

Driving at Work Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Safety - Chief Operating Officer - Compliance Committee
Associated Policy Statements:	N/A
Authorised Owner:	Director of Health and Safety
Authorised Co-Ordinator:	Health and Safety Manager (Professional Services)
Effective date:	13 October 2022
Due date for full review:	12 October 2025
Sub documentation:	Driving at Work Arrangements Driver Approval Form Driving at work risk assessment

Approval History

Version	Reason for review	Approval Route	Date
1.0	Reviewed and updated (including in accordance with the new Policy Framework 2022). Replaces Driving at Work Policy (Version 2.0, dated October 2018).	Compliance (Health, Safety and Wellbeing) Committee.	13 Oct 2022

1. Purpose

Most people are not aware of the serious impact that driving at work has on health and safety¹. 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 to other road users and members of the public who could be put at risk from 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. 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. This procedure sets out the University arrangements for the control of work-related driving, considering the requirements of health and safety legislation, road traffic law, and other national driving-related legislation.

2. Scope and Exceptions to the Procedure

This procedure recognises three categories of persons who drive as part of their work, as detailed below:

Essential business drivers: staff or students who use a university supplied (or leased) vehicle to carry out their routine work activities.

Specialist business drivers: 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.).

Occasional business drivers: staff or students who either hire a vehicle or choose to use their own private vehicle for occasional business purposes.

3. Definitions and Terminology

Driver – those licensed to drive any motorised vehicles, including riders of motorcycles. A vehicle includes any vehicle propelled by petrol, diesel, electric, gas or other power source.

Driving at Work – any driving activity that is undertaken for or on behalf of the University by an employee or student. This would include all journeys to places of work, seminars, conferences, placements, etc. This definition excludes an employee's normal daily commute between their home and their normal contractual place of work.

Note: Exactly what constitutes 'use of a vehicle for business purposes' can be interpreted widely; further clarification can be obtained from your health and safety representative.

Approved Driver – Any staff member or student that has successfully completed the University' driver approval process. This includes completing the self-declaration driver approval form, undergoing a driving licence check, and receiving authorisation from their line manager prior to driving. Once the process has been completed the approval remains valid for a year, provided that circumstances relating to the approval have not changed. The University will seek to validate driving licences through a DVLA checking process; this process requires the consent of the approved driver. The approved driver process applies to all three categories of driver (i.e., essential business, specialist business and occasional business drivers). This process also applies to drivers using their own private vehicles.

University Vehicle – Any vehicle that is owned, leased, or hired by the University.

Private Vehicle – Any vehicle used by an employee or student for university business which is not owned, leased, or hired by the University.

¹ It has been estimated that up to a third of all road traffic accidents involve someone who is at work at the time. In the UK, this equates to 1000 fatalities and up to 13,000 serious injuries every year.

Minibus – A vehicle that can carry between 9-16 passengers (inclusive) at any one time in addition to the driver.

Sustainability – 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.

Competent person – A person who has the skills, knowledge, attitude, training, and experience to undertake the role effectively.

Note: Driving duties undertaken during the course of employment take on a different legal context to those undertaken outside of the work environment. In the social, domestic and pleasure context, drivers are responsible for their own actions. However, when at work, the employer/employee relationship is governed by the provisions of health and safety legislation and common law decisions. These provisions place an obligation on the University to establish that employees are ‘competent’ to undertake the duties for which they are engaged, including driving. This is on the basis that the employer is likely to be primarily responsible for any acts or omissions arising from the duties carried out by their employees that result in injury or death to persons and/or damage to property.

Training and Briefing – *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.

Briefing is informing such persons of relevant knowledge in relation to Health and Safety.

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.

4. Procedural Principles

4.1. Commitment

In complying with this Procedure, the University will ensure:

- The safety of all staff and students whilst driving on University business.
- That the safety of other road users and members of the public are not compromised by those driving on university business.
- That all staff are appropriately qualified, insured, and where necessary, trained to drive the class of vehicle being used for university business.
- The suitability and roadworthiness of the vehicle being used.
- That drivers are medically fit and capable to drive.
- That statutory requirements applicable to the use of vehicles at work are met.
- That those with duties under this procedure are clearly identified and provided with clearly defined roles and responsibilities.
- Compliance with the University Smoking at Work Procedure, as applicable to vehicles.
- Compliance with national driving-related legislation, with particular regard to mobile communication devices, drugs (prescribed or otherwise) and alcohol.
- 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

