



Policy

Driving at Work Policy

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Approved by: UET
Version No. 1.0
Owner: Estates

Date first published: **Dec-2020**
Date updated: **Oct-2020**
Review Date: **Jan-2026**

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Introduction

More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time. Health and safety law applies to work activities on the road in the same way as it does to all work activities. As an employer the University has a duty to manage the risks that stem from driving activities undertaken on its behalf.

Driving for work includes all journeys undertaken as part of your job, including all work-related journeys undertaken in your own car. Commuting to and from your home to usual place of work is not a work-related journey. Examples of driving for work include all journeys in University vehicles, driving a hire car to a conference in the UK or abroad, driving your own vehicle between campuses or from home to a campus different to that where you usually work, driving to an off-campus meeting or even just popping out to pick up something needed for work.

The University expects all members of staff who drive on its business to do so safely and legally. They must possess a valid driving licence; comply with all applicable regulations under the Road Traffic Act; obey national driving-related drug and alcohol legislation, as well as that regarding the use of mobile phones while driving. They must be properly insured and should follow the Highway Code. They should be familiar with the generic driving for work risk assessment found in Appendix A and, where applicable, abide by its recommendations and requirements

1. Driving University Vehicles

All drivers of University vehicles must be authorised to do so by their school/department in writing. Managers should check that the individual's driving licence is valid for the category of vehicle.

Drivers who passed their category B (car) driving test before 1st January 1997 have 'Acquired rights' and are able to drive vehicles up to 7.5 tonnes gross vehicle weight (GVW). However, they must still undergo driver familiarisation training by a competent person/instructor for this type of vehicle. Drivers passing their C1 test on or after 1st January 1997 must complete familiarisation training for the university vehicle.

All University authorised drivers must also be subject to an Individual Driver Risk Assessment (IDRA). This should be carried out by individual drivers and reviewed by the appropriate line manager or manager responsible for the vehicle. The risk assessment protocol, together with associated advice, can be found in Appendix B. To ensure that an appropriate driving licence is held and to

check that information provided regarding licence endorsements is correct, managers must also undertake an initial Driver's Licence check. The protocol for doing so is detailed at the end of this document.

Changes to the information required for the Driver Authorisation and IDRA, i.e. changes in medical fitness to drive, licence endorsements or involvement in a motor vehicle accident, must be supplied by the employee to the appropriate manager. In the case of endorsements and accidents this is regardless of whether they occurred while driving for work or while driving in a private capacity. The manager should update the IDRA. To ensure that this takes place, Departments and Schools that possess University vehicles should repeat Driving licence checks for authorised drivers on an annual basis.

1 Fitness to Drive

All drivers of University vehicles must inform their line manager of any medical issues or if they are taking medication that may impair their driving abilities. If necessary, the driver may be referred to have an Occupational Health assessment.

Detailed advice on medical standards of fitness to drive is published by the drivers Medical Unit of the Driver and Vehicle Licensing Authority (DVLA): www.dft.gov.uk/dvla/medical/ata glance.aspx.

It should be emphasised that there is no intent to permanently remove staff from their role driving at work, as any adverse findings should be quickly and easily resolved by referral to the appropriate agency. This screening is solely aimed at ensuring that all authorised drivers are safe to drive in line with recognised health standards.

2 Driving Private Vehicles

Members of staff driving their own private vehicle for work purposes are responsible for ensuring that their vehicle is road-worthy. Simple steps to take to ensure road-worthiness include a) possession of a valid MOT certificate where it is legally required, b) ensuring that the vehicle is serviced regularly and c) carrying out standard vehicle maintenance checks on a regular basis, i.e. checking tyre pressures, checking engine fluid levels, ensuring windscreen wipers are functional and effective, checking brakes, checking seat belts, etc.

Staff must also possess the correct insurance cover. Any journey undertaken for work (e.g. client meetings, training/conferences, site to site etc), requires vehicle insurance that covers business use. This is a legal requirement. Driving for work without appropriate business insurance is considered the same as driving without insurance, a motoring offence that attracts at least 6

penalty points and a fixed penalty fine payable by the driver. If in doubt as to whether a journey constitutes business use, staff should consult their insurance company for clarification.

3 Driving Abroad

The DVLA no longer issues paper counterparts to the photo-card driving licence. Licences now have to be checked online. Drivers should go to <https://www.gov.uk/view-driving-licence> and enter the requested details (driving licence number, national insurance number and home postcode). Click on the 'Share your licence information' button and then the 'Get a Code' button to generate a licence check code. This should be given to the appropriate manager together with the last 8 characters of that individual's driving licence number. Managers should go to <https://www.gov.uk/check-driving-information> to view the individual licence details. A copy should be printed out to keep on HR record. This should be retained until the subsequent annual check is carried out or the individual stops driving on University business at which point it should be securely destroyed.

Individuals with a non-GB licence should have their eligibility to drive in the UK checked via <https://www.gov.uk/driving-nongb-licence>.

