

## Driving at Work

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University of the  
Highlands and Islands  
West Highland College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste na Gàidhealtachd an Iar

## Driving at Work

ELT manager	Director of Finance and Corporate Services
Responsible officer	Facilities Manager
Date first approved by BoM	12 April 2016
First Review Date	April 2019
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM

# Driving at Work Policy

## 1.0 Purpose

The College recognises its general duty to do all that is reasonably practicable to ensure that employees, representatives of the college and Board of Management members 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/representatives and Board of Management members 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.

## 2.0 Scope

**2.1** This policy applies to all employees and the use of College leased or hired 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 students, college representatives, volunteers and members of the Board of Management if they are asked to drive on College business.

### 3.0 Definitions

#### 3.1 Driving at Work

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

#### 3.2 College Vehicle

Any vehicle leased or hired by the College.

#### 3.3 Private Vehicle

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

### 4.0 Key Principles

The College will:

- 4.1 Make arrangements to ensure that all drivers are appropriately qualified, licensed, insured and trained.
- 4.2 Ensure that risk assessments for driving activities are undertaken and ensuring drivers 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 leased and hired motor vehicles by having adequate arrangements/procedures in place.

### 5.0 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.

#### 5.1 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.

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- Give prior approval for business related travel and to authorise vehicle travel expenses for approved drivers.
- Seek advice Health & Safety on driver training requirements

### 5.2 Estates and Facilities

The Estates and Facilities Manager will ensure:

- There is a mechanism and checks in place to ensure that drivers are qualified to drive College leased vehicles, (Annual licence checks), this includes D1 entitlement for drivers of mini buses and personal car insurance policies cover the driver for business use
- There is a system in place to ensure that any College leased vehicle is maintained in a roadworthy condition and complies with legal requirements.
- That any College leased 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.
- Inform Executive Leadership 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 pool vehicle induction.
- Review and update this policy and ensure an EIA is carried out on this policy
- Quality approval check of the policy is the responsibility of the Estates and Facilities Manager who will arrange for the policy to be posted on the web

### 5.3 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.

### 5.4 Occupational Health Provider

The College Occupational Health Provider will:

- Carry out a fitness to drive assessment of drivers who are referred by HR.
- Assess all drivers who are referred by HR in accordance with the DVLA medical rules for driving.

### **5.5 Health and Safety Officer**

The Health and Safety Officer 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.
- Advise on specialist training when required eg MiDAS

### **5.6 Staff Development Officer**

- Arrange specialist training when required eg MiDAS

### **5.7 All Drivers**

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

- Hold the appropriate driving licence entitlement.
- Hold a 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 drivers breaching this policy, then College disciplinary procedures may be followed.
- Inform their line manager and the 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.

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- Are satisfied that prior to any journey on College business that the vehicle they are driving is fit for its purpose and roadworthy.
- Are responsible for all repairs associated with their vehicle
- 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.
- 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.
- 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.

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.

### **Drivers 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 driver transports a student on their own, it is vital that the appropriate Curriculum Lead Manager, or the Safeguarding Coordinator or a member of the College Executive Leadership Team and the parents/guardians are notified immediately (ref Appendix 3 - Safeguarding Policy and Procedure).

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### **6.0 Linked Policies/Related Documents**

Health and Safety Policy  
Staff Travel and Expenses  
Policy  
Staff Disciplinary Procedure  
Safeguarding Policy and Procedure  
Driver Declaration Form

### **7.0 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