

DRIVING FOR WORK			
Policy ✓	Code of Practice ...	Guidance ...	Procedure...
Organisation Wide ✓		Local ...	
Approved by the University Health and Safety Committee			
Chairperson Dr Manuel Alonso	Date January 16 th 2025	Review date 2028	
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...	

Contents

1. Introduction	1
2. Scope.....	2
3. Definitions	3
4. Responsibilities	3
4.1 Senior Managers	3
4.2 Managers/ Supervisors of Brunel owned, leased or hired vehicles	3
4.3 Employees	4
5. Use of golf buggies	5
Appendix 1 - The process for use of Brunel vehicles (included hired and/ or leased vehicles) on Brunel Business	6
Appendix 2 University Drivers – Driver Approval Form	7
Appendix 3 – The use of private vehicles on Brunel business	9

1. Introduction

Driving is considered the most dangerous work activity that most people do. Anyone who drives or operates a vehicle has a legal duty to take all reasonable precautions to ensure that it is operated safely. It is an offence to cause or permit a vehicle to be driven on the road when its condition, or the way in which it is driven, could cause danger to anyone in the vehicle, other road users or pedestrians.

Health and safety law applies to work activities on the road in the same way as it does to all work activities. As an employer the university has a duty to manage the risks that arise from driving activities undertaken on its behalf.

The applicable legislation and standards for driving for work include:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999.
- The Road Traffic Act 1991.
- Driving at Work – Managing work-related road safety (HSE, DfT, RoSPA).
- Provision and use of work equipment 1998
- Corporate Manslaughter and Corporate Homicide Act 2007

The objectives of this policy are to ensure that staff (managers and employees) driving for work are, in so far as is reasonably practicable, made aware of their responsibilities and the expectations of the University. These include:

- Ensuring that those with duties under this policy are identified by the responsible management 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 of London (Brunel) business.
- The vehicle(s) being used for Brunel business are 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 those responsible undertake a suitable risk assessment for driving activities undertaken on behalf of the university
- 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:

- *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) must:

- Ensure that employees within their area of responsibility are aware of this policy and associated guidance, and that they comply with its requirements.
- Ensure safe systems of work are in place including risk assessments for their areas of responsibility
- Ensure suitable resources are available.
- Ensure that they lead by example and adhere to this policy themselves.

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

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

Employees within their areas 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 that outline the arrangements to:

Ensure that persons who undertake any work-related driving with vehicles hired, owned or leased by Brunel and are covered by Brunel Insurance, hold an appropriate licence, are appropriately qualified and trained, and are fit to drive.

Ensure safety systems of work are in place and risk assessments are carried out, control measures are implemented and reviews are undertaken periodically

Ensure university owned or leased vehicles that they are responsible for are maintained in a roadworthy condition which complies with relevant statutory requirements. Where vehicles are found or are suspected of not meeting the statutory road-worthiness requirements then these are taken out of use until such times as any defects can be remedied

To ensure insurance cover, qualification and fitness to drive that safeguards Brunel where departments either consider and/ or allow contractors to drive Brunel hired, owned and/ or leased vehicles

Ensure all employees who occasionally drive using their own vehicle comply with th policy and the requirements of the Brunel Travel, Subsistence and Entertaining Expenses Policy, for reclaiming expenses which 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. Use of Electric Utility Vehicles

