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Work-Related Driving Policy

Introduction

The aim of the Policy (effective from 01/04/2013) is:
- to ensure compliance with the Health & Safety Executive (HSE), Department of Transport (DoT) and The Royal Society for the Prevention of Accidents (RoSPA) Guidance for Employers “Driving at Work – Managing work- related road safety”
- to fulfil the requirements of the University’s statutory ‘duty of care’
- to meet current insurance sector standards

Recent changes in standards relating to ‘business travel’ have placed greater responsibility on the employer for the safety and welfare of those engaged in work- related driving. These require the University to modify existing arrangements and to provide a clear policy to all concerned.

The Policy is applicable to all persons who drive University owned or leased vehicles, and to those who drive their own vehicles for business purposes (e.g. placement visits, attendance at conferences, business development, etc) [http://www.rospa.com/roadsafety/info/ownvehicle.pdf].

It details the arrangements necessary and the individual and collective responsibilities which will ensure that the risks associated with occupational driving are minimised, so far as is reasonably practicable.

1. Legal and regulatory background

1.1 The applicable legislation and standards include:
- The Health and Safety at Work Act 1974 (Section 2)
- The Road Traffic Act 1991
- The Corporate Manslaughter & Corporate Homicide Act 2007
- The Working Time Regulations 1998 (as amended)
- The Management of Health & Safety at Work Regulations 1999
- The Current Highway Code [Highway Code]

1.2 The ‘Driving at Work’ Guidance clearly states that the requirements of Section 2 of the Health & Safety at Work Act 1974 (HSWA) and Regulation 3 of the Management of Health & Safety at Work Regulations 1999 (MHSW) apply to all work related activities, including ‘work related driving’.

1.3 The Guidance states that it is essential to have an effective Policy which covers the issue of work-related driving, clearly defining responsibilities of both the employer and employee and the arrangements for implementation. In addition, a documented risk
assessment is required in order to comply with the MHSW Regulations. A generic risk assessment for drivers can be found on The Health and Safety website; this should be used where possible. If the nature of the journey falls outside the scope of the generic risk assessment then a bespoke risk assessment must be completed (See Appendix 6 and Appendix 7).

2 Work-Related Driving Policy
2.1 The purpose of the Policy is to ensure that adequate controls are in place to protect both the institution and the individual and to provide a set of standards which form a framework within which all parties may confidently operate.

2.2 The Policy recognises that there are distinct categories of employees who drive as part of their work activities: Employees who are required to drive vehicles owned/leased by the University as an integral part of their employment (e.g. Drivers, Porters, Catering Staff, Technical Support Staff). These drivers will be issued with a Drivers Handbook and a Safe Loading of Vans guide for drivers, contact Transport Services for details). Employees who use their own vehicles or hired vehicles on a casual basis in order to undertake some element of their role within the institution (e.g. outreach work, placement visits, business development, and attendance at conferences). Advice is available on driving these vehicles from Transport Services and the Company Car Drivers Handbook available through Transport Services.

2.3 The Policy establishes a framework for dealing with situations which may arise as a consequence of its implementation, for example identifying persons who are unfit to drive or no longer permitted to drive.

2.4 This Policy does not diminish in any way the individual’s responsibility to act within the law in all regards when driving on the public highway.

2.5 The Policy makes the assumption that having regard to the environmental impact of motor vehicles, the University encourages the consideration of alternative means of transport.

2.6 In summary, it seeks to:

- Ensure that there is effective Fleet Management in place in the university to control the selection, sourcing, operation and disposal of vehicles.

- Ensure the vehicle used is suitable for the activity being performed, and is regularly maintained in a safe and roadworthy condition.
• Establish arrangements which will ensure that persons who undertake work-related driving are qualified to drive, insured to drive and fit to drive

• Set out the legal position/driver responsibility for specific road safety issues

• Ensure that driving schedules are planned and reasonable

• Define current compliance standards for those who drive a minibus for the University

• Provide information and guidance for drivers in the event of a road traffic accident;

• Set out the options available to the University and the driver in the event of ill-health or disqualification.

3. Roles and Responsibilities

3.1 Head of Department

• Ensures that the employee has a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work. See Advice on driving in Great Britain on a foreign licence on the www.directgov.uk website

• Ensure that 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 Transport Services

• Ensures that drivers are given the full training they require on any ancillary equipment fitted to any vehicles such as tail lifts and are trained on the safe loading of vehicles

• Ensures that the vehicle specification meets the needs of the operation in consultation with Transport Services

• Ensure that drivers adhere to and do not contravene Domestic Drivers Hours legislation where applicable. Contact Transport Services for advice.

