

DRIVING FOR WORK			
Policy ...	Code of Practice ...	Guidance ...	Procedure ✓
Organisation Wide ✓		Local ...	
Approved by the University Health and Safety Committee			
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The purpose of presenting this document to the University Health & Safety Committee			
Standard 3-year review ✓	Changes in practice and/or legislation...	New policy document...	

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1. Introduction

Driving is considered the most dangerous work activity that most people do and as such, the objectives of this procedure are to ensure, in so far as is reasonably practicable:

- That those with duties under this Procedure are identified and are provided with clearly defined roles and responsibilities and that all staff are appropriately qualified and trained to drive the class of vehicle being used for Brunel university London (Brunel) business.
- The vehicle being used on Brunel business is both fit for purpose and roadworthy, and that drivers are medically fit to drive the vehicle(s) they use at work, and are correctly insured (as outlined in Appendix 1).
- That the use of either privately or Brunel owned and/or leased vehicles meets applicable statutory requirements and that the driver has completed the Driver Approval Form (Appendix 2).
- That the use of privately-owned vehicles for business purposes is limited to circumstances where a suitable alternative e.g.' public transport or hire vehicles, is not available or practical for the planned journey (Appendix 3).

2. Scope

This procedure sets out Brunel's arrangements for the management of work-related driving, taking into account the requirements of health and safety legislation and road traffic law. It is applicable to all staff and to all authorised non-staff who drive on University business, either regularly or infrequently, including those staff who use their **own** vehicles, or university hired, leased or owned vehicles.

Outside the scope of this procedure are:

- *The driving of Brunel Golf Buggies. The procedure and requirements for this are outlined in the Safe Use of University Golf Buggies Procedure.*
- *Contractor delivery drivers attending the university using non-Brunel vehicles, and*
- *Students, who are not at **work**.*

Note: Environmental impact and sustainability are important considerations with respect to work related travel and these issues must be considered as part of the assessment for any journey to be undertaken on behalf of the university.

3. Definitions

Vehicle - The term 'motor **vehicle**' is defined in section 185(1) of the Road Traffic **Act** 1988 and section 136(1) of the Road Traffic Regulation **Act** 1984 as "**a mechanically propelled vehicle, intended or adapted for use on roads**". (Including, but not limited to, Cars, Vans, Tractors, and Motorcycles).

Driver – refers to any member of staff, student, contractor or volunteer who uses a vehicle on Brunel related business.

Driving for work – staff are classified as “driving for work” if they are driving on Brunel business. This includes all journeys from the normal designated place of work to other places of work e.g. seminars, conferences, placements, fieldwork or sample collection areas/locations etc. It does not include travelling between a person’s normal (designated) place of work and home.

Grey Fleet drivers- staff who use their own vehicle (or a vehicle hired to them personally) while “driving for work” either occasionally or frequently.

4. Responsibilities

4.1 Senior Managers

Senior Managers reporting to an Executive Team Member (Heads of Department and other Academic/ Administrative Units and Service Managers or equivalent)

Along with themselves, ensure employees within their area of responsibility are aware of this procedure and associated guidance and comply with its requirements.

4.2 Managers/ Supervisors of Brunel owned, leased or hired vehicles

In supporting their Senior Managers, Managers are to ensure that:

Employees under their control are informed about this procedure and aware of the need to consider alternative forms of transport or sharing of vehicles; where possible.

The use of private vehicles on Brunel business is only be permitted when all other means of transport i.e. Brunel supplied, vehicles, trains, buses etc. are impractical

Local rules are in place the outline the arrangements:

- To ensure that persons who undertake any work-related driving with vehicles hired, owned or leased by Brunel and that are covered by Brunel Insurance are appropriately qualified, trained, insured and are fit to drive.

- To cover insurance, qualification and fitness to drive that safeguard Brunel were departments either consider and/ or allow contractors to drive Brunel hired, owned and/ or leased vehicles

Employees who occasionally drive using their own vehicle are required to comply with the requirements of the Brunel Travel, Subsistence and Entertaining Expenses Policy, for reclaiming expenses as the confirms adequate Insurance and vehicle roadworthiness.

All person (employees) who Brunel hired, owned and or leased vehicles as an essential part of their employment are considered high risk drivers and must present their driving licence for inspection on recruitment and on an annual basis thereafter (Appendix 1).

