



University of Sussex  
Health, Safety & Wellbeing Office

## Driving at Work Policy

May 2012

Reference	Title	Created	Owner	Review
HSWO-	Driving at work Policy	09.11.2012 Reviewed 11/12	Health, Safety and Wellbeing Office HSWO/MR	11.05.2015

University of Sussex

Driving at Work Policy

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## 1. Introduction

It is estimated that a third of all road traffic collisions involve somebody who is at work at the time of the incident. In UK terms this equates to 1000 fatalities and up to 12,500 serious injuries every year.

The University of Sussex has a duty under the **Health and Safety at Work etc. Act 1974 (HSWA)** to manage the risks (as far as is reasonably practicable) to the health, safety and welfare of those who need to drive as part of their job or while they are engaged in work activities.

This policy sets out the responsibilities and arrangements in place in the University to manage work-related driving risks.

## 2. Policy Statement

The University recognises that it has a responsibility, not only for the health and safety of staff engaged in driving at work, but also to other road users and members of the public. The University will endeavour to comply with all driving related legislation and to adopt best practice, where practical, for those driving on University business. The risks and risk controls associated with driving and vehicles will be identified by the process of risk assessment.

In addition to the above the University also accepts that sustainability (see glossary) is an important consideration and that this should be included in the assessment for any journey undertaken.

## 3. Scope

This policy applies to University employees who drive or who manage those who drive on work-related business. This policy recognises that there are two categories of staff who drive as part of their work and this policy applies to both categories as detailed below:

1. Staff who are required to drive vehicles owned, hired or leased by the University as an integral part of their role;
2. Staff who use their own vehicles or hired vehicles for convenience on a casual basis, in order to undertake some part of their role at the University (e.g. attendance at conferences, seminars or meetings off campus).

The policy does not apply to the activity of driving to or from work. This is currently not under the scope of the Health and Safety at Work, etc Act or associated legislation.

## 4. Policy Objectives

The objectives of this policy are:

- 4.1 to seek to ensure, so far as is reasonably practicable, the health and safety of staff who drive on University business, or whilst discharging their duties;
- 4.2 to reduce the risks to the safety of other road users and members of the public by those driving whilst at work or on University business;
- 4.3 to seek to ensure that all staff are appropriately qualified, licensed, insured and trained;

- 4.4 to remind drivers of their responsibility to check that vehicles should be suitable for use;
- 4.5 to state that the University expects that persons driving on University business should be medically fit to drive;
- 4.5 to ensure that those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities;
- 4.6 to seek to ensure that legal and University insurance requirements are met;
- 4.7 to achieve compliance with the University's Environmental and Sustainability policy;
- 4.8 to achieve compliance with the University's Smoking policy;
- 4.9 to achieve compliance with national driving-related mobile communication devices and drug and alcohol legislation;
- 4.10 to remind staff that vehicles should be hired through the University's preferred supplier.

## **5. Responsibilities**

### **5.1 Council and the Vice Chancellor**

Approve this policy and guidance and make it University practice.

### **5.2 Heads of school/Directors of Service should ensure that:**

- 5.2.1 staff within their Schools and Directorates are aware of and follow this policy;
- 5.2.2 they have allocated the responsibility for coordinating of the safe use of motor vehicles whilst at work to one of their employees and that these employees are competent to undertake the duties listed in Section 5.9 of this policy;
- 5.2.3 there are systems in place to record information on staff's fitness and eligibility to drive on University business;
- 5.2.4 staff have access to relevant driver-safety training if their job requires them to drive on University business.

### **5.3 Managers are responsible for ensuring that:**

- 5.3.1 only approved staff drive on university business;
- 5.3.2 staff are licensed to drive and have appropriate insurance arrangements in place;
- 5.3.3 staff have been advised that they must declare motoring convictions if they wish to drive for, or on behalf of, work purposes;
- 5.3.4 staff driving-related training needs have been assessed and they have been given relevant information and training;
- 5.3.5 an assessment on the sustainability of journeys using vehicles on university business has been undertaken;
- 5.3.6 an assessment of all risks, including risks not associated with the driving, eg. manual handling, lone working, etc are undertaken;

