1.0 Purpose

More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time (Department for Transport figures). The Management of Health and Safety at Work Regulations 1993 requires the University of Sussex to manage the Health and Safety of all employees effectively. This law applies to work activities on the road in the same way as it does to all work activities and we are required to manage the risks to drivers and other members of the public as part of our health and safety arrangements.

This guidance document has been prepared to provide managers, supervisors, employees, students and visitors with sufficient knowledge to comply with this regulation.

2.0 Introduction

It has recently been estimated that a third of all road traffic collisions are thought to 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. We should not only consider the road worthiness and condition of vehicles used on university business but also to assess other factors that may impact on journeys undertaken on university business. Managers/Supervisors should be aware that any failure in management of this risk which leads to death is liable to corporate manslaughter charges.
3.0 Responsibilities

Driving Licences
Drivers must have a valid current driving licence.

Licence Checks
All employees or students driving on behalf of the University for Business Purposes will have their driving documents checked by the School Fleet Manager to ensure they hold a valid (non-disqualified) licence and that they are properly licensed for the class of vehicle that they will be driving. Validated copies/printouts must be retained (respecting confidentiality) for one year, after which time they should be securely destroyed. If the employee is to continue Driving for Business Purposes the licence will need to be rechecked and new copies/printouts retained.

Any employee Driving for Business Purposes must notify School Fleet Manager of any changes to their licence, including but not limited to: change of name, address, licence classes, penalty points, disqualification or expiry (of licence or photocard).

From January 2015 the DVLA no longer issue paper counterpart to the photocard driving licence.

Driving licences will be checked online at the gov.uk website this will be done by the employee, in the presence of the School Fleet Manager to ensure the record is genuine and that it belongs to the employee/student. A printout should be taken and kept on record as outlined above.
https://www.gov.uk/view-driving-licence

If there are any doubts as to the validity of a licence, for insurance purposes, contact the Insurance Office in Finance.

Non-UK Licences
If you are a UK resident with a driving licence issued in the European Community/European Economic Area (EC/EEA) you must as a minimum comply with the requirements on the following webpage:
https://www.gov.uk/driving-nongb-licence

If you are a UK resident with a driving licence issued by a country outside the EC/EEA, you must as a minimum comply with the requirements on the following webpage:
https://www.gov.uk/driving-nongb-licence
Note: You must undertake a UK driving test and apply for a provisional UK driving licence within a set period of your arrival in the UK - 12 months at the time of writing this guidance. Visit this webpage for more information: https://www.gov.uk/exchange-foreign-driving-licence

Driver Competency and Health

(i) Before you are allowed to drive any of the University fleet vehicles you must present your driving license, accompanying paperwork and completed declaration (see page 5) to the designated staff member. A copy of your declaration will be taken and retained for the duration of your time at the University. If any changes are made to your license eg penalty points it is your responsibility to inform the designated staff member that this is the case. Your license must be checked each year

(ii) Drivers must ensure that any change in their medical circumstances or medication, which might adversely affect their driving capability, is brought to the attention of their supervisor. Where appropriate it must also be brought to the attention of the designated staff member. Supervisors may seek guidance from Occupational Health who may assess the individual concerned and advise line managers regarding the correct course of action and available alternatives (where applicable).

(iii) No University vehicle may be driven by a person under the influence of alcohol or drugs. Note; this may include circumstances where alcohol was consumed during the previous night but is still present in the body.

(iv) As the vehicle is deemed a place of work, smoking is prohibited within the vehicle.

(v) UK law requires all minibus drivers to be over 21 years of age, to have held a UK car licence for 2 years and have an entitlement to drive vehicles with a D1 classification. You must ensure adherence to all the conditions of hire required by the hire company.

Vehicle Use

(i) The School will ensure that any School owned or leased vehicles are fit for purpose. This includes a documented service history, valid Ministry of Transport (MOT) certificate (where applicable) and current road tax. The designated staff member will carry out weekly checks on maintenance issues such as tyre tread, engine oil levels, windscreen washer fluid levels and water coolant levels. The
driver is responsible for ensuring that sufficient petrol is in the vehicle for the anticipated journey.

(ii) When a University vehicle is driven, the drivers log must be filled out in full, including date, name, mileage, times and budget code.

(iii) Hired vehicles are deemed to be ‘owned’ by Sussex University for the duration of use. As such the School should ensure that any vehicle is hired only through a University recommended company. Please note that there is no automatic insurance cover under the University Fleet Policy for hired vehicles and insurance MUST be purchased at point of hire from the hire company. Details of the insurance cover must be carefully checked to ensure that it is fit for purpose. Note that drivers under the age of 25 will not be covered by rental company’s insurance, so details of these drivers must be declared to the University’s Fleet insurers to arrange cover. Please contact insurance office if in doubt regarding cover offered by motor insurers.

(iv) On collection of a hired vehicle the driver must ensure that the vehicle is ‘fit for use and purpose’, prior to using. This includes ensuring that the vehicle is roadworthy and has no visible faults that may impair its safe use.

(v) The driver should familiarise themselves with the vehicle controls and fuel type and that any loads are secure.

