

Safety Code of Practice 52

3rd Edition, May 2016

DRIVING FOR WORK PURPOSES



Contents

1	Policy Statement.....	4
2	Responsibilities.....	4
3	The Driver.....	5
3.1	Driving on University business	5
3.2	University Drivers	6
3.3	Training for University Drivers	7
3.4	Driving licences	8
3.4.1	Licences for towing	9
3.4.2	Licences for other vehicles	9
3.5	Minibus drivers.....	9
3.5.1	Minibus driving licence requirements	9
3.5.2	Minibus driver hours.....	10
3.7	Eyesight standards	10
3.8	Health conditions	10
3.9	Convictions / penalty points / disciplinary procedures	11
3.10	Alternative work.....	11
3.11	Alcohol & drugs (legal/illegal).....	11
4	The Vehicle.....	11
4.2	Use of privately owned vehicles for work purposes.....	11
4.3	Additional equipment in University vehicles	12
4.4	Minibuses	12
4.6	Suitability of University vehicles and hire vehicles	12
4.7	Maintenance and user checks for University and hire vehicles	12
5	The Journey	13
5.1	Carriage of passengers / goods	13
5.2	Towing and loading	13
5.3	Fatigue and journey planning	14
5.4	Accidents and incidents	14
5.5	Mobile phones and other devices	14
5.6	Risk assessment.....	15
5.7	Speed.....	15
5.8	Smoking policy	15
5.9	Driving abroad	15

5.10 Campus roads 15

6 Further information and good practice guidance..... 15

Appendix 1: Driving for workprocedural flow chart..... 17

Appendix 2: University Driver Record Form 18

Appendix 3: Medical conditions 22

Appendix 4: Fire Extingishers 23

Appendix 5: Version control..... 24

1 POLICY STATEMENT

Driving has the potential to cause death or serious injury. It is an activity that many staff undertake for work purposes, even if only occasionally. The University of Reading believes that managing risks arising from driving for work is the joint responsibility of the University and its employees.

The University has a responsibility to ensure that persons who drive in connection with the business of the University maintain a high standard of driving, in a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users. Staff and others have a responsibility for their own safety and that of other road users.

This policy applies to the use of University vehicles, lease and hire vehicles and private vehicles when used for work purposes. It covers work-related driving on and off campus and between campuses. It does not apply to commuting to and from the normal place of work, or to driving activities under the control of the Student Union (RUSU). However all employees who drive are encouraged to familiarise themselves with the good practice guidance referenced in this policy.

The University will seek to ensure that:

- all statutory legislation relating to driving, the use of vehicles, driver training and medical fitness to drive is complied with
- the requirements of the Highway Code are complied with
- best practice in relation to driving standards, journey planning, rest breaks, and restrictions on the use of mobile communication devices such as radios and mobile phones is promoted
- adequate resources are made available for the implementation of the policy.

2 RESPONSIBILITIES

Heads of School/Function/Units are responsible for implementation of this policy in their areas. This includes:

- a. identifying all persons in their School/Function/Unit who meet the criteria to be defined as a "University Driver" (see section 3);
- b. checking that University Drivers are entitled to drive the vehicle being used, covering:
 - valid driving licence (annual checks via Wessex Fleet Solutions)
 - fitness to drive (self declaration form, referral to Occupational Health if required)
 - road tax, insurance for business use, and MOT (where applicable to private cars)
- c. ensuring that University Drivers are provided with training appropriate to the risk (see section 3), information and supervision as appropriate so that they are able to drive responsibly and safely
- d. ensuring that vehicles owned or leased by their School/Function are suitable for the proposed use, and roadworthy

Procurement Department is responsible for appointing the University's preferred supplier of hire vehicles and fleet management company.

Note: The current fleet management company is Wessex Fleet Solutions – see section 6 for contact details.

The Insurance Officer is responsible for arranging appropriate insurance for university vehicles and hire vehicles where appropriate, and making details of the policy available to anyone driving on university insurance.

Occupational Health will assess drivers for fitness to drive, at the request of a University manager, where required by legislation or in accordance with this policy.

Health & Safety Services are responsible for:

- a. providing guidance to the University on the safe use of vehicles on University business
- b. facilitating the provision of training for University Drivers
- c. monitoring/auditing the management systems for use of vehicles on University business
- d. liaison with enforcement authorities in the event of an accident
- e. ensuring that road traffic accidents are investigated, where appropriate.

Employees and others who drive for work have a responsibility to co-operate and comply with this policy, and to take reasonable care of themselves and others. In particular all persons who drive on University business must:

- a. if driving a privately-owned vehicle, ensure that they have valid insurance for business use, and that the vehicle has valid road tax, and MOT certificate where applicable
- b. ensure that they have a valid licence for the class of vehicle being driven
- c. observe the Highway Code and current driving legislation
- d. observe the law in relation to alcohol limits, drugs and medical fitness
- e. confirm that the vehicle is in a safe and legal condition to drive, by undertaking simple pre-use safety checks
- f. inform their manager if they are involved in a driving or traffic related accident whilst driving on University business.