• Ensure that vehicles are used for legitimate university business and that any mileage claimed for the use of private vehicles is for legitimate university business

• Encourages employees to use technology to remove the need to travel e.g. video conferencing, or use alternative means of transport.
- Allows the driver to have an overnight stop rather than taking a long journey after a full working day. 

- 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’. Heads of Department must ensure that when authorising business mileage to be claimed that the correct insurance cover is in place. 

3.2 Departmental Administrator

- Ensures that the employee has a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work. See Advice on driving in Great Britain on a foreign licence on the www.directgov.uk website

- Copies of the employees licence should be taken and checked on an annual basis and forwarded to Transport Services to be included on the central driver permit and insurance database

- Collects and stores the vehicle record sheets for all university owned, leased and hired vehicles. Ensuring that any defects noted are reported using the defect reporting system operated by Transport Services.

3.3 Manager of Employees Driving Vehicles on University Business

- Ensures that the vehicle specification meets the needs of the operation in consultation with Transport Services

- That all service and maintenance is carried out in line with manufacturers and university specification in conjunction with Transport Services requests

- Ensures that drivers receive the appropriate training on any ancillary equipment such as tail lifts etc and that drivers are trained on the safe loading of vehicles

- That the system in place for defects (to be reported, inspected and rectified by a suitably qualified person) operated by Transport Services is adhered to and that all defects are reported to the university’s Transport Services as soon as detected.

- Ensures that the employee has a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work. See Advice on driving in Great Britain on a foreign licence on the www.directgov.uk website
• Ensure that drivers adhere to and do not contravene Domestic Drivers Hours legislation where applicable. **Contact Transport Services for advice.**

• Copies of the employees licence should be taken and checked on an annual basis and forwarded to Transport Services to be included on the central driver permit and insurance database

• At induction for new employees the manager checks that employees who drive their own vehicle for business (including attendance at seminars or conferences) have valid driving licences and that the vehicle is insured for business use and has a valid MOT and is regularly serviced and maintained to a professional standard in line with manufacturer’s service intervals. The checks for licence, insurance, MOT and servicing should be on an annual basis.

• Does not call the employee or encourage others to contact the employee by their mobile phone when they know they are driving.

• Ensures employee workload allows sufficient journey time and planned breaks. For example, encourage driving during normal working hours and manage work so the employee reduces the need to drive late at night, during peak travel times or very early in the morning.

• Encourages employees to use technology to remove the need to travel e.g. video conferencing, or use alternative means of transport.

• Allows the driver to have an overnight stop rather than taking a long journey after a full working day.

• Review the forthcoming weather forecast and traffic report and assess whether it is safe to set out on a journey. Follows ROSPA winter driving tips at [www.rospa.com/roadsafety/adviceandinformation/driving](http://www.rospa.com/roadsafety/adviceandinformation/driving) **See Transport Services webpage.**

• Provides suitable lifting aids such as a lightweight collapsible box trolley, if their employees regularly transport items.

### 3.4 Drivers of University Owned or Hired Vehicles

• Must have a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work. See [Advice on driving in Great Britain on a foreign licence](http://www.directgov.uk) on the [www.directgov.uk](http://www.directgov.uk) website. **Driving a university vehicle without a valid Driving Licence will be dealt with via the University’s disciplinary procedures.**

• Carries out regular vehicle checks. Refer to **Vehicle Checks** Transport Services Webpage
• All defects found are reported as soon as detected to Transport Services for a competent person to inspect and advise. **Failure to report a serious defect may lead to disciplinary action**

• Follows the [Highway Code](http://www.directgov.uk), available on the [www.directgov.uk](http://www.directgov.uk) website.

• Drivers must adhere to and do not contravene Domestic Drivers Hours legislation where applicable. **Contact Transport Services for advice and refer to the Drivers Handbook**

• 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. **Any driver found to be driving whilst adversely affected by alcohol or drugs will be dealt with via the University’s disciplinary procedures.**

• Must 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. **Any failure to inform their manager of any changes will be dealt with via the University’s disciplinary procedures**

• 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.

• Considers an alternative means of transport, in agreement with their line manager.

• 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

• Tries to avoid driving at peak travelling times, late at night driving or very early in the morning.
• Arranges workload, when possible, to include driving time within their normal working hours.

• Allows adequate time to get to the destination.

• If regularly transporting items, requests a suitable lifting aid.

• Follows advice on safer driving. See Suzy Lamplugh Trust: How to stay safe on car journeys

3.5 Drivers of Private Vehicles

• Has a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work. See Advice on driving in Great Britain on a foreign licence on the www.directgov.uk website

• Ensures the vehicle they use for university business has passed its MOT (where applicable) and is regularly serviced to professional standards.

