

Driving for Work Policy

February 2017

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
2	February 2016	No draft revisions available.
2.1	22/11/2017	5.1 Vice Principal, Human Resources and Communications – revised to now be Head of Human Resources and Organisational Development.
2.2	December 2018	Change of role to Quality Manager – and other job titles to adhere to new structure.

UNCONTROLLED WHEN PRINTED

Driving at Work Policy

1 Purpose

The College recognises its general duty to do all that is reasonably practicable to ensure that employees who drive in connection with their work, do so in a safe and legal way and a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users.

The purpose of this policy is to:

- Ensure that the College complies with current Health and Safety Legislation, as it applies to work activities on the roads just as it does to all other work activities. Therefore any vehicle in which employees carry out business on behalf of the College is regarded as a place of work and as such is subject to said legislation;
- Promote safe and healthy business travel on behalf of the College – this may include attending conferences and seminars, work placements and travelling between College sites etc;
- Avoid and/or reduce driving-related incidents;
- Reduce the risks to the safety of other road users and members of the public by those driving whilst at work or on College business.

This document will outline responsibilities and how the risks from driving at work will be managed.

2 Scope

2.1 This policy applies to all vehicle drivers and the use of College vehicles, lease and hire vehicles and private vehicles when used for work purposes irrespective of the frequency of the journeys made or the type of vehicle.

It covers work-related driving on and off campus, including driving between College premises eg to Learning Centres.

Note: It does not apply to commuting from home to the normal place of work and vice versa (but would include travel from home to a location which is not the usual place of work).

It is also irrespective of whether or not the driver claims reimbursement for mileage undertaken.

2.2 This policy will also apply to Air Service Training staff.

2.3 This policy will also apply to students and volunteers if they are asked to drive on College business.

Title: Driving for Work Policy

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Owner: Head of Human Resources and Organisational Development

Lead Author: Health, Safety and Wellbeing Advisor

Review Timing/Date: 3 Years/2020/21

3 Definitions

3.1 Driving at Work

Refers to any work carried out on College business that involves the employee or student driving a vehicle and covers all journeys other than from home to their normal place of work/study and the return journey.

3.2 College Vehicle

Any vehicle owned, leased or hired by the College.

3.3 Private Vehicle

Any vehicle used by a person driving on College business which is not owned, leased or hired by the College.

3.4 Standard Permit (Section 19)

A permit that allows certain non-profit making organisation (including schools) concerned with education, religion, social welfare, recreation or other activities of benefit to the community, to make a charge for being carried on a minibus without having to comply with the full Public Service Vehicle(PSV) licensing requirements.

3.5 Business Use

This is classed as using your Private Vehicle for the purposes of work eg such as travelling between different work locations, including visiting other UHI partners, visiting customers, driving to work placement premises or driving around other employees and/or students etc.

3.6 Minibus Driver Awareness Scheme (MiDAS)

Is a membership-based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

4 Key Principles

The College will:

4.1 Make arrangements to ensure that staff and students that are classed as 'Driving at Work' are appropriately qualified, licensed, insured and trained.

4.2 Ensure that risk assessments for driving activities are undertaken and ensuring staff have adequate resources to complete these eg training, time etc.

4.3 Ensure that procedures are in place to report, record and where appropriate investigate driving related incidents including vehicle breakdowns.

4.4 Ensure the safe and efficient use of College owned, leased and hired motor vehicles by having adequate arrangements/procedures in place.

4.5 Take appropriate disciplinary action if anyone is found to be in breach of this policy.

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5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties is described in detail in the Health and Safety Policy.

General duties for Driving at Work remain the same, but additional or specific duties relating to this policy are detailed below.

All staff and students are expected to behave in a responsible manner ie no horseplay, and that appropriate disciplinary action will be taken for breaches of this policy.

5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an EIA is carried out on this policy.

5.2 Managers

It is the responsibility of all managers to:

- Bring this policy to the attention of staff who they line manage.
- Ensure that there are risk assessments in place for driving activities and that these risk assessments include inclement weather.
- Ensure that there are procedures in place in the event of inclement weather.
- Give prior approval for business related travel and to authorise vehicle travel expenses for approved drivers.
- Seek advice from HR (CPD) on driver training requirements eg minibuses (MiDAS), forklift trucks etc.
- Ensure that College owned, leased or hired vehicles are used for College business only eg minibuses are only used for curriculum related activities.