Additional requirements for University Drivers are set out in Section 3.

3 THE DRIVER

3.1 Driving on University business

Driving on University business or in the course of work duties includes use of a University vehicle, hire or leased vehicle or an employee's own private vehicle. It includes all journeys made in connection with work or on behalf of the University, including, for example, driving to off-campus meetings & conferences, visits to student placements, fieldwork, transportation of students, and journeys on and between campuses.

University business does not include commuting to and from the **normal** place of work.

Staff who use their own vehicles for convenience on a casual basis, in order to undertake some element of their role for the University, but who do not meet the criteria to be defined as a 'University Driver' (see section 3.2), must comply with the personal responsibilities set out in

section 2 above. However the document checks, medical declaration and driver training that apply to University Drivers do not apply to such 'casual' drivers.

3.2 University Drivers

The risk to the University in terms of reputation, damage to university property and the safety of vehicle occupants may be increased by virtue of the type of vehicle being driven, inexperience with the vehicle, and frequency of driving. Where there are these increased risks, such drivers are classed as 'University Drivers'. They include:

- i. Staff who drive University-owned or leased vehicles for work
- ii. Staff who frequently drive vehicles hired through a University contract and being driven on University insurance
- iii. Staff who are employed as drivers or who are required by their job description or terms and conditions of contract as an integral part of their employment to drive (e.g. maintenance staff, security staff)
- iv. Staff who frequently drive vehicles with University students as passengers, in connection with official journeys e.g. for fieldwork, organised group visits etc.

Guidance:

Frequently" means this is a normal and routine occurrence which happens as part of planned programmes of work. It is not an exceptional event that might only occur on an ad hoc basis.

Management procedures need to be in place to protect both the University and a University Driver from the potential consequences of a serious road traffic accident. These include:

- Completion of a Driver Record Form (Appendix 2) by University Drivers and their managers and a document check to confirm that a University Driver is entitled and fit to drive

It is recommended that such checks are repeated annually to confirm that the employee has a continuing entitlement to drive. Wessex Fleet Solutions offer a licence checking service, or alternatively the online [GOV.UK driving licence checking system](#) may be used. Other documents can be checked by the manager, using the Driver Record Form.

Guidance:

A Driving Licence Mandate Form should be completed by the University Driver and sent to Wessex, who will arrange verification through DVLA. The mandate form is valid for 3 years. Wessex will inform managers of annual checks becoming due and will carry them out on request.

The contract provides for two drivers checks per University vehicle, annually, and additional checks can be arranged on demand (to be paid for by the School/Function). If there is a risk that the driver may become ineligible to drive (e.g. through receiving further points on their licence, expiry of their photocard), this will be flagged up by Wessex (red traffic light system) and more frequent checks may be recommended.

University Drivers must inform their manager if they:

- Are convicted of a driving-related offence, including penalty points or disqualification
- Have a medical condition that makes them unfit to drive (see Appendix 3).

3.3 Training for University Drivers

Training is provided at three levels for University Drivers as follows:

- On-line driver assessment and awareness training (but excluding those for whom alternative training would be more appropriate - see Table 1)
- Where drivers are identified as high risk further "on the road" training must be completed
- Drivers of specialist vehicles (see Table 1).

Table 1 University Driver training requirements

TYPE OF VEHICLE	UNIVERSITY DRIVER TRAINING REQUIREMENT
Passenger car/MPV/4 wheel drive vehicle driven on road, including people carriers with up to 8 passenger seats.	On-line training assessment and awareness training, available through H&S Services (current provision is through Cardinus Driver Safety Plus Assessment)
4 wheel drive vehicle driven off road/cross country (in conditions where a high level of driver competence is required to ensure safety)	Must receive training from an experienced and competent University Driver, or an experienced training provider.
Minibus from 9 up to 16 passenger seats, maximum gross vehicle weight <u>below</u> 3.5 tonnes (see section 3.5 below)	All minibus drivers must attend and pass formal approved MiDAS training from an experienced training provider, including a theory session and practical on-road assessment. Training is currently provided by Wessex Fleet Management - contact Health & Safety Services to arrange training.
Minibus from 9 up to 16 passenger seats, maximum gross vehicle weight <u>above</u> 3.5 tonnes (see section 3.5 below)	All minibus drivers must attend and pass formal approved MiDAS training from an experienced training provider, including a theory session and practical on-road assessment. Training is currently provided by Wessex Fleet Management - contact Health & Safety Services to arrange training. However if the driver has completed formal training in order to obtain a D1 driving licence in the last 5 years MiDAS training is not required – see section 3.5 for details of driving licence requirements for minibuses
Any vehicle towing a trailer or other tow unit e.g. caravan, on public roads	New/inexperienced drivers must receive formal training from an experienced training provider, covering trailer and towing law and practical exercises. AND On-the-job practice/experience with the vehicle/trailer combination, under the supervision of an experienced

