

Driving at Work policy & guidance

Contents

1. Introduction	2
2. Definitions	3
3. Application	3
4. Policy	4
5. Guidance.....	5
5.1 Risk assessment.....	5
5.2 Local rules.....	5
5.3 Use of own vehicles	5
5.4 Medical conditions affecting the ability to drive	6
5.5 Convictions or disqualification.....	6
5.6 Minibus drivers	6
5.7 School/Service vehicle checks.....	7
5.8 School/Service vehicle maintenance.....	8
5.9 Accidents and incidents	8
6. Appendices	9
Appendix 1.....	9
School/Service and Driver Pre-use Checks	9
Appendix 2.....	11
Example Risk Assessment.....	11

1. Introduction

Up to 1 in 3 road crashes involves a vehicle being driven for work. Every week around 200 road deaths or serious injuries involve someone driving for work. Many of these deaths and injuries could have been prevented. The University of Bristol is committed to reducing the risk of work-related road traffic crashes and collisions. The following policy sets out our commitment and provides guidance for Schools and Services to enable them to comply with the policy and related legislation.

2. Definitions

For the purposes of this policy the following definitions apply:

Driving at Work Refers to any work carried out on University business that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work.

University Vehicle Any vehicle owned, leased or hired by the University

Private Vehicle Any vehicle used by a person driving on University business which is not owned, leased or hired by the University

Minibus A vehicle that can carry 9-16 passengers plus the driver.

3. Application

The following policy and guidance applies to all staff who drive on any University business:

- Either regularly as an integral part of their work (e.g. Maintenance and Security Services staff), or occasionally to perform a specific function or duty (eg to attend a meeting or conference), and;
- Whether they drive a University owned, leased, hired or privately owned vehicle.

This policy will also apply to students if they are asked to drive on University business.

This policy does not apply to driving for commuting purposes (ie to or from the employees normal place of work)

4. Policy

It is the policy of the University of Bristol to operate vehicles in a safe, efficient and effective manner and to minimise risks to employees and others affected by our operations.

Heads of Schools or Services are responsible for ensuring that:

- local rules are published for driving at work activities and communicated to all members of that School or Service;
- there is a mechanism in place to ensure that all staff needing to drive University owned, leased or hired vehicles have relevant authorisation to do so (see 5.2);
- there is a system in place to ensure that any School or Service vehicle is maintained in a roadworthy condition and complies with legal requirements.

Staff are responsible for ensuring that they:

- hold the appropriate driving licence entitlement;
- are medically fit to drive;
- inform their line manager immediately of any motoring convictions (including penalty points) or periods of disqualification;
- do not use a hand-held mobile phone whilst driving;
- comply with the legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicles;
- are satisfied that prior to any journey on University business that the vehicle they are driving is fit for its purpose and roadworthy;
- inform the person in charge of the vehicle if they become aware of any faults;
- where appropriate, are adequately insured to use their private vehicle for University business;
- report any accidents or incidents whilst driving on University business;
- if driving a minibus, display if appropriate a Section 19 minibus permit in the vehicle and that the minibus is not taken outside of the UK;
- Comply with any local School or Service rules and risk assessment requirements for driving at work activities.

5. Guidance

5.1 Risk assessment

Risk assessments for any work-related driving activity should follow the same principles as those for any other work activity as outlined in the University of Bristol's Risk Assessment guidance

An example of a School/Service risk assessment is contained in Appendix 2.

For journeys or driving activities that present additional risks a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

- non-routine long distance journeys;
- trips that include driving overseas;
- driving that is expected to take place in severe weather conditions;
- journeys that involve lone working in remote or potentially dangerous areas;
- trips that involve driving types of vehicles that are not normally driven or where the driver may be inexperienced or have a poor accident record;
- the transport of dangerous goods or animals;
- the transporting of large numbers of passengers for example in a minibus.

5.2 Local rules

School/Service local rules should outline the arrangements to ensure that persons who undertake any work-related driving have the relevant authorisation, are medically fit and where appropriate effectively trained to do so.

All persons who drive University owned, leased or hired vehicles as part of their employment must present their driving licence for inspection on recruitment and on an annual basis thereafter. Every School/Service must have a mechanism for compliance with this requirement as failure to notify the University's insurers of a relevant fact e.g. a motoring conviction, may mean that an insurance claim will not be met. Check the motor insurance pages of the University website for further details.

