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**HEALTH AND SAFETY ASPECTS OF DRIVING AT WORK**

**CODE OF PRACTICE**

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| **Reference:** | DAW |
| **Author & Title:** | Health and Safety Aspects of Driving at Work Code of PracticeL Gittins |
| **Responsible Director:** | L Gittins  |
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| V1 | 27/09/17 |
| V2 | 17/10/17 Updated risk assessment template addedUpdated Driver Declaration form addedUpdated Minibus driver information |
| V3 | 14/01/21 – Included note on driving in the EU post Brexit |
| V4 | 16/05/2022 – Included note on The Highway Code updates. |
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Driving is the most dangerous work activity that the majority of people do. Up to a third of all road traffic accidents are estimated to involve somebody who is at work at the time. In the UK this equates to 1000 fatalities and up to 13,000 serious injuries every year (Royal Society for the Prevention of Accidents). Driving is an activity that many staff undertake, even if only occasionally.

The University recognises that it has a primary responsibility for the health and safety of staff engaged in driving at work but it also has a duty of care to other road users and members of the public who could be put at risk. The University believes that managing risks arising from driving is the joint responsibility of the University and its employees. This Code of Practice does not diminish in any way an individual driver’s responsibility to act within the law in all regards when driving.

This Code has been put in place to identify and minimise risks in order to encourage safe driving both on and off campus and to ensure that the University is in compliance with the law and its insurance policy. The document reflects current legislation and best practice with regard to ensuring that drivers are appropriately qualified and trained. Whilst this Code endeavours to be authoritative, departments should satisfy themselves that they comply with current legislation and insurance requirements, further information is available here - https://www.gov.uk/browse/driving

This Code applies to all staff and authorised persons who may be driving on University business, for or on behalf of the University. It does not cover a person’s commute to their normal place of work. Where driving is the most appropriate option, staff must ensure that this Code is adhered to whether they use University vehicle, hire or leased vehicle or an employee’s own private vehicle**. Given the range of activities that involve driving, most short duration journeys, including travel between University sites, do not require a risk assessment to be completed per journey. Each department should adapt the driving risk assessment template (see Appendix 3) to reflect the risks linked to their work activities.**

Note – this Code applies to driving within the UK only. Custom, practice and driving standards abroad may differ from the UK therefore staff or students intending to drive abroad must consider this as a hazard within the risk assessment process. Further advice can be sought from the University’s Legal Services and Health and Safety Assistant prior to driving abroad.

**Responsibilities**

**Heads of Department / Managers / Supervisors**

Heads of Department, Managers and supervisory staff are expected to take responsibility for ensuring that their departments comply with this Code of Practice and that their staff understand their responsibilities as set out in this guidance. In particular they must

* Bring this Code to the attention of all persons within their department who are appointed or permitted to drive on University business and ensure that it is adhered to.
* Ensure that all staff who are expected to drive as part of their work activities (whether regularly or infrequent) have completed a Driver Declaration Form (see Appendix 1) and that this has been approved by the manager and a copy is sent to the Procurement Manager. They must also check the documentation required for the approval annually.
* Ensure that drivers are adequately qualified, trained and/or supervised (paying special attention to new or temporary drivers).
* Assist the University in identifying all risks associated with the task of driving at work within their departments as well as identifying individual risks to each specific driver and assist in the implementation of control measures. All relevant persons should be consulted when carrying out the risk assessment and must be informed of the findings. See Appendix 3.
* Monitor the success of the control measures within their departments and periodically ensure that procedures for work related road safety are being followed.
* Liaise with the Legal Services and Health and Safety Assistant and the Procurement Manager for the reporting of any incidents or accidents. A copy of the University accident reporting form can be found [here](file:///%5C%5CLHU%5CStaff%24%5CDD%24%5CSecretary%5CSecOffice%5CRachel%5CDocument%20Templates%5CAccidents%5CAccident%20Report%20Form%20-%20template.docx).
* Ensure drivers attend medicals, as applicable.
* Ensure University vehicles under their responsibility are properly maintained; inspected regularly and have all the statutory documentation in place.
* Regularly monitor vehicle inspection sheets/safety checklists.
* Review permission to drive University vehicles if offences result in an endorsement accumulation of seven penalty points.

