



Transport and Trips

Scan the QR Code to register your attendance



Plan at least 4 weeks before

Full Risk Assessment

Trips

What do you need to do?

Who, What, When, Where, How?

Trip Form / Trip Packs



Money, Money, Money!



Budget before
booking anything



Do not book or
buy anything
without speaking
to your
coordinator first



If you make
payments without
speaking to us,
you may be liable
to cover the cost
yourself



Hold on to your
receipts – you
can't claim
money back
without them!



Trip costs must
be covered by
the individuals
participating – do
this before
booking anything



Use tickets /
products to
collect money



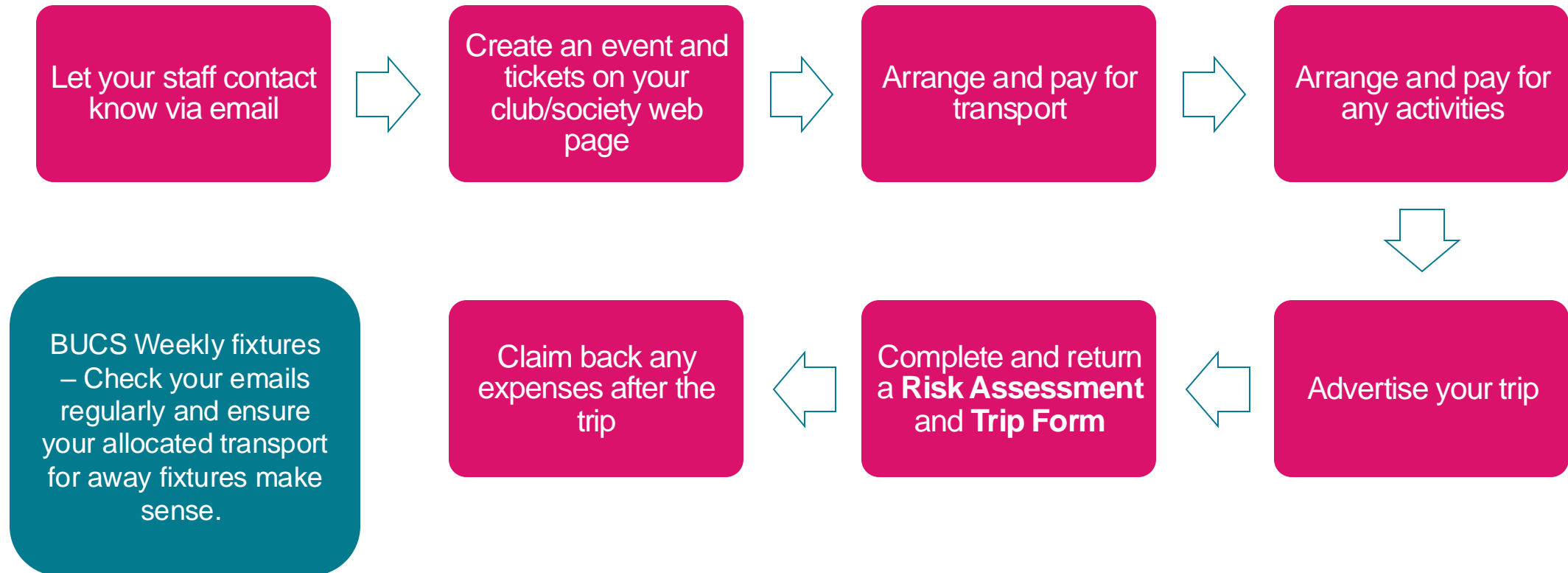
Do not use a
personal account
to collect money
from members



Upload invoices
via the finance
portal or use a
pre-paid card for
large payments

Day Trips / One-off Local Trips

This is not necessary for regular / weekly trips to training venues etc.



Trip Form

– For day / local trips



Join our Mentimeter



Join at menti.com | use code 2346 6186



What should be included in a Trip Form?



focus transpiration
creative
bold fast
leader inspiration



Trip Form

– For day / local trips



TRIP FORM

This form is a mandatory requirement for all Athletic Union/Guild of Societies trips and activity whether you are hiring a vehicle from the Students' Union (CUSU) or using personal transport. A list of all participants is essential for insurance and releasing any CUSU vehicle for an activity. This is to be **submitted a minimum of 1 working day (Monday to Friday) prior to an activity** to enable staff to resolve issues and reallocate vehicles/cancel any hired vehicles if necessary.

This form is mandatory. If you do not fill out this form, you will not be granted a vehicle provided by the Students' Union and future Club/Society activity may be restricted.

