



# Driving and Vehicle Policy

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| <b>Document title:</b>             | Driving and Vehicle Policy                    |
| <b>Audience:</b>                   | All staff, students, contractors and visitors |
| <b>Version:</b>                    | 1   |
| <b>Approved by:</b>                | Senior Leadership Team                        |
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| <b>Document owner:</b>             | Director of People Services                   |
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| <b>Student-friendly version:</b>   |   |

## Revision history

| Version | Type<br>(e.g. replacement,<br>revision etc) | Date | History (reason for changes) |
|---------|---|------|------------------------------|
|         |   |      |                              |
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## Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

## This policy contains the following:

1. Qualified to Drive
2. Licence Endorsements/Disqualification
3. Fitness to Drive
4. Vehicle Registration
5. Business Insurance for Vehicles
6. Expenses
7. Infringement of Traffic Rules
8. College Vehicle Documentation
9. Risk Assessment
10. Driving Hours and Conditions
11. Passengers
12. Use of Mobile Phones and Satellite Navigation
13. Lone Working
14. Smoking
15. Accident Reporting

## **1. Qualified to Drive**

All authorised drivers, who drive on college business either in their own personal or a college vehicle must be in possession of a full valid driving licence and be permitted to drive the relevant type of vehicle.

All staff must also have a current authorisation record from their Head of Department. It is the responsibility of staff to inform their Head of Department immediately if for any reason there is a change in the condition of their driving licence.

For drivers of college vehicles, a copy of their driving licence should be presented to the Health and Safety team on an annual basis or more frequently if required by college Insurance. The College reserves the right to obtain confirmation from the Driving and Vehicle Licensing Agency (DVLA) that the member of staff still holds a valid licence.

## **2. Licence Endorsements/Disqualification**

Staff must inform their Head of Department immediately of any change in the condition of their driving licence. This includes, a ban, or being charged with driving without due care and attention and failure to report an accident. The Head of Department should contact the Health and Safety team to discuss the details immediately.

The decision as to whether authorisation to drive will be removed will be made by the Head of Department and the Health and Safety team.

## **3. Fitness to Drive**

Staff should inform their Head of Department of any medical condition which might adversely affect their ability to drive particularly where they might be required to take medications that might affect their judgement, including eyesight which could impair the ability, even temporarily to drive safely.

Heads of Department are responsible for notifying the Health and Safety team that a prospective employee is required to drive. Where driving is part of the role, health screening will include assessment of fitness to drive a vehicle. In addition to normal fitness assessments, drivers of passenger carrying vehicles, minibuses and the drivers of light goods vehicles will be assessed against Driving and Vehicle Licensing Agency (DVLA) medical standards.

Staff must not drive at any time while under the influence of alcohol or drugs.

## **4. Vehicle Registration**

New college drivers should ensure a copy of the vehicle registration document (V5 Logbook) and a valid MOT certificate is presented to the Health and Safety team, as part of the authorisation to drive process. The Health and Safety team is responsible for checking this document as part of the authorisation process.

## **5. Business Insurance for Vehicles**

Staff who drive their own vehicle in connection with their work e.g. travels from base to base or travels to other locations, are required to have Class 1 Business Use, which in most cases covers driving for Social, Domestic and Pleasure Purposes and for Business Purposes by the Policyholder.

Failure to have the appropriate cover will result in the staff member committing an offence under Section 143 of the Road Traffic Act 1988 and will result in the staff member not being permitted to use their vehicle to conduct college business.

It is the responsibility of the Health and Safety team to ensure that their insurance policy covers them for the use of their own car for work purposes, where they will be driving their own car to conduct college business. Staff should inform their insurer that they make use of their private vehicle for occasional business use.

If the Health and Safety team has a query regarding the insurance cover stated on the certificate, they should immediately contact the staff member and ask them to obtain a clear written statement from their insurers.

## **6. Expenses**

Where staff fail to demonstrate they have Authorisation to Drive on college business, any expense claim forms will not be accepted for payment by Finance.