**Finance Office**

The Procurement Manager is responsible for appointing the University’s preferred supplier for vehicles hired or leased for University business and that the preferred supplier is contracted to provide vehicles that are safe and in a legally compliant condition.

The Procurement Manager collects a database of all approved drivers via Managers sending a copy of all Driver Declaration Forms to the Procurement Manager.

The Finance Director (with responsibility delegated to the Procurement Manager) is responsible for the University’s insurance policies. The Procurement Manager will therefore liaise with the University’s insurers on aspects of insurance cover relating to driving at work and will oversee all matters relating to vehicle insurance claim management.

**Vice Chancellors Office**

The Vice Chancellor’s Office shall monitor and audit the health and safety management systems governing the use of vehicles on University business and shall be the department responsible for liaising with enforcement authorities in the event of collision or incident involving staff whilst driving at work. The Legal Services and Health and Safety Assistant shall take receipt of all accident report forms involving any road collisions and incidents and these will be appropriately investigated.

**Vehicle Managers**

Vehicle Managers (i.e. those people who have responsibility for University owned vehicles, hired vehicles or leased vehicles) have overall responsibility for those vehicles. Vehicle managers should also ensure that University vehicles are appropriately serviced and maintained in a roadworthy condition; have the necessary statutory documentation and ensure that all drivers are given enough information to use the vehicle safely and also to be able to report any incidents, accidents or defects.

**All Drivers**

Drivers are expected to be familiar with and understand this Code and to ensure that they practice safe methods of driving at all times. They must adhere to controls identified in the risk assessment and follow the correct system of work including any local departmental rules. They also must inform their managers/supervisors of any concerns regarding existing controls, the system of work or new hazards.

All staff wishing to drive a vehicle on University business (including their own private vehicle) must complete and sign a Driver Declaration Form and receive authorisation from their manager prior to driving. Once the process has been completed the approval is valid for one year, provided the circumstances relating to approval have not changed.

All drivers must:

* Present their licence, MOT (where required) and any other information required in the Driver Declaration Form for inspection by their line manager annually.
* Ensure that private vehicles used for University business are roadworthy.
* Carry out daily vehicle pre-use safety checks on University vehicles and complete all associated paperwork see checklist in Appendix 2.
* Drive in a safe and competent manner, in accordance with UK driving laws.
* Report any vehicle accidents or incidents that occur whilst driving at work.
* Inform their manager of licence withdrawals, endorsements, collisions or health problems which may affect their ability to drive.
* Attend any training arranged for them, and practice the safe driving methods identified
* Not consume alcohol or other mind altering substances as prohibited by law. (Some prescription drugs could adversely affect a person’s ability to drive. In such cases drivers need to be guided by the prescribing doctor).
* Not use a mobile phone whilst driving.
* Promptly report all vehicle defects to management (University vehicles) or to the Hire Company (hire vehicles), and cease/not commence driving any vehicle that they believe is unfit or not road worthy.

**New Highway Code rules**

Please familiarise yourself with the new rules, to be found [here](https://www.gov.uk/guidance/the-highway-code/updates).

**Drivers using private vehicles**

Drivers using their private vehicles MUST have Business Use under their personal insurance arrangements. Driving personal vehicles on University business without being covered for business use on the vehicle’s insurance invalidates the cover and so is illegal. Private vehicles must be well maintained and roadworthy, must display a valid tax disc, and have a valid MOT certificate if it is over 3 years old.