TYPE OF VEHICLE	UNIVERSITY DRIVER TRAINING REQUIREMENT
	<p>driver.</p> <p>(note Minibus drivers without a D1 Licence driving under a Section 19 Permit cannot tow a trailer)</p>
<p>Agricultural tractor (driven on or off road)</p>	<p>New/inexperienced drivers must receive training from an experienced training provider</p> <p>AND</p> <p>On-the-job practice/experience with the tractor and any attachments/PTOs etc. under the supervision of an experienced driver.</p>
<p>Fork lift truck and other lift trucks</p>	<p>Training in accordance with HSE Approved Code of Practice (L117) Rider-operated lift trucks: Operator training and safe use.</p> <ul style="list-style-type: none"> i. Basic training ii. Specific job training iii. Familiarisation training

In addition to on-line training, on road driver training must be provided to individual University Drivers who are assessed as being at high risk - as indicated by the on line driving assessment or by them having an 'at fault' driving accident (including non-work related accidents) or incurring a significant driving penalty or penalties (i.e. more than 6 points or a driving ban) for a road traffic offence. If the driver is offered a Speed Awareness workshop by the police or other authorities, this is an acceptable alternative. Managers should consult Health & Safety Services to determine if on road training is required.

Driver training (on-line and minibus training) should be refreshed at 5 yearly intervals. For forklift truck drivers there is a mandatory requirement for a re-assessment every 3–5 years, or more frequently if driver performance does not reach an acceptable standard, in accordance with the HSC Code of Practice.

Existing staff who have received prior training or who are deemed to be competent by virtue of previous experience may have the training requirements for towing and driving agricultural vehicles waived.

3.4 Driving licences

Only valid full UK Drivers' Licences will normally be accepted to drive University and hire vehicles for work purposes. Managers and drivers should note that to be valid the licence must state the driver's current name and address and for photocards to have been issued within the last 10 years.

If a driver holds a licence which was issued abroad, a check should be made with the Insurance Office for further guidance on driving in the UK, and with the [GOV.UK web site](http://www.gov.uk).

Managers must ensure that checks of University Drivers' licences are carried out.

Guidance:

Further information on driving licence entitlements is given on the GOV.UK web site at <https://www.gov.uk/driving-licence-categories>.

Drivers who drive a hired vehicle on an occasional basis, and who do not meet the definition of a "University Driver" must present their photocard licence to the hire company for checking to ensure that they have a valid entitlement to drive. The hire company may require a DVLA on-line check to be carried out, in which case the driver must consent to this.

3.4.1 Licences for towing

This document provides a brief summary of DVLA driving requirements for towing. The individual driver is responsible for checking that they have a legal entitlement to drive any specific vehicle/trailer combination. Information on the driving licensing requirements for towing trailers is available on-line on the [GOV.UK web site](#).

Drivers who passed a driving test on or after 1 January 1997 are required to pass an additional DVLA driving test in order to tow trailers with a maximum authorised mass (MAM) greater than 750 kg, unless the combined weight of the trailer and towing vehicle is no more than 3,500kg (3.5 tonnes).

All drivers who passed a car driving test before 1 January 1997 retain their existing entitlement to tow trailers until their licence expires. This means they are generally entitled to drive a vehicle and trailer combination up to 8.25 tonnes MAM. They also have an entitlement to drive a minibus with a trailer up to 750kg Maximum Authorised Mass.

3.4.2 Licences for other vehicles

Drivers who passed a car test on or after 1 January 1997 are required to pass an additional DVLA driving test in order to be able to drive Category B+E (motor vehicles with a MAM of up to 3,500 kg and a trailer over 750kg) and all larger vehicles. Drivers of agricultural vehicles may be subject to special licence requirements for driving on public roads. Entitlement to drive on the public road must be checked before driving.

See section 3.5 below for minibus driving licence requirements.

3.5 Minibus drivers

3.5.1 Minibus driving licence requirements

A minibus is a vehicle that can carry between 9 – 16 passengers. All drivers of University or hired minibuses (but not driving for hire or reward) must:

- be age 21 or over
- hold a Category B car licence and have held it for at least two years in order to drive a minibus with a maximum gross vehicle weight of less than 3.5 tonnes. However the gross vehicle weight can be up to 4.25 tonnes where there is a need to carry persons with disabilities and therefore the carriage of specialist access equipment is necessary.
- hold a UK Category D1 minibus driving licence if driving a minibus with a maximum gross vehicle weight above 3.5 tonnes.

- attend a MiDAS approved driver training theory session or D1 training outlining the driver's legal responsibilities and attend and pass an approved practical driving assessment (see Table 1 above).
- meet the required medical standard if aged over 70.

If training is required to pass a D1 driving test for larger minibuses, the costs must be borne by the School/Function.

Guidance:

If a driver passed their car driving test before 1 January 1997 their licence will include an entitlement to C1, C1E (8.25 tonnes), D1 and D1E (not for hire or reward).

MiDAS should be used for refresher training for minibus drivers at five yearly intervals.

