

Health and Safety Office

Topic:	Driving at Work Policy
Date:	January 2010
Version:	3.0
Revision Date;	Revision Date 2012
Scope:	The following policy and guidance outlines health and safety precautions that need to be taken to control work-related driving risks.
Relevant Legislation	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 The Road Traffic Act 1991 Road Safety Act 2006 Provision and Use of Work Equipment Regulations 1998
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1. Introduction

Driving is considered to be the most dangerous work activity that most people do. Figures released from the Royal Society for the Prevention of Accidents (RoSPA) state that about 20 people are killed and 220 seriously injured each week in crashes involving someone who was driving, riding or otherwise using the road for work¹.

The Health and Safety Executive in collaboration with the Department for Transport and the Royal Society for the Prevention of Accidents have published Guidance for Employers on “Driving at Work – Managing work-related road safety”². This Guidance clearly states their view that the requirements of Section 2 of the Health and Safety at Work Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1999 apply to all work related activities, including “work-related driving”.

This document has been prepared to assist all University departments in meeting their legal responsibilities to effectively manage on-the-road work activities. The document reflects current legislation and best practice with regard to ensuring that drivers are appropriately qualified and trained. Whilst it endeavours to be authoritative departments should satisfy themselves that they comply with current legislation and insurance requirements.

This policy and associated guidance will be revised from time to time to reflect changes in the law and good practice. This guidance does not diminish in any way employee’s responsibilities to comply with legislation when driving on the public highway.

2. Definitions

For the purposes of this policy the following definitions apply;

¹ Driving for Work: Fitness to Drive. RoSPA

²Driving at Work – Managing work-related road safety <http://www.hse.gov.uk/pubns/INDG382.pdf>

Driving at Work	Refers to any work carried out on University business that involves the employee in time spent 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 that drive on University business, who may be either;

- Employees who are required to drive vehicles as an integral part of their work (e.g. Maintenance and Security Services staff), or
- Employees who use their own vehicles or hired vehicle on a casual basis to carry out some element of their role (e.g. staff to attend meetings or conferences at other institutions).

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

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 Department are responsible for ensuring that;

- local rules are published for driving at work activities which are brought to the attention of all members of their department,
- there is a mechanism in place to ensure that staff are qualified to drive departmental owned or leased vehicles,
- there is a system in place to ensure that any departmental 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,
- comply with the University's Smoking at Work policy,
- do not use a hand-held mobile phone to make or receive calls whilst driving on University business,
- 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,
- 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 departmental local 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 under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. A risk assessment is a careful examination of what work activities can cause harm and considers whether enough has been done to prevent harm.

A generic department work-related driving risk assessment that outlines measures to prevent harm so far as reasonably practicable will be sufficient for most journeys. An example of a departmental risk assessment is contained in Appendix 3.

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, or
- the transporting of large numbers of passengers for example in a minibus.

5.2 Local rules

Department local rules must outline the arrangements to ensure that persons who undertake any work-related driving are appropriately qualified, effectively trained, adequately insured and are fit to drive.

All persons who drive University owned or leased vehicles as part of their employment must present their driving licence for inspection on recruitment and on an annual basis thereafter. Every Department 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.

A template for local rules is available on the Health and Safety office website at; <http://www.bristol.ac.uk/safety/policy/responsibilities/advisors/guidance/>

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 Dealing with individual 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 Dealing with employees who have incurred additional 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/motors/minibus.html>

5.7 Departmental 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 Departmental 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 complete the necessary forms for insurance purposes

and a University accident/incident form. Forms should be completed for accidents in a University owned or leased vehicle as well as in an individual's private vehicle. Forms should be kept in University vehicles at all times and are to be followed in the event of an emergency.

A copy of the Guidelines: If you have an accident are available at;
<http://www.bris.ac.uk/secretary/insurance/claim.html#Motor>

An insurance claim form is available at;
<http://www.bris.ac.uk/secretary/insurance/motorclaimform.doc>

An accident/incident report form is available at;
<http://www.bristol.ac.uk/safety/safe/forms/accident.doc>

Appendix 1

Department 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

Minibus Training Providers (Bristol Area)

Bristol Community Transport (BCT)

185 - 189 Easton Road
Easton, Bristol
BS5 0HQ

Tel: 0117 902 6310, Fax: 0117 902 0050

Cost **£125.00**, discounted to £100.00 for second and subsequent delegates on the same course. Also able to conduct a course for 6 people on University premises for £500. (July 2009)

Details available at <http://www.bristolcommunitytransport.org.uk/cic/bct-midas-course.pdf>

UK Road Safety Ltd

Ken Buchanan, UK Road Safety Ltd, Oriel House,
8 Castle Street, Thornbury, Bristol, BS35 1HB
Tel: 01454 423160

<http://www.uk-roadsafety.co.uk/>


Current cost is £400 for 3 drivers (Dec 08)

In order to carry out this training, a room suitable for presentations will be required, a minibus with at least 9 passenger seats and a max. of 16 passenger seats, not exceeding 3.5 tonnes or 4.25 tonnes if accessible (unless your staff have D1 on their licence) that is taxed, tested and insured for your drivers and the trainer.

Further information on the MiDAS qualification is available at;

<http://www3.hants.gov.uk/passengertransport/environment-passenger-transport-advice/passtrans-midas/environment-passengertransport-midaswelcome.htm>

Appendix 3

		<p align="center">University Of Bristol</p> <p align="center">Risk Assessment</p>				
		<p>Department:</p> <p>Risk Assessment Completed by:</p>			<p>Date:</p>	
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.	<p>The Vehicle</p> <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 Passengers in vehicles driven on University business	<p>The Driver</p> <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. 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 	3	1	3	

		<p>times to the legal limits for the level of alcohol in the blood whilst driving.</p> <ul style="list-style-type: none"> • 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