- 5.3.7 emergency procedures are in place and that staff are aware of these;
  - 5.3.8 University employed drivers of plant, public service or commercial vehicles are referred to the Occupational Health Service for a fitness to drive assessment.
- 5.4 The Occupational Health Service (OHS) is responsible for**
- 5.4.1 assessing the fitness to drive of all directly employed drivers who may drive plant, public service or commercial vehicles on University business;
  - 5.4.2 assessing all drivers who are referred under the DVLA medical rules for driving;
  - 5.4.3 advising relevant managers and Human Resources of the outcomes of the assessments and whether drivers should be allowed to drive on University business.
- 5.5 Human Resources**
- 5.5.1 Where OHS indicate that there are concerns about an employee's fitness to drive on University business then Human Resources will record this information on the employee's personal file;
  - 5.5.2 The employee will not be allowed to drive on University business until he/she has been assessed as fit to drive by a medical professional.
- 5.6 Health, Safety and Wellbeing Office will**
- 5.6.1 provide advice and guidance to the University on the safe use of vehicles on University business;
  - 5.6.2 facilitate the provision of appropriate training for staff;
  - 5.6.3 monitor the awareness and application of the requirements of this policy via audit and by analysis of reported incidents;
  - 5.6.4 liaise with enforcement authorities in the event of a collision or incident;
  - 5.6.5 ensure that reported work-related road traffic incidents are investigated.
- 5.7 Employees are responsible for:**
- 5.7.1 ensuring that, when they are using their own vehicles to travel for work purposes, their vehicle insurance covers them for driving whilst at work;
  - 5.7.2 producing all relevant vehicle documentation on request;
  - 5.7.3 self reporting any medical condition in accordance with the medical rules for driving as set out by the DVLA. Information on relevant medical conditions can be found at:  
<http://www.direct.gov.uk/en/Motoring/DriverLicensing/MedicalRulesForDrivers/index.htm>;
  - 5.7.4 ensuring that they comply with the DVLA rules on eyesight tests and testing;
  - 5.7.5 reporting any motoring convictions to their manager or the work-related driving coordinator;
  - 5.7.6 undertaking daily checks of the vehicle they intend to drive;
  - 5.7.7 complying with the University's Smoking policy;

- 5.7.8 complying with national driving-related mobile communication devices legislation;
- 5.7.9 complying with national driving-related drug and alcohol legislation;
- 5.7.10 complying with all applicable road traffic regulations under the Road Traffic Act;
- 5.7.11 reporting any work-related collisions or incidents to their line manager and on the University incident reporting system.

## **5.8 Procurement**

- 5.8.1 will appoint the University preferred supplier for vehicles for University hire;
- 5.8.2 will seek to ensure that the preferred supplier provides hired vehicles in a safe condition;
- 5.8.3 will take appropriate action if the supplier falls below the standards of safety set by the University.

## **5.9 School / Service work related driving coordinator is responsible for School/Service owned or hired vehicles and ensures that:**

- 5.9.1 vehicles are roadworthy and regularly maintained;
- 5.9.2 vehicles and drivers have the necessary statutory documents;
- 5.9.3 drivers are licensed and have been approved to drive by their manager;
- 5.9.4 relevant vehicle information is provided to the driver;
- 5.9.5 all work-related collisions and incidents they are made aware of are reported on the University's incident reporting system.

## **5.10 University Insurance Office advises on and arranges University insurance. The University's fleet insurance covers vehicles owned or leased by the University.**

- 5.11 **Contractors and Suppliers** are responsible for:  
Complying with the ordinance and regulation notes on the use of vehicles on campus.

## **6. Arrangements**

### **6.1 General**

Before embarking on any journey, drivers should always carry out basic vehicle checks to ensure the vehicles roadworthy condition. Drivers should ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion. Radio traffic bulletins on vehicle radios can often provide early warning of worsening traffic or weather conditions to allow alternative routes to be selected.

All drivers should familiarise themselves with any updates that may be periodically issued on road safety matters. These will include information on good practice as well as any forthcoming legal changes which affect those who drive for work.

### **6.2 Licenses and document disclosure.**

6.2.1 All drivers must possess a valid driving licence covering the groups and classes of vehicle that they will drive on University business;

6.2.2 All drivers of leased or hired coaches/mini-buses will be required to meet the insurance requirements of the insurance provider/rental company and only approved, insured drivers will be allowed to drive these vehicles;

6.2.3 Persons wishing to drive on University business, ie to travel to meetings or conferences will be required to disclose their driving licence and their insurance documents to their line manager or the work-related driving coordinator of their school or service. Expenses for the journey cannot be claimed unless this has been done. Licence, MOT and insurance details must be resubmitted every year;

6.2.4 Any driver using a vehicle on University business who is convicted of a motoring offence (other than parking offences) must immediately inform their school or service work-related driving coordinator. This rule applies to all motoring offences (other than parking), whether committed on University business or not.

### **6.3 Insurance and University Fleet Insurance**

#### *6.3.1 Vehicles owned or leased by the University*

The University arranges Fleet insurance for all vehicles that it **owns** or **leases**. All staff who are required to drive such vehicles as part of their role are insured under this policy providing they have a valid licence to drive and have not been disqualified from driving.

#### *6.3.2 Vehicles hired by the University*

The University Fleet Insurance is not generally used to insure vehicles hired by University staff. The insurance offered with the hired vehicle must be purchased.

The University Fleet Insurance may occasionally be extended to cover hired vehicles, eg for young drivers who are not eligible for the hire company insurance. Only such vehicles that have been specifically declared to the University insurance office and accepted under the insurance can be added.

#### *6.3.3 Staff who use their own vehicles or hired vehicles for convenience on a casual basis*

There is no cover under the University Fleet policy for staff using their own vehicles or engaging a hired car on a casual basis. Staff should have their own motor insurance for vehicles they own and, if engaging in work related business, should ensure that they have the appropriate insurance in place to cover such business use. Private vehicles should also have a current road tax disc and MOT.