All organised events that involve the core constituted activities with a group of members are deemed an "official" activity whilst studying at Cardiff University. This form/information submitted to CUSU can be used to register any activity thus protecting members, providing basic insurance, giving access to Union support and guidance, and providing a point of contact if activities encounter problems. Any personal information collected in this form is the responsibility of the Committee or Trip Leader until this form is submitted to CUSU at which point it is deemed the responsibility of CUSU to keep all personal information safe in line with CUSU policy. You can find out more on the way that the CUSU collects and processes data at <https://www.cardiffstudents.com/privacy/>. If you have any concerns around this, please contact studentsunion@cardiff.ac.uk.

CLUB/SOCIETY:..... DESTINATION:.....

ACTIVITY:.....

TRIP LEADER NAME:..... CONTACT NUMBER:.....

Date Departing: Time leaving: Date Returning: Time returning:

PARTICIPANTS NAME	STUDENT NUMBER <i>(Associate members to include NOK contact number)</i>	First Aider <i>(tick box)</i>	Providing a leading role in activity <i>(tick box)</i>
1			
2			
3			



Join our Mentimeter

Code:



Trip Forms include:

- Club / Society name
- Destination
- Activity
- Trip team leader & contact number
- Departure date & time
- Return date & time
- Participants name and student number
- Who is first aid trained
- Who else is leading the activity

Overnight Trips



If you are planning an overseas trip, you must speak to your staff contact first.

Trip Pack

– For overnight trips



Trip Packs include:

- Club / Society name
- Destination
- Activity description
- Trip organizer & contact information
- Accommodation information
- Transport arrangements
- Itinerary
- Health and safety
 - Risk assessments
 - Insurance
 - Safety equipment
 - Leader : Student



TRIP PACK

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CLUB/SOCIETY: DESTINATION:

ACTIVITY TITLE:

ACTIVITY DESCRIPTION:

Trip Leader Name	Student No.	Contact Tel. No.	Next Of Kin Name	Next Of Kin Tel. No.

ACCOMODATION INFORMATION:

Address:

Tel. No.:

.....

Website:

.....



Your Turn



SU Vehicles

3 x 17-seater minibuses
4 x 9-seater cars

Hire Vehicles

Potential to hire external vehicles with
the cost for hire and fuel charged to
the club/society.
(mileage calculator not used)

Car / LWB / Tows / Coaches (17 – 70
seats)

Vehicles

Car CatB (9-seater)

Driving license
18 years +
1 year driving experience

45 min test drive with Jules

Requirements

Minibus (15/17-seater)