Minibuses can only be driven under the following restrictions:

- **a section 19 permit (small bus permit) must be displayed in the vehicle**
- **it can only be driven within the UK**, in accordance with current DVLA regulations for minibuses driven on a section 19 permit
- the driver cannot receive any payment or consideration for driving the vehicle other than out-of-pocket expenses
- the minibus must be driven for social or educational purposes only
- the service is available to members of the University only, members of the public must not be carried

Further information on section 19 permits is given in section 4.

3.5.2 Minibus driver hours

Drivers must ensure that they take sufficient rest periods to ensure that they do not drive when tired. Under domestic drivers' hours rules, a driver must take a break of at least 30 minutes after 5 hours of driving. Under EU rules a break of at least 45 minutes must be taken after 4 hours. See Section 5.3 on Fatigue and journey planning which also apply to minibus drivers.

3.6 Eyesight standards

All persons who drive on University business must meet the relevant eyesight requirements for the Driver and Vehicle Standards Agency national driving test for the appropriate category of vehicle. University Drivers must inform their Head of School/Department if they do not meet this standard and the advice of Occupational Health must be sought. All drivers are responsible for providing their own spectacles or contact lenses to enable them to meet the legal requirements.

3.7 Health conditions

All University Drivers must declare any health condition which may affect their ability to drive safely. Guidance should be sought from Occupational Health if an employee has a medical condition or disability that may affect their ability to drive, or have restrictions placed on their driving by the DVLA, and they are required, or wish to, continue to drive on University business.

3.8 Convictions / penalty points / disciplinary procedures

Employees are responsible for all fines relating to speeding, parking and road traffic act offences that they have committed. If prosecuted for a road traffic offence, employees will be responsible for legal costs, except in exceptional circumstances.

University Drivers MUST inform their manager of any road traffic offence and penalties received, regardless of whether or not the offence was committed when driving on University business. The driver may be required to attend on-road driver training or other enhanced driver awareness training – the manager should consult Health & Safety Services for advice.

Offences, where a reckless wilful disregard for the University Driving for Work Policy is apparent (such as Drink Driving and Reckless or Dangerous Driving) could lead to disciplinary action, including dismissal.

3.9 Alternative work

If a University Driver receives a driving ban or is considered medically unfit for driving, consideration will be given to adjusting their duties or offering alternative work within the University. Human Resources should be consulted.

3.10 Alcohol & drugs (legal/illegal)

Employees must not drive whilst under the effects of drugs or alcohol. Guidance will be made available to staff who have an identified substance abuse problem, in accordance with normal University procedures.

4 THE VEHICLE

If a vehicle is not considered roadworthy then it must not be used. Drivers are legally responsible for the roadworthiness of the vehicle once they have taken possession of it.

4.1 Use of privately owned vehicles for work purposes

If an employee uses their own vehicle for work purposes, he or she must ensure that it is roadworthy, is fit for purpose, has a valid road tax and a current MOT certificate where required, and is insured for business use.

A declaration of this is required on the Travel Expenses Claim for mileage allowance before payment can be made. These responsibilities remain, regardless of whether or not mileage allowance is claimed.

Managers may periodically ask drivers to produce documentary evidence of the above.

The University will not pay any costs associated with obtaining car insurance for business use; this is considered to be covered by the payment of the mileage allowance.

Guidance:

The majority of insurance companies will extend 'Social, Domestic and Pleasure' car insurance to include business use at no cost, if this is requested at the time of annual renewal.

4.2 Additional equipment in University vehicles

All University owned or leased vehicles must be equipped with a first aid kit and high visibility vest. Where identified by risk assessment, a fire extinguisher should be provided e.g. when carrying flammable substances.

Where additional equipment is fitted to University vehicles (e.g. satellite navigation), the equipment must not interfere with the driver's concentration or control of the vehicle. Staff must be advised about safe use of the equipment.

4.3 Minibuses

If a minibus is hired on the business of the University, it MUST display a SECTION 19 MINIBUS PERMIT (also known as a "Small Bus Permit").

Guidance:

Organisations that provide transport on a 'not-for-profit' basis can apply for permits under Section 19 or Section 22 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's license. Minibus section 19 permits are valid for five years and have the expiry date written on the permit. It is the responsibility of the School/Function to ensure that minibus permits for their vehicles are renewed. The University Insurance Office will organise the purchase of the Section 19 Permits on request. Permits issued under the previous scheme (with no expiry date) ceased to be valid after 6th April 2014.

All minibus passengers must by law wear a seat belt whilst travelling, where seatbelts are fitted – this must be brought to the notice of passenger, either verbally or by means of a notice within the vehicle.

There is a legal requirement for all minibuses to carry a fire extinguisher of water or foam with a minimum test rating of 8A or 21B. If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment. Drivers and passenger assistants should be shown how to use a fire extinguisher.

There is a legal requirement for minibuses to be equipped with a first aid kit.

The driver and passenger assistant(s) must know where the emergency equipment is kept in the vehicle and how to use it. The driver should check all the items are present before each trip.

Any minibuses driven in the European Union must be fitted with a tachograph.

