

# **MMU Vehicle Hire Procedure: Information for Academic Staff booking vehicles for Placement Visits**

## **1. Driving licence information**

In order to hire and drive a vehicle as a member of MMU staff some basic driving licence criteria must be met. These are: -

- ❖ For cars or vans, the driver must have held a UK/EEC driving licence for more than 12 months for the class of vehicle to be driven
- ❖ For Minibuses with 9 - 16 passenger seats, the driver must hold a UK/EEC driving licence, be over 25 yrs old AND have undertaken a MIDAS driver training course. (Available via Health & Safety Dept).

## **2. Insurance**

To comply with the terms of our MMU vehicle Insurance arrangements, the following steps are necessary to ensure individual employees are covered by the University: -

- ❖ The staff member's ORIGINAL driving licence must be physically checked on an annual basis.
- ❖ All hires must be booked via the following procedure, so that if claims are made against the MMU insurance policy, the driver and vehicle details are readily available.

## **3. Booking a hire vehicle**

The process for staff wishing to hire a vehicle is as follows: -

Any driver hiring a vehicle must produce their original driving licence (document and photocard) for checking by a member of Facilities on an annual basis. A member of Facilities will sign to confirm they have seen a current and valid driving licence. For Manchester sites this is Ian Hamblett (Room G2 Ground Floor Ormond. For Didsbury and Gaskell, the local Service Manager and for Crewe Jane Rowlands, Assistant Service Manager. Once the driving licence has been seen, it is not necessary to produce it again for any subsequent hire requests within that 12 month period.

Once the hire vehicle has been booked and the hire vehicle details known, staff must complete a Vehicle Hire Insurance Information Form for each and every hire period. The form is available on the website [www.mmu.ac.uk/travel](http://www.mmu.ac.uk/travel) and contained within Appendix 1 of this policy.

For IoE also, go to :

- Staff Intranet
- Staff toolkit section
- Car Hire for Academic Staff

For HPSC also , go to:

- Staff Intranet
- Documents
- Car hire for Academic Staff

The member of staff should retain this form until they take receipt of the hire vehicle. The vehicle registration number should then be entered onto the form.

PLEASE NOTE: Forward the MMU Insurance Information Form to the Travel Plan Manager<sup>1</sup>, by internal mail Room 133 Cavendish North, All Saints or by email within 48 hours of the hire taking place.

#### **4. Hire Charges and Invoicing**

- a For all Departments/Faculties other than IoE and HSPC and as a matter of good practice, an MMU 'one off' or annual call off order should be obtained prior to any hire car arrangements being made, as some hire companies may ask for this number on booking.

Call off orders are already in place for all IoE and HPSC Placement Visit Vehicle bookings on a termly basis. The respective order number should be quoted when ordering a vehicle.

**IoE - MMU 779623**

**HPSC - MMU 781238**

- b. To make the request for vehicle hire, access the MMU Finance page <http://www.finance.mmu.ac.uk/>. Log into Staff Pages using your normal MMU ID and Password. Select Departments from the list of options then Procurement from the List of Finance Sections. Click on Purchasing Guide (on right of web page). Within the Purchasing Guide, choose Search the Database. Then select List by Supplier Group followed by Vehicles to review the list of approved Car Hire suppliers list.

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<sup>1</sup> [i.goodwin@mmu.ac.uk](mailto:i.goodwin@mmu.ac.uk) or Fax 0161 247 6362, Facilities, Cavendish Nth Building

Manchester based staff will find that Robbins & Day / Enterprise have had previous dealings with MMU and prove to be reliable. Arnold Clarke however usually request an additional contract number in addition to an MMU order number and as we do not have a contract number in place they may or may not provide a hire vehicle.

Cheshire staff will find that Enterprise are more local and reliable. Robin and Day cannot provide a service to Cheshire, although other national providers on the suppliers list may be able to do so, in the event of any difficulties when booking with Enterprise.

When making a booking as well as providing the hire company with the MMU order number, please ensure you specify a specific Department/Faculty invoice address and not MMU generally

Please see section 6 for details of the arrangements for the return of the hire vehicle.

## **5. Class of vehicle**

Economy Group 1 vehicles only should be booked for placement visits. Staff may select manual or automatic transmission.

## **6. Collection & Delivery of vehicle: information for academic staff**

If you have requested home delivery, please also check the cheapest supplier – some provide this service free of charge.

Staff must ensure that when arranging collection or delivery of any vehicles they are available to receive and inspect them so that any instances of damage no matter how minor are noted and agreed by the company rep. This prevents the company alleging the damage was done whilst in his/her possession and trying to claim from the University. You will need to show your driving licence when taking delivery of the hire vehicle.

Charges for parking a hire car on campus are being discontinued with effect from Tuesday 10 November 2009, provided the hire car is parked in one of 6 Hire Car parking bays being designated at Didsbury or one of 3 Hire Car parking bays being designated at Elizabeth Gaskell campus. A hire car parking pass should be collected from either Elizabeth Gaskell reception ex 1391 or from the Lodge at Didsbury Campus ex 2230.

Please note that there are no designated Hire Car parking bays at other campuses. Hire cars parked on other MMU campuses must display a valid MMU visitor's parking permit and pay and display at a rate of 30p per hr or £2.30 per day for the duration of your stay. Please consult Table 1 of MMU's Visitor Parking Policy <http://www.mmu.ac.uk/staff/travel/car->

parking/car\_parking\_visitor\_policy.pdf for contact details to obtain a visitor's permit (subject to availability) at each campus.

You may also request that the car is delivered to and collected from your home address.

In respect of any business hire undertaken as a member of MMU staff, the University will not be liable for any fixed penalty notices issued in relation to any road traffic or parking infringements on or off Campus.

Usually vehicles are delivered with a full tank of fuel or if not the amount will be recorded on the hire form on delivery. The member of staff hiring the vehicle should return the vehicle with a full tank of fuel or the same level as on delivery. If the vehicle is not returned with a full tank the vehicle supplier will charge for the balance of fuel required to fill the tank. Staff need to provide a receipt for fuel costs when claiming expenses. Please note that companies charge for fuel at higher rates than the standard pump charges and so these charges should be avoided.

## **7. Return of Hire Vehicle**

When you make the booking, you must make arrangements for the return of the vehicle and keys to the Car Hire representative of the Car Hire company and ensure that the latter signs for the condition of the returned vehicle.

## **8. Alternatives to Car Hire**

Staff making placement visits entailing a return journey of 20 miles or less may use a taxi as an alternative to car hire, public transport or their own car.

Staff using their own vehicle will be able to claim business mileage at a rate of 40 pence per mile for the first 40 miles and 25 pence per mile thereafter, by using the normal expense claim procedure.

## **Appendix A**

### **Vehicle Hire Insurance Information Form**

Driver's Name/s	
Driving Licence No	
Department	
Make of Vehicle	
Model	
Engine size	
Registration	
Value	
Dates of hire	
Hire company	

**Original Driving Licence seen & checked by:**

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**THIS FORM MUST BE RETURNED TO THE TRAVEL PLAN MANAGER, FACILITIES, CAVENDISH NORTH BUILDING, WITHIN 48 HOURS OF VEHICLE HIRE. FAX 0161 247 6362 or [i.goodwin@mmu.ac.uk](mailto:i.goodwin@mmu.ac.uk)**

**PLEASE NOTE:** The information on this sheet is a condition of, and therefore critical to, validating use of vehicles under our group insurance policy. If the form is not completed fully you may be liable for theft or any damage to the vehicle