

# Driving and Use of Vehicles Policy

<b>Document Control Information</b>	
Version control	1.0
Owned by:	Health and Safety Team
Latest amendment on:	22-06-2020
Approved by:	Health and Safety Committee
Approved on:	04-09-2019
Coming into effect on:	04-09-2019
Review date:	February 2022

## Contents

1. Introduction .....	3
1.1. Scope .....	3
2. Roles and responsibilities.....	3
2.1. Heads of Department .....	3
2.2. Senior Managers, Principal Investigators and Line Managers/ Supervisors	3
2.3. Drivers of University owned or hired vehicles.....	4
2.4. Drivers of private vehicles on university business .....	5
2.5. Procurement – vehicle hire.....	5
2.6. Occupational Health.....	6
2.7. Health & Safety Office.....	6
3. General Requirements .....	6
3.1. Induction.....	6
3.2. Risk Assessment.....	6
3.3. Qualification to drive.....	6
3.4. Fitness to drive .....	7
3.5. Dealing with medical conditions affecting the ability to drive including eyesight.....	8
3.6. Disqualification from Driving.....	8
3.7. Reporting accidents and incidents .....	8
3.8. Pre-Use Vehicle Checks .....	8
3.9. Road Safety .....	9
3.10. Alcohol and drugs.....	9
3.11. Mobile phones or other hand-held communication devices.....	9
3.12. Smoking.....	10
3.13. Seatbelts.....	10
3.14. Speed Limits/Restrictions .....	10
3.15. Passenger Safety .....	10
3.16. Security of vehicles.....	10
3.17. Visibility from the Driving Position.....	11
3.18. Route planning/scheduling .....	11
3.19. Driver and passenger .....	11
4. Driving Abroad .....	12
5. References.....	12

## **1. Introduction**

Anyone who drives or operates a vehicle has a legal duty to take all reasonable precautions to ensure that it is operated safely. It is an offence to cause or permit a vehicle to be driven on the road when its condition, or the way in which it is driven, could cause danger to anyone in the vehicle, other road users or pedestrians.

### **1.1. Scope**

This procedure applies to all vehicles operated by the University, whether owned by the University or leased, and to all University staff who are authorised to drive, or who travel in, such vehicles. Private vehicles which are driven by staff on University business are also covered by this procedure. Staff driving to LMU as part of their normal commute to work are not covered by this procedure.

## **2. Roles and responsibilities**

### **2.1. Heads of Department**

Heads of School or Professional Services Departments are responsible for ensuring:

- Safe systems of work in place including risk assessments.
- Those who are driving are safe and fit to drive and vehicles that are being driven are in a good condition and safe.

### **2.2. Senior Managers, Principal Investigators and Line Managers/ Supervisors**

Responsible for ensuring:

- Vehicles are safe and legal to drive by having vehicles being visually inspected for damage with a pre-inspection checklist and are regularly maintained and have a valid MOT certificate where appropriate.
- Those drivers with medical conditions which may affect their ability to drive are referred to Occupational Health.
- Drivers comply with no smoking legislation in vehicles, no use of mobile phones whilst driving and no idling engines while vehicle is unattended.
- Safe systems of work are in place for the use of University vehicles which includes having activities risk assessed and journeys pre-planned to include rest breaks.
- The provision of driver training as appropriate to meet the requirements of the University's insurers and the requirements of the operating School or Department.
- Staff who are required to drive University vehicles have the correct licence to do so and are appropriately trained. Drivers' licences are to be photocopied and along with a record of driver's licence be kept.

- Liaising with Procurement department to ensure that proper provisions have been made for insurance.

