic Act, which may include any fines or fixed penalty charges incurred as a breach of the Act by the driver. Persons hiring the vehicle will be held responsible should these fines occur.

## 6. Inclement weather conditions

1) Authorised drivers should use the following listed facilities, to inform themselves of any impending inclement weather conditions that may affect their planned journey, and must not travel if the advice is not to:

- Visit Transport Infrastructure Ireland traffic web site ([TII](#)) for updates on conditions on Motorways and National roads and weather Information
- Check for live weather alerts at [Met Eireann](#) and [Garda](#) updates as you travel
- Check your Local Authority website for updates

2) Before setting off on a journey, check to see if there are any problems on your intended route.

3) The use of UCD Fleet vehicles may be restricted by UCD SIRC, if weather conditions are considered to be unsafe for driving.

## 7. Conditions of Use

1) Drivers may only operate a UCD vehicle in a manner that ensures the safety of the driver and any occupants.

2) The University prohibits the use of UCD vehicles for activities that are illegal under the Irish and European law, including the misuse or activities that endanger vehicle occupants while operating a UCD vehicle.

3) It is considered misuse of a UCD vehicle to engage in any of the activities listed below (please note that this list is not exhaustive):

- a. Driving when not a qualified driver.
- b. Driving, or the operating of, any of the University vehicles while under the influence of any intoxicants (legal or illegal) to a degree which renders the operator incapable of driving safely.
- c. Possessing or transporting alcohol in a University vehicle, unless the transporting of such substances is within the scope of the driver's official job duties.
- d. Possessing or transporting of any illegal substances.
- e. Operating any University vehicle whilst impaired from any prescription medication.
- f. Using a UCD vehicle for personal activities, such as moving house.
- g. Operating any University vehicle without the use of available seat belts by all occupants.
- h. Talking on, texting with, or otherwise using a handheld mobile communication device while driving.
- i. Smoking or vaping in a University vehicle.
- j. Failing to promptly report any accident or damage to a University vehicle to the UCD Duty Manager in the UCD Emergency Line (01) 716 7999.
- k. Transporting pets or animals, other than service dogs, or animals associated with University business in any University vehicle.
- l. Allowing anyone who is not an UCD authorised driver to operate a University vehicle. The name and information of the Second Driver must be stated on the booking form.
- m. Operating any University vehicle "off-road" unless necessary for official UCD business.
- n. Transporting any hazardous materials (including, but not limited to, chemical, biological and medical materials) unless in accordance with applicable best practice.

4) The sponsoring School/Unit will be responsible for any damage in the vehicle as the result of using the

wrong fuel on the vehicle.

5) The failure to comply with laws or regulations may subject the driver to personal responsibility for any consequent damages or fines, as well as a possible loss of indemnification by the University.

6) No vehicle may be modified or altered in any manner without the express consent of UCD Estate Services. This includes, but is not limited to: removing seating, affixing car-top carriers, altering wiring, installing radios or other electronic devices, attaching antennas or additional towing equipment, affixing signs and car stickers, interfering with vehicles telematics.

7) Drivers must meet specific requirements for the use of a trailer on any UCD vehicle. Please follow Road Safety Authority guidelines for trailers:

<https://www.rsa.ie/road-safety/road-users/professional-drivers/vehicle-safety-legislation/light-trailers>

8) Driving University vehicles outside the Republic of Ireland must be authorised in writing by the Head of the School/Unit, UCD SIRC and UCD Estate Services. A detailed schedule of the trip must also be provided.

9) Drivers should not operate under any condition or illness, which affects their fitness to drive. For guidelines please see the Road Safety Authority's guidance [on medical fitness to drive](#).

## 8. Traffic Penalties & Fines

1) In the event of a motoring offence, the driver of the vehicle is responsible for paying any penalties and/or fines incurred. The University will not reimburse the driver for these payments.

2) It is the driver's responsibility to pay all fines and fixed penalty charges that they receive for any UCD vehicle within the specified time period as notified by the issuing authority.