4.4 Suitability of University vehicles and hire vehicles

The suitability of all vehicles with regard to passenger/load safety, ease of loading/unloading, weight restrictions, NCAP rating, and driver welfare must be considered when purchasing, leasing or hiring a vehicle for the University.

4.5 Maintenance and user checks for University and hire vehicles

University-owned and leased vehicles are maintained by a fleet management company (Wessex Fleet Solutions) which is responsible for servicing, maintenance and repairs.

Pre-use checks (walk-rounds) must be carried out by drivers of all vehicles driven on University business. Hire vehicles must be checked on collection/delivery and any faults must be notified to the hiring organisation immediately.

Pre-use checks of University vehicles must be conducted at the start of each working day. In addition, journey details and the name of each driver must be logged.

Regular safety checks of University vehicles must be carried out and recorded monthly by the person responsible for the vehicle. The information must be entered on to the Wessex fleet management on-line database monthly – <http://www.wessexfleetcorporate.co.uk/>. User name and password information is available from Procurement or Wessex Fleet Solutions. Any defects must be reported immediately to the relevant manager. Managers must monitor to ensure that checks are completed and that any defects found are rectified promptly or notified to Wessex Fleet Solutions, as appropriate.

Guidance:

A vehicle safety checklist is available from H&SS, which matches the information required by Wessex Fleet Solutions.

5 THE JOURNEY

5.1 Carriage of passengers / goods

All goods being carried must be securely restrained in and on the vehicle. The vehicles must be suitable for the load being carried (e.g. number of passengers; weight; hazardous substances).

Equipment/loads which could cause injury to passengers in the event of sudden braking, collision, or other incident must not be carried in the passenger compartment. Passengers must not be carried in the load areas of vans or in other vehicles which are not designed to carry passengers e.g. tractors.

Where dangerous goods are carried, the School/Function must ensure that the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007 are met. This may require them to obtain specialist advice – consult Health & Safety Services in the first instance.

Guidance:

Dangerous goods include explosives; gases; flammable liquids and solids; oxidising substances; toxic substances; radioactive material; corrosive substances; miscellaneous dangerous goods. Further information on the transport of gas cylinders is given in Safety Code of Practice 46 Part 2. Guidance on the carriage of petrol is set out in Safety Note 71 Transportation, storage and use of Petroleum.

5.2 Towing and loading

Any driver towing a load must have the necessary licence requirements to tow.

They must have received training in towing from an approved supplier. Contact Health & Safety Services for the current supplier of towing training.

Drivers are responsible for ensuring that vehicles are not overloaded.

Managers are responsible for ensuring that drivers are made aware of any load limits that apply to particular vehicles, including cars, vans, minibuses and trailers, and for ensuring that any necessary load checks are carried out.

5.3 Fatigue and journey planning

Driving when you are tired greatly increases your accident risk. The Highway Code (Rule 91) should be followed for all University drivers. This covers:

- Being adequately rested and stopping in a safe place to take a caffeinated drink and/or short nap if you feel tired
- Avoiding undertaking long journeys between midnight and 6am, when natural alertness is at a minimum
- Planning your journey to take sufficient breaks. A minimum break of at least 15 minutes after every two hours of driving is strongly recommended

5.4 Accidents and incidents

Anyone driving for or on behalf of the University must report all work-related accidents and incidents, including damage only, to their manager, Health & Safety Services and the Insurance Office. [Click Here](#) to report an accident or incident.

Guidance:

Breakdown assistance is available through Wessex Fleet Solutions for University-owned and leased vehicles. Contact Wessex Fleet Solutions on 0800 917 7402 for assistance.

Procurement will supply details on request of the cover, and contact cards to be put in vehicles.

5.5 Mobile phones and other devices

The driver must have proper control of their vehicle at all times. This means avoiding distractions. Therefore mobile phones ('hands held' and 'hands free') and two-way radios must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.

Mobile phones may be left switched on in a vehicle in use but only to alert the driver that a message has been received. Drivers must stop in a safe location to collect any messages and respond. If a driver needs to be contacted, staff must leave a brief message asking the driver to call back.

5.7 Risk assessment

A generic driving risk assessment is available on Health & Safety services web site. Where there are other significant risks from driving activities or journeys, a specific risk assessment must be conducted.

5.8 Speed

The University considers breaking speed limits to be unacceptable. Any drivers found habitually using inappropriate speed whilst driving for work purposes may face disciplinary action. Drivers must obey campus speed limits of 20 m.p.h (or 10 m.p.h. where signed).

5.9 Smoking policy

Smoking is prohibited in all University vehicles or any vehicle being used on University business, except where it is a private vehicle being driven by the owner, with no passengers.

5.10 Driving abroad

Drivers must make themselves aware of, and comply with:

- the national driving laws that apply
- licence requirements
- insurance requirements
- vehicle requirements, including any requirement for additional equipment and tachographs or vehicle adaptation.
- drivers hours

Custom, practice and driving standards abroad may be very different to the UK. Where it is safer to use alternative means of travel, this will be supported.

