



Work Related Driving Policy

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Statement

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the school and its community achieve compliance with its legal duties with regard to health and safety.

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Work-Related Driving Policy

1. Introduction

The school recognises that although its primary responsibility is for the health and safety of staff engaged in driving at work, it also has a duty of care for other passengers, road users and members of the public who could be put at risk by work related driving activities. The school is therefore obliged to comply with all related legislation for those engaged in work related driving and endeavour to adopt best practice where practical for those driving on school business.

2. Policy

This Policy sets out the school's arrangements for the control of work related driving, taking into account the requirements of health and safety and road traffic legislation.

In addition the school recognises that environmental impact and sustainability are important considerations with respect to work related travel and that these issues should be considered as part of the assessment for any journey undertaken.

This Policy is applicable to all persons who drive school owned or leased vehicles and to those who drive their own vehicles for school business purposes (e.g. off site visits, placement visits, attendance at meetings/conferences, business development, etc.). <https://www.rosipa.com/advice-services/>.

2.1 Policy Objectives

The objectives of this Policy are to ensure: -

- the safety of staff and their passengers whilst driving on school business
- that the safety of other road users and members of the public are not compromised by those driving on school business
- that all staff are appropriately qualified and trained to drive the class of vehicle being used for school business
- the suitable roadworthiness of the vehicle being used
- the suitability and capability of the vehicle for the activity being undertaken
- that drivers are medically fit and capable to drive
- all school vehicles (including leased and personally owned vehicles carrying passengers whilst used for school business) are compliant with United Kingdom driving related legislation, with particular regard to the use of mobile communication devices, drugs (prescribed or otherwise) and alcohol
- the use of privately owned vehicles for business purposes is limited to circumstances where a suitable alternative e.g. public transport, hire of vehicle, is either not available or not practical for the planned journey
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2.2 Relevant Legislation

- The Health and Safety at Work etc. Act 1974
- The Road Traffic Act 1991
- The Corporate Manslaughter & Corporate Homicide Act 2007
- The Working Time Regulations 1998 (as amended)
- The Management of Health & Safety at Work Regulations 1999
- The Current Highway Code

- Driving at Work – Managing work-related road safety (DSE, DfT, RoSPA)

2.3 Application

This Policy recognises that there are three distinct categories of employees who drive as part of their work activities: -

- **Essential Business Drivers** – staff who drive a school supplied (or leased) vehicle to carry out their routine work.
Specialist Business Drivers – staff who are required to have additional licences and medical approvals as required by the Driver Vehicle Licence Authority (DVLA) e.g. heavy goods vehicles, minibuses, lift trucks etc.
- **Occasional Business Drivers** – staff who either hire a vehicle or choose to use their own private vehicle for occasional business purposes

This Policy does not diminish in any way the individual's responsibility to act within the law in all regards when driving on the public highway.

3. Roles and Responsibilities

3.1 Head of Health & Safety will ensure that: -

- there is access to the provision of advice and guidance to the school on safe use of vehicles on school business
- health and safety management systems governing the use of school vehicles are periodically audited
- road traffic collisions and incidents are appropriately investigated
- Additionally the Head of Health & Safety will liaise with enforcement authorities where appropriate in the event of a collision or incident involving staff whilst driving at work

3.2 Senior Leadership Team will ensure that: -

- staff under their control are aware of this Policy and comply with its arrangements
- when recruiting for a position comprising of Essential or Specialist driving elements, successful applicants at interview will not be recommended for the post until a driving assessment has been undertaken by SLT and a satisfactory pre – employment medical has been completed
- a local process is in place to confirm that the employee has a valid Driving Licence which is valid for the UK and for the class of vehicle they are required to drive for work. In addition where personal vehicles are being driven on school business that the employee has a valid certificate of insurance with appropriate 'business use' cover.
- staff receive appropriate training with regard to driving at work
- where staff are required to use ancillary equipment fitted to any vehicles, such as tail lifts for safe loading of vehicles, that they are appropriately trained
- the vehicle specification meets the needs of the activities to be carried out
- that drivers adhere to and do not contravene 'domestic drivers hours' legislation where applicable
- vehicles are used for legitimate school business and that any mileage claimed for the use of private vehicles is for legitimate school business
- all vehicles that are operated by the school are subject to a planned maintenance and service programme provided by Head of Health and Safety
- Transport Services.