**Hire Vehicles**

University staff may only hire vehicles by using the University procured provider. Details of this can be obtained from the Procurement Manager. Before hiring a vehicle there must be an approval from the relevant manager; completed driver declaration forms from those people who are permitted to drive the vehicle; and a suitable risk assessment. Each person hiring a vehicle must be given the contact details for the Procurement Manager and the accident reporting procedures. The approved hire car provider is aware that the University has a Motor Policy which includes Vehicle Hire and has details of the University insurance policy. Staff do not need to purchase insurance from the provider if the vehicle is being used for University purposes.

**University Owned Vehicles**

University vehicles must have regular checks conducted by qualified persons in order to take into account the manufacturers’ recommended service intervals and warranties. These inspections will be conducted by a competent person in order to ensure the on-going safety of the vehicle. A maintenance log will be kept in each University vehicle containing all information relating to that vehicle. The servicing garage should update this after each service/inspection.

Every University vehicle that is to be used for work purposes will contain equipment for the safety and security of staff. Equipment will include a suitable first aid kit and a suitable fire extinguisher. Departments that have responsibility for a University owned vehicle must have in place a local policy that deals with all health and safety aspects of managing the use of that vehicle. Managers are referred to the joint HSE and Department of Transport publication [Driving at Work](http://www.hse.gov.uk/pubns/indg382.pdf).

**Minibus and other vehicles (other than light vehicles)**

A minibus is a passenger carrying vehicle with a minimum of 9 and a maximum of 16 passenger seats (plus the driver's seat) and may be driven for profit or social purposes but the appropriate driving license entitlement must be held (category D1).

Persons who wish to drive University vehicles other than light vehicles on University business must be approved by the Head of Department (academic) or Manager (administration) and the Procurement Manager. The Manager must ensure that the person has the correct licence to operate the vehicle and should ensure that suitable training has been attended in order to operate the vehicle safely.

With regard to minibuses, the legal requirement with regard to qualifications is that drivers who obtained their full driving licence before 1 January 1997 may drive a minibus in the UK. The license will show entitlement to drive category D1 – which means the driver can drive a minibus with up to 16 passenger seats without needing an additional driving test. There will also be shown a code (101) which means ‘not for hire or reward’. Note - a vehicle is to be treated as carrying passengers for hire or reward if any payment is made for the carrying of passengers, irrespective of to whom the payment is made, e.g. such as the payment of tuition fees.

Those who have obtained their licence on or after 1 January 1997 are only licensed to drive a vehicle up to 8 seats. The license will not show the entitlement to drive category D1 and therefore the driver cannot drive a minibus without taking the additional driving test.

Further information is available here - <https://www.gov.uk/driving-a-minibus>

It is University policy that all members of staff who are required to drive either University mini buses or hired mini buses for work related activities, are required to undertake a driving assessment, to raise awareness and to ensure that staff drive safely. Note - this is a compulsory requirement even if a member of staffs’ licence meets the DVLA requirements for driving this type of vehicle.

Budget holders should be aware when this type of activity is being undertaken and are requested to identify people from within their department/faculty who are likely to require training. Drivers who successfully complete the training programme will receive a certificate, a copy of which is to be lodged with your departmental administrator, for future reference. A copy of the certificate should also attached to the annual driver declaration

The training, which can be given on an individual or small group basis, will normally involve driving a minibus under supervision on the road and a classroom based session, to raise awareness of the relevant legal, practical and safety issues. Should any additional training be required to bring staff up to the required standard, this may be booked direct with the assessor, at the time of the course.

The certification lasts for 5 years.

**How to book an assessment**

The assessments are conducted by The Minibus Agency. They are based at the following address:

Unit 13,

The Match Factory

140 Speke Road

Garston

Liverpool L19 2RF

Tel: 0151 494 2400

**Section 19 permits**

Organisations that provide transport on a ‘not-for-profit’ basis can apply for permits under Section 19 or Section 22 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator’s licence.

A number of permits have been acquired for use by the University. All minbuses owned/leased by the University (e.g. those at Plas Caerdeon) have been issued with their own permit and in which they must be displayed at all times. A number of spare permits are also held by the Vice Chancellor’s office for use in minibuses that are hired/borrowed on a temporary basis. It is a mandatory requirement that person’s hiring/borrowing minibuses on behalf of the University, request a section 19 permit to display in the minibus, before it is used for University purposes.