5.11 Campus roads

Road design and layout can affect the risk of a road accident on campus. The University is committed to maintaining campus road systems in a safe condition and will take account of the safety and needs of all users when designing the road and path infrastructure. This is covered in Estates and Facilities design guides and standards.

The University has published a Code of Behaviour for using campus roads, which includes information about driving on campus. This is available on the Health & Safety Services web site.

6 FURTHER INFORMATION AND GOOD PRACTICE GUIDANCE

[The Highway Code](#) forms part of road traffic legislation in the England, Scotland and Wales. It is essential reading for everyone and must be complied with.

GOV.UK web site has essential information on the law relating to driving, some of which is not covered by this policy e.g. child car seats.

- [Medical Rules/Guidance](#) for driving

- [General motoring](#)
- [Child car seats](#)

The following web sites and publications provide useful safe driving guidance for all drivers. All persons who drive on University business are encouraged to familiarise themselves with this guidance.

- [RoSPA Road Safety](#)
- Department for Transport '[Think Road Safety](#)' campaign
- [Brake](#) (road safety charity)
- Institute of Advanced Motorists 'How to be a better driver'. ISBN 978-0-9562239-0-6, Published by Institute of Advanced Motorists.
- [The AA motoring advice](#)
- [Driving for Better Business](#)
- Roadcraft: The Police Driver's Handbook. Published by the Police Foundation.
- [The BVRLA Guide to Driving a Minibus in the UK and Abroad](#)'. British Vehicle Rental and Leasing Association, March 2009
- [Legal Framework Construction and Use Regulations for Minibuses](#). Community Transport Association:

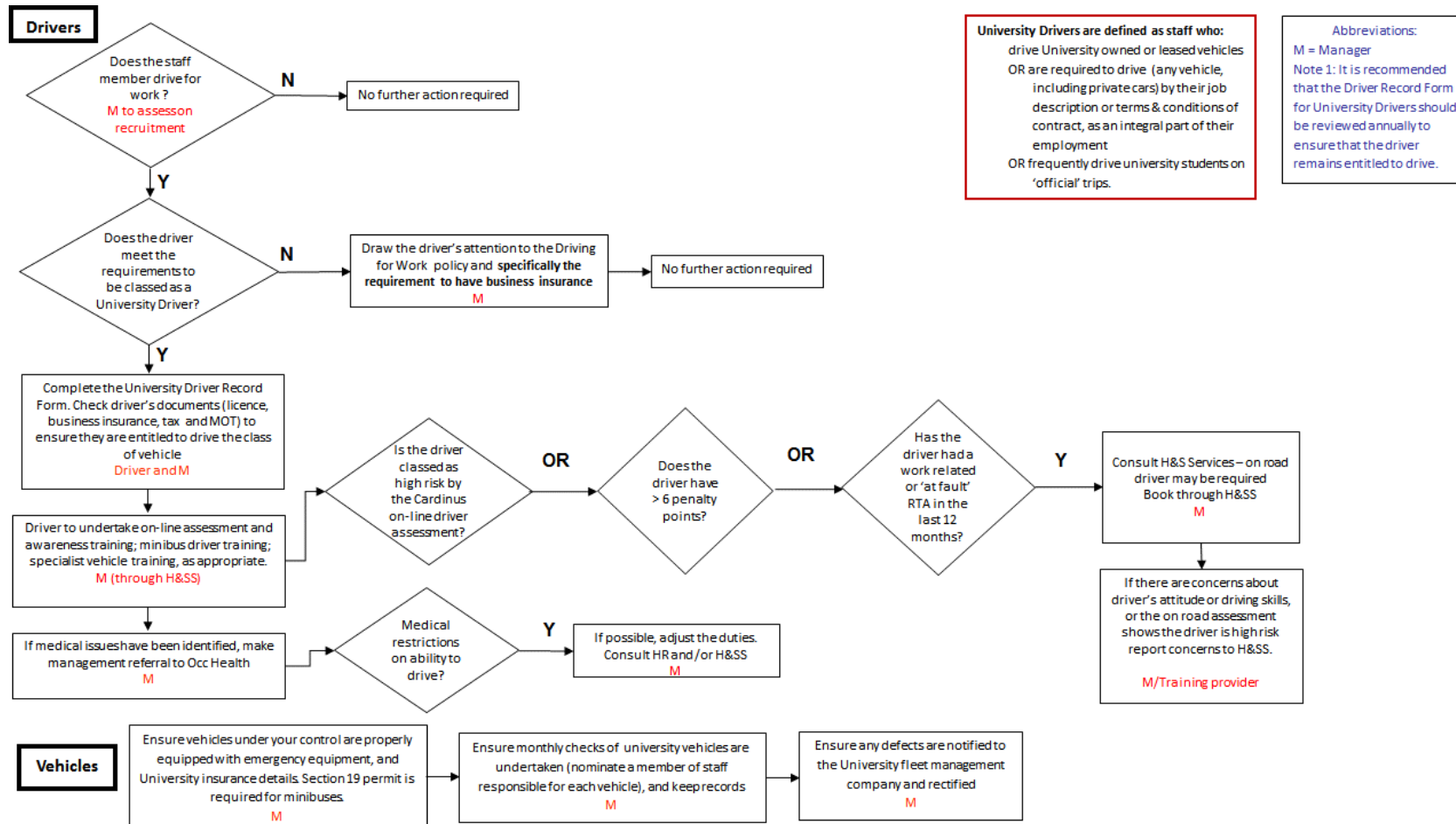
The following University forms are available on Health & Safety Services web site at <http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-forms.aspx>

