Work related Driving Policy and Procedures
**Statement**

This Psychology Policy and associated procedures was approved by the Head of Department, Technical Operation Manager and Departmental Administrator on 26-Jan-2016 and will take effect from 1st Feb 2016 and forms part of the Health and Safety Policy of the Department and of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the Department of Psychology achieves compliance with its legal duties with regard to health and safety.
<table>
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<th>Date Created</th>
<th>Jan 2016</th>
<th>By</th>
<th>Psychology Technical Operations Manager</th>
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<td>Reviewed</td>
<td>Feb 2017</td>
<td>By</td>
<td>Psychology Technical Operations Manager</td>
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<tr>
<td>Date of Next</td>
<td>Feb 2018</td>
<td>By</td>
<td>Psychology Technical Operations Manager</td>
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**Work-Related Driving Policy**

(WEF 1\textsuperscript{st} Feb 2016)

1. **Introduction:**
1.1 This Departmental Driving Policy operates entirely within the framework laid out in the relevant sections of the University of Sheffield Work Related Driving Policy.

1.2 No members of Psychology staff, post doctoral researchers and post graduate students are required to drive as part of their main role and this departmental policy deals with the more likely scenario of them choosing to drive a private vehicle for departmental business purposes.

1.3 Information regarding vehicles leased or hired through the University's Transportation Services is not included in this policy. Where a member of Psychology staff is required to drive a UoS owned/leased vehicle, appropriate reference should be made to the University of Sheffield Work Related Driving Policy (https://hs.shef.ac.uk/attachments/383?updated=1453223953).

2. **Work Related Driving Policy**

This departmental policy relates to:

**Inclusions:**
2.1 Members of staff, including academics (teaching and research), post doctoral researchers, professional services staff and post graduate students (PG Taught and PG Research).

2.2 Visitors / colleagues who are not members of staff and who travel on departmental business and who may claim for mileage costs. This situation is covered in section 3.6.

2.3 The following situations are acceptable for departmental staff/students to drive UoS owned/leased vehicles or their own privately owned vehicles on departmental business:

- Return travel to a conference, workshop, symposium, work placement, meeting etc.
- Collecting, dropping off or transporting UoS colleagues or work related visitors.
- Collection, dropping off or transporting departmental equipment.
- Return travel to collect data, conduct interviews etc.

2.4 Members of staff and post graduate students will not be eligible to drive their privately owned vehicle on departmental business without the following in place:

- A current Driver Registration Form on record.
- A current Health Declaration Form on record.
• Current motor insurance which includes business miles on record
• A copy of their current driving license on record.

Where possible, staff should inform visitors and colleagues that the above should be presented.

Exclusions:
2.5 Undergraduates are not expected to drive for departmental purposes under any circumstances unless they have the written consent of the Technical Operations Manager or Head of Department.

2.6 Travel on departmental business using a private vehicle outside mainland England, Scotland, Wales (i.e. excl NI, any Scottish Isles, Isle of White, Man etc or any destination that cannot be reached solely by the public highway?) is not permitted by the department and is therefore not covered by this policy.

2.7 International travel on departmental business using a private vehicle is not permitted by the department.

3. Roles and Responsibilities:
3.1 Head of Department should understand that the UoS Work Related Driving Policy means that they:

• Assume full responsibility for the implementation of this departmental policy via delegation of the policy operational elements to the Technical Operations Manager.
• Ensure procedures are in place to establish full compliance with the University's main Work Related Driving Policy.

3.2 Technical Operations Manager should understand that the UoS Work Related Driving Policy means that they:

• Assume delegated responsibility from the Head of Department for the implementation of the departmental policy.
• Delegate administrative tasks for the policy to relevant members of staff.
• Review and update policy annually or when University Work Related Driving Policy is updated.

3.3 Managers of staff/students undertaking work related driving should understand that the UoS Work Related Driving Policy means that they:

• Ensure they are aware of the departmental policy.
• Ensure that they are aware of any plans that their employees/students have to drive on University business and have discussed the need for the trip and explored the suitability of alternative arrangements.
• In the event that a trip is required, instruct the employee/student to contact the Technical Operations Manager (or contact the TOM themselves) to discuss the work related driving procedures.

3.4 Drivers of private vehicles should understand that the UoS Work Related Driving Policy means that they:

• Ensure that they are aware of the departmental policy.
• Possess a valid driving licence.
• Ensure their vehicle they drive has a current MOT and is regularly serviced.
• Ensure they have ‘business miles’ on their motor insurance.
• Follow the HighWay Code.
• Must not drive under the influence of fatigue, drugs, alcohol, illness, medication or health conditions which affect them adversely.
• Must not use mobile phone, laptop, eat or drink whilst driving.
• Inform manager of any changes to their licence/medical situation.
• Inform manager if they are pregnant so a risk assessment can be performed.
• Consider whether journey is necessary.
• Consider alternative method of transport.
• Plan journey with regular breaks (recommended = 15mins every 2 hours).
• Avoid long journeys after a full work day.
• Plan an overnight stop if necessary.
• Avoid traveling at peak times, late a night or early in the morning and allows adequate time to reach destination.
• Arrange workload appropriately to include driving time within their working hours.
• Allow adequate time to reach destination in time.
• Follow advice on safer journeys (Suzy Lamplight Trust).