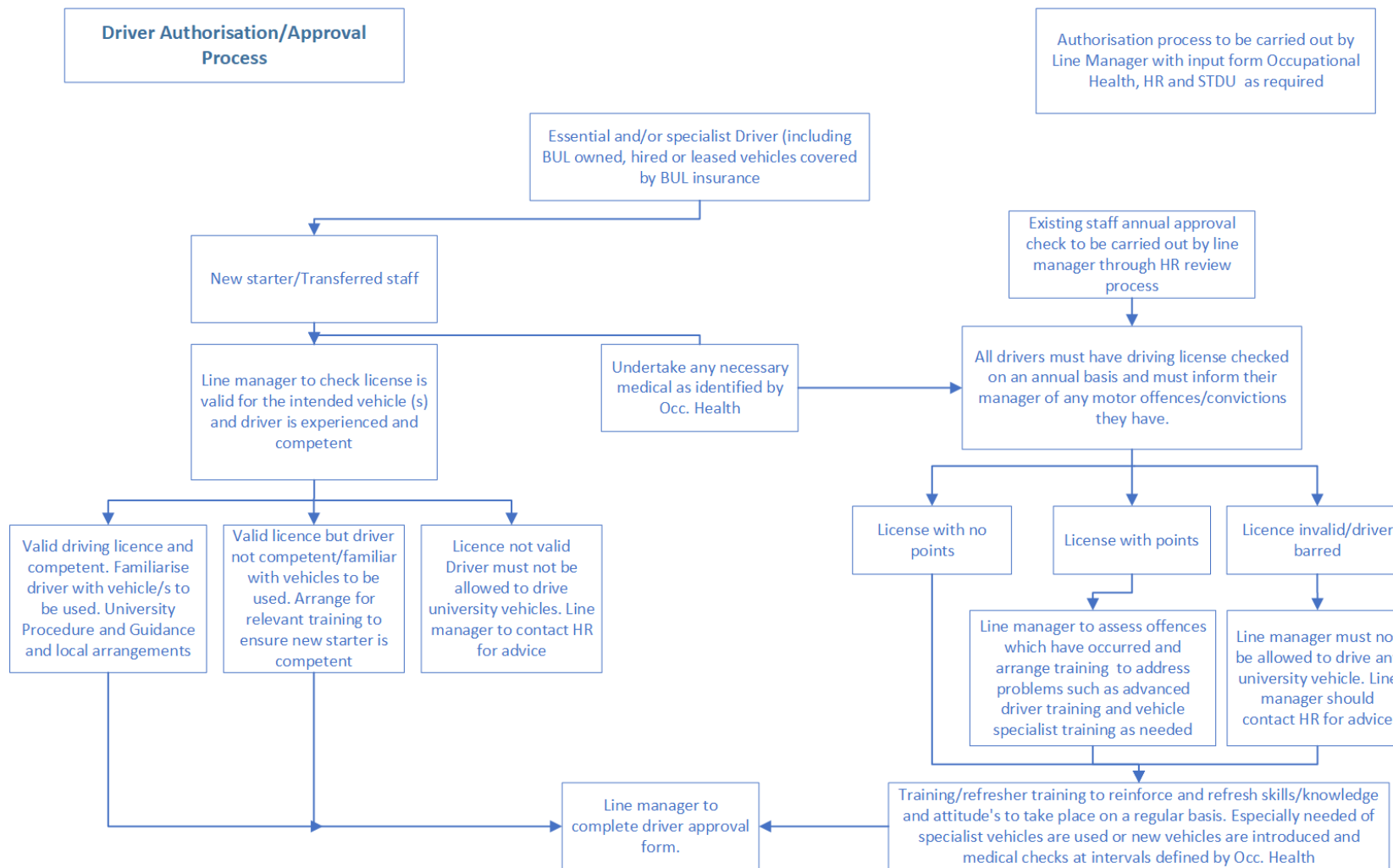
Driving a University Electric Utility Vehicle (EUV) requires additional skills in order to be able to handle the vehicle safely. It is not simply like driving a car. The weight and the size of the vehicle is different. In addition, the driver takes on the responsibility for the safety of passengers and the safety of the load and its contents. Although rare, sometimes serious incidents may occur when EUVs are used. It is in order to minimise the risk of such accidents there are strict procedures and training for use of EUVs which are set out here: [Specialist Safety Topics](#). Any use of EUVs owned or rented by the University can only be carried out on official University business and in accordance with this policy. The EUVs are not to be used to cross Cleveland Rd at the Pelican Crossings and are to cross Cleveland Road at the corner of the pond opposite W Spur Road.

Guidance on the risk assessment process, local rules, insurance, vehicle check lists, the use of university golf buggies and other related topics can be found here: [Specialist Safety Topics](#)

Consumption of alcohol by any driver

Under no circumstances is any driver allowed to consume alcohol during or in the period before any journey (on or off campus). Since blood alcohol level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must not be consumed in the 8-hour period immediately prior to driving.

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