- University Driver Record Form
- Vehicle Safety Checklist
- Generic Driving Assessment

Wessex Fleet Solutions contact details:

- Web site www.wessexfleetcorporate.co.uk. To login, you will need a user name and password. These can be obtained by contacting Procurement or Wessex Fleet Solutions, Tel. 01722 322888

Appendix 1: Driving for workprocedural flow chart



Appendix 2: University Driver Record Form

PART 1A: To be completed by the Licence Holder	
Driver's full name:	
Date of Birth :	

Note: This form should only be completed for University Drivers i.e. employees who:

- drive University owned or leased vehicles or frequently drive hire vehicles on University business;
- OR are employed as drivers or are required to drive by their job description or terms & conditions of contract, as an integral part of their employment;
- OR frequently drive University students on official journeys;

Forms do not need to be completed for employees who use their own vehicles or hire cars for convenience on a casual basis, in order to undertake some element of their role for the University, and who do not meet the conditions set out above.

DRIVER ASSESSMENT

Tick which categories apply to you:

Tick if
Yes



1	Drive University owned, or leased/hired vehicles.	
2	Employed as a driver or required by my job description or contract of employment to drive as an integral part of my employment.	
3	Frequently drive University students on 'official' journeys e.g. field work.	

If any of 1 to 3 are ticked, the driver must complete Cardinus Safe Driver Plus assessment and training. Should the assessment show that the driver is high risk they may be required to attend on-road driver training or other enhanced driver awareness training – manager to consult Health & Safety Services for advice.

4	Drive minibuses, 4 wheel drive vehicles off road, fork lift trucks or other special vehicles.	
---	---	--

If 4 is ticked, the driver may be required to attend special training – see Table 1 of the Driving for Work policy document.

5	Have more than 6 penalty points currently in force.	
6	Have had a road traffic accident when driving on University business, within the last year.	

If 5 or 6 are ticked, the driver may be required to attend on-road driver training or other enhanced driver awareness training – manager to consult Health & Safety Services for advice.

MEDICAL HISTORY

7	Do you have any medical condition/disability that may affect your ability to drive? (See Driving for Work Policy Appendix 3)	
8	Have you been prohibited from driving due to a medical condition?	
9	Have any driving conditions been placed on you by the DVLA?	
10	Are you taking any medication that may affect your driving?	

11	Do you have any eyesight defects that cannot be corrected by glasses or contact lenses?	
----	---	--

IF THE ANSWER IS YES TO ANY OF Q7–11 THE MANAGER SHOULD SEEK ADVICE FROM OCCUPATIONAL HEALTH

I declare that the information provided for the completion of this form is, to the best of my knowledge correct. I will immediately inform my Manager of any changes to the information provide. I am aware that a failure to do so may result in disciplinary action against me.

I consent to a DVLA licence check being carried out.

Signed (Licence Holder):		Date:	
--------------------------	--	-------	--

PART 1 B: To be completed by Manager

DRIVERS LICENCE AND VEHICLE DOCUMENT CHECK

It is recommended that driving licences for University Drivers, and MOT Certificates and insurance certificates for vehicles where relevant, are checked annually.

For nominated drivers of University owned or leased vehicles, the University fleet management company, Wessex Fleet Solutions, offers a licence checking service. Additional licences can be checked by Wessex for a fee.

Alternatively checks can be made direct with **DVLA**. Ask to see the driver's original documentation before initiating checks, and obtain the driver's consent. Information on UK licences is available on the Directgov web site at <http://www.direct.gov.uk/en/Motoring/DriverLicensing/index.htm>.

12	Note driver number (required for a licence validation check): Driver N°.		
13	Has the licence been checked as valid with DVLA?		
14	Is the category of licence appropriate for the vehicle to be driven?		
15	Note category of licence (see Table 2 below)	Category:	
16	Does the driver have more than 6 points on their licence? If yes, consult H&SS.		

IF THE ANSWER IS 'NO' TO ANY OF QUESTIONS 13- 16, OR IF WESSEX ADVISE THAT THE DRIVER IS NOT ENTITLED TO DRIVE, THE MANAGER SHOULD SEEK ADVICE FROM HEALTH & SAFETY SERVICES

PRIVATE VEHICLES USED FOR WORK PURPOSES (if applicable)

Tick if
Yes

17	Is the MOT certificate valid (where appropriate)?	
18	Does the insurance cover include business use?	
19	Is the insurance certificate up-to-date and valid for the driver and vehicle?	