(vi) In the case of employees/students who use their own private vehicle for the purposes of work, it is their responsibility to ensure that the vehicle has a valid MOT certificate (where applicable), road tax and that it is properly maintained and roadworthy. Please contact insurance office if you need advice.

(vii) It is recommended that drivers should consider adopting a driving position which is conducive with good ergonomic practice.

(viii) Vehicles must be driven commensurate with current legislation. The University does not advocate or condone illegal parking or driving in excess of speed limits. Payment of any fines or court costs resulting from these activities is the Driver’s responsibility and will not be met by the University.

(ix) Current legislation 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 on this respect and therefore line-mangers should avoid making contact via mobile phone with employees, when they are known to be driving. Employees are encouraged to make use of voicemail facility on their mobile phone and make return phone calls when it is safe to do so.
(x) Use of a minibus must be restricted to those with less than 17 seats, including the driver's and must not be used for hire or reward. The mini bus maximum weight must not be more than 3.5 tonnes, excluding any specialist equipment for the carriage of disabled passengers.

Insurance

(i) The use of private vehicles whilst on University business is deemed ‘business use’ and as such the driver’s personal vehicle insurance should reflect this.

(ii) Failure to have business insurance coverage when using your own vehicle for work purposes is not only in contravention of University policy, but may also invalidate your insurance coverage in the event of an accident when using your vehicle for such purposes. Business insurance is not required if you only use your vehicle to commute to and from your usual place of work. If you have any doubts as to whether you are covered by your present insurance policy you should contact your insurance broker for clarification.

(iii) When hiring vehicles for University business full insurance MUST be purchased at point of hire from the hire company. Details of the insurance cover must be carefully checked to ensure that it is fit for purpose. Note that drivers under the age of 25 will not be covered by rental company’s insurance, so details of these drivers must be declared to the University’s Fleet insurers to arrange cover. Please contact insurance office if in doubt regarding cover offered by motor insurers.

(iv) We are obliged to inform insurers of any drivers aged under 25. In such circumstances, a copy of the driver’s licence and signed declaration must be provided to insurance@sussex.ac.uk

Journey Planning and Considerations

To minimise the risks involved in travelling, consideration should be given to the following (not exhaustive):

- Can the journey be avoided? e.g. video conferencing etc.
- Is public transport a practical alternative?
- Can remote areas be avoided in event of a breakdown/ incident?
- Is the contact information known in the event of an emergency or breakdown?
- Where long distances are involved should overnight stays be considered
- Is a break required before starting a journey (e.g. after a conference etc.)?
- Are rest breaks planned into the journey?
• Can travelling at peak times be avoided?
• Has sufficient time for the journey been allowed (including allowance for unexpected situations)?

**Route Planning**

Before undertaking a journey the driver should plan the route to the exact destination. Factors such as ‘rush hours’; road works and weather conditions should take into account when estimating driving time to the final destination.

**Driving time**

The driver should not have more than 2-3 hours continuously driving without taking a comfort break. In addition the driver should take a break if feeling fatigued outside the aforementioned timescale.

**Travelling / Working time**

When working time (including travelling time) exceeds 12 hours in any one day consideration should be given to:

• Using alternative modes of transport.
• Travelling to the destination the day prior to commencement of University work or travelling the day after the work has been completed. Should an overnight stay be expected, accommodation should be arranged in advance of travelling.

**Personal Security.**

In the interests of personal security the driver should not offer lifts to strangers and where possible should not park in secluded areas.

**Reporting accident and incidents**

(i) All vehicles
If you are involved in any road traffic accident or incident resulting in damage to vehicles, loss or damage to property or injury to persons, you must on no account accept liability for the accident. Details of the circumstances, (e.g. date, time, location, persons involved, details of witnesses) should be recorded.

The Fleet manager and the School Safety Advisor must be informed of all accidents or incidents, the School Safety Advisor will ensure that the incident is reported to the University Health and Safety Office.

(ii) University owned vehicles
In addition to above, where employees/students are driving University owned or leased vehicles a vehicle damage report form must be completed regardless of who was at fault. This must be forwarded to the designated member of staff as soon as possible. The fleet manager will liaise with the University Insurance Officer for any ensuing claims.

http://www.sussex.ac.uk/finance/documents/uos_motor_insurance_accident_form.pdf

(iii) Hired vehicles
If the accident or incident occurs whilst driving a hired vehicle the driver must also comply with any requirements of the hiring company
## Driver’s Questionnaire
You should submit your driving licence with this form before driving any University vehicle for the first time.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract end date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driving Licence No</th>
<th>Date Passed UK Test</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Does your driving licence permit you to drive the type of vehicle you are being employed or otherwise allowed to drive? Yes/No

### If the answer to any question numbered 2-7 is YES, full details must be supplied (using separate page)

2. Have you resided in the British Isles for less than three years? (If ‘Yes’ please include country of origin and where driving test passed) Yes/No

3. Have you been involved in any motor accidents, losses or claims (other than windscreen claims) during the last 3 years irrespective of blame. Yes/No

4. During the last 11 years, have you been disqualified from driving? Yes/No

5. a) Have you ever been convicted of any motoring offences (including fixed penalty offences) during the last 5 years? Yes/No
   b) Is any prosecution pending? Yes/No

6. Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease? Yes/No

7. Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms? Yes/No

I hereby declare that the above statement and particulars are true and that there is no future material information that should be disclosed. **I agree to advise immediately any changes in particulars.**

I understand that I am required to bring my driving licence for inspection on an annual basis, and I am duty bound to inform my line manager and Finance Administrator of any additional convictions (including penalty points), periods of disqualification or medical condition that would prevent me from driving immediately.