4.2. Arrangements

In order to meet the above objectives, the University will:

- Clearly define the organisational arrangements for achieving compliance (see roles and responsibilities section of this Procedure).
- Ensure resources are made available to achieve compliance.
- Implement effective provisions (including selection, management, and maintenance) which

apply to the driving of:

- University owned and leased vehicles.
- Hired vehicles.
- Vehicles owned by members of staff and students.
- Minibuses.
- Forklift trucks.
- Agricultural vehicles.
- 4Wheel Drive Vehicles.
- Any other vehicle for which a special licence or other provisions are applicable.
- Assess the risk associated with driving at work activities and ensure that all those who are involved in such activities are aware of the risks and how they should be managed.
- Provide suitable and sufficient information, instruction, and, where necessary, training to university approved drivers on how to keep themselves, and others safe whilst driving at work.
- Implement processes for reporting all incidents involving driving at work using the University reporting system.
- Retain suitable records to be able to demonstrate to any competent authority compliance with this Procedure.
- Review driving at work management arrangements periodically or whenever there are changes in relevant legislation, guidance, or University activities.

4.3. Roles and Responsibilities

4.3.1. Managers are responsible for:

- Informing staff and others within their area of responsibility that they must comply with the requirements of this Driving at Work Procedure and supporting arrangements.
- Providing authorisation via the driver approval process to staff and others within their areas of responsibility wishing to drive a vehicle on university business (including their own private vehicle).
 - Ensuring that suitable and sufficient risk assessments have been completed for all driving at work activities before the work/journey commences. Additionally, ensuring that any actions resulting from these risk assessments have been addressed and implemented.
 - The provision of appropriate information, instruction, and where necessary training to drivers.
- Considering aspects of sustainability and environmental impact as part of the overall assessment undertaken for business related travel.
- Giving prior approval for business related travel and authorising vehicle travel expenses for approved drivers.
- Reporting all incidents involving driving at work using the University reporting system, also informing the Vehicle Fleet Co-ordinator and Head of Insurance.

4.3.2. Vehicle Fleet Co-ordinator has overall responsibility for University owned or leased vehicles and will ensure that:

- University vehicles are appropriately serviced and maintained in a roadworthy condition.
- University vehicles have the necessary statutory documentation to allow them to be used on the public highway.
- Driving licence checks are completed via a DVLA checking process for staff/students wishing to become approved drivers and have completed the driver approval process.
- Licence checks are completed for all University approved drivers on an annual basis. If the approved driver has not renewed the permissions for the licence check to be complete (required, every 3 years) then this will be escalated to the driver's line manager.

- Relevant information is provided to drivers along with the vehicle.
- Administration on behalf of the faculty / department, the driver self-declaration 'Driver Approval' form is completed by staff.

The Vehicle Fleet Co-ordinator will also provide:

- A process for reporting any vehicle accidents, incidents, or defects.
- Roadside emergency assistance for University owned vehicles.

4.3.3. Procurement Office are responsible for:

- Appointing the University preferred supplier(s) for vehicles hired or leased for University business.
- Ensuring that the preferred supplier is contracted to provide hired or leased vehicles that are in a safe and legally compliant condition.

4.3.4. Head of Insurance is responsible for:

- Liaising with the University's Insurers on aspects of insurance cover relating to driving at work.
- Driving at work insurance claim management.
- An annual check of insurance cover for all University owned and leased vehicles.

4.3.5. Director of Health and Safety is responsible for:

- The provision of advice and guidance to the University on the safe use of vehicles on University business.
- Facilitating the provision of appropriate driver assessment and training.
- Liaising with enforcement authorities where appropriate in the event of a collision or incident involving staff whilst driving at work.
- Ensuring that road traffic collisions and incidents are appropriately reported and investigated.
- Monitoring compliance with the requirements of this Procedure.

4.3.6. Occupational Health Service are responsible for:

- Carrying out a fitness to drive assessment of all specialist business drivers.
- Assessing all drivers who are referred or self-refer in accordance with the DVLA medical rules for driving.