- staff are encouraged to use technology to remove the need to travel e.g. video conferencing, or use alternative means of transport
- journeys are suitably risk assessed and adequately planned to accommodate for driving breaks and to mitigate the risk of long journeys after a full working day

3.6 Departmental Administrators will ensure that a local process is in place:-

- for newly recruited employees to confirm at induction then annually, the employee has a valid driving licence that is valid for the UK and for the class of vehicle they drive for work
- to review and record annual employee licence checks. Checks may be made on line via the DVLA web pages
- <https://www.gov.uk/check-driving-information>
- to review and record valid annual individual employee 'Business Use' insurance cover to check that employees have an appropriately valid licence and business insurance cover in place prior to reimbursement of expenses
- collect and store the vehicle defect and weekly roadworthy check sheets for all school owned, leased and hired vehicles operated by the department ensure that any defects noted are reported by the Manager / Supervisor by contacting the Head of Health and Safety.

3.7 Managers/Supervisors of Staff Driving School Vehicles will in addition to the above ensure that: -

- all service and maintenance is carried out in line with manufacturers recommendations
- in the event of an accident involving school owned or leased vehicles or private vehicles being used on School business ensure that Health & Safety are notified and that the online
- accident report is completed by the driver within 24 hours. If this is not possible the manager must complete the accident form on the drivers behalf.
- In the event of an accident contact Head of Health and Safety to ensure appropriate recovery if necessary and vehicle repair
- that un-roadworthy vehicles are not used until the necessary
- repairs are complete
- they encourage staff to use technology to remove the need to travel e.g. video conferencing, or use alternative means of transport
- where applicable drivers adhere to and do not contravene 'domestic drivers hours' legislation
- they do not call the employee or encourage others to contact the employee by mobile phone when it is known they are driving
- the employee workload allows sufficient journey time and planned breaks. (e.g. encourage driving during normal working hours and manage work so the employee reduces the need to drive late at night, during peak travel times or very early in the morning)

3.8 Drivers of School Owned, Hired or Private Vehicles used for School Business Purposes

- must have a valid driving licence that is valid for the UK and for the class of vehicle they drive for work
- must maintain authorised driver status by ensuring an annual licence check is completed by Head of Health and Safety

- must hold valid motor insurance with provision for 'business use' if driving a privately owned vehicle
- must ensure the private vehicle if used for School business has a valid MOT (where applicable) and is regularly serviced to professional standards
- must carry out regular vehicle checks (Appendix 1)
- must report any defects found as soon as detected to Head of Health and Safety for School owned, hired or leased vehicles
- must adhere to the Highway Code
- must adhere to and not contravene 'domestic drivers hours' legislation where applicable
- must not drive while suffering from tiredness, illness, health conditions or taking medication which may impair their ability to drive
- must not drive whilst adversely affected by alcohol or drugs, or in excess of any legal limits
- must not use a hand held mobile phone, laptop or similar device, eat or drink etc. whilst driving
- must inform their Manager of any changes to their driving licence or medical conditions reportable by law under Driver and Vehicle Licensing Agency (DVLA) requirements which affect their ability to drive for work. Contravention of this will result in the School's
- Disciplinary Procedure being implemented
- must if pregnant, inform their line manager of any issues arising from the pregnancy that may be exacerbated by driving. Measures to control risk to pregnant women should be incorporated into the **Risk Assessment for New and Expectant Mothers** shall consider whether the journey is avoidable. It may be possible to use telephone, video or telephone conferencing
- shall consider an alternative means of transport, in agreement with their Line Manager.
- shall plan the journey to include regular breaks (15 minute break every 2 hours is recommended); or to avoid setting out on a long drive after having worked a full day
- shall if necessary plan an overnight stop with agreement of their line manager
- shall try to avoid driving at peak travelling times, late at night driving or very early in the morning; arrange workload, when possible, to include driving time within their normal working hours
- shall allow adequate time to get to the destination
- in the event of an accident ensure that Health & Safety are notified via the online accident reporting system.