• 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’. Their personal vehicle insurance policy states ‘for business use’, ‘for occasional business use’, ‘for purposes in connection with the business/occupation of the policyholder’ or a similar phrase http://www.rospa.com/roadsafety/info/ownvehicle.pdf

• Follows the Highway Code, available on the www.directgov.uk website.

• 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.

• Considers an alternative means of transport, in agreement with their Line Manager.

• 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.

• Tries to avoid driving at peak travelling times, late at night driving or very early in the morning.

• Arranges workload, when possible, to include driving time within their normal working hours.

• Allows adequate time to get to the destination

• Follows advice on safer driving. See Suzy Lamplugh Trust: How to stay safe on car journeys

3.6 Transport Services

• Source the appropriate vehicle to meet the needs of the user after consultation with the Head of Department and Manager of the service. The vehicle specification will take into account all Construction and Use legislation.

• Hold, administer and issue Section 19 Permits for any minibus used by the University ensuring compliance with the terms of the permit and their use.

• Provide a central function for the hiring of any vehicle by the University from any external source.

• Provide a central point of contact for advice on all transport related issues including vehicle acquisition, disposal and operation.

• Provide and manage a full repair and maintenance function for all vehicles operated by the University.

• Remove any vehicle from service that fails to meet the minimum legal requirements and consult with the Head of Department or Manager as appropriate.
• Administer all vehicle accident reporting from the initial accident to include:

  Attendance on site if required
  Arrangement for vehicle recovery
  Completion of accident report form and submission to the University’s insurance section
  Arrangement for the vehicle repair in liaison with the University’s insurance section

• Provide a central point of contact for advice on all legal aspects of transport operation and use including advice on driver licensing and drivers hours legislation.

• Provide a central point for advice on training for drivers and continually update material available via Transport Services webpage and other media forms to ensure managers and drivers are fully informed of responsibilities.

• Provide a driver assessment service for drivers who are required as part of their duties to drive University operated vehicles. This also includes providing a driver assessment for minibuses.

• Provide a central point of contact and communication for any changes to Transport legislation that would affect the University and its drivers.

• Provide a central point where Best Practice in transport operations can be accessed,

• Administer and maintain a central driver permit database. Advising managers when drivers licences are due to be checked and checking licences to ensure compliance with legislation and University requirements.

3.7 Staff Occupational Health Unit

• Provide a health screening service for drivers who need to drive minibuses for the university on the university’s insurance policy and Section 19 permits

• Provide a health screening service for university drivers who have had a change in their medical condition

4. Procedures and Guidance

4.1 Qualification to Drive

4.1.1 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 by the university before anyone is allowed to drive on the university’s insurance and annually after that. 

Contact Transport Services for advice.

4.1.2 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 Departmental Administrator (as designated by Head of Department) on an annual basis, to ensure their continued eligibility to drive. Copies must be sent through to Transport Services to be added to the Driver Permit Database (inclusion on this database will allow access to the online vehicle booking system).

https://www.gov.uk/old-driving-licence-categories

www.direct.gov.uk/en/Motoring/DriverLicensing/DrivingInGbOnAForeignLicence/index.htm

4.1.3 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 university’s Transport Services.

4.1.4 Departmental Administrators 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 both parts (paper and card) of 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. In addition, a declaration must be signed by the licence holder stating that they will inform the University immediately should any circumstances of their driving licence entitlement change before the next inspection is due. Failure to do so may lead to disciplinary action being taken against the driver. (See Appendix 2).

4.2 Fitness to drive

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


4.2.2 Drivers of University vehicles must declare to their Line Manager 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). Failure to do so may result in disciplinary action being taken against the driver. Reference will then be made to the Staff Occupational Health Unit who will assess the individual
concerned and advise University managers regarding the correct course of action and available alternatives (where applicable).

4.2.3 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).

4.2.4 This support includes:

- Pre-employment medical screening;
- Health assessment examinations upon commencement of employment for vocational and minibus drivers (and at intervals thereafter as determined by). See Staff Occupational Health Unit website ‘Guidance for University Drivers Health Assessment Procedure’

4.3 Dealing with medical conditions affecting the ability to drive

4.3.1 Where employees are required to drive University owned or lease vehicles as an essential part of their duties, they must inform their line manager immediately at the onset of any new medical condition which would prevent them from driving legally on the public highway. Failure to inform their Line Manager may lead to disciplinary action being taken against the driver.

4.3.2 Managers will on being informed of the medical condition affecting the ability of an employee to drive will, with immediate effect and in consultation with the individual, identify possible means by which they may continue to undertake their normal duties or alternative work activities (as a short-term solution).