5.3 Personal Academic Tutors (PAT's)

It is the responsibility of all PATs to:

- Bring this policy to the attention of any students they have authorised to drive a minibus for a curriculum related activity.
- Ensure that there are risk assessments in place for those driving activities and that these risk assessments include inclement weather.
- Ensure that there are procedures in place in the event of inclement weather.
- Seek advice from HR (CPD) on driver training requirements for minibuses (MiDAS).
- Ensure that College owned, leased or hired vehicles are used for College business only eg minibuses are only used for curriculum related activities.

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5.4 **Student President**

It is the responsibility of the Student President to:

- Bring this policy to the attention of any students they have authorised to drive a minibus for a curriculum related activity.
- Ensure that there are risk assessments in place for those driving activities and that these risk assessments include inclement weather.
- Ensure that there are procedures in place in the event of inclement weather.
- Seek advice from HR (CPD) on driver training requirements for minibuses (MiDAS).
- Ensure that College owned, leased or hired vehicles are used for College business only eg minibuses are only used for curriculum related activities.

5.5 **Head of Estates**

Head of Estates will ensure:

- There is a mechanism in place to ensure that staff and students are qualified to drive College owned or leased vehicles, (Licence checks), this includes D1 or equivalent entitlement for drivers of minibuses.
- There is a system in place to ensure that any College owned vehicle is maintained in a roadworthy condition and complies with legal requirements.
- That any College owned vehicles are fit for purpose. This includes a documented service history, valid Ministry of Transport (MOT) certificate (where applicable), current 'road tax' and insurance.
- That any reported road traffic related accidents are investigated accordingly.
- That the College insurers are notified of any accident involving College vehicles whether they be owned or leased.
- Inform Senior Management Team of reported road traffic related accidents accordingly.
- That drivers of College vehicles are aware of vehicle breakdown and accident procedures (including punctures) as part of the driver induction.

5.6 **Human Resources**

Human resources will:

- Advise and support managers on related HR procedures when required.
- Refer staff to the College Occupational Health Provider when necessary.
- Advise on and arrange specialist training when required eg MiDAS.

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5.7 Occupational Health Provider

The College Occupational Health Provider will:

- Carry out a fitness to drive assessment of all specialist business drivers who are referred by HR.
- Assess all drivers who are referred by HR in accordance with the DVLA medical rules for driving or refer them to an appropriate specialist.

5.8 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor will:

- Investigate reported road traffic related accidents accordingly in conjunction with the Estates Department as appropriate.
- Advise as necessary on driving at work risk assessments.
- Deliver MiDAS Training.

5.9 All Staff

It is the responsibility of all staff to ensure that they:

- Hold the appropriate driving licence entitlement.
- **Note:** You can view or share your driving licence information at: <https://www.gov.uk/view-driving-licence>
- Share their driving licence information with the authorised Estates personnel when deemed necessary ie hiring/leasing a vehicle for college use, or using a college owned vehicle.
- Do not drive a minibus unless they hold a category D, D1 or equivalent and current MiDAS certificate when driving a minibus on behalf of the college.
- Do not use the passenger lifts on minibuses unless they have had the appropriate training ie MiDAS Accessible.
- Are medically fit to drive.
- Complete the Motor Vehicle Insurance Declaration Form prior to driving on College business.
- Comply with this policy. In cases of staff members breaching this policy, then College disciplinary procedures may be followed.
- Inform their line manager and Estates Department if there is a medical reason why they should not drive eg prescription drugs/medicines.
- Comply with the College's Smoking policy.
- Do not use a hand-held mobile phone to make or receive calls whilst driving on College business.
- Comply with 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.
- Comply with the legal requirements for seat belts and child restraints when carrying persons under 14 years of age.
- Are satisfied that prior to any journey on College business that the vehicle they are driving is fit for its purpose and roadworthy.

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- Inform Estates Department if they become aware of any faults on College owned or hired vehicles.
- Have 'business use' insurance when using their private vehicle for College business. **Note:** If you have the wrong class of use on your car insurance, you could find your cover invalidated.
- Claim for expenses as per current College policy.
- Report any accidents whilst driving on College business using the appropriate forms.
- Operate vehicles in a safe and legal manner and minimise risks to other employees and others affected by College activities.
- Are aware of risk assessments for driving activities they carry out on behalf of the College.
- Complete the Vehicle Acceptance/Return Sheet for College owned vehicles.
- Inform Estates Department of any changes to their licence eg revoked driving licence, additional penalty points.
- Check weather conditions prior to onset of journey and make alternative arrangements when necessary.
- Do not carry unauthorised passengers in vehicles.
- Take the College Driver Information Pack when using College owned vehicle.
- Display the minibus Standard Permit (Section 19) on the nearside of the windscreen and ensure it is visible from the outside of the vehicle.
- Do not take out or put in the seats of a minibus unless they have received appropriate training.