In the event staff incur a small additional administration charge by the insurer for business use cover, this will be met by the staff member. The staff member should advise their insurance company that their car is being used in connection with work, either to visit clients or more than one place of work, and will therefore need Level 1/Class 1 of business cover. The College is not responsible for paying this extra cost.

If the staff member is unwilling to pay the extra cost and the business use is an occasional occurrence, it is advised that the staff member makes alternative travel arrangements and claim the fares on expenses.

## **7. Infringement of Traffic Rules**

Any infringements of traffic rules, e.g. parking, speeding etc. and subsequent fines will be the responsibility of the driver.

## **8. College Vehicle Documentation**

All College vehicles provided for use will:

- Be correctly licensed;
- Be adequately insured;
- Be well maintained and serviced;
- Have a valid MOT certificate (if more than three-years old).

## **9. Risk Assessment**

The risk assessment will consider the need to drive, the competence of drivers and will enable assessment of the need for training. Appropriate training will be made available to staff where the Head of Department consider the need is specifically evident.

The Health and Safety team is responsible for completing and recording an assessment. To facilitate this process and avoid duplication, a generic “general driving duties” risk assessment will be available. However, when circumstances dictate, such as for more unusual driving scenarios or when the generic document does not fully cover the particular work activity, the Head of Department must produce a specific supplementary assessment which must be inputted onto the risk assessment and communicated to all required drivers.

## **10. Driving Hours and Conditions**

Work programmes should be arranged to avoid the need for staff to drive between the hours of midnight and 6.00 am. The time allowed for a journey should include appropriate breaks; long distance driving should follow Department for Transport guidelines recommending a 15-minute break for every two hours. Head of Departments and drivers must ensure that a working day, that includes driving on college business, does not exceed 13 hours, if necessary, allowing drivers to obtain overnight accommodation in particular circumstances or adverse conditions.

## **11. Passengers**

Staff must not pick up hitchhikers when conducting college business. Staff must not carry students as passengers in their own private vehicle unless prior written authorisation is received from their Head of Department and the students' parents/guardians. Also, no college driver may be paid or accept any kind of reward for driving a vehicle on college business.

## **12. Use of Mobile Phones and Satellite Navigation**

Mobile phones must be switched off whilst you are in a moving vehicle unless your need to be contacted has been established and the following strict conditions are adhered to:

- you are not the driver or;
- you have a passenger who can answer the phone on your behalf;
- you have an approved car mounted hands free kit fitted to the vehicle or;
- the phone is programmed to answer automatically.

College staff driving on business are not required to use GPS equipment, but if they choose to do so, it is essential they understand and follow Section 128 of the Highway Code.

## **13. Lone Working**

When travelling on college business it is sometimes possible that individuals could be considered as 'Lone Workers', as defined by the Health and Safety Executive. A means of communication and a 'contact' programme should be considered in the risk assessment process. This is particularly relevant where non-public sites or places are to be visited. The College Lone Working Policy should be followed.

## **14. Smoking**

The law requires any college vehicle to be "smoke free." It is illegal to smoke in them at any time – not just when there is more than one person in the vehicle. Privately owned vehicles do not have to be smoke free – unless they are regularly used to carry passengers on work trips or if business use exceeds private mileage. All passengers must be made aware prior to a journey commencing if a private vehicle is smoke free to enable them to seek alternative transport if they so wish.

It will be the legal responsibility of anyone who drives, manages or is responsible for safety on a vehicle to prevent people from smoking in it.

## **15. Accident Reporting**

Any member of staff who is involved in an accident or near miss incident while driving on business must report it immediately to their Head of Department. They must also complete an Incident Form which can be found on Smartlog. Any incident involving a college vehicle must also be reported to the Health and Safety team.

In the event of an accident, any member of staff should give to any person having reasonable grounds for acquiring it, the following information:

- Drivers name, address and insurance document;
- Details of any other parties involved.

If for any reason the driver does not give his/her name and address at the time of the accident it must be reported to the police within 24 hours.