If staff hire vehicles they must take the insurance offered by the hire company or arrange insurance through their own motor provider.

### **6.4 Minibuses**

University groups who wish to hire a minibus for curricular or extra-curricular activities and who wish to charge passengers expenses related to the trip must have a 'Minibus and Community Bus Permit' (Section 19 Transport Act Permit). This permit allows the University to make a charge for transport without having to

comply with the full public service vehicle operator requirements and without the need for the driver to have a PCV (Category D1 or D) entitlement.

The Minibus Permit applies to vehicles that can carry between nine and sixteen passengers and allows the service provided for the members of the University, or groups associated with the University. The University can charge or accept a form of remuneration for providing transport at a level to recover some or all of the costs of running the vehicle, but the service must not be provided to members of the general public and the charges made must be on a non-profit basis. This non-profit requirement extends to cover any direct costs connected with a particular trip such as expenses incurred by volunteers, but not the wages of any staff involved.

A driver of a Section 19 permit minibus can either be paid or an unpaid volunteer. It should be noted, however, that volunteer minibus drivers who passed their car driving test after 1st January 1997 are restricted to drive minibuses which weigh no more than 3500kgs gross vehicle weight.

## **6.5 Seat belts**

All drivers and passengers must wear the seat belts provided in vehicles. Failure to do so is an offence and may seriously affect an individual's claim for damages in the event of injury.

## **6.6 Use of mobile phones whilst driving**

The use of a hand-held mobile phone whilst driving is illegal. The same is true even whilst stationary at traffic signals or in traffic queues. Hand-held mobile phones may therefore only be used when a vehicle is parked, the engine switched off and the key removed from the ignition.

Under no circumstances may any member of staff use a hand-held mobile phone to conduct any University business whilst driving either a University vehicle or a privately owned vehicle.

Where it is considered essential, hands-free kits will be provided in University vehicles, but they should not be used whilst the vehicle is in motion. Whilst the use of such equipment is not prohibited by legislation, it is considered inadvisable by safety experts.

## **6.7 Health Screening and Fitness to Drive**

6.7.1 Persons employed to drive as the substantive part of their job will be subject to an employment health screen by the Occupational Health Service;

6.7.2 Journeys should not be undertaken if a driver feels unwell, where the condition might affect their driving ability and judgement. Appropriate medical advice should always be sought before returning to drive after an operation or severe illness. Drivers should also remember that some prescription drugs or pharmacy purchased remedies can cause drowsiness and affect their ability to drive safely. In the event that any type of medication is necessary, and there is a



possibility that it may cause effects such as drowsiness, employees should check with their GP or pharmacist before driving, even for short distances;

6.7.3 Drivers should have regular eye tests and ensure that meet current driving eyesight standards;

6.7.4 Drivers also have an individual responsibility to report any medical condition diagnosed by a Registered Medical Practitioner which might adversely affect their ability to drive safely to the University Occupational Health Service, DVLA (as advised), and to their manager.

## **6.8 Risk Assessment**

Journeys of more than two hours are subject to risk assessment. These must be approved by the line manager before the journey can take place.

## **6.9 Training**

6.9.1 Persons who are obliged to drive in order to discharge their work duties at the University should be offered training in safe driving techniques;

6.9.2 Employees who are responsible for coordinating work related driving safety should be competent to discharge their role and should be offered appropriate training;

6.9.2 Information on training courses is available from the Health, Safety and Wellbeing Office.

## **6.10 Reporting**

All accidents, incidents and near misses involving any person driving on Campus and all employees driving on University business off-Campus must be reported via the University's Incident Reporting System and to the driver's manager.

## **7. Glossary**

### **7.1 Approved driver**

A driver approved by the fleet Manager to drive university vehicles and on university business.

### **7.2 Work-related driving coordinator**

Responsible person as designated by the Head of School or Director of Service for undertaking specified duties as outlined within this policy.

### **7.3 Risk assessment on driving on University business**

An assessment of the risks for those driving on university business. The importance of the journey versus the risks of car travel should be assessed and reasonably practicable control measures put in place. Risk factors such as time of year, distance, location, access to roadside assistance should be considered. Where relevant, additional risk factors such as fatigue, ergonomics, manual handling should also be taken into consideration. Control measures such as the maximum hours to be driven per day and the need for adequate rest breaks should be detailed in the risk assessment.

It is accepted that a specific assessment would not normally be required for journeys of less than 2 hours.

### **7.4 Sustainability**

Assessment of both the need for travel and the choice of particular mode of travel for all work-related journeys should incorporate a sustainability assessment. This considers the environmental impact of driving versus using public transport. Under normal circumstances, the most sustainable travel mode should be chosen, taking into account the objectives to be achieved. The practicality of using public transport, electronic communication or group travel should always be considered before taking the decision to drive, which should usually be considered the last resort.

## **8. Additional Guidance**

The resources below can be found at <http://www.sussex.ac.uk/hso/>

**Vehicle and Journey Check Sheet**

**Driver Declaration Form**

**Driving Risk Assessment Guidance**

**Further information sources**