5.3 Use of own vehicles

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use. In the case of employees who use their own private vehicle for work business it is their responsibility to ensure that

the vehicle has a valid MoT certificate (where applicable) and is properly maintained and roadworthy.

Standard car insurance is for 'social, domestic and pleasure' purposes only, which permits travel to and from your normal place of work, but does not cover the use of the vehicle whilst at work. Members of staff that use their own car in connection with work whether only very occasionally or more frequently must ensure that they have 'business use' cover on their personal policy.

5.4 Medical conditions affecting the ability to drive

Drivers of University vehicles must declare to their line manager immediately if they are suffering from any medical condition that would legally prevent them from driving on the public highway or if they have any reason to believe they have any other condition that might adversely affect their ability to drive safely. The line manager is responsible for taking action by relieving the person from driving duties as appropriate and contacting the University Insurance Office, Personnel Manager and/or the Occupational Health Service (who are able to assess the individual concerned and advise line manager regarding the appropriate course of action).

5.5 Convictions or disqualification

Where employees are required to drive University owned, leased or hired vehicles, or their own vehicle as an essential part of their duties, they must inform their line manager of any convictions (including penalty points) or periods of disqualification immediately. If managers are notified that an individual has been disqualified from driving due to a motoring offence they must relieve the person of all driving duties with immediate effect and seek advice from their Personnel Manager on the most appropriate course of action.

For any other motoring offence such as points on a licence for speeding, it is the responsibility of the member of staff to update their driver's declaration form through their department system.

5.6 Minibus drivers

A higher level of competence is required to drive a minibus, as:

- the vehicle is larger/heavier (requires greater stopping distances);
- more passengers are taken leading to increased stress on the driver e.g. extra responsibility, noise and distraction;
- minibuses tend to be used for long distances and on an infrequent basis.

The legal requirement with regard to qualifications is that drivers who obtained their full driving licence before the 1 January 1997 may drive a minibus in the UK. Those who have obtained their licence on or after the 1 January 1997 are only licensed to drive a vehicle with up to 8 seats. To drive a minibus, drivers need to gain a category D1 PCV entitlement on their licence.

All departments must comply fully with the above legal requirements with regard to driving licence entitlement. Departments are also required to ensure that;

- Any member of staff who is required to drive a minibus as part of their job must undertake appropriate training regardless of when they attained their full driving licence. Training is deemed to be appropriate if the training outlines the skills required to drive a minibus safely and candidates are assessed for competency. Re-assessment should take place at least every 4 years and more often if an incident or risk assessment merits it.
- Members of staff with a full driving licence obtained before 1997 who occasionally drive a minibus for work-related purposes but not as a requirement of their job do not need to undertake additional training. However, those members of staff should undertake a specific risk assessment related to the activity.
- Any member of staff driving a minibus for work-related purpose must be made aware that training is available should they wish to attend. Appendix 2 outlines minibus driver training providers in the Bristol area.

It is a requirement of the University Insurance that minibus drivers must be over the age of 25. Further details regarding minibuses is available on the Secretary's Office website at: <http://www.bristol.ac.uk/secretary/insurance/motor-insurance>

5.7 School/Service vehicle checks

The driver has primary responsibility for the operation of any vehicle and must be satisfied that the vehicle is fit for its purpose and roadworthy. Compliance with this requirement can be sensibly achieved by departments taking responsibility for the majority of periodic maintenance checks of their vehicles. Department checks should include monitoring of fluid levels (oil, coolant and screen wash) and tyre pressures. It is recommended that these checks and associated maintenance are recorded on a weekly basis (the frequency of checks must be risk based depending on the frequency and type of use). It would then be the driver's responsibility to ensure that the record of weekly checks was up to date and then to undertake their own driver basic safety checks and adjustments. Appendix 1 outlines the type of checks that are required to be undertaken by both departments and drivers.

Appendix 1 only outlines the minimum requirements for safety checks; some vehicles may require additional checks such as inspection of lifts, safety signage,

safety equipment such as reversing alarms, guards on dangerous parts and rotating beacons.

5.8 School/Service vehicle maintenance

Vehicle inspections and maintenance should only be conducted by a competent person. The manufacturers' recommended service intervals and warranties should be adhered to which will ensure so far as reasonably practicable the on-going safety of the vehicle. The maintenance schedule must also include the annual MoT test. A maintenance log must be kept up to date for each departmental vehicle containing all information relating to that vehicle. It is recommended that service records are kept for at least 3 years.