4. Policy Procedures – Exceptional Circumstances

4.1 Disqualification from Driving

Where employees are required to drive school owned or leased vehicles as an essential part of their duties, they must inform their Line Manager immediately of any disqualification which prevents them from driving legally on the public highway. (Failure to do this will result in the School's Disciplinary Procedure being implemented)

Managers in consultation with Human Resources and the staff member on being informed of the disqualification from driving will, with immediate effect seek to identify possible means by which they may continue to undertake their normal duties or alternative work activities (as a short term solution)

4.2 Reporting Accidents and Incidents

Where employees who are driving School owned or leased vehicles (or vehicles hired by the School for their use), are involved in a road traffic collision or incident which results in damage to vehicles, loss or damage to property or injury to persons, they must follow the procedure below:-

- stop to determine the extent of any injuries to individuals involved and damage to both vehicles and/or property.
- do not under any circumstances apologise, admit blame or accept liability.
- record as far as you are able the details of the accident using the attached pro-forma (See Appendix 4).
- exchange information with others involved as detailed on the accident report form.
- if possible take photographs of the incident, and obtain statements from any independent witnesses.
- upon return to the School, report the accident immediately to Health & Safety (via the online accident reporting system)
- the driver must complete an insurance Claim Form, including all relevant information, as soon as possible after the incident and return the form to Head of Health and Safety where it will be checked and forwarded to the Insurance Section.

Where employees are driving their own vehicle on School business and they are involved in a road traffic collision, they must inform their Line Manager of the details of the incident and report the accident immediately (via the on line accident report).

4.3 Minibus Drivers

UK law requires all minibus drivers to be over 21 years of age, have held a UK car licence for at least 2 years and have an entitlement to drive vehicles with a D1 classification. There are certain circumstances where drivers without D1 classification can drive minibuses. These circumstances have been greatly reduced with the manufacturers' vehicle weights having increased. General information on driving a minibus can be found at

- <https://www.gov.uk/driving-a-minibus>

However, for School Policy insurance purposes, in order to be recognised as an 'authorised' driver, all drivers of School owned, leased or hired minibuses must be at least **23 years** of age and must have a minimum of **2 years** driving experience and have D or D1 categorisation on their UK driving licence.

All minibus hires must be arranged through Head of Health and Safety.

Minibuses may be provided with driver or on a self-drive basis.

Authorised minibus drivers must submit their driving licence annually to Head of Health and Safety and must have a periodic health assessment in accordance with this Policy to retain their 'authorised' status.

4.4 Driving Abroad

Employees intending to take a School owned or leased vehicle overseas on School business must consult with SLT before making any arrangements.

International travel and travel arrangements while abroad must feature as a clear element in the risk assessment for that particular trip. The risk assessment must be completed by the person supervising the activity prior to the trip commencing, ensuring that key risks are identified and mitigated and that the necessary insurance arrangements are in place.

4.5 Insurance

The law requires all persons who drive on the public highway to be adequately and appropriately insured. This means that any person driving, albeit occasionally, in connection with the business of their employer must be covered for 'business use'.

Employees who drive School owned, hired or leased vehicles as an essential part of their employment and those persons who request vehicles to be hired or leased for their use on business purposes are automatically covered by the School insurance policy.

All vehicles hired from external hire companies must be hired in consultation with the Head of Health and Safety.

Persons who use their own vehicles for School business purposes on a casual basis or for convenience (e.g. travelling to another site, travel to meetings) must ensure that: -

- A WASP self-certification health declaration form is completed on an annual basis (See Appendix 5) together with a WASP Driver Registration Form (See Appendix 2).

Appendix 1

Pre-use checks

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, and the load being carried, whilst travelling on the public highway.

