



Motorpoint Car Hire Rules

Before using a Motorpoint car, please read all information provided below.

General Guidelines

- All drivers must have a valid University Driver Permit before driving any of the vehicles. Further information on applying for a driver permit can be found below.
- All drivers must print and carry with them a copy of the motor insurance and breakdown assistance information.
- The use of the Motorpoint cars for personal use is strictly prohibited. Please only use these vehicles for Northumbria Sport related activities as agreed at the time of booking.
- All drivers must provide a scanned copy of their driving license, please email this to cr.tnbookings@northumbria.ac.uk at least 48 hours in advance of first usage. If you have not done this please inform Sport Central Reception on 0191 227 4700 as soon as possible.
- It is the driver's responsibility to check the tyre pressure of the car before travelling. Tyre pressure should be 36 front and 34 back. Tyre pressure can be checked and topped up at all fuel stations (usually for free). Drivers must report any other known issues with the car (e.g. if you notice a flashing low oil warning signal) by email to cr.tnbookings@northumbria.ac.uk.
- Safe and careful driving is the driver's responsibility. Speed limits must be adhered to at all times. All speeding, parking or other fines whilst using the Motorpoint cars will be forwarded to the named driver using the car at the time the ticket was issued. Fines must be paid by the driver in question and will not be covered by Northumbria Sport. Please remember DART charge must be paid on the day when driving over London.

Travel Risk Assessment

All drivers must read a copy of the travel risk assessment document at least 48 hours in advance of their first usage. A copy of the travel risk assessment can be found [here](#).

Returning the Car

- Cars must be returned to bays 14-20 in the car park behind Sport Central (unless otherwise instructed at time of key collection). Parking outside of bays 14-20 may result in a parking fine. If there are no available spaces in bays 14-20, please inform security as soon as possible by calling 3999 and email cr.tnbookings@northumbria.ac.uk to inform us where you have parked.



- Keys must be signed back in to Sport Central reception during [opening hours](#). Please do not keep the car longer than agreed as it is likely to be booked for another user immediately after.
- All Motorpoint cars must be returned with at least half a tank of fuel (full tank of fuel is preferable). Fuel can be claimed back through staff expenses with a valid receipt. Drivers returning cars with low fuel will receive one written warning, and risk restricted usage for repeat offences.
- Drivers must leave the car clean and tidy, removing all litter. If the car is very dirty for any reason after use (exterior and/or interior) drivers should pay for the car to be reasonably cleaned and may claim this back with a valid receipt. Drivers will receive a warning if the next user reports there to be an unreasonable amount of litter in the car, and drivers risk restricted usage for repeat offences.

Match Day Contacts

The BUCS Pod is located within Sport Central in the Pendleton room. It is open on Wednesdays from 8.30am to 6.30pm.

If you have any issues on Wednesday match days between 8.30am and 7pm please call:

Kerry-Anne Hastings (Student Sport President)

Mobile: 07815 952383 Email: k.hastings@northumbria.ac.uk

If an EMERGENCY occurs outside BUCS Pod hours please contact:

Sport Central Reception 0191 227 4700

Northumbria University Security 0191 227 3200

Drivers must remember at all times that the Motorpoint cars are branded with Northumbria University logos and therefore drivers are representing the University whilst using the cars. Please drive safely and carefully and give consideration to other road users. Any incidents with other road users must be reported as soon as possible following the incident.

IF YOU ARE NOT COMFORTABLE WITH ANY OF THE POINTS LISTED ABOVE, PLEASE DO NOT DRIVE THESE VEHICLES.