4.3.3 Advice should be sought from Human Resources and, where applicable, the Staff Occupational Health Unit in order to identify, in consultation with the individual, all reasonable adjustments which will allow the continued employment of the person and, wherever possible, without detriment to pay or condition.

4.4 Disqualification from Driving

4.4.1 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. Failure to inform their Line Manager may lead to disciplinary action being taken against the driver.

4.4.2 Managers will on being informed of the disqualification from driving will, with immediate effect and in consultation with the individual, seek to
identify possible means by which they may continue to undertake their normal duties or alternative work activities (as a short term solution). If no such alternatives exist, then the person may be suspended from work to allow the matter to be considered further.

4.4.3 Advice will be sought from Human Resources to identify, in consultation with the individual and their line manager, the most appropriate course of action. Each case will be dealt with on its merits.

4.5 Reporting accidents and incidents

4.5.1 Where employees who are driving University owned or leased vehicles (or vehicles hired by the University for their use), 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 follow the procedures in 4.5.2 below. Where employees are driving their own vehicle on university business and they are involved in a road traffic accident, they must inform their Line Manager of the details of the accident.

4.5.2 Accident procedures:

- Stop to determine the extent of any injuries to individuals involved and damage to both vehicles and/or property.

- Do not under any circumstances apologise, admit blame or accept liability.

- Record as far as you are able the details of the accident using the attached pro-forma (See Appendix 4).

- Exchange information with others involved as detailed on the accident report form.

- If possible take photographs of the incident, and obtain statements from any independent witnesses.

- Upon return to the University, report the accident immediately to Transport Services.

- The driver must complete an insurance Claim Form, including all relevant information, as soon as possible after the incident and return the form to Transport Services where it will be checked and forwarded to the Insurance Section.

4.6 Pre-Use Vehicle Checks

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. **Drivers handbooks are available via Transport Services which explain drivers responsibilities and how to carry out vehicle checks.**

It is therefore strongly recommended that for University employees intending to drive any 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

**See Transport Services webpage to watch instructional video**

[http://www.sheffield.ac.uk/transportservices/vehicleinformation](http://www.sheffield.ac.uk/transportservices/vehicleinformation)

4.7 Road Safety

4.7.1 **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.** See Transport Services webpage. (Appendix 1). [http://www.rospa.com/roadsafety/info/workfitness.pdf](http://www.rospa.com/roadsafety/info/workfitness.pdf)

4.7.2 In the case of employees who use their own private vehicle for the purposes of work, they **must** ensure that the vehicle has a valid MOT certificate (where applicable), is properly maintained and is roadworthy.

4.7.3 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.
4.7.4 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).

4.7.5 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 voicemail facility on their mobile phones and make return calls when it is safe to do so. The installation of hands-free kits should only be undertaken following a risk assessment by the Head of Department and the university’s Transport Services.

4.7.6 From 1 July 2007 a ban on smoking in enclosed public spaces was introduced in England by the Government (such bans in Scotland and Wales were already in force). 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.

4.8 Route planning/scheduling

4.8.1 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 upon the person concerned in accordance with Drivers Hours Regulations (see Transport Services web site).

4.8.2 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.

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.


4.9 Minibus drivers
4.9.1 UK law requires all minibus drivers to be over 21 years of age, have held a UK car licence for at least 2 years and have an entitlement to drive vehicles with a D1 classification. There are certain circumstances where drivers without D1 classification can drive minibuses. In the case of the University these circumstances are where the vehicle is being driven under Section 19 permits that are held by the university’s Transport Services. These permits must be used and displayed at ALL TIMES in these circumstances. See Transport Services webpage.
http://www.sheffield.ac.uk/transportservices/vehicleinformation


A SECTION 19 PERMIT MUST BE DISPLAYED IN ANY MINIBUS OPERATED BY THE UNIVERSITY AT ALL TIMES. Contact Transport Services

http://www.sheffield.ac.uk/polopoly_fs/1.249078!/file/Minibus_rules.pdf

4.9.2 However, for insurance purposes, in order to be recognised as an ‘authorised’ driver, all drivers of University owned, leased or hired minibuses must be at least 23 years of age and must have held a valid UK driving licence for at least 2 years.

4.9.3 All minibus hires must be arranged through the university’s Transport Services. Authorised minibus drivers must submit their driving licence annually to the University Transport Services Office, must have an eyesight examination and health check, and must undertake a minibus driver assessment (not examination) through the relevant University schemes at intervals of not more than 2 years to retain their ‘authorised’ status

4.10 Driving Abroad

Those intending to take a University owned or leased vehicle overseas on University business must consult the university’s Transport Services before making any arrangements.

