LONDON METROPOLITAN UNIVERSITY

Driving and Use of Vehicles Policy

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Contents

1. Introduction 3
2. Scope 3
3. Definitions 3
4. Roles and responsibilities 3
   - 4.1. Deans of School and Directors of Professional Services Department 3
   - 4.2. Senior Managers and Line Managers 3
   - 4.3. Staff Driving on University Business 4
   - 4.4. Drivers of the University owned or hired vehicles 5
   - 4.4.1. Private vehicles on university business 5
   - 4.5. Procurement – Vehicle Hire 6
   - 4.6. Occupational Health 6
   - 4.7. Health & Safety team 6
   - 4.8. University Insurance 6
5. Procedures / Key Requirements 7
   - 5.1. Induction 7
6. Risk Assessment / Control Measures 7
   - 6.1 Qualification to Drive 7
   - 6.2 Fitness to drive 7
   - 6.3 Disqualification from Driving 8
   - 6.4 Reporting Accidents and Incidents 8
   - 6.5 Pre-Use Vehicle Checks 8
   - 6.6 Road Safety 9
7. Information, Instruction and Training 9
   - 7.1 Passenger Safety 9
   - 7.2 Security of vehicles 10
   - 7.3 Route planning/scheduling 10
   - 7.4 Driver and passenger lanyards 10
8. Records and Monitoring 11
9. Legislation and Standards 11
10. References 11

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 a criminal offence to cause or permit a vehicle to be driven on the road if its condition, or the way in which it is driven, could cause danger to anyone in the vehicle, other road users or pedestrians.

2. Scope

This policy applies to all vehicles used on University business, 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 policy, this would include all journeys to somewhere which is not their normal place of work.
Staff driving to London Met as part of their normal commute to work are not covered by this policy.

3. Definitions

University vehicle
Any vehicle owned, leased, hired, or otherwise provided for use by the University for business related activities.

Private vehicle
A vehicle owned or leased by an employee and used for authorised University business purposes.

4. Roles and responsibilities

4.1. Deans of School and Directors of Professional Services Department

Deans of School or Directors of Professional Services Departments are responsible for ensuring that:

- Staff are made aware of their responsibilities when driving on University business.
- Appropriate arrangements are in place including suitable safe systems of work and risk assessments.

4.2. Senior Managers and Line Managers

Senior managers and line managers are responsible for ensuring that:

- As far as is reasonably practicable that vehicles are safe and legal to drive by having vehicles being visually inspected for damage with a pre-inspection checklist and regularly maintained, having a valid MOT certificate where appropriate.
- All drivers are referred for annual Health Surveillance. Those drivers with medical conditions which may affect their ability to drive are referred to Occupational Health. See section 3.4. Fitness to drive.

- 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.

- Appropriate driver training is provided to meet the requirements of the University's insurers and the requirements of the operating School or Department.

- They liaise with the Procurement department to ensure that proper provisions have been made for insurance.

- 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.

4.3. Staff Driving on University Business

All members of staff driving on university business or a university owned vehicle must:

- Inform their manager of any changes to their driving licence or medical conditions that may affect their ability to drive for work.
- Hold a valid driving licence to drive in the UK for the category of vehicle they are required to drive on business. See Advice on driving in UK on a foreign licence on the https://www.gov.uk/driving-nongb-licence website.
- Not drive under the influence of alcohol, or other intoxicating chemicals, including illicit substances, prescribed or non-prescription medicines that may cause drowsiness or otherwise make you unsafe to drive.
- Ensure they meet the required eyesight standards for driving.
- 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.
- Follow the Highway Code.
- Not drive while suffering from tiredness, illness, health conditions or taking medication which impairs their ability to drive.
- Inform their line manager of any pregnancy related concerns 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.
- It is illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving. This means you must not use a device in your hand for any reason, whether online or offline (you must not text, make calls, take photos or videos, or browse the web).
- Consider whether the journey is avoidable. It may be possible to use telephone, video, or telephone conferencing.
  - Plan the journey to include regular breaks (15-minute break every 2 hours is recommended).
  - Avoid 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.

4.4. Drivers of the University owned or hired vehicles

Drivers if university owned or hired vehicles are responsible for:

- Carrying out and recording vehicle checks using the vehicle checklist and reporting any faults or damage for repair. Drivers must liaise with their line manager to determine if it is appropriate to use the vehicle.
- Following all risk assessments and safe systems of work received from their line manager for tasks involving driving. Drivers must exercise 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 ensuring the safe usage of university vehicles.
- Ensuring prompt and appropriate action is taken in the event of damage to, or an accident involving, a university vehicle. All incidents involving a university vehicle must be reported to their line manager and to H&S using the Incident reporting form.
- Complying with all legal and university requirements relating to vehicle use, including:
    - complying with smoke free legislation;
    - not using a hand-held mobile phone while driving;
    - ensuring engines are not left idling unnecessarily while the vehicle is unattended.
- Not modifying university vehicles or tampering with stickers, decals etc.
- Ensuring vehicles are not overloaded or used to transport loads that could damage the vehicle or trailer or to make improper use of trailers and/or towing equipment.

