

## Driving at Work Policy

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### Approval History

<b>Version</b>	<b>Reviewed by</b>	<b>Amendment history</b>	<b>Approved by</b>	<b>Date</b>
1.0	Clive Parkinson Health and Safety	First Draft (old format)	Health and Safety Committee	24 June 2016
2.0	Clive Parkinson, Paul Daniell and Mark D'Rozario – Health and Safety	Reviewed and updated (2018 format)	Health and Safety Committee Executive Board	15 February 2019

<b>1</b>	<b>Introduction</b>
<b>1.1</b>	<b>Purpose</b>
1.1.1	<p>Most people are not aware of the serious impact that driving at work has on health and safety. It has been estimated that up to a third of all road traffic accidents involve someone who is at work at the time.</p> <p>The University 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 road users and members of the public who could be put at risk by work related driving activities. The University will therefore comply with all driving related legislation and endeavour to adopt best practice where practical for those driving on University business.</p> <p>In addition the University 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.</p> <p>This Policy sets out the University arrangements for the control of work related driving, taking into account the requirements of health and safety legislation and road traffic law.</p>
<b>1.2</b>	<b>Scope</b>
1.2.1	<p>This Policy recognises three basic categories of persons who drive as part of their work; the content of this policy, therefore, apply to these categories as detailed below:</p> <p><b>Essential business drivers:</b> staff who use a University supplied (or leased) vehicle to carry out their routine work activities.</p> <p><b>Specialist business drivers:</b> drivers who are required to have additional licences and medical approvals as required by the Driver Vehicle Licence Authority (DVLA) e.g. minibuses, lift trucks and lorries etc.</p> <p><b>Occasional business drivers:</b> staff who either hire a vehicle or choose to use their own private vehicle for occasional business purposes.</p>
<b>1.3</b>	<b>Definitions</b>
1.3.1	<p><b>Driver</b></p> <p>The term 'driver' within the context of this policy notes those licensed to drive any motorised vehicles, including riders of motorcycles.</p>
1.3.2	<p><b>Driving at Work</b></p> <p>Staff would be classified as driving at work if they are driving on University business. This would include all journeys to places of work, seminars, conferences, placements, etc. it would not however include travelling to or from a persons normal (designated) place of work.</p>
1.3.3	<p><b>Approved Driver</b></p> <p>All staff wishing to drive a vehicle on University business (including their own private vehicle) must complete a self-declaration driver approval form and receive authorisation from their manager prior to driving. Once the process has been completed the approval remains valid provided that circumstances relating to the approval have not changed.</p> <p>The University will seek to validate driving licences through a DVLA checking process; this process requires the consent of the approved driver.</p> <p>The approved driver process applies to all three categories of driver as stated in the policy; e.g. essential business, specialist business and occasional business drivers.</p>

1.3.4	<p><b>Sustainability</b></p> <p>The need for travel and the choice of mode of travel for all work-related journeys should incorporate aspects of a sustainability assessment. Preference should be given to the most sustainable mode of travel, taking into account the objectives of the journey.</p>
1.3.5	<p><b>Competent person</b></p> <p>A competent person has the skills, knowledge, attitude, training and experience to undertake the role effectively.</p>
1.3.6	<p><b>Training and Briefing</b></p> <p>Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to Health and Safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.3.7	<p><b>Occupational Health, Safety and Environment</b> is defined as “the measures and systems aimed at preventing harm and ill health to those at work, whilst protecting the environment from damage that could result from work practices.”</p>
1.3.8	<p><b>Accessibility</b></p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>
<b>2</b>	<b>Policy</b>
<b>2.1</b>	<b>Principles</b>
2.1.1	<p>The objectives of this policy are to ensure:</p> <ol style="list-style-type: none"> <li>a. the safety of staff whilst driving on University business</li> <li>b. that the safety of other road users and members of the public are not compromised by those driving on University business</li> <li>c. that all staff are appropriately qualified and trained to drive the class of vehicle being used for University business</li> <li>d. the suitability and roadworthiness of the vehicle being used</li> <li>e. that drivers are medically fit and capable to drive</li> <li>f. that statutory requirements applicable to the use of vehicles at work are met</li> <li>g. that those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities</li> <li>h. compliance with the University Smoking at Work policy as applicable to vehicles</li> <li>i. compliance with national driving-related legislation, with particular regard to mobile communication devices and drugs and alcohol</li> <li>j. 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</li> </ol>