3.5 Drivers of UoS hire/lease vehicles should ensure:

• They comply with all conditions listed in the UoS Work Related Driving Policy relating to hire and lease vehicles.

3.6 Visitors to the Department of Psychology or non university colleagues driving on departmental business may:

• Make a mileage claim for travel undertaken in their own private vehicle, if the trip is related to departmental business in one of the following ways:
  o To present a seminar, lecture, talk or tutorial.
  o To attend a recruitment interview or other meeting.
  o To participate/assist in a research programme or individual study.
  o Transport a member of staff/PGR student
• Where possible, departmental staff should explain to the visitor that if they do not have business miles on their motor insurance, the University is not liable for any incident that occurs during the trip and that the choice to use their own, private vehicle is entirely theirs.
4. Procedures and Guidance

4.1 Drivers of privately owned vehicles.
In addition to the procedures and guidance listed in the University's Work related Driving Policy, staff and students who wish to use their own, privately owned vehicles for departmental business should:

- Consult with their line manager/supervisor about the need for the trip to be undertaken, examining possible alternatives such as the use of digital communications.
- If the trip is required, consider the use of public transport as a first option.
- If public transport is not appropriate and the trip needs to be undertaken in a privately owned vehicle, discuss registration with the department as an appropriate driver with the Technical Operations Manager, Neuroscience Unit Manager or Sheffield Robotics Manager.
- Complete, sign and return a Driver Registration Form (Appendix 2)
- Complete, sign and return a Health Declaration Form (Appendix 5)
- Submit an up to date copy of their driving licence and motor insurance. A current MOT should be made available, if requested. The TOM will arrange for a copy of this documentation to be archived.
- Provide a risk assessment (two examples of generic risk assessments are provided in Appendix 6).
- Undertake pre-trip vehicle check (Appendix 1).
- Inform the Technical Operations Manager and line manager immediately if there is any change in their circumstances (medical, licence etc) that will affect their suitability or ability to drive.

4.2 Technical Operations Manager/Departmental Administrator
In addition to the procedures and guidance listed in the University's Work related Driving Policy, the Technical Operations Manager should:

- Ensure the driver has submitted a Driver Registration Form
- Ensure the driver has submitted a Health Declaration Form
- Ensure copies are taken of the driver's current licence and motor insurance certificate.
- Ensure archived paperwork is review/updated as necessary every 12 months.

4.3 Managers of staff/students undertaking work related driving.
In addition to the procedures and guidance listed in the University's Work related Driving Policy, Managers of staff/students undertaking work related driving should:

- Consult with their staff/student about the need for the trip to be undertaken, examining possible alternatives such as the use of digital communications.
- If the trip is required, consider the use of public transport as a first option.
- If the trip is required, ensure they or the driver speak to the Technical Operations Manager, Neuroscience Unit Manager or Sheffield Robotics Manager about the Departmental Work Related Driving Policy.
4.4 Members of staff and students agreeing travel to the department for visitors should:

- Inform the visitor of the risk of not having business miles included in their motor insurance.
- Wherelogistically possible inform the visitor that they should contact the Technical Operations Manager prior to the travel in order to get the correct paperwork in place.
- Provide a Non Staff Expense Claim Form and Mileage Form to the visitor.

4.5 Guidance for the following is found in the University’s Work Related Driving Policy
4.5.1 Qualification to drive
4.5.2 Fitness to drive
4.5.3 Disqualification from driving
4.5.4 Reporting accidents and incidents (Also see Appendix 4 of this departmental policy)
4.5.5 Pre use vehicle checks (See Appendix 1 of this departmental policy)
4.5.6 Road Safety
4.5.7 Route Planning
4.5.8 Minibus Drivers
4.5.9 Driving abroad
4.5.10 Insurance
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 license 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, motor 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 which can be produced if requested.
4. You agree to perform pre-travel vehicle checks listed in Appendix 1 prior to each trip.
5. You have completed the Appendix 5 Health Declaration
6. You have an appropriate risk assessment in place (Appendix 6, 7).

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/Department of any future, material occurrence or change in circumstances that may affect my ability or entitlement to drive vehicles on behalf of the University/Department.

Signed…………………………… Date……………………………………..