It is therefore strongly recommended that for school employees intending to drive any vehicle on School business, they should undertake appropriate checks prior to using the vehicle, for example :-

- Tyre tread depth, and general condition.
- Foot and hand brake operation.
- Lights, indicators and hazard warning lights operate, and are clean.
- Horn operates.
- Screen wash and wipers operate.
- Seat belts, fitted and functioning.
- Mirrors secure, undamaged, correctly adjusted, and clean

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for long journeys might usefully include:-

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

Appendix 2

Driver Registration Form

Before completing please ensure you fulfil the following criteria:

- 1. You are 21 years of age or over
- 2. You have held a full driving license for at least 2 years
- 3. If using your own vehicle on School business:
 - a) your personal insurance policy states 'for business use', 'for occasional business use', 'use for purposes in connection with the business/occupation of the policy holder' or similar.
 - b) your vehicle is maintained in a safe and roadworthy condition, and that it has a current MOT test certificate if applicable.

Name..... Department..... Date of Birth..... Tel Ext No..... Driving Licence No..... Date of Issue..... Date of Expiry.....
(Point 4a on photo-card) (Point 4b on photo-card)
Entitlement Groups.....

State all current endorsements in connection with the use of any motor vehicle:

Date of Conviction	Offence Code	Points

I certify that the information contained on this form is correct and that I fulfil the appropriate criteria. I will inform the School of any future material occurrence or change in circumstances that may affect my ability or entitlement to drive vehicles on behalf of the School.

Signed..... Date.....

Checked by..... Date.....

Appendix 3

Vehicle roadworthiness check and defect report

WEEKLY VEHICLE ROADWORTHINESS CHECK

Please tick boxes below as appropriate

- | | |
|---------------------|--------------------------|
| Lights | <input type="checkbox"/> |
| Tyres | <input type="checkbox"/> |
| Under bonnet fluid | <input type="checkbox"/> |
| Horn | <input type="checkbox"/> |
| Mirrors | <input type="checkbox"/> |
| Brakes and steering | <input type="checkbox"/> |
| Windscreen | <input type="checkbox"/> |
| Wipers | <input type="checkbox"/> |

Record any defects on the bottom of this form - Defects Section – and refer to Head of Health and Safety.

I have checked the items listed and to the best of my knowledge the vehicle is in a roadworthy

Drivers are responsible for the safe condition of their vehicle and load. You are required by law to report defects to your employer.

Signed.....Department..... Date.....

Details of any identified defects:

Appendix 4

Accident Report Form

In the event of a Road Traffic Accident involving a School owned or leased vehicle:-

- Stop.
- Determine the condition of other persons involved in the accident, and the condition of the vehicles.
- Contact the emergency services if anyone requires medical assistance.
- Contact rescue services or recovery services as appropriate.
- Exchange information with other persons involved in the accident eg your name: Place of work: Work contact details: Vehicle registration No., make, and model Insurance details:
- Obtain those same details from the other parties involved

Details of accident: (location, speed, weather conditions, visibility, causative factors if known, etc.)

Vehicle 1

Name and address of driver:

Vehicle owner (if different):

Vehicle registration No:

Make: Model:

.....

Insurance details:

Vehicle 2

Name and address of driver:

Vehicle owner (if different):

Vehicle registration No:

Make:

Model:

Insurance details:

Names and addresses of independent witnesses:

Witness 1:

Witness 2:

Diagram of the scene of the accident

Include if possible, an outline of the roads, including where relevant, junctions, and damage to property, signage, and position of any injured persons and/or witnesses.

You should also give an indication of speed, direction and position of all vehicles involved in the accident.

Appendix 5

Workplace Health Declaration for Category A Drivers

If you drive a vehicle on behalf of The School on an occasional/irregular basis, please complete the following health declaration on an annual basis.

I consider myself to be in good health and as far as I am aware, I have no known / existing medical condition or disability which would adversely affect my ability to drive on School business.

Signed: Date:

NB. If you have a medical condition or are uncertain if it is significant, you may discuss this with a member of SLT in confidence.

Please contact Health & Safety in good time for advice on driving safety issues.