UK driving license holder only
21 years +
2 years driving experience

Online learning package
45 min test drive with Jules

Booking a Driving Test

1

Email

Reach out to
SUTransport@
cardiff.ac.uk

2

Include

Name, Age, Driving
licence number,
Club/Society,
@Cardiff email
address

3

Confirm

Select a date and
time through the
Teams link

4

Theory

If driving 17-seater,
complete online
theory session
before the test

5

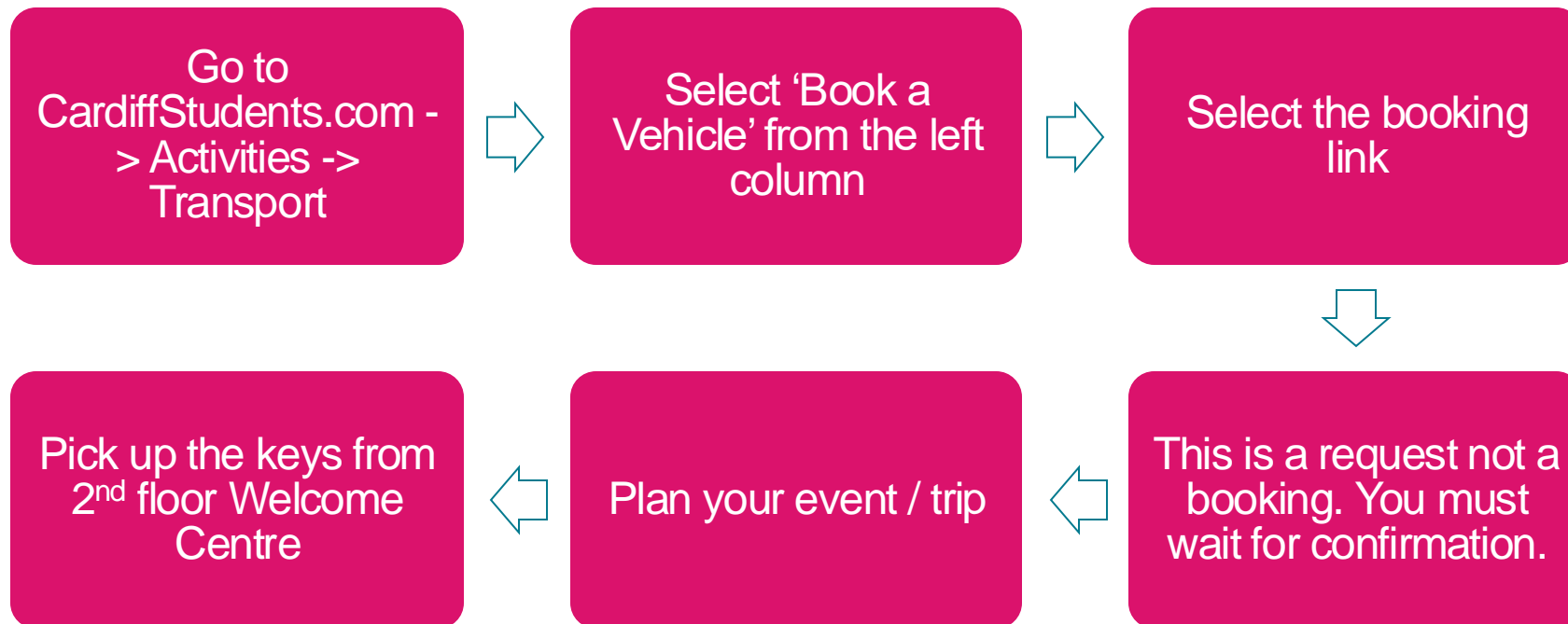
Book

Your club/society
needs a driver
before you can
book a vehicle

You can also hire an external driver which comes at a cost to the club and has a minimum number of hours. Email SUTransport for more information

Requesting a Vehicle

Weekly BUCS fixtures have allocated transport – please check your emails regularly to ensure it is correct



This is the only way to request a vehicle

Mileage Calculator



Personal Vehicles

Recovery is 45p per mile
Main vehicle capacity should be hit



Carbon Offset

Each Club/Society is required to pay

0 – 500 miles = £5
501 – 1000 miles = £10
1001 + miles = £20



SU Vehicles

Currently recovered at 70p per mile – this is not fixed, depends on fuel prices

Hire is:

- £70 per day - trips outside the County of Cardiff
- £25 per day for local trips

Vehicle Tracking

1

Lost mileage

1700 miles were lost in 2020/21 due to incorrect completion of mileage forms
= £935 cost to AU and Societies

2

Fleetsmart Tracker

Majority of vehicles have been fitted with a tracker system

3

Monitoring

Use the tracker system to monitor driving standards and investigate reports

Frequently Asked Questions

Contact SUTransport@cardiff.ac.uk for further support

1

Do we pay for BUCS weekly fixtures transport?

No – costs are covered centrally by AU

2

Do we pay for BUCS Championship based events?

Subsidy of 50% up to £20 per person

3

Can grants be used to cover transport costs?

Grants can be applied for one off trips/events



Be organized and plan early!

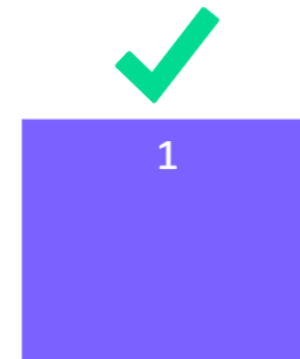
Were you listening?

Join our Menti!



Join at menti.com | use code **2346 6186**

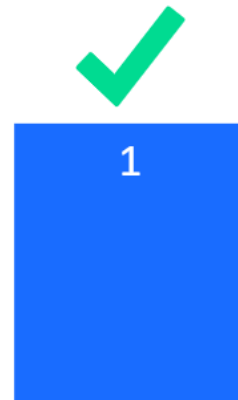
When don't you need to complete a trip form?





Join at menti.com | use code **2346 6186**

What steps must be completed booking an over-night trip?





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How must income be collected?



Into club/
society
account



Bank transfer
to committee
member



Cash





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You can claim money back with receipt





Join at menti.com | use code 2346 6186



How do you book a test?



Complete a form



Email Jules and ask



Come in to the AU and ask





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Which vehicles can you drive at 18+ with 1 year driving experience



9 seater



17 seater





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How much is hire per-day for trips out of Cardiff County?





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You need to book transport for BUCS fixtures



1



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How can you pay for your trips?



Pre-paid
Card



Cash



Personal
account



Invoice





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Quiz leaderboard



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