4.11 Insurance

4.11.1 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’.


4.11.2 All persons who drive University owned or leased vehicles as an essential part of their employment and all persons who request vehicles to be hired or leased by the University Transport Services for their use
on business purposes are automatically covered by the University insurance policy. **All vehicles hired from external hire companies must be hired through the university's Transport Services** (this can be done using the vehicle booking system accessed through the Transport Services webpage)

http://www.sheffield.ac.uk/transportservices/vehicleinformation

4.11.3 Persons who use their own vehicles for University business purposes on a casual basis or for convenience (e.g. travelling across campus, travel to meetings) **must** ensure that:

- Their personal insurance policy states ‘for business use’, ‘for occasional business use’, ‘for purposes in connection with the business/occupation of the policyholder’ or a similar phrase;

- Their vehicle is in a safe and roadworthy condition and has a valid MOT test certificate if applicable;

- Their vehicle is regularly maintained to a professional standard;

- A University of Sheffield self certification health declaration form is completed on an annual basis (See Appendix 5) together with a University of Sheffield Driver Registration Form (See Appendix 2).

4.12 Fleet management

4.12.1 Where a department/individual requires a new or replacement vehicle on a permanent basis (whether it be leased or purchased outright), authorisation **must** first be obtained from the Head of Department (and in the case of allocation vehicles from the Director of Finance). Thereafter a request **must** be made to the Transport Services who will specify the most suitable vehicle and undertake the tendering process.

4.12.2 When a department/individual wishes to dispose of a University owned vehicle, a request **must** be made to Transport Services who will reallocate or dispose of the vehicle as appropriate. Any charges incurred or income gained will be passed to the ‘owning’ department. Transport Services have the authority to remove from service any vehicle that is not in a safe and roadworthy condition.

4.12.3 All vehicles operated on a permanent basis are subject to a planned Maintenance Programme, consisting of manufacturer’s servicing schedules and time-based safety inspections. It is the responsibility of the user department’s Head of Department to ensure that vehicles are presented to University Transport Services for maintenance work when requested and that a weekly vehicle roadworthiness check is undertaken by the vehicle user or a designated person, and that the check is documented on the rear of the vehicle log record form. Any
defects identified should be reported to Transport Services as soon as possible (see Appendix 3). All vehicle repair and maintenance procedures are documented and retained at Transport Services within dedicated vehicle files.

4.12.4 University owned and leased vehicles have breakdown assistance cover. If a breakdown (or an accident which renders the vehicle un-roadworthy) occurs within 20 miles of the main campus within normal working hours, Transport Services should be contacted in the first instance. Outside of normal working hours or 20 miles radius of main campus, the recovery organisation should be contacted. Transport Services must then be informed at the first possible opportunity.

No authorisation for repairs should be given by the driver other than for a minor ‘get you home’ repair by the recovery service.

4.12.5 University owned or leased vehicles must not be altered or modified in any way without the prior consent of the Transport Services. Any modification, addition or alteration to a vehicle that is approved will be undertaken and/or managed by Transport Services.

4.12.6 All University owned or leased vehicle journeys must be recorded by the driver on the “vehicle log record” form. The completed form must be handed in weekly to the Head of Department (or nominated designate) who should check for missing or incomplete entries. If any data is missing, it should be investigated at this point and rectified

Once satisfied that all data is correct, the Head of Department (or designate) must then sign and date the form as checked. The form must then be filed and retained for a period of two years (see Appendix 3).
Appendix 1

Pre-use checks

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 strongly recommended that for University employees intending to drive any 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

See Transport Services webpage to watch instructional video

http://www.sheffield.ac.uk/transportservices/vehicleinformation
Appendix 2

The University of Sheffield

Driver Registration Form

Before completing please ensure you fulfil the following criteria:

1. You are 21 years of age or over
2. You have held a full driving licence for at least 2 years
   Note: special conditions apply if the above criteria are not fulfilled
3. If using your own vehicle on University business:
   a) your personal insurance policy states ‘for business use’, ‘for occasional business use’, ‘use for purposes in connection with the business/occupation of the policy holder’ or similar.
   b) Your vehicle is maintained in a safe and roadworthy condition, and that it has a current MOT test certificate if applicable.