Checked by……………………… Date……………………………………. 
### Appendix 3

**Vehicle use record and defect report**

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

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

The University of Sheffield

WEEKLY VEHICLE ROADWORTHINESS CHECK

Please tick boxes below as appropriate

- **Lights**
- **Tyres**
- **Under bonnet fluid levels**
- **Horn**
- **Mirrors and glass**
- **Brakes and steering function**
- **Screen washers**
- **No plate, Tax disc**
- **Wipers**
- **Section 19 permit, (minibus only)**

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. Your 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: ..................................................
Appendix 4
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.
If you drive a vehicle on behalf of The Department of Psychology on an occasional / irregular basis, please complete the following health declaration on an annual basis.

I ....................................................... consider myself

1/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.

or

2/ to have a condition that I can self-manage and which requires no intervention from others and does not adversely affect my ability to drive on University business.

NB. If you have a medical condition or are uncertain if it is significant, you may discuss this with Workplace Health & Wellbeing in confidence on Ext: 26215.

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

<table>
<thead>
<tr>
<th>PERSONS AT RISK</th>
<th>Reference No:</th>
<th>RA/DRIVING1/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>(*) Employees ( ) Contractors ( ) Public ( ) Visitors ( ) Others</td>
<td>Environment: All weathers, general day and nighttime driving in all locations</td>
<td></td>
</tr>
</tbody>
</table>

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

**TASK or ACTIVITY:** Driving cars, vans and/or minibuses on highways, motorways and around towns and cities on University business

<table>
<thead>
<tr>
<th>SIGNIFICANT HAZARD</th>
<th>POTENTIAL CONSEQUENCES OF HAZARDS</th>
<th>INITIAL RISK RATING</th>
<th>EXISTING CONTROL/PROPOSED CONTROL MEASURES</th>
<th>FINAL RISK RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Failure of safety critical part of vehicle, e.g. brakes, lights, steering, engine, tyres etc.</td>
<td>Road traffic accident, injury to self and/or others</td>
<td>M</td>
<td>1. Vehicle must be &lt; 3 years old or have valid and current MOT certificate.</td>
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<td>2. Vehicle must be serviced and maintained according to manufacturers instructions.</td>
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<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 journey.</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>
<td>L</td>
</tr>
<tr>
<td>2. Inadequate control of vehicle</td>
<td>Road traffic accident, injury to self and/or others</td>
<td>M</td>
<td>1. Drive in a safe, appropriate manner for road conditions and within speed limits.</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. 3. Stop vehicle in safe location off highway to check map, reprogramme SatNav or use mobile phone.</td>
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</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. 2. Driver to inform line manager of any untreated medical condition which is likely to adversely affect their driving. 3. Pre-employment medical screening, yearly eye sight test &amp; regular health checks for drivers who are expected to drive as part of their work duties.</td>
<td></td>
</tr>
<tr>
<td>5. Driving without appropriate licence or insurance</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. 2. Driver must hold appropriate personal insurance for their own vehicle, which must cover personal business use. 3. Annual checks by University on Driving Licences for all University drivers.</td>
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<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 2. All drivers of minibuses must &quot;pass&quot; a Driver Assessment arranged by Transport Services before.</td>
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</tbody>
</table>
3. Prospective drivers of University vehicles must "pass" a Driver Assessment before being allowed to drive University vehicles.

<table>
<thead>
<tr>
<th>7. Lone working</th>
<th>Accident or illness affecting health; thefts from vehicles; assault or abduction</th>
<th>1. Departments must implement procedures to monitor 'defined' lone workers whilst away from their normal workplace for periods of 4 hours or longer.</th>
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<td>2. Lone Workers to implement practices to minimise personal risks when travelling, parking, visiting premises.</td>
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<td>3. Lock vehicle doors when stopped to prevent unauthorised entry.</td>
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</table>

**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 - ie the University, proposed destination (if relevant), breakdown & emergency services.
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:** Health & Safety

**Date March 2013** | **Revision Date March 2013**
Appendix 7

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

<table>
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<tr>
<th>The vehicle</th>
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<tr>
<td>Is not fit for purpose and is not roadworthy.</td>
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</table>

<table>
<thead>
<tr>
<th>The driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is not competent to drive the class of vehicle.</td>
</tr>
<tr>
<td>Is uninsured.</td>
</tr>
<tr>
<td>Is tired, ill, on medication, or under the influence of alcohol or illegal drugs.</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Does not ensure seat belts are worn by themselves and their passengers.</td>
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<td>May be pregnant and driving could exacerbate pregnancy related medical conditions.</td>
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<tr>
<td>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.</td>
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<tr>
<td>May be at risk from physical and verbal abuse when travelling alone.</td>
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<th>The journey</th>
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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 on the www.directgov.uk website.
- Has business use insurance.
- 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
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.
- 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 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).

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Please contact Health & Safety
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