4.3 Employees

Employees using their own vehicle for Brunel business are responsible for:

- Complying with all aspects of road traffic law and are personally liable for any penalties or convictions incurred as a result of failing to abide by the law
- Having a general level of awareness of road safety issues to demonstrate safe driving behaviours and staff must also comply with this Driving at Work Procedure

The process for the use of private vehicles on Brunel business is defined in Appendix 3 of this document and where the use of public transport is impractical staff may use their own vehicle with the permission of their manager. Where staff use their own vehicle on Brunel business the following conditions apply:

- They must hold a valid driving licence for the vehicle concerned and the vehicle must have current and valid insurance which included cover for business use;
- The vehicle must be roadworthy, well maintained and have current and valid vehicle tax and MOT (if necessary); and
- Note: Driving licences from overseas may not be valid in the country. Requirements for driving in this country with a foreign licence can be found at: <https://www.gov.uk/driving-nongb-licence>

5. Guidance

5.1 Risk assessment

Risk assessments for any work-related driving activity should follow the same principles as those for any other work activity as outlined under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. A risk assessment is a careful examination of what work activities can cause harm and considers whether enough has been done to prevent harm.

A generic department work-related driving risk assessment that outlines measures to prevent harm so far as reasonably practicable will be sufficient for most journeys. For journeys or driving activities that present additional risks a more detailed assessment should be completed and recorded. Such examples of where this would be appropriate include;

- Non-routine long-distance journeys
- Trips that include driving overseas
- Driving that is expected to take place in severe weather conditions
- Journeys that involve lone working in remote or potentially dangerous areas
- Trips that involve driving types of vehicles that are not normally driven or where the driver may be inexperienced or have a poor accident record
- The transport of dangerous goods or animals
- The transporting of large numbers of passengers for example in a minibus

5.2 Local Rules

Department local rules must outline the arrangements to ensure that persons (employees and authorised non-employees i.e. contractors) who undertake any work-related driving are appropriately qualified, trained, insured and are fit to drive.

Additionally, Directorates, Colleges and Institutes; where relevant must liaise with Human Resources to establish a mechanism to capture those that drive as an essential part of their employment on an annual basis to ensure licence checks are conducted.

5.3 Use of own vehicles

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. In the case of employees who use their own private vehicles for work business it is their responsibility to ensure that the vehicle has a valid MoT certificate (where applicable) and is properly maintained and roadworthy.

5.4 Car Insurance

Standard car insurance is for 'social, domestic and pleasure' purposes only, which permits travel to and from your normal place of work but does not cover the use of the vehicle whilst at work. Members of staff that use their own car in connection with work whether only very occasionally or more frequently must ensure that they have appropriate cover e.g. 'business use' cover, on their personal policy.

5.5 Dealing with individual medical conditions affecting the ability to drive

Drivers of Brunel vehicles must declare to their line manager immediately if they are suffering from any medical condition that would legally prevent them from driving on the public highway or if they

have any reason to believe they have any other condition that might adversely affect their ability to drive safely.

The line manager is responsible for taking action by relieving the person from driving duties as appropriate and contacting the University Insurance Office, Human Resources and/ or the Occupational Health Service (who are able to assess the individual concerned and advise line manager regarding the appropriate course of action).

5.6 Dealing with employees who have incurred additional convictions or disqualification

Where employees are required to drive Brunel owned, leased or hired vehicles, or their own vehicle as an essential part of their duties, they must inform their line manager of any convictions (including penalty points) or periods of disqualification immediately.

If managers are notified that an individual has been disqualified from driving due to a motoring offence, they must relieve the person of all driving duties with immediate effect and seek advice from Human Resources on the most appropriate course of action.

5.7 Minibus drivers

A higher level of competence is required to drive a minibus, as;

- The vehicle is larger/ heavier (requires greater stopping distance)
- More passengers are taken leading to increased stress on the driver e.g. extra responsibility, noise and distraction
- Minibuses tend to be used for long distances and on an infrequent basis

The legal requirement with regard to qualifications can be at <https://www.gov.uk/driving-a-minibus>. To drive a minibus, drivers need to gain a category D1 PCV entitlement on their licence and all departments must comply fully with the above legal requirements with regard to driving licence entitlement.

Departments are also required to ensure that any member of staff who is required to drive a minibus as part of their job must undertake appropriate training regardless of when attained their full driving licence. Training is deemed to be appropriate if the training outlines the skills required to drive a minibus safely and candidates are assessed for competency. Re-assessment should take place at least every 4 years and more often in an incident or risk assessment merits it.