Name……………………………… Department………………………………………..
Date of Birth………………………….  Tel Ext No……………………………………
Driving Licence No……………………… Date of Issue……………………………..
Date of Expiry………………………

(Point 4a on photo-card)  (Point 4b on photo-card)

Entitlement  Groups…………………………………………………………………………
Staff U-Card No………………………………………………………………………... State all current endorsements in connection with the use of any motor vehicle

<table>
<thead>
<tr>
<th>DATE OF CONVICTION</th>
<th>OFFENCE CODE</th>
<th>POINTS</th>
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I certify that the information contained on this form is correct and that I fulfil the appropriate criteria. I will inform the University of any future material occurrence or change in circumstances that may affect my ability or entitlement to drive vehicles on behalf of the University

Signed……………………………… Date……………………………………

Checked by………………………… Date……………………………………
Appendix 3

Vehicle use record and defect report

The University of Sheffield

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTMENT</th>
<th>JOURNEY FROM</th>
<th>JOURNEY TO</th>
<th>R</th>
<th>TIME FROM</th>
<th>TIME TO</th>
<th>ODO START</th>
<th>ODO FINISH</th>
<th>TOTAL DIST</th>
<th>DRIVER</th>
<th>DEFECTS/DAMAGE</th>
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</table>

IF ANY DEFECT IS FOUND, PLEASE WRITE DETAILS IN SECTION PROVIDED AND IMMEDIATELY HAND IN TO PERSON HAVING CHARGE OF VEHICLE BOOKINGS

Weekly Roadworthiness Check form (on reverse of vehicle use record)

The University of Sheffield

<table>
<thead>
<tr>
<th>Please tick boxes below as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lights: 0 Tyres: 0 Under bonnet fluid levels: 0</td>
</tr>
<tr>
<td>Horn: 0 Mirrors and glass: 0 Brakes and steering function: 0</td>
</tr>
<tr>
<td>Screen washers: 0 No plate, Tax disc: 0</td>
</tr>
<tr>
<td>Wipers: 0 Section 19 permit, (minibus only): 0</td>
</tr>
</tbody>
</table>

Record any defects on other side of sheet – Defects Section

I have checked the items listed and to the best of my knowledge the vehicle is in a roadworthy condition

Signed..............................................

Department...........................................

Date..................................................

Note: Drivers are responsible for the safe condition of their vehicle and load. You are required by law to report defects to your employer.
Appendix 4

Accident Report Form

In the event of a Road Traffic Accident involving a University owned or leased vehicle:

Stop. Determine the condition of other persons involved in the accident, and also the condition of the vehicles. Contact the emergency services if anyone requires medical assistance. Contact rescue services or recovery services as appropriate.

Exchange information with other persons involved in the accident e.g. Name, Place of work, Work contact details, Vehicle registration No., make, and model, Insurance details:

Obtain those same details from the other parties involved
Vehicle 1
Name and address of driver:

Vehicle owner (if different): .................................................................

Vehicle registration No: ........................................................................

Make: ...................................... Model: .................................................

Insurance details: ..................................................................................

Vehicle 2
Name and address of driver:

Vehicle owner (if different): .................................................................

Vehicle registration No: ........................................................................

Make: ...................................... Model: .................................................

Insurance details:

...........................................................................................................

Details of accident: (location, speed, weather conditions, visibility, causative factors if known, etc.)

Names and addresses of independent witnesses:

Witness 1 ........................................... Witness 2 ...........................................
Use next page to draw a simple diagram of the scene of the accident

Diagram of the scene of the accident

Include if possible, an outline of the roads, including where relevant, junctions, and damage to property, signage, and position of any injured persons and/or witnesses. You should also give an indication of speed, direction and position of all vehicles involved in the accident.
Appendix 5

University of Sheffield
Staff Occupational Health Service

Health Declaration for Category A Drivers

If you drive a vehicle on behalf of The University on an occasional / irregular basis, please complete the following health declaration on an annual basis.

I .................................................. consider myself to be in good health and as far as I am aware, I have no known / existing medical condition or disability which would adversely affect my ability to drive on University business.

Signed: ............................................. Date: .........................

NB. If you have a medical condition or are uncertain if it is significant, you may discuss this with an Occupational Health Adviser at the Staff Occupational Health Service in confidence on Ext: 26215.

(This certificate must be retained by the Transport Services)
## Appendix 6

<table>
<thead>
<tr>
<th>PERSONS AT RISK</th>
<th>Reference No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(*) Employees</td>
<td>RA/DRIVING1/</td>
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<tr>
<td>( ) Contractors</td>
<td>2013</td>
</tr>
<tr>
<td>( ) Public</td>
<td></td>
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<tr>
<td>( ) Visitors</td>
<td></td>
</tr>
<tr>
<td>(*) Others</td>
<td></td>
</tr>
</tbody>
</table>