2.1.2	<b>Policy Procedures</b>
	The responsibilities and organisational arrangements for the Driving at Work Policy lie with a variety of personnel within the University, details of which are set out as follows:
<b>2.2</b>	<b>Roles and Responsibilities</b>
2.2.1	<p><b>Procurement Office</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• appointing the University preferred supplier for vehicles hired or leased for University business</li> <li>• that the preferred supplier is contracted to provide hired or leased vehicles that are in a safe and legally compliant condition</li> </ul>
2.2.2	<p><b>Occupational Health Service</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• carrying out a fitness to drive assessment of all specialist business drivers</li> <li>• assessing all drivers who are referred or self-refer in accordance with the DVLA medical rules for driving</li> </ul>
2.2.3	<p><b>Director of Health and Safety</b> responsibilities are:</p> <ul style="list-style-type: none"> <li>• the provision of advice and guidance to the University on the safe use of vehicles on University business</li> <li>• facilitating the provision of appropriate driver assessment and training</li> <li>• monitoring and auditing the health and safety management systems governing the use of vehicles on University business</li> <li>• liaising with enforcement authorities where appropriate in the event of a collision or incident involving staff whilst driving at work</li> <li>• ensuring that road traffic collisions and incidents are appropriately reported and investigated</li> </ul>
2.2.4	<p><b>University Insurance Office</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• liaising with the University insurers on aspects of insurance cover relating to driving at work</li> <li>• driving at work insurance claim management</li> </ul>
2.2.5	<p><b>Deans and Directors</b> will ensure that:</p> <ul style="list-style-type: none"> <li>• staff within the Faculty / Directorate are aware of the Driving at Work Policy and supporting arrangements</li> <li>• appropriate emergency procedures are in place with respect to driving at work and that staff are aware of them.</li> <li>• staff receive appropriate information, instruction and training with respect to driving at work</li> </ul>
2.2.6	<p><b>Managers</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• informing staff and those under their control that they must comply with the Driving at Work Policy and supporting arrangements</li> <li>• giving consideration to aspects of sustainability and environmental impact as part of the overall assessment undertaken for business related travel</li> <li>• giving prior approval for business related travel and to authorise vehicle travel expenses for approved drivers</li> </ul>

2.2.7	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>will administer on behalf of the faculty / department the driver self-declaration driver approval form completed by staff</li> </ul>
2.2.8	<p><b>Vehicle Fleet Manager</b> has overall responsibility for University owned or leased vehicles and will ensure that</p> <ul style="list-style-type: none"> <li>University vehicles are appropriately serviced and maintained in a roadworthy condition</li> <li>University vehicles have the necessary statutory documentation to allow them to be used on the public highway</li> <li>relevant information is provided to drivers along with the vehicle</li> </ul> <p>Vehicle Fleet Manager will also provide:</p> <ul style="list-style-type: none"> <li>a procedure for reporting any vehicle accidents, incidents or defects</li> <li>roadside emergency assistance for University owned vehicles</li> </ul>
2.2.7	<p><b>Approved Drivers</b> will ensure that:</p> <ul style="list-style-type: none"> <li>they comply with the Driving at Work Policy and supporting arrangements</li> <li>they complete the driver self-declaration form in order to achieve approved driver status</li> <li>they report any change in circumstances that may affect their ability or entitlement to drive on University business</li> <li>private vehicles that are used for University business are roadworthy.</li> <li>private vehicles are appropriately insured for business purposes.</li> <li>they comply with the national legislation and guidance governing the use of mobile phones and other communication devices whilst driving</li> <li>they comply with the national driving drug and alcohol legislation</li> <li>they comply with all applicable road traffic regulations under the Road Traffic Act</li> <li>they report any vehicle accidents or incidents that occur whilst driving at work</li> <li>they comply with the University 'Smoking Policy'.</li> </ul>
<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Implementation / Communication Plan</b>
3.1.1	<p>The policy is communicated to all staff as part of the University Policy website. It is also communicated through specific, relevant training – including local inductions. Relevant Health and Safety Committees and Estates and Facilities Committees will be notified and information disseminated through line management. Relevant information is also published on the University Health and Safety intranet site and Health and Safety Handbook, as appropriate.</p>
<b>3.2</b>	<b>Exceptions to this Policy</b>
3.2.1	There are no exceptions
<b>3.3</b>	<b>Review and Change Requests</b>
3.3.1	<p>This Policy is regularly reviewed by the Director of Health and Safety.</p> <ul style="list-style-type: none"> <li>➤ Minor changes will be reviewed and agreed by Estates and Facilities Health and Safety Committee, and approved through Health and Safety Committee (HSC);</li> <li>➤ Major changes will be reviewed and agreed via Estates Health and Safety Committee and approved by Health and Safety Committee - and if required, submitted to Executive Board, for approval.</li> </ul>

	Review will generally be every three years or in response to any relevant changes to Legislation. Health and Safety Consultative Committee will be consulted during the review process, as required.
<b>3.5</b>	<b>Legislative context</b>
3.5.1	<p>This Policy complies with the requirements of the Health and Safety at Work Act 1974 and the Road Traffic Act (1991)</p> <p>Although clear legal duties have existed for some time, changes in the law with the introduction of legislation on Corporate Manslaughter (2007) have highlighted the need to develop a policy specifically to address driving at work – whilst also taking into account the requirements of health and safety legislation and road traffic law.</p>
3.5.2	<i>Health and Safety Policy legal statement</i>
	<p>This policy sets out to comply with the required ‘duty of care’ placed upon the University. Under Health and Safety Law a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.</p> <p>The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.</p> <p>This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.</p> <p>The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.</p> <p>In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.</p>
<b>3.6</b>	<b>Stakeholder Statements</b>
3.6.1	<p><b>Equality:</b> Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
3.6.2	<b>Health &amp; Safety:</b> This Policy forms part of the overarching statement on health and safety for the University.
3.6.3	<p><b>Executive Board, Health and Safety Committee, Estates and Facilities Health and Safety Committee, and Health and Safety Consultative Committee (as required)</b></p> <p>Changes to this policy will be consulted, reviewed and approved at the appropriate level; in line with policy guidance.</p>