Appendices

Appendix 1: Corporate Road Risk Assessment

Appendix 2: Individual Driver Risk Assessment

Appendix 3: Driving on University business – Key Points to remember

Appendix A

Corporate Road Risk Assessment

Hazard (List)	Persons at Risk and how (Consider all persons, including those who may not be involved with the task)	Existing control measures and adequacy (List the control measures appropriate to each hazard and consider the level of residual risk; is it high, medium or low)	Additional Requirements (If the residual risk is high, you must take additional practicable measures to reduce it, or abort the proposed task)
Employee driving at excess speed	Employees Public	Employees always to drive within legal speed limits and at a speed that is safe for the prevailing road conditions. Obey temporary speed limits.	Annual licence checks for drivers of University vehicles and those expected to drive on University business to check for speeding endorsements. Advice given to drivers with multiple speeding penalties by the line manager
Other road users driving at excess speed	Employees	Employees to be vigilant regarding other road users. When parking, do so in a safe area and maintain awareness of other road users when opening car doors.	
Distractions whilst Driving	Employees Public	Drivers are NOT to use two way radios or mobile telephones, including 'hands free' equipment. Care to be taken when using in car music and satellite navigation systems	Use HGV orientated Sat Nav or passenger to act as navigator, following pre-planned route map
Aggression from other road users ("Road rage")	Employees	Avoid confrontational situations with other drivers. If available, carry a mobile phone. If threatened stay in the vehicle, lock doors, keep windows shut and phone police. Put on headlights and hazard lights, sound horn to attract assistance.	If under immediate threat from violence be prepared to shield yourself from broken glass using a coat, etc. If possible note down the offender's vehicle type and registration number and call the police

		Avoid medications which induce tiredness and only take prescribed drugs in accordance with doctor's instructions.	No other drugs
Hazard (List)	Persons at Risk and how (Consider all persons, including those who may not be involved with the task)	Existing control measures and adequacy (List the control measures appropriate to each hazard and consider the level of residual risk; is it high, medium or low)	Additional Requirements (If the residual risk is high, you must take additional practicable measures to reduce it, or abort the proposed task)
Road Works/Temporary surfaces	Employees Public Road Works Contractors' Employees	Drivers to proceed with caution at appropriate speed. Observe all traffic speed limits and controls. Be vigilant for roadside operatives. If directed into dangerous situations, due to faulty controls etc., use hazard lights.	In addition: For all vans, trucks, lorries, etc, always use banksman (person responsible for directing the movement of the vehicle). Driver to stop immediately, if visual contact is lost with banksman. Where deemed necessary vehicles to be fitted with audio reversing indication device.
Reversing Vehicles	Employee Public	In confined spaces or poor visibility conditions, use passenger if available to act as lookout or banksman, standing to rear and side of vehicle (always in view of driver). If unsure leave vehicle to look behind for small children etc. Ensure reversing lights are working and all mirrors are serviceable.	
Unfamiliar vehicle controls	Employee Public	Drivers should familiarise themselves with the controls of any unfamiliar vehicle	

<p>Driving vehicles 3.5 to 7.5 tonnes Gross vehicle weight (GVW)</p>	<p>Employee Public</p>	<p>Drivers must have appropriate licence for vehicle type and have completed driver familiarisation training.</p>	
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Appendix B - Individual Driver Risk Assessment

Risk Factor		Score	Individual Score
Age	< 25	20	
	25-35	10	
	35-60	5	
	> 60	10	
Time licence held	< 5 years	20	
	5-10 years	10	
	> 10 years	5	
Total annual mileage (work and private)	< 5000	10	
	5000-20000	5	
	> 20000	20	
Total time spent driving each day (work and private)	< 1 hour	5	
	1-3 hours	10	
	> 3 hours	20	
Driving accidents in last 5 years (regardless of fault)	0	0	
	1	10	
	2	20	
	3 or more	40	
Driving convictions / endorsements in last 5 years	None	0	
	Fixed penalty	10	
	Single speeding offence	25	
	Multiple speeding offences	50	
	Careless driving	50	
	Dangerous driving	70	
	Driving under the influence of alcohol or drugs	70	

Total Score =

Risk Assessment Total Points

Low Risk = 20 - 40

Medium Risk = 41 - 55

High Risk = 56 +

Individual Driver Risk Assessment – Guidance

Line managers are expected to review the driving patterns of any individual who is categorised as high risk. For example, a young, inexperienced driver who drives for a substantial time and distance will be considered high risk - unsurprising as such individuals are more likely to be involved in motor vehicle accidents. A review of their work driving patterns may consider the distance and time spent driving for work and whether this should be reduced. Equally, an individual with multiple speeding offences will be considered high risk. A review should consider over what period of time these offences occurred. If they were condensed into a 12 month period say, then this might be considered indicative of dangerous driving habits and it may be necessary to remove that individual from driving Bucks vehicles. All decisions made on the basis that individuals are classed as high risk are for the line manager to take, but advice can be sought from the Health and Safety Manager.

Appendix C

Driving on University business – Key Points to remember

1. Is your journey absolutely necessary?
2. Does someone know where you are going and when you expect to be back?
3. Do you have a valid Driving Licence?
4. Do you have car insurance and does it cover you to drive on your employer's business?

Note *If any of the questions 1-4 incl. has been answered with 'No' - Do **not** drive.*

5. Do not drive if you are taking prescribed medication and have been advised that it may affect your ability to drive safely.
6. Do not drive if you have been drinking alcohol or taking drugs
7. Do not drive if you are tired or unwell
8. If you feel drowsy, pull over and take a break
9. Never talk on a mobile phone when you are driving, even 'hands free'. Pull off the carriageway, turn off the engine to make calls or view your messages.
10. Use appropriate lighting for the conditions
11. Always drive within your capabilities
12. You must have a C1 licence or Category B – if you passed your test before 1st January 1997 and have undergone familiarisation training by a competent person/instructor, before you can be permitted to drive university vehicles from 3.5 to 7.5 tonnes GVW (Gross Vehicle Weight)
13. The gross vehicle weight rating (GVWR), or gross vehicle mass (GVM) is the maximum operating weight/mass of a vehicle as specified by the manufacturer – **this weight must not be exceeded.**