Whether using your own, College owned/leased or hired vehicle, the driver is responsible for any fines or penalties for any road traffic offences including:

- Illegal parking.
- Improper use of mobile phones.
- Speeding.
- Administration costs.

Staff Shall Not:

Travel alone with a student in a vehicle, however short the journey. Where circumstances require the transportation of a student in a vehicle, another member of staff or a volunteer should also travel in the vehicle. In an emergency situation, eg a medical emergency, where it is essential that a staff member/volunteer transports a student on their own, it is vital that the appropriate Curriculum Manager, or the Safeguarding Coordinator or a member of the College Senior Management Team and the parents/guardians are notified immediately (ref appendix 3 Safeguarding Policy and Procedure).

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5.9.1 Students

It is the responsibility of students to ensure that they:

- Hold the appropriate driving licence entitlement.
- **Note:** You can view or share your driving licence information at: <https://www.gov.uk/view-driving-licence>
- Share their driving licence information with the authorised Estates personnel when it is deemed necessary ie hiring/leasing a vehicle for college use or using a college owned vehicle.
- Do not drive a minibus unless they hold a category D, D1 or equivalent and current MiDAS certificate when driving a minibus on behalf of the college.
- Do not use the passenger lifts on minibuses unless they have had the appropriate training ie MiDAS Accessible.
- Are medically fit to drive.
- Comply with this policy. In cases of students breaching this policy, then College disciplinary procedures may be followed.
- Inform their Personal Academic Tutor (PAT) if there is a medical reason why they should not drive eg prescription drugs/medicines.
- Comply with the College's Smoking policy.
- Do not use a hand-held mobile phone to make or receive calls whilst driving on College business.
- Comply with 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.
- Comply with the legal requirements for seat belts and child restraints when carrying persons under 14 years of age.
- Are satisfied that prior to any journey on College business that the vehicle they are driving is fit for its purpose and roadworthy.
- Inform Estates Department if they become aware of any faults on College owned or hired vehicles.
- Have 'business use' insurance when using their private vehicle for College business. **Note:** If you have the wrong class of use on your car insurance, you could find your cover invalidated
- Claim for expenses as per current College policy.
- Report any accidents whilst driving on College business using the appropriate forms.
- Operate vehicles in a safe and legal manner and minimise risks to other employees and others affected by College activities.
- Are aware of risk assessments for driving activities they carry out on behalf of the College.
- Complete the Vehicle Acceptance/Return Sheet for College owned vehicles.
- Inform Estates Department of any changes to their licence eg revoked driving licence, additional penalty points.
- Check weather conditions prior to onset of journey and make alternative arrangements when necessary.
- Do not carry unauthorised passengers in vehicles.

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- Take the College Driver Information Pack when using College owned vehicle.
- Seek permission from their PAT if they wish to use a College owned vehicle eg drive a minibus for a curriculum related activity.
- Display the minibus Standard Permit (Section 19) on the nearside of the windscreen and ensure it is visible from the outside of the vehicle.
- Do not take out or put in the seats of a minibus unless they have received appropriate training.

Whether using your own, College owned/leased or hired vehicle, the driver is responsible for any fines or penalties for any road traffic offences including:

- Illegal parking.
- Improper use of mobile phones.
- Speeding.
- Administration costs.

5.9.2 Quality Manager

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

Health and Safety Policy
 Drugs and Alcohol Policy
 Staff Disciplinary Procedure
 Students Disciplinary Procedure
 Students Charter
 Safeguarding Policy and Procedure
 ES/007/JW/ES/TR – Vehicle Acceptance/Return Sheet
 ES/007a/JW/ES/TR – Do You Drive a Van?
 ES/007b/JW/TR – Vehicle Maintenance Report-Weekly Checklis
 ES/007c/JW/TR – Vehicle Maintenance Report, Monthly Checklist
 ES/014/JW/TR/BH – Motor Vehicle Insurance Declaration Form
 ES/019/JW/EF – Vehicle booking form
 ES/045/JW/EF – Vehicle breakdown procedure
 ES/046/JW/EF – In the event of a RTA

7 Relevant Legislation

Health and Safety at Work etc Act 1974
 Management of Health and Safety at Work Regulations 1999
 The Highway Code
 The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
 Road Traffic Acts and Associated Regulations

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