4.3.7. Approved Drivers must:

- Comply with requirements of this Driving at Work Procedure and supporting arrangements.
- Complete the 'Driver Approval' form and driving licence check in order to achieve approved driver status.
- Have a valid driving licence that is valid for driving in the UK and for the class of vehicle they drive for work.
- Maintain authorised driver status by ensuring an annual licence check can be completed by the University Vehicle Fleet Co-ordinator.
- Report any change in circumstances that may affect their ability or entitlement to drive on University business to their line manager. Drivers must immediately report to their manager any endorsements to their driving licence.
- Complete pre-use checks for the vehicle they are driving before use and record this within the vehicle logbook.
- Report any vehicle defects found as soon as detected to their line manager or the University Fleet Co-ordinator for University owned, hired, or leased vehicles.
- Ensure private vehicles that are used for University business are roadworthy.
- Ensure private vehicles are appropriately insured for business purposes.

- Comply with the national legislation and guidance governing the use of mobile phones and other communication devices whilst driving.
- Comply with the national driving drug and alcohol legislation.
- Comply and keep up to date with all applicable road traffic regulations under the Road Traffic Act, including amendments to the Highway Code.
- Take responsibility for the safety of passengers.
- Report any vehicle accidents or incidents that occur whilst driving at work.
- Comply with the University 'Smoking Procedure'.

Note: The university is not responsible for the payment of any penalty incurred by breach of the law or by not observing private area notices. These are the responsibility of the driver of the vehicle involved. Legislation also requires the university to advise the police of the name and address details of any driver charged with an alleged endorsable offence such as exceeding speed limits, whilst driving at work.

5. Governance Requirements

5.1. Implementation: Communication Plan

The procedure will be available via the University procedures webpages. The procedure is communicated through specific, relevant training – including local inductions.

The Compliance Management Group will be notified, and information disseminated through line management. Faculty Health and Safety Committees will also be informed.

This Procedure and relevant supporting documentation are also published on the University Health and Safety intranet site and within the Staff Health and Safety Handbook.

5.2. Implementation: Training Plan

Communicated through specific, relevant training – including the University essential Health and Safety training, local inductions, and departmental toolbox talks.

5.3. Review

This procedure is regularly reviewed by the Director of Health and Safety. Minor changes will be reviewed by the Compliance Management Group and approved by the Compliance (Health, Safety and Wellbeing) Committee. Major reviews will also be reviewed by the Compliance Management Group, prior to submission to Compliance (Health, Safety and Wellbeing) Committee for approval, and if required, noted at Executive Board.

This procedure will be reviewed every three years or in response to any relevant changes to Legislation, if sooner. The Health and Safety Consultative Committee will be consulted during the review process, as required.

5.4. Legislative Context and Higher Education Sector Guidance or Requirements

5.4.1 Applicable Legislation

This procedure complies with the requirements of the Health and Safety at Work Act 1974 and other legislation such as:

- The Road Traffic Act 1991.
- The Road Traffic Act 1988.
- The Workplace Health, Safety and Welfare Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.

5.4.2 Legislative context

This procedure 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.

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.

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.

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.

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.

5.5. Sustainability

The University recognises that cars are a heavy CO2 emitter and air polluter and is, therefore, working towards a more sustainable fleet with a number of vehicles now being fully electric or hybrid. This number will also increase as new vehicles are procured and diesel/petrol vehicles are returned.

The need for travel and the choice of mode of travel for all work-related journeys is incorporated into the risk assessment process. Preference should be given to the most sustainable mode of travel, taking into account the objectives of the journey.

6. Stakeholder Engagement and Equality Impact Assessment

- 6.1. An Equality Impact Assessment was completed on **12/10/2022** and is held by the Authorised Co-Ordinator.
- 6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Date	Name of Contact
Governance	Development and creation of this Procedure v1.0.	12/09/2022	Andrea Langley, Regulatory Compliance Manager (OIA).
Director of Health and Safety	Development and creation of this Procedure v1.0	12/08/2022	Matthew Purcell, Director of Health and Safety, Cervus+.
Members of the Compliance Management Group	Development and creation of this Procedure v1.0	07/09/2022	Members of this Group.

Members of the Health and Safety Consultative Committee	Development and creation of this Procedure v1.0	07/09/2022	Members of this Committee
Equality, Diversity, and Inclusion	Development and creation of this Procedure v1.0	07/09/2022	Jo McCarthy-Holland, Equality & Diversity Adviser.
Head of Insurance	Development and creation of this Procedure v1.0	07/09/2022	Sally Condie, Head of Insurance, Cervus+
Vehicle Fleet Co-ordinator	Development and creation of this Procedure v1.0	07/09/2022	David Osbourne, Fleet Manager.