This arrangement also applies where the School / Department / Faculty chooses to provide its own vehicle to transport fare paying passengers within the UK.

Further information on Section 19 permits is available here - <https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

**Risk Assessments**

Risk assessments are required when any person drives a University vehicle, a hire vehicle or his/her own private vehicle on University business. This may be, for example, someone using a University van on a regular basis, or a member of staff using his/her car to attend conferences around the country.

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 is set out in Appendix 3. For journeys or driving activities that present additional risks a more detailed assessment should be completed and recorded.

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

**Accident Reporting**

All accidents, incidents and near misses that occur whilst driving at work must be reported via the University’s [Accident Report form.](file:///%5C%5CLHU%5CStaff%24%5CDD%24%5CSecretary%5CSecOffice%5CRachel%5CDocument%20Templates%5CAccidents%5CAccident%20Report%20Form%20-%20template.docx)  All accidents involving University Owned vehicles and Hired vehicles must be reported to the University’s Procurement Manager on insurance@hope.ac.uk

Hired vehicles – Care should be taken when reporting or dealing with Hire companies following an accident. Employees should not accept responsibility for any accident nor should they agree to pay any monies directly to the Hire company.

Employees own vehicles – Employees should report accidents or incidents involving their own vehicle to their own insurance company.

**Vehicles Checks and Maintenance**

It is the responsibility of the driver to ensure the roadworthiness of any vehicle whilst travelling on the public highway. As such it is recommended that University employees who are intending to drive any vehicle on University business should undertake appropriate checks prior to using the vehicle. 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 2 outlines the type of checks that are required to be undertaken by both departments (with University owned vehicles) and drivers (with private vehicles, hired or leased vehicles). Appendix 2 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.

**Insurance**

The law requires all persons who drive on the public highway to be adequately and appropriately insured. This means that any person driving, albeit occasionally in connection with the business of their employer, must be covered for “business use”

All persons who drive University owned or leased vehicles as an essential part of their employment and, all persons who request vehicles to be hired or leased by the University for their use on business purposes are automatically covered by the University’s insurance policy.

Persons who use their own vehicles for University business purposes on a casual basis or for convenience (e.g. travel to meetings) should ensure that their personal insurance policy states “for business use”.

**Driving in Europe after Brexit -** From 1 January 2021, UK motorists driving in Europe will need to carry a Green Card with them at all times.

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**Annual Driver Declaration Form**

This form must to be completed by any member of staff who wishes to drive on University business. This includes staff who are required to drive University vehicles as an essential part of their work (e.g. Estates, Catering, Student Support and Well-being and Campus Support staff) and those who either hire a vehicle or chose to use their own private vehicle on University business.

University business shall be defined as all journeys to and from premises other than you usual place of work, for example, to attend seminars, conferences, meetings, training courses, placements, partner schools and as part of the Network of Hope. Please note that journeys between your home and your permanent place of work are considered to be private journeys.

Please complete this form and return via email to insurance@hope.ac.uk together with the following:

1. A photocopy or scan of your Photocard Driving Licence (both sides), and
2. A DVLA Licence Summary[[1]](#footnote-1) (available from <https://www.gov.uk/view-driving-licence>)[[2]](#footnote-2)

|  |  |
| --- | --- |
| Your Name: |  |
| Department: |  |
| Driving Licence Number: |  |
| Country of Issue: (e.g. UK, IRL) |  |
| Date B Licence Test Passed: |  |
| Age at time of test (if you are under 25): |  |

|  |  |
| --- | --- |
| Please mark ‘X’ in the relevant box. | I am a member of staff |[ ]
|  | I am a student |[ ]
|  | Other (please state) |  |[ ]