5.8 Departmental vehicle checks

The driver has primary responsibility for the operation of any vehicle and must be satisfied that the vehicle is fit for purpose and roadworthy. Compliance with this requirement can be sensibly

achieved by departments taking responsibility for the majority of periodic maintenance checks of their vehicles.

Department checks should include monitoring of fluid levels (oil, coolant and screen wash) and tyre pressures. It is recommended that these checks and associated maintenance are recorded (the frequency of check must be risk based depending on the frequency and type of use).

It would then be the driver's responsibility to ensure that the record of weekly checks was up to date and then to undertake their own basic safety checks and adjustments. Appendix 4 outlines the type of checks that are required to be undertaken by both departments and drivers, which are minimum requirements for safety checks; some vehicles may require additional checks such as inspection of lifts, safety signage, safety equipment such as reversing alarms, guards on dangerous parts and rotating beacons.

5.9 Departmental vehicle maintenance

Vehicle inspections and maintenance should only be conducted by a competent person. The manufactures' recommended service intervals and warranties should be adhered to which will ensure so far as reasonably practicable the on-going safety of the vehicle.

The maintenance schedule must also include the annual MoT test. A maintenance log must be kept up to date for each departmental vehicle containing all information relating to that vehicle. It is recommended that service records are kept for at least 3 years.

It is recommended that routine checks are made of minibuses, where applicable at set intervals which are time-based rather than mileage-based, e.g. every 6 weeks. Any specialist equipment such as tail lifts should be inspected according to the legal requirements and any manufacturer's recommendations.

5.10 Accidents and incidents

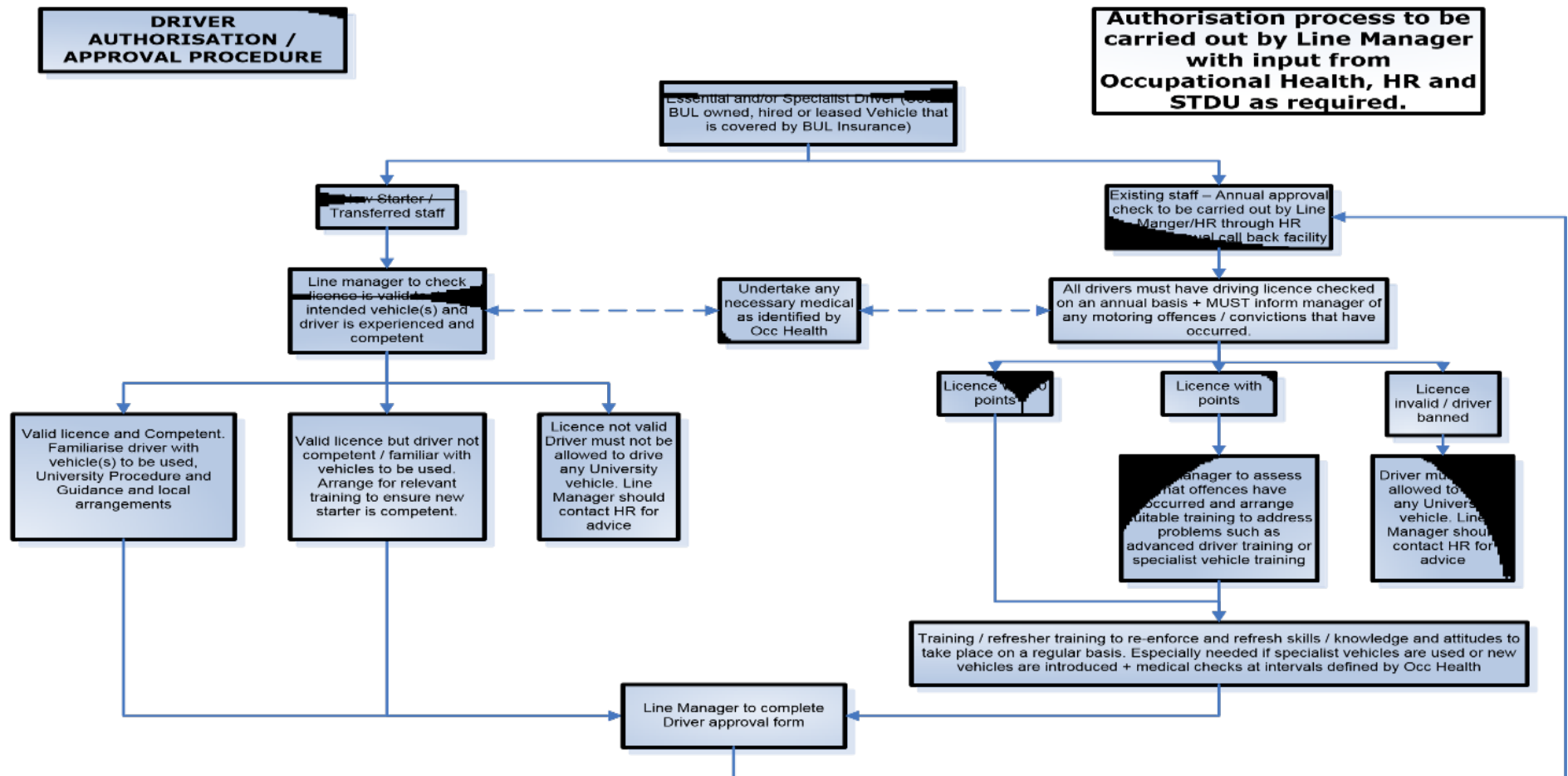
Where employees who are driving on University business are involved in road traffic accidents or incidents which results in damage to vehicles, loss or damage to property or persons they must complete the necessary forms for insurance and report the accident on the Accident/ Incident Report Form.