4.4.1. Private vehicles on university business

Drivers must:

- Ensure that any they use for university business has passed an MOT (where applicable) and the vehicle is taxed (where applicable).
- Carry out visual inspection before driving the vehicle. Do not drive vehicles appearing unsafe.
- Ensure that their insurance policy includes cover for business use before undertaking any work-related travel.

https://www.rospa.com/siteassets/pages/road-safety/road-safety-resources/free-road-safety-information/employers/work-own-vehicles.pdf

4.5. Procurement – Vehicle Hire

Procurement is responsible for:

- Providing information on reliable vehicle hire providers that supply vehicles that are well maintained and are hired to the university in a safe condition.

4.6. Occupational Health

Occupational Health is responsible for:

- Providing health screening for those who drive regularly for university purposes.
- Providing health assessments where there is a change in their medical circumstances.

4.7. Health & Safety team

The H&S team is responsible for

- Monitoring and auditing the management systems for use of vehicles on university business.

4.8. University Insurance

The procurement of the university's motor insurance is centralised. The Finance Department coordinate the information gathering process for London Met, but it is up to the appropriate departments to provide the relevant information.

It is the responsibility of managers within departments to provide the information requested by insurers, provide any updates of relevant information and to understand the policy conditions.

For any claims, the Estates department deals directly with the insurers claims handling department.

Those intending to take a University owned or leased vehicle overseas on University business must include it in the travel risk assessment form and consult with insurance@londonmet.ac.uk to confirm if driving abroad is covered under the university insurance policy.

Drivers are responsible for ensuring they comply with the driving laws and requirements of the countries they intend to visit. This may include carrying mandatory documentation and equipment required by the legislation of the intended country of travel.

5. Procedures / Key Requirements

5.1. Induction

All new staff must be made aware of the health and safety risks associated with their role, including driving and vehicle safety in accordance with the H&S Training Policy.

6. Risk Assessment / Control Measures

All risks associated with departmental driving activities must be assessed.
Wherever possible, staff and students should eliminate or reduce the need for journeys and use safer modes of transport than cars/ vans.
Three important elements where risk can be controlled are:

- The Driver
- The Vehicle
- The Journey

6.1 Qualification to Drive

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 appointment until the department has confirmed that they hold a valid UK driving licence and have completed any required driving assessment and Occupational Health employment assessment.

6.2 Fitness to drive

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

Drivers 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).

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 Eyecare Voucher Scheme.

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 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 / Human Resources.

It is recommended that the employee refrains from driving a university 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 where appropriate to identify 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.

6.3 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.

6.4 Reporting Accidents and Incidents

Employees involved in road traffic accident or incident while driving on university business must report it to their line manager and submit an online reporting form as soon as reasonably possible.

6.5 Pre-Use Vehicle Checks

Drivers must ensure that vehicles are safe and roadworthy before use.

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

Employees using their own vehicle for university business should undertake appropriate pre-use checks to ensure the vehicle is safe and roadworthy before each

journey. 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 basic checks do not require any technical expertise and should be carried out before driving. For longer journeys drivers should also check:

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

6.6 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. 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.

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.

When driving on internal roads, drivers must adhere to the speed limit. When driving on the public highway, speed limits, as displayed, must be always adhered to, the only exception to this being any vehicle which, to conform with relevant regulations, has its speed restricted to a lower rate.

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.

7. Information, Instruction and Training

7.1 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 policy. 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. If 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.

7.2 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.

7.3 Route planning/scheduling

Driver fatigue is a major cause of road traffic accidents. The university has a duty of care towards its employees and other road users and therefore expects all journeys undertaken on university business to be planned to minimise the risk of fatigue.

Employees must not 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 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 consider:

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

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.

7.4 Driver and passenger lanyards

Drivers and passengers are advised not to wear lanyards which have sharp objects such as keys attached to them while driving. In the event of a collision, such items may increase the risk of severity of injury.

8. Records and Monitoring

The university will maintain appropriate records to demonstrate compliance with this policy.

Records may include:

- Driving licence checks and any periodic re-validation.
- Driver declarations, including any endorsements, medical conditions or changes that may affect an employee's ability to drive safely.
- Evidence of business-use motor insurance, where employees use their own vehicles for university business.
- Driver training, assessments and competency records.
- Records of incidents, near misses and investigations.
- Risk assessments relating to driving activities, where applicable.

9. Legislation and Standards

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

- The Highway Code
  https://www.gov.uk/guidance/the-highway-code

10. References

- Drivers with non-UK driving licences https://www.gov.uk/driving-nongb-licence

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

- 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
  https://polfed.org/Sussex/media/1305/driving.pdf