3) UCD is required to provide anonymised statistical details in relation to penalty points accumulated by drivers using UCD vehicles to its insurers. As such all authorised drivers must use [this link](#) to notify the University of the following:

- When over 6 penalty points have been accumulated (notification required annually)
- When over 10 penalty points have been accumulated (immediate notification required)

4) When over 12 penalty points have been accumulated or when a conviction for a driving offence has been issued, immediate notification to UCD Estate Services and SIRC is required. Failure of a driver to provide this information will void cover under the UCD Fleet Policy.

In such an instance, the Insurers would require the driver's name and driving offence details and be notified when the driver will have their licence returned to them by the courts.

To facilitate the information UCD will provide the driver with a confidential link in compliance with General Data Protection Regulation 2016/679 European regulations.

The data will be collected in a spreadsheet securely stored in an European server hosted on AWS in Ireland, using the IT Services security credentials protocols. Access to this file is proactively managed and very limited number of users have access to it. Only authorised staff in UCD SIRC and the University Insurers have access to this information.

## 9. Accident Reporting Procedure

This procedure for accident reporting is intended for anyone using, operating, or otherwise responsible for a University vehicle and is as follows:

- 1) Authorised drivers are required to notify UCD Estate Services of any incident experienced while operating a UCD fleet vehicle by contacting the Duty Manager on 01 716 7999.
  
- 2) Any University vehicle which is involved in an accident, resulting in damage to the vehicle and/or involved in an accident resulting in personal injury or private property damage shall follow these steps:
  - a. Stop immediately.
  - b. Be precautious to prevent any further accident at the scene.
  - c. Dial 112 to call An Garda Síochána/ambulance and other emergency services.
  - d. Do not move injured parties. Encourage all injured parties to seek medical attention.
  - e. Contact the UCD Emergency Line on 01 716 7999 to notify of the accident and the emergency contact number printed on the vehicle dashboard for assistance.
  
- 3) The driver is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident.
  
- 4) The driver should record as much information as is available and note the details of any subsequent vehicles that may have been involved including the name and licence number of driver(s), the registration plate number, make, model, and year of the car, how the accident happened and information about any witnesses.
  
- 5) Where necessary, the driver should take photos of the incident and of any damage to the vehicle.
  
- 6) The driver must immediately notify their line manager or Head of School of the incident.
  
- 7) All questions from solicitors, the other party to the accident and/or others should be referred to UCD SIRC.
  
- 8) Any court cases, which may arise from the use of a UCD registered vehicle, must be reported to UCD SIRC.

## 10. Records Management

- 1) The purposes for which personal details will be obtained from authorised drivers and held by the UCD Estate Services and SIRC are so as to meet the requirements of the UCD fleet insurance policy and to confirm the authorised drivers' identity.
  
- 2) For clarification of insurance coverage, personal details of authorised drivers may be shared with the appointed University insurers.
  
- 3) Personal details held on file will only be used for the stated purpose as outlined.
  
- 4) All information is kept under General Data Protection Regulation Act 2018.

## 11. Related Documents and Information Legislation

Road Safety Authority

<https://www.rsa.ie/en/>

[http://www.rotr.ie/Rules\\_of\\_the\\_road.pdf](http://www.rotr.ie/Rules_of_the_road.pdf)

HSA Workplace Transport Safety

[https://www.hsa.ie/eng/Vehicles\\_at\\_Work/Workplace\\_Transport\\_Safety/](https://www.hsa.ie/eng/Vehicles_at_Work/Workplace_Transport_Safety/)

HSA ADR Carriage of Dangerous Goods

[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Chemical\\_and\\_Hazardous\\_Substances/ADR\\_Carriage\\_of\\_Dangerous\\_Goods\\_by\\_Road\\_A\\_Guide\\_for\\_Business.html](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Chemical_and_Hazardous_Substances/ADR_Carriage_of_Dangerous_Goods_by_Road_A_Guide_for_Business.html)

HSA Transport Risk Assessment

[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Work\\_Related\\_Vehicles/Transport\\_Risk\\_Assessment\\_Sheet.html](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Work_Related_Vehicles/Transport_Risk_Assessment_Sheet.html)

HSE Vehicles at work

<https://www.hse.gov.uk/workplacetransport/index.htm>

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