

Estates & Facilities Management - Control and Management of Driving Safely Policy and Drivers' Handbook

v2.2 February 2018

Estates Division

Estates and Facilities Management

Headington Campus

Gipsy Lane

Headington

Oxford

OX3 0BP

Change control details:

Date version	Change details	Changed by
Feb 2016 V2.1	Change names of role holders Expand Nominated Persons to include all heads of departments Correction to Highway Code clause number for eyesight Update the method for license checking, paper part no longer valid Include definition of 'animal' in relation to road accidents	G.Langford
Feb 2018 V2.2	Removal of the naming of individual managers, replacing with the generic term, 'Head of Department'. Include training for specialist vehicles and the need for risk assessments	G.Langford

DRIVING SAFELY POLICY STATEMENT

The Directorate of Estates and Facilities Management (EFM) shall ensure that all types of vehicles are properly selected under the Provision and Use of Work Equipment Regulations (PUWER) 1998 and routinely maintained in accordance with the manufacturers' recommendations and kept in a safe working condition. EFM shall also take all reasonable steps to ensure the competence of the drivers of University owned vehicles and hired vehicles. In addition, EFM shall assess the competence of drivers of privately owned vehicles whilst driving on University business and take reasonable steps to ensure the vehicle is legal, roadworthy and adequately insured for business use.

EFM shall discharge these duties through the requirements of this policy and its associated procedures within the Drivers' Handbook and will be a mandatory requirement applicable to all drivers of University vehicles owned and operated by Estates and Facilities Management.

Responsible Person Signed:



Responsible Person Name: Sue Holmes

Responsible Person Title: Director of Estates and Facilities Management

Date: 19/02/2018

INDEX

	Page
1.0 <u>INTRODUCTION</u>	
1.1 Overview to the Driving Safely Policy	4
1.2 Roles and Responsibilities	4
2.0 Driver Competence and Eligibility	4
3.0 Vehicle Insurance	5
4.0 Accident Reporting	6
5.0 Vehicle Operation and Maintenance	6
6.0 Use of Own Private Car for University Business	7
Appendix 1 Weekly Vehicle Log Sheet	8
Appendix 2 Driver Declaration Form	9
Appendix 3 Private Vehicle Mileage Claim Rates	10
Appendix 4 Method to get details of driver's licence endorsements	11

1.0 INTRODUCTION.

1.1 Overview to the Driving Safely Policy.

Under the Health and Safety at Work Act 1974, the University has a duty to ensure the safety of all employees, students and the public whenever they enter University premises. This duty applies to all workplaces throughout the University, including University owned vehicles, and other vehicles used on University business.

Under the Provision and Use of Work Equipment Regulations (PUWER) 1998 the University has a duty to select vehicles that are suitable and appropriate for the purpose for which it is intended and to ensure they are properly maintained in accordance with the manufacturers' recommendations in a safe and operational condition.

The purpose of this Drivers' Handbook is to set out the roles and responsibilities of the duty holders involved in the management of this policy, the requirements imposed by the University regarding the use and operation of the vehicles and the assessment of the competency of the authorised drivers.

Duty Holders' Roles and Responsibilities.

- 1.1.1 **Responsible Person** is the Director of Estates and Facilities Management, having sufficient authority to control budget allocation and overall responsibility for ensuring the operational duties are carried out and adequate training is provided to all parties referred to in this document.
- 1.1