### **2.3. Drivers of University owned or hired vehicles**

- Informing their line managers of any health condition or problem which might affect their fitness or entitlement to drive whether short or long term.
- Do not drive whilst adversely affected by alcohol or drugs, or in excess of any legal limits.
- Take an eyesight test every two years or more frequently depending on medical advice.
- Ensuring that they only drive vehicles which they have a driving licence for.
- Presenting, when asked to do so and within a reasonable period, original documentation such as a valid driving licence to the appropriate member of staff, so that their current entitlement to drive can be verified.
- Carrying out and recording vehicle checks using vehicle checklist and reporting any faults or damage for repair. Liaising with their line managers as to the advisability of driving the vehicle.
- Follow risk assessments and methods of work received from their line manager for any task that includes an element of driving, whilst exercising their own judgement regarding factors that may change such as weather, road conditions etc. and raising any safety concerns with their manager immediately they arise.
- Always ensure the safe usage of University vehicles.
- Drive at all times in accordance with the [Highway Code](#).
- Ensure prompt and appropriate action is taken in the event of damage to, or an accident involving, a University vehicle, including the formal reporting of all such incidents to Health and Safety Office and line manager.
- Not to use mobile phones or other communication devices (including those which can be operated 'hands free') when the vehicle is engaged. Communication devices should only be used when the driver has found a safe location to pull off the road and disengage the vehicle engine.
- Comply with the University's Smoking Policy.
- Make sure they are not distracted whilst the vehicle is engaged, for example by reading physical or electronic maps (other than in vehicle fitted satnav systems), etc.
- Not to modify University vehicles or tamper with stickers, decals etc.
- Not to haul loads which could structurally damage the vehicle or trailer or to make improper use of trailers and/or towing equipment.

## 2.4. Drivers of private vehicles on university business

- Has a valid Driving Licence to drive in the UK. See Advice on driving in UK on a foreign licence on the <https://www.gov.uk/driving-nongb-licence> website.
- Ensure the vehicle they use for university business has passed its MOT (where applicable).
- 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'.  
<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/workown-vehicles.pdf>
- Follows the [Highway Code](#).
- Does not drive while suffering from tiredness, illness, health conditions or taking medication which impairs their ability to drive.
- Does not drive whilst adversely affected by alcohol or drugs, or in excess of any legal limits.
- Does not use a mobile phone, laptop, or similar device, eat or drink etc. whilst driving.
- Informs their manager of any changes to their driving licence or medical conditions reportable by law under Driver and Vehicle Licensing Agency (DVLA) requirements which affect their ability to drive for work.
- If pregnant, informs their line manager of any issues arising from the pregnancy that may be made worse by driving. Measures to control risk to pregnant women should be incorporated into the Risk Assessment for New and Expectant Workers.
- Considers whether the journey is avoidable. It may be possible to use telephone, video, or telephone conferencing.
- Plans the journey to include regular breaks (15-minute break every 2 hours is recommended).
- Avoids setting out on a long drive after having worked a full day.
- If necessary, plans an overnight stop with agreement of their Line Manager.
- Arranges workload, when possible, to include driving time within their normal working hours.
- Allows adequate time to get to the destination.

## 2.5. Procurement – vehicle hire

- Provide vehicle providers who supply vehicles that are well maintained and are hired to the university in a safe condition.

## **2.6. Occupational Health**

- Provide annual and starter health screening for those who drive regularly for university purposes and for those who drive whose medical condition changes.

## **2.7. Health & Safety Office**

- Monitoring/auditing the management systems for use of vehicles on University business.
- Liaison with enforcement authorities in the event of an accident.
- Ensuring that road traffic accidents are investigated, where appropriate.

# **3. General Requirements**

## **3.1. Induction**

All new staff must be made aware of the health and safety issues (including driving and vehicle safety) applicable to their work and working environment, and in accordance with the H&S Training Policy.

## **3.2. Risk Assessment**

All risks associated with departmental driving activities must be assessed: Wherever possible, staff and students should eliminate or reduce the need to undertake journeys and where possible use safer modes of transport than cars/ vans.

Three important elements where risk can be controlled are:

- The Driver
- The Vehicle
- The Journey

## **3.3. Qualification to drive**

All persons who drive on behalf of the University, either as an essential part of their employment or on a casual basis, are responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK. Licences will be checked before anyone is allowed to drive on the university's insurance and annually after that.

All persons who drive University owned or leased vehicles as an essential part of their employment must present their driving licence for inspection by their line manager on an annual basis, to ensure their continued eligibility to drive.

When Departments are recruiting for a job involving driving, successful applicants at interview must not be recommended for the post until a driving assessment has been undertaken by the department by ensuring that they have a valid driving licence to drive in the UK and have been assessed by Occupational Health with an employment assessment.