It is recommended that routine checks are made of University minibuses at set intervals which are time-based rather than mileage-based, e.g. every 6 weeks. Any specialist equipment such as tail lifts should be inspected according to the legal requirements and any manufacturer's recommendations.

5.9 Accidents and incidents

Where employees who are driving on University business are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or persons they must be reported for insurance purposes and as an accident/near miss. This applies to accidents in a University owned or leased vehicle as well as in an individual's private vehicle.

A copy of the Guidelines: If you have an accident are available at;
<http://www.bristol.ac.uk/secretary/insurance/motor-insurance/>

6. Appendices

Appendix 1

School/Service and Driver Pre-use Checks

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

As such, it is strongly recommended that University employees intending to drive any vehicle on University business should undertake appropriate checks prior to using the vehicle, for example:

- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Mirrors adjusted/adjustable
- If a trailer, lift or roof rack is fitted, that it is fitted correctly, works safely and all luggage is secure

Additional checks for minibuses will include:

- That the aisles and doorways are unobstructed
- The vehicle does not exceed the gross vehicle weight
- Any external loads are securely fixed

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

Additional routine checks should be undertaken by Departments on a weekly basis (or a frequency determined by risk assessment) by a competent person and should include:


- Fluid levels (oil, coolant, brake fluid and screen wash)
- Tyre treads and pressures including the spare tyre
- Wiper blades undamaged
- Seatbelts undamaged and working properly
- Location of wheel brace and jack
- All seatbelts undamaged and working effectively
- Location and contents of first aid kit and fire extinguisher if fitted
- Locks and security functional

- Fuel level
- All doors open properly and that there are no damaged or sharp edges
- Vehicle displays a current road tax disc
- The vehicle has a current Mot certificate (as appropriate)

The frequency of these checks will depend upon the use of the vehicle. Departments should keep a record of the checks to enable individual drivers to satisfy themselves that effective controls are in place to maintain the vehicle in a roadworthy condition.

Appendix 2

Example Risk Assessment

		University Of Bristol Risk Assessment				
		Department: Risk Assessment Completed by:			Date:	
Description and location of Hazard	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments Actions
Injury whilst driving on University business	Employees who drive on University business.	The Vehicle <ul style="list-style-type: none"> All Departmental vehicles have appropriate MoT certificates and are fully maintained and serviced.. Maintenance is only conducted by a competent person. In the case of employees who use their own private vehicles for work activities, they are made aware that it is their responsibility to ensure that the vehicle has a valid MoT certificate (where applicable) and is roadworthy. It is responsibility of individuals to ensure that they have valid insurance to cover them if using their own vehicle on business use as outlined in the departmental local rules. 	3	1	3	
	Other road users and pedestrians		The Driver <ul style="list-style-type: none"> All persons who drive on behalf of the University are personally responsible for ensuring that they are fit to drive, comply with all driving legislation and hold an appropriate type of driving licence. All persons who drive department vehicles must present their driving licence for inspection on an annual basis to ascertain their continued qualification to drive. Completion and update of the Drivers Declaration Form is also essential for drivers of departmental vehicles. 	3	1	
	Passengers in vehicles driven on University business					

		<ul style="list-style-type: none"> • Drivers have been made aware that they must declare to their line manager if they are suffering from any medical condition, which might adversely affect their ability to drive safely. • Smoking, at any time, in a departmental vehicle is strictly prohibited. • Drivers have been advised that they must adhere at all times to the legal limits for the level of alcohol in the blood whilst driving. • Drivers must not drive whilst under the influence of illegal drugs or other intoxicating chemicals (including prescription or non-prescription medication which may cause drowsiness). • Employees are instructed via local department rules not use hand-held mobile phones whilst driving on University business. • Drivers made aware of the correct procedures to follow if their vehicle should break down or they are involved in an accident. <p>Drivers must wear seatbelts provided and should ensure also that any passengers are also advised to do so.</p> <p>The Journey</p> <ul style="list-style-type: none"> • Drivers must consider if their journey is essential and consider alternative means if possible. • Drivers should adhere to safe driving guidance at all times and wherever possible plan a journey in advance to ensure they do not drive for any excessive period and have included provisions for regular rest breaks and their personal safety. • Drivers must plan their journey to take into account factors including: allowing sufficient time to enable drivers to comply with the speed limit and take account of weather conditions and road traffic conditions. 	3	1	3	
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Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Column B: Likely Occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Risk Score	Response Times	Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented	3 & 4	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring.
6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<3	12 months review (date of next audit). No real changes in procedure required to reduce risk further