IF THE ANSWER TO QUESTIONS 17 - 19 IS 'NO', THE DRIVER MUST NOT USE THEIR PERSONAL VEHICLE FOR WORK

DRIVER RECORD

20	Has on line Cardinus Safe Driver Plus training been completed?		
	Date completed:		
21	Is on-road driver training required as a result of assessment showing high risk or answering yes to questions 5 or 6 above (consult Health & Safety Services)?		
	Date completed:		

22	Is further or special training required? <i>(Towing, carriage of dangerous goods, fork lift truck, tractor driving, minibuses etc.)</i>	
	Type:	
	Date completed:	
23	Is advice required from Occupational Health?	
Specific requirements or restrictions:		

Signed: (Manager/Administrator):	
Name:	
School/Function:	
Date:	

Date reviewed:	
Review comments:	
Name/signature:	

It is recommended that documents are checked annually.

Form to be retained by School/Function until such time as refresher training has been completed. All staff training should be logged on Employee Self Service (Trent).

Appendix 3: Medical conditions

Those who suffer from a medical condition likely to cause a sudden disabling event at the wheel or who are unable to safely control their vehicle from any other cause, should not be a University Driver.

Full guidance is available from '[At a Glance Guide to Medical Standards of Fitness to Drive](#)' published by the DVLA. The information below summarises the more common conditions only.

If any of the following conditions apply to a University Driver, they must be assessed by Occupational Health. Depending on the Occupational Health assessment, the driver should be advised to notify DVLA of a medical condition. If classed as unfit to drive the University will withdraw authorisation to drive on University business.

Neurological conditions, including :

- Epilepsy
- Loss of consciousness, fits, blackouts
- Multiple sclerosis, motor neurone disease, Parkinson's
- Stroke
- Brain surgery, brain tumour, severe head injury, haemorrhage
- Serious memory problems, episodes of confusion or cognitive impairment

Psychiatric conditions

Dependence on or misuse of alcohol and drugs

Vision problems

- Any visual condition which affects both eyes (not including short or long sight or colour blindness) or complete loss of vision in one eye

Diabetes

- Heart conditions
- Angina (heart pain)
- Implanted pacemaker, defibrillator or other implants
- Disturbance of heart rhythm that causes dizziness, collapse or loss of consciousness
- Any other cardiovascular disease, including hypertension if side effects from medication interfere with driving

Respiratory and sleep disorders

- Conditions that cause excessive daytime or awake time sleepiness, giddiness, fainting or loss of consciousness

Cancer

- If the illness or medication affects the nervous system, prevents normal daily activities, or causes side effects likely to affect safe driving

Appendix 4: Fire Extinguishers

Where fire extinguishers are supplied, they should be of the following types:

VEHICLE	TYPE OF FIRE EXTINGUISHER NEEDED
Cars	2kg Dry powder fire extinguisher with transit bracket to be purchased and fitted to vehicle.
Agricultural vehicles	2kg Dry powder fire extinguisher with transit bracket to be purchased and fitted to vehicle.
Minibuses	BS 5432 or BSEN3 equivalent fire extinguisher with a fire test rating of 8A or 21B containing water or foam, not a dry powder

Emergency procedure for a vehicle fire

Basic training in what to do in the event of an emergency is covered in the Cardinus online driver training. The basic procedure is set out below:

- If the fire is inside the car, for example, smoke coming from behind the dashboard, stop immediately, turn off the ignition and get out of the car as quickly as possible.
- If the fire is under the bonnet:
 - Choose a safe place to stop, away from places where the fire could spread if the car burns out
 - Switch off the engine, release the bonnet catch and get out of the car, but **DO NOT OPEN THE BONNET**
 - If you have a fire extinguisher, loosen the bonnet just enough to aim it underneath.
 - If you can't do this, get far away from the vehicle and stay away, keep onlookers and others away, and phone 999 for assistance from the Fire Service.

Appendix 5: Version control

VERSION	KEEPER	REVISIONS	APPROVED BY	APPROVAL DATE
1	M Simpson, H&SS	First issue	Health & Safety Committee	May 2010
2	M Simpson, H&SS	Review – amended to reflect role of Wessex Fleet Management to manage the University fleet of vehicles and other related services	Health & Safety Committee	Jan 2011
3	M Simpson, H&SS	<p>Amended to reflect :</p> <ul style="list-style-type: none"> • Remove 'casual' drivers of hire cars from the definition of "University Driver" • Review of minibus driving licence requirements for different weights on vehicles • Requirement for MiDAS approved training or equivalent for minibus drivers and refresh this training at least every 5 years • Include a reference to postgraduate students as "University Drivers" in some circumstances • Replace 'Safe Culture' workshops with on-line training and driver profile assessment. • Update links to government information • Include reference to the Code of Behaviour for use of the University campuses • University Drivers to complete Cardinus Driver Safety Plus assessment and training to identify if they are in a higher risk category. • High risk drivers may be required to complete additional on- the- road driver awareness training. • Added reference to adjustment of duties if a University Driver is unable to drive for medical reasons • Rebranding of the document • Medical assessment for Fork Lift Truck Drivers • Addition of information on fire extinguishers for vehicles 		