### Risk: (H) High  (M) Medium  (L) Low  (O) No Risk.

Environment: All weathers, general day and nighttime driving in all locations

<table>
<thead>
<tr>
<th>TASK or ACTIVITY</th>
<th>INITIAL RISK RATING</th>
<th>EXISTING CONTROL/PROPOSED CONTROL MEASURES</th>
<th>FINAL RISK RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving cars, vans and/or minibuses on highways, motorways and around towns and cities on University business</td>
<td>M</td>
<td>1. Vehicle must be &lt; 3 years old or have valid and current MOT certificate.</td>
<td></td>
</tr>
<tr>
<td>1. Failure of safety critical part of vehicle, e.g. brakes, lights, steering, engine, tyres</td>
<td></td>
<td>2. Vehicle must be serviced and maintained according to manufacturers instructions.</td>
<td></td>
</tr>
<tr>
<td>1. Road traffic accident, injury to self and/or others</td>
<td></td>
<td>3. Vehicle must have current tax disc and be suitably insured for work use.</td>
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<td>4. Ensure vehicle has sufficient fuel for the intended</td>
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<td>5. It is recommended that the driver has a mobile phone to call for assistance in the event of breakdown (see Comment 2 below)</td>
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<td>6. Vehicle must have a full set of roadworthy / legal tyres; lights, horn, windscreen washers, wipers, glass, mirror, steering, brakes &amp; suspension in good working order</td>
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<tr>
<td>2. Inadequate control of vehicle</td>
<td>M</td>
<td>1. Drive in a safe, appropriate manner for road conditions and within speed limits.</td>
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<tr>
<td>2. Road traffic accident, injury to self and/or others</td>
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<td>2. Use of mobile phones or other handheld devices whilst driving is forbidden.</td>
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<tr>
<td>3. Loss of direction on unfamiliar routes &amp; locations</td>
<td>Distraction, inappropriate actions, diminished road awareness</td>
<td>M</td>
<td>1. Plan journeys carefully and take account of current traffic conditions.</td>
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<td>2. Drivers to have current maps of relevant areas or operational SatNav equipment.</td>
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<td>3. Stop vehicle in safe location off highway to check map, reprogramme SatNav or</td>
</tr>
<tr>
<td>4. Lack of &quot;fitness to drive&quot;</td>
<td>Road traffic accident, injury to self and/or others</td>
<td>M</td>
<td>1. Driving under the influence of alcohol or drugs (including prescription drugs which may affect the ability to drive) is not permitted.</td>
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<tr>
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<td>2. Driver to inform line manager of any untreated medical condition which is likely to adversely affect their driving.</td>
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<td>3. Pre-employment medical screening, 2 yearly eye sight test &amp; regular health checks for drivers who are expected to drive as part of their work duties.</td>
</tr>
<tr>
<td>5. Driving without appropriate licence or</td>
<td>Driving illegally with potential for prosecution</td>
<td>M</td>
<td>1. Driver must hold current and appropriate driving licence for the vehicle.</td>
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<td>2. Driver must hold appropriate personal insurance for their own vehicle, which must cover personal business use.</td>
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<td>3. Annual checks by University on Driving Licences for all University drivers</td>
</tr>
<tr>
<td>6. Insufficient experience driving on UK highways</td>
<td>Road traffic accident, injury to self and/or others</td>
<td>H</td>
<td>1. All drivers of minibuses used on University business to be at least 23 years old with at least 2 years driving experience in the UK</td>
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<td>2. All drivers of minibuses must &quot;pass&quot; a Driver Assessment arranged by Transport Services before</td>
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<tr>
<td>7. Lone working</td>
<td>Accident or illness affecting health; thefts from vehicles; assault or abduction</td>
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<tr>
<td>1. Departments must implement procedures to monitor 'defined' lone workers whilst away from their normal workplace for periods of 4</td>
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<td>2. Lone Workers to implement practices to minimise personal risks when travelling, parking, visiting</td>
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<tr>
<td>3. Lock vehicle doors when stopped to prevent unauthorised entry.</td>
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**Overall Risk:** L

**Comments:**
1. Vehicles must carry a suitable spare tyre in good condition
2. It is recommended that all vehicles carry a high visibility jacket, a first aid kit and warning triangle.
3. It is recommended that drivers carry a mobile phone with relevant telephone numbers - i.e. the University, proposed destination (if relevant), breakdown
4. Report all University vehicle defects to Transport Services and to nominated Breakdown Service if away from Sheffield
5. All accidents should be reported to Transport Services and the Insurance Section of Finance.
6. In the event of any accident whilst driving on University business, an accident report form should be completed and forwarded to Safety Services.