Drivers Signature

Date

---

**FOR OFFICE USE**

<table>
<thead>
<tr>
<th>Licence Visually Checked by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Vehicle Weekly Check Sheet
Acknowledgement to University of Loughborough

<table>
<thead>
<tr>
<th>Vehicle Registration No/Id</th>
<th>Date of check</th>
<th>Time of Check</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Safety First** – When working under the bonnet of any vehicle be sure that the bonnet is held securely with the correct vehicle fitting. Be aware that the engine-cooling fan may be electric and could operate and any moment. If the vehicle has been used recently the exhaust manifold may be hot. Do not wear any loose jewellery or long sleeves which may catch on parts of the engine.

Place a tick in the adjacent box when item has been checked and is satisfactory. If you at all unhappy with any check you make DO NOT tick the box, DO NOT allow the vehicle to be used and consult a suitably qualified person.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Guidance note</th>
<th>Checked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine oil level</td>
<td>The vehicle to be checked should be on level ground, handbrake applied and the engine must have been switched off for at least 5 mins before the check to get an accurate reading. Proceed as follows: • Locate and take out the dipstick • Wipe the dipstick clean with a clean cloth • Replace the dipstick and push in as far as it will go • Take out the dipstick again and read the level, there are usually two marks MAX and MIN. To top up the oil, locate and remove the oil filler cap, add oil as necessary (consult the owners hand book for the correct grade oil), a little at a time to avoid over filling. Allow 2 min for levels to settle and check again as above. Replace oil filler cap</td>
<td></td>
</tr>
<tr>
<td>Power Assisted Steering Fluid Level</td>
<td>The power assisted steering fluid is held in a semi transparent reservoir and has two level marks MIN and MAX. The fluid should be between these two marks with the vehicle on level ground. If it is not do not allow the vehicle to be used and consult a suitably qualified person.</td>
<td></td>
</tr>
<tr>
<td>Coolant Level</td>
<td>The coolant is held in a semi transparent expansion bottle and has two level marks MIN and MAX. The fluid level should be between these to marks when the car is on level ground and when cold. To top up the coolant unscrew the top and add coolant as</td>
<td></td>
</tr>
</tbody>
</table>
necessary. (Consult the vehicle hand book for correct coolants). Replace the filler cap and screw down tightly.

DO NOT attempt to unscrew the top if the engine is warm or hot.

If the vehicle has a radiator with a filler cap, with a cold engine unscrew the cap and check the visible level in the radiator. The level should be to the bottom of the neck of the filler, top up as necessary and replace the cap.

### Battery Condition

Most batteries are maintenance free. It is only necessary to visually check the batteries physical condition, that connections are secure and that the battery is secure in the vehicle.

### Brake Fluid Level

The brake fluid reservoir should be identified in accordance with the vehicle hand book. The brake fluid is housed in a semi transparent bottle and has two levels MIN and MAX.

The fluid should be between these two levels with the vehicle on level ground. Top up the reservoir by unscrewing the top and adding fluid. Use only fluid recommended in the vehicle hand book.

### Screen Washer Fluid Level

Identify the screen washer fluid reservoir, check the level and top-up as necessary with water + screen wash fluid.

### Screen Washer Jets and wiper blades

It is important to check the screen wash jet operation as they do become blocked or may squirt anywhere but the direction you expect. A small pin may be used to unblock the holes and adjust jet direction. Check each wiper blade for condition.

### Tyre Pressure

Using an appropriate tyre pressure measuring device, check tyre pressures are correct as detailed in the vehicle hand book, adjust as necessary.

### Tyre Condition

Check all tyres for any excessive or uneven wear, using a tyre depth measuring gauge check the tread depth across the tyre (legal minimum is 1.6mm), check tyre sidewalls for any damage.

### Spare Wheel

Check the spare wheel tyre as detailed above, also ensure that the vehicle carries a suitable wheel jack and wheel brace.
<table>
<thead>
<tr>
<th>Lights</th>
<th>Ensure that all lights are clean, that there is no cracked or damaged glass and that all lights are working correctly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Vehicle Condition</td>
<td>Visually inspect the vehicle for loose or damaged panels, damage to windows, check the road under the vehicle and observe any fluid leaks.</td>
</tr>
<tr>
<td>Legal Documentation</td>
<td>Check in the vehicle details folder and ensure there are copies of current MOT, insurance and excise duty tax disc.</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td></td>
</tr>
</tbody>
</table>

The above items have been checked and were found satisfactory at the time and date indicated above:

Checked by :…………………………………… Date :……………………..