|  |  |
| --- | --- |
| Are you applying to drive? (Please mark ‘X’ in the relevant box.) | A University owned or leased vehicle |[ ]
|  | A hire car (on either a short or long term basis) |[ ]
|  | A minibus |[ ]
|  | Your own private vehicle |[ ]

|  |  |  |
| --- | --- | --- |
| **If you answer ‘YES’ to any of the questions below, full details must be supplied and submitted with this form for approval:**  | **YES** | **NO** |
| 1. Have you resided in the British Isles for less than three years?
 | [ ]  | [ ]  |
| 1. Have you been involved in any motor accidents, losses or claims (other than windscreen claims) during the last 3 years irrespective of blame?
 | [ ]  | [ ]  |
| 1. During the last 11 years, have you been disqualified from driving?
 | [ ]  | [ ]  |
| 1. (a) Have you been convicted of any motoring offences (including fixed penalty offences) during the last 5 years?
 | [ ]  | [ ]  |
| 1. (b) Is any prosecution pending?
 | [ ]  | [ ]  |
| 1. Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease?
 | [ ]  | [ ]  |
| 1. Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms?
 | [ ]  | [ ]  |
| If you are applying to drive a minibus please confirm the following: |
| 1. Do you hold a full D1 (or D) PCV entitlement licence?
 | [ ]  | [ ]  |
| 1. Have you undertaken the Midas (Minibus Driver Awareness Scheme) Training for Minibus Drivers?
 | [ ]  | [ ]  |
| 1. Date training was undertaken:
 |  |

|  |  |  |
| --- | --- | --- |
| **Declaration**I certify that the information provided above is correct to the best of my knowledge. I declare myself as medically fit to drive. I hereby declare that if I use my own vehicle for University business I will ensure that the vehicle is taxed, has a current MOT certificate, is serviced regularly and is roadworthy, and that insurance is in place which includes ‘for business use’. I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle. I also undertake to notify the University of any accident that occurs whilst I am responsible for one of the University’s vehicles ASAP. I hereby declare that I have read and am fully conversant with the University’s Driving at Work Code of Practice and agree to abide by its terms. I agree that I am duty bound to notify immediately my Line Manager should any details change that would prevent me from driving. I accept that my information may need to be shared with the University’s insurers. I understand that this data will only be used for the purposes of motor insurance and will be held in accordance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signed: | Date: |

 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager’s Approval**I approve the named driver to drive on University Business.

|  |  |  |
| --- | --- | --- |
| Name: | Signed: | Date: |

 Valid for 12 months from this date. |

**Appendix 2**

**Department and Driver Pre-use Checklist**

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 3**

RISK ASSESSMENT FOR DRIVING AT WORK

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty/Department: |  | Brief overview of visit or activity the vehicle is in use for:  |  |
| Vehicle used: *List make/ model or state if own vehicle is to be used.*  |  | Assessment carried out by:  |  | Assessment date:  |  |

Risk Assessments for Driving at Work must be completed before the start of any activity, this includes for all employees who are required to drive vehicles as an integral part of their work and for employees who use their own vehicles or hired vehicle on a causal basis to carry out an element of their role (e.g. staff to attend meetings or conferences at other institutions). For the purpose of these activities the following definitions apply;

**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 an employee 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.

Information on the nature of the hazards identified and the control measures to be adopted must be adapted by each department to accurately reflect the level of risk involved. This information must then be communicated appropriately in advance to all drivers, passengers and other relevant personnel. Dynamic risk assessment may be required if unexpected conditions emerge, this may include active management of incidents or emergencies.