**Additional References, Tasks etc:**
1. Compliance with Highway Code and University of Sheffield "Safe Driving Guidelines" is mandatory
2. If driver is loneworking then relevant University of Sheffield "Lone Working Guidance" should be followed.
3. Compliance with "Fitness to Drive" Policy is mandatory

**Undertaken By:** G Moore Transport Services

**Other Persons Consulted:** Safety Services

**Date March 2013**
**Generic Risk Assessment DRIVING FOR WORK**

### Who could be harmed?
Employees driving their own vehicle for University business, their passengers, pedestrians and other road users. This risk assessment covers driving in the UK and excludes driving to and from work.

### Significant hazards or risks

#### The vehicle
- Is not fit for purpose and is not roadworthy.

#### The driver
- Is not competent to drive the class of vehicle.
- Is uninsured.
- Is tired, ill, on medication, or under the influence of alcohol or illegal drugs.
- Is distracted whilst using in-car equipment or performs other in-car activities whilst driving (e.g. use of mobile phone, map reading, eating, drinking, smoking) increasing the risk of an accident.
- Does not ensure seat belts are worn by themselves and their passengers.
- May be pregnant and driving could exacerbate pregnancy related medical conditions.
- May be at risk from manual handling injuries through transporting large, bulky or heavy work items into and out of the car, and to point of use.
- May be at risk from physical and verbal abuse when travelling alone.

#### The journey
Increased risk of accidents through:
- The driver continuously driving for long periods at a time and so becoming tired.
- Driving late at night or very early in the morning when the driver is naturally tired.
- Driving during adverse weather conditions.

**Control measures which must be in place:**

### The vehicle

#### Manager

- Ensures that the vehicle specification meets the needs of the operation
- That all service and maintenance is carried out in line with manufacturers and university specification
- That there is a system in place for defects to be reported, inspected and rectified by a suitably qualified person

#### Employee

- Carries out regular vehicle checks. Refer to *Vehicle Checks* Transport Services Webpage
- All defects found are reported as soon as detected to Transport Services for a competent person to advise.
- Ensures the vehicle has passed its MOT (where applicable) and is regularly serviced.

### The Driver

#### Manager

- At health and safety induction for new employees the manager checks that employees who drive for business (including attendance at seminars or conferences) have valid driving licences and that the vehicle is insured for business use.
- Ensures employees who drive on University business are aware of this risk assessment.
- Does not call the employee or encourage others to contact the employee by their mobile phone when they know they are driving.

#### Employee

- Has a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work. See [Advice on driving in Great Britain on a foreign licence](http://www.directgov.uk) on the [www.directgov.uk](http://www.directgov.uk) website.
- Has business use insurance.
- Follows the [Highway Code](http://www.directgov.uk), available on the [www.directgov.uk](http://www.directgov.uk) website.
- 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.

**The Journey**

**Manager**

- Ensures employee workload allows sufficient journey time and planned breaks. For example, encourage driving during normal working hours and manage work so the employee reduces the need to drive late at night, during peak travel times or very early in the morning.
- Encourages employees to use technology to remove the need to travel e.g. video conferencing, or use alternative means of transport.
- Allows the driver to have an overnight stop rather than taking a long journey after a full working day.
- Provides suitable lifting aids such as a lightweight collapsible box trolley, if their employees regularly transport items.

**Employee**

- Considers whether the journey is avoidable. It may be possible to use telephone, video or telephone conferencing.
- Considers an alternative means of transport, in agreement with their line manager.
- 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.
- Tries to avoid driving at peak travelling times, late at night driving or very early in the morning.
- Arranges workload, when possible, to include driving time within their normal working hours.
- Allows adequate time to get to the destination.
- Arranges for the porters to transfer large and bulky items between campuses.
- If regularly transporting items, requests a suitable lifting aid.
- Follows advice on safer driving. See [Suzy Lamplugh Trust: How to stay safe on car journeys](http://www.suzy-lamplugh.org.uk/).
- Review the forthcoming weather forecast and traffic report and assess whether it is safe to set out on a journey. Follows ROSPA winter driving tips at [www.rospa.com/roadsafety/adviceandinformation/driving](http://www.rospa.com/roadsafety/adviceandinformation/driving) See Transport Services webpage.

### Additional hazards/risks and control measures

*Record additional hazards/risks and controls here.* (e.g. formal checks on driving documents where required by Head of Department/Section).

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY MANAGER</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Department / Team</td>
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<tr>
<td>Signed:</td>
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<tr>
<td>How existing employees were made aware of this risk assessment:</td>
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Please contact Safety Services
 *in good time* for advice on driving safety issues

Further information on driving at work, including links to the documents and websites referred to on this assessment, can be found at Transport Services Webpage

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<th>Review Notes / Action</th>
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