Line managers must ensure that anyone who drives vehicles (whether University owned, privately owned, hired, or leased for their use) for University business or related activities has a valid driving licence and are eligible to drive. This should be achieved by viewing and photocopying the original driving licence prior to vehicle use (and thereafter at least on an annual basis). All photocopies should be signed and dated by the licence holder and Department Administrator.

### **3.4. Fitness to drive**

It is every individual's responsibility to ensure that they are medically fit to drive on the public Highway.

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/workfitness.pdf>

Drivers of University vehicles must declare to their Line Manager and [DVLA](#) if they are suffering from any medical condition which might adversely affect their ability to drive safely (e.g. uncontrolled epilepsy, diabetes or vision impairment).

A management referral should then be made to Occupational Health. An Occupational Health assessment will then be arranged for the employee to assess their health issues including their fitness to drive. Occupational Health will advise the manager of any concerns and any recommended adjustments if deemed appropriate. It is recommended that the employee refrains from driving a works vehicle until the Occupational Health assessment has been carried out.

The University will seek to support individuals to ensure that fitness to drive is achieved where the person drives on behalf of the University either as an essential part of their employment, or where the driving is part of an approved activity (e.g. driving a University minibus).

This support includes:

- Employment new starter and annual screening Annual Driving medical assessments.
- Health assessment examinations upon commencement of employment for vocational and minibus drivers.
- Annual health surveillance can help to ensure that work related health issues that may affect an employee's ability to drive are detected early and suitable measures to address them are

identified. It is also a good opportunity to discuss health promotion and to assess the status of a long-term health condition.

- Counselling Service.

### **3.5. Dealing with medical conditions affecting the ability to drive including eyesight**

Where employees are required to drive University owned or lease vehicles as an essential part of their duties, they must inform their line manager and [DVLA](#) immediately at the onset of any new medical condition which would prevent them from driving legally on the public highway.

Occupational Health will advise the manager if the employee is unable to undertake driving duties and they will advise them further regarding adjustments/ modifications etc. that are recommended for them. Occupational Health may require further information from the employee's medical doctor(s). It is then for the manager to decide if any adjustments can be accommodated if operationally feasible. Advice regarding accommodating any adjustments should be sought from Health and Safety Office/ Human Resources.

Drivers must be able to satisfy the eyesight requirements set out in the Highway Code. If in doubt, they should arrange to discuss the matter with their General Practitioner (GP) or Occupational Health. Free eyesight tests are available via HR.

### **3.6. Disqualification from Driving**

Where employees are required to drive University owned or leased vehicles as an essential part of their duties, they must inform their line manager immediately of any disqualification which prevents them from driving legally on the public highway.

### **3.7. Reporting accidents and incidents**

Where employees who are driving on university business who, are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or injury to persons, they must have sufficient information in order to complete Accident and Incident Report form.

Accidents and incidents must be reported to the line manager as soon as reasonably possible.

### **3.8. Pre-Use Vehicle Checks**

All university owned vehicles should be inspected for use before driving using Vehicle Safety Checklist.



The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, and the load being carried, whilst travelling on the public highway. It is therefore recommended that University employees intending to drive their own vehicle on University business, they should undertake appropriate checks prior to using the vehicle, for example:

- Tyre tread depth, and general condition.
- Foot and hand brake operation.
- Lights, indicators, and hazard warning lights operate, and are clean.
- Horn operates.
- Screen wash and wipers operate.
- Seat belts fitted and functioning.
- Mirrors secure, undamaged, correctly adjusted, and clean.

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination. Additional checks for long journeys might usefully include: -

- Fluid levels (oil, coolant, and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

### **3.9. Road Safety**

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use.

<https://www.rospa.com/road-safety/advice/drivers/>

Where an employee uses vehicles owned, leased, or hired by the University, appropriate service and maintenance arrangements will be established in accordance with manufacturer's recommendations to ensure that the vehicle is fit for use.

### **3.10. Alcohol and drugs**

Drivers must not drive under the influence of alcoholic drink, intoxicating drugs or other substances which are likely to impair judgement or the ability to react quickly and appropriately to road conditions or circumstances (including prescription drugs which may affect their ability to drive).