|  |
| --- |
| SPECIFIC ASPECT OF EVENT/VISIT/ACTIVITY: Driving at Work |
| What are the hazards? | Who might be harmed? | What is the risk level?\* | What are the existing measures to manage the risk effectively? | Is any further action or information required? | Action by: |
| Who | When | Completed |
| Driver Competence and Capability | Driver, passengers, staff, students, pedestrians, pregnant drivers, all other road users.  | Medium | * Driver Declaration form checks in place to ensure driver has a valid licence. These forms are re-submitted annually.
* Drivers shall declare any licence withdrawals, endorsements, collisions or health problem that may affect their ability to drive to their line manager.
* All drivers are personally responsible for ensuring they are fit to drive.
* Where drivers use their own vehicle for University business, Business Use shall be included as part of their personal insurance arrangements.
* All drivers must ensure their own vehicle, any University vehicle or hire vehicles are roadworthy prior to use.
* All drivers shall drive in a safe and competent manner, in accordance with UK driving laws.
* Drivers must not consume alcohol, mind altering substances or any medication which is likely to affect their ability to drive. Drivers should also be mindful that these substances have an effect for some time after taking them.
* Staff operating minibuses or other vehicles other than light vehicles should hold the correct licence and attend suitable training prior to operating the vehicle.
* Smoking and the use of hand held mobile phones at any time in a University vehicle is strictly prohibited.
* Drivers must wear seatbelts provided and should ensure that passengers are also advised to do the same.
* All drivers should be aware of the procedures to follow should their vehicle break down, discover a defect or they are involved in an accident.
* All accidents shall be reported promptly to the Legal Services and Health and Safety Assistant.
 |  |  |  |  |
| Vehicle Condition and Use | Staff, Students, Pedestrians, All other road users | High | * All University owned, leased or hired vehicles are fit for purpose and adequately maintained in a safe condition.
* Vehicle drivers are responsible for completing basic checks prior to using the vehicle and promptly reporting any defects to line managers.
* Drivers shall ensure basic checks are undertaken regularly prior to using University vehicles.
* Additional checks should be undertaken when operating a minibus or other vehicles. Checks should also refer to maximum load weights.
* Approved mechanics are used to ensure that all University vehicles are serviced, maintained and repaired to an acceptable standard and in accordance with manufacturers’ recommendations.
* All privately owned vehicles used for University business are adequately insured, are in a roadworthy condition (i.e. are covered by a valid MOT certificate) and comply with all current legal requirements.
* All goods and equipment (including tools) carried in University vehicles are to be properly secured prior to travel, so as not to pose a distraction to the driver.
 | Checks may include;* footbrake operation
* handbrake operation,
* lights,
* indicators,
* hazard &

warning lights* horn operation,
* wipers
* seatbelt
* mirrors are functioning and adjustable where necessary.
 |  |  |  |
| Journey  | Driver, passengers, staff, students, pedestrians, all other road users.  | Medium  | * Drivers must consider if their journey is essential and consider alternative means if possible.
* If deemed essential, all journeys must be planned in advance. This must include consideration for the most appropriate route for the type of vehicle being used (i.e. overhead restrictions).
* When planning journeys in advance, driving for excessive periods shall be avoided, especially between the hours of 2am – 6am. Rest stops should be scheduled.
* Work schedules should be realistic to include provisions for rest breaks, personal safety and allowing sufficient time for drivers to comply with local speed restrictions and possible road traffic conditions.
* Sufficient consideration should be given to adverse weather conditions when planning journeys.
* The driver is made aware of any actions required upon journey completion i.e. unloading goods and arrangements to ensure that this is carried out safely.
* Journeys that include overnight stays, driving abroad, transportation of high value or dangerous goods, specialist vehicles or involve periods of lone working should be risk assessed separately and consider the provision of additional security arrangements and additional communication to maintain contact with the driver.
 |  |  |  |  |

\*Refer to the ‘RISK MATRIX’ to establish the risk rating

1. This service is only available for those licences issued by England, Scotland and Wales. For all other, please contact the Insurance Section. [↑](#footnote-ref-1)
2. Following the abolition of the paper counterpart to the British driving licence on 8th June 2015 the online system was introduced as the way for driving licence details to be checked and verified. To provide your DVLA Licence Summary you will need; your driving licence number, your National Insurance number and the postcode on your driving licence. You will need to click on ‘**Share your licence information**’. You can save the Licence Summary as a pdf and attach to this form. [↑](#footnote-ref-2)