5.11 Smoking at Work

The driver of the vehicle is responsible for ensuring compliance with the laws around smoking in vehicles.

Appendix 1 - The process for use of Brunel vehicles (included hired and/ or leased vehicles) on Brunel

Appendix 1 the process for the use of BUL vehicles (including hired and/or leased vehicles) on BUL business



Business

Appendix 2 University Drivers – Driver Approval Form

All drivers using a Brunel owned and/ or hired/ leased vehicle must complete this approval form and receive authorisation from their manager prior to driving. (Brunel owned/ leased vehicles are insured under the Brunel Insurance Policy)

Driver Details	
Name	
Job Title:	
College, Institute, Directorate	
DVLA Driving Licence No:	
Licence Valid Until:	
Categories of entitlement:	

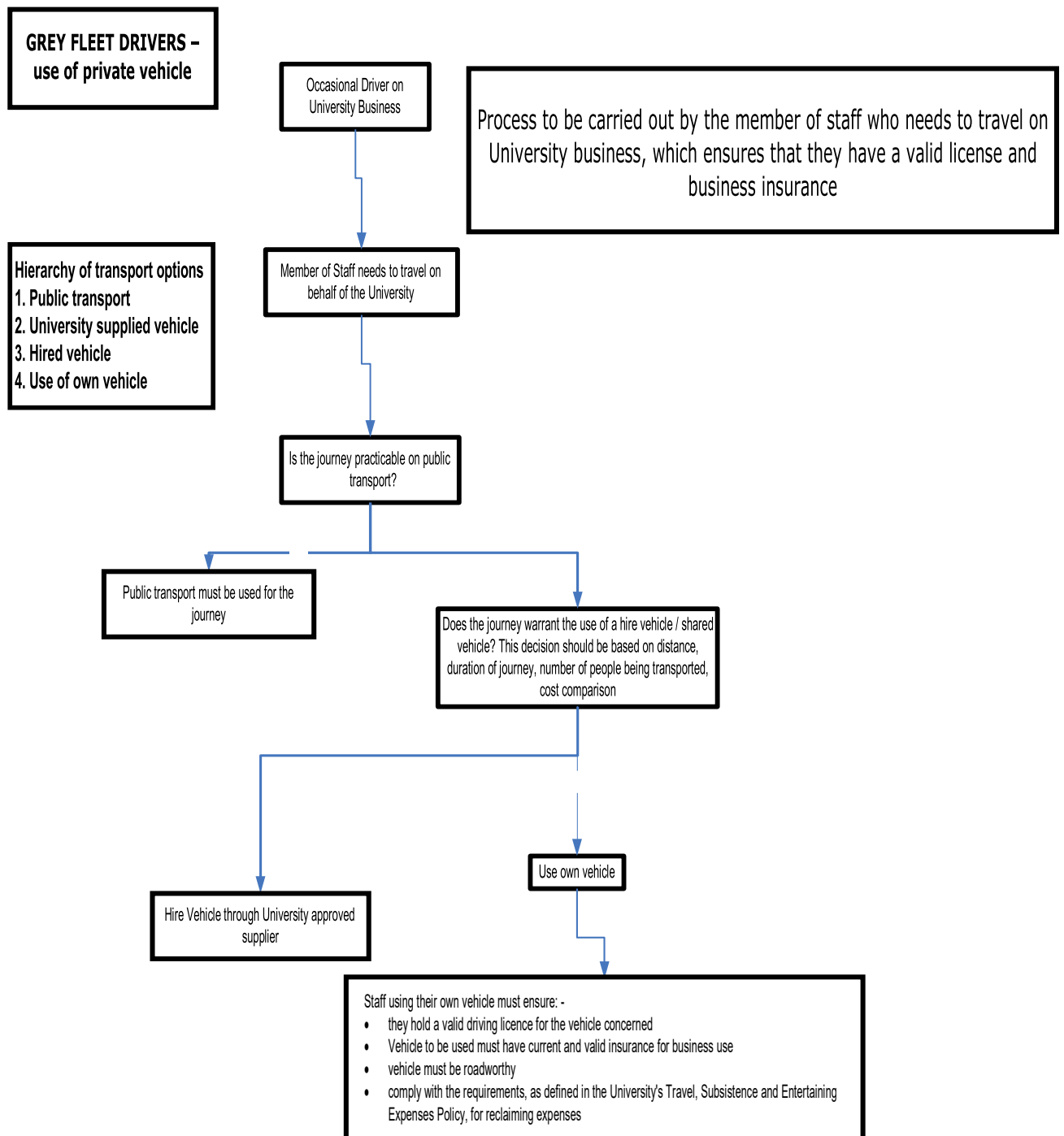
The following conditions apply to all drivers:

1. I declare myself to be medically fit to drive a vehicle on Brunel business. I will notify my Manager in the event of any changes in my health condition that might affect my driving ability
2. I confirm that if/ when I use my own vehicle for Brunel business my insurance will cover business use
3. I will not drive a vehicle on Brunel business whilst under the influence of any form of alcohol or drugs. I will seek medical advice prior to taking medication that may affect my capability to drive. I will notify my manager if I am unable to drive as a result of taking prescribed medication
4. I hold a valid current UK driving licence (or equivalent) that entitles me to drive the stated class of vehicle on Brunel business. I will notify my manager of any pending road traffic prosecutions that may lead to me being prohibited from driving a vehicle on University business
5. I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am the driver of the vehicle
6. I agree to comply with the requirements of the Brunel's Driving at Work Procedure
7. I accept that whilst driving on Brunel's business I have a duty of care towards other road users. I will drive with care and consideration and comply with all aspects of road traffic law
8. I will inform my Line Manager and/ or HR if any of the above conditions change which affects my ability to drive

Employee (Driver)	Manager's Approval
Name (print):	I approve the named driver to drive on BUL Business
Signed:	Name (print):
Date:	Signed:

Note: The Insurance Office will need to be informed of any driver who, in the past 5 years has been banned from driving for any reason or been convicted of; a drink-or-drug-related motoring offence, dangerous driving, failing to report an accident and/ or driving without insurance

Appendix 3 – The use of private vehicles on Brunel business



Appendix 4 Summary of Vehicle Safety Checks

Summary of the checks that are required to be undertaken by both departments and drivers, which are minimum requirements for safety checks;

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway. As such, it is strongly recommended that University employees intending to drive any vehicle on University business should undertake appropriate checks prior to using the vehicle, for example: -

- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat Belts fitted and functioning
- Mirrors adjusted/ adjustable
- If a trailer, lift or roof rack is fitted, that it is fitted correctly, works safely and all luggage is secure

Additional checks for minibuses will include;

- That the aisles and doorways are unobstructed
- The vehicle does not exceed the gross vehicle weight
- Any external loads are securely fixed

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination. Additional routine checks should be undertaken by Departments on a weekly basis (or a frequency determined by risk assessment) by a competent person and should include: -

- Fluid levels (oil, coolant, brake fluid and screen wash)
- Tyre treads and pressures including the spare tyre
- Wiper blades undamaged
- Seatbelts undamaged and working properly
- Location of wheel brace and jack
- All seatbelts undamaged and working effectively
- Location and contents of first aid kit and fire extinguisher if fitted
- Locks and security functional
- Fuel level
- All doors open properly and that there are no damaged or sharp edges
- Vehicle displays a current road tax disc
- The vehicle has a current MoT certificate (as appropriate)

The frequency of these checks will depend upon the use of the vehicle. Departments should keep a record of the checks to enable individual drivers to satisfy themselves that effective controls are in place to maintain the vehicle in a roadworthy condition.