### **3.11. Mobile phones or other hand-held communication devices**

Employees who are driving whilst at work must comply fully with the law which prohibits the use of hand-held mobile phones whilst driving. It is also an offence to cause or incite' persons who are driving to be in breach of the law in this respect and therefore line managers should avoid making contact via mobile phone with employees when they are known to be driving.

Employees are encouraged to make use of the voice mail facility on their mobile phones and to only make return calls when it is safe to do so. The use of hands-free devices which may lead to distraction while driving and so ideally be stored in the glove compartment of the vehicle.

### **3.12. Smoking**

Smoking is not allowed in any university vehicles (owned, leased, or hired) which are available to other people even if there is only one person present. All University and hire company vehicles must display No Smoking symbols in each compartment.

### **3.13. Seatbelts**

Where vehicles are provided with seat belts, it is the responsibility of the driver to ensure it is used, and that they are also used by all passengers.

### **3.14. Speed Limits/Restrictions**

When driving on internal roads, drivers must adhere to the speed limit.

When driving on the public highway, speed limits, as displayed, must be adhered to at all times, the only exception to this being any vehicle which, in order to conform with relevant regulations, has its speed restricted to a lower rate.

### **3.15. Passenger Safety**

Drivers are responsible for ensuring the safety of their passenger(s), taking all reasonable measures; including adhering to the relevant requirements contained in this procedure. They must always drive in a manner that will not cause unnecessary risk and draw to the attention of passengers the need to behave in a manner that will not cause distractions to the driver. In the event that any passenger is not prepared to comply with such requirements, the driver is authorised to refuse transport to that person.

The transport of unauthorised passengers (e.g. hitchhikers) is strictly prohibited.

### **3.16. Security of vehicles**

Any vehicle not in use must have its engine turned off. Vehicles left unattended, irrespective of the time period must have the ignition keys removed and be locked. They must be parked with the handbrake secured and in a location that will not create a hazard or obstruction for other drivers or pedestrians.

### 3.17. Visibility from the Driving Position

Drivers must always maintain a clear view of the road , including for the purposes of reversing safely. The loading of a vehicle in such a way as to cause restricted vision is strictly prohibited.

### 3.18. Route planning/scheduling

[Driver fatigue](#) is a major cause of road traffic accidents and the University has a legal 'duty of care' towards its employees and other road users. Therefore, **under no circumstances** must employees drive if they feel sleepy even if this might result in delaying originally planned schedules. The Highway Code states that drivers should take 15-minute break every two hours; drivers will need to take this into account in their journey planning. Drivers for University business should not drive more than 8 hours in one day.

Where a vehicle is fitted with a tachograph, it should be checked by the manager responsible to ensure that drivers are adhering to the prescribed driving times.

Where employees are required to undertake work-related driving, it is expected that the schedule of driving, work activities and periods of rest are agreed with their Line Manager and determined so as not to place an undue burden on the driver.

The assessment of schedules should take into account:

- Route selection.
- Distance, time, and duration of travel.
- Opportunities for rest breaks.
- Age and (in)experience of drivers
- Prevailing weather conditions.

### 3.19. Driver and passenger lanyards

Drivers and passengers are recommended not to wear lanyards which have sharp objects such as keys attached to them while driving. Serious injuries can be caused by sharp objects attached to lanyards on those involved in vehicle crashes.

## 4. Driving Abroad

Those intending to take a University owned or leased vehicle overseas on University business must complete overseas risk assessment form.

Different countries have specific driving requirements and require in some cases specific compulsory equipment.

## 5. References

Drivers with non-UK driving licences

<https://www.gov.uk/driving-nongb-licence>

ROSPA Road Safety Advice

<https://www.rospa.com/road-safety/advice/drivers/>

Driver fatigue

<http://think.direct.gov.uk/fatigue.html>

Driving at Work Managing work-related road safety

<http://www.hse.gov.uk/pubns/indg382.pdf>

The Highway Code

<https://www.gov.uk/guidance/the-highway-code>

Compare old and new driving licence categories: <https://www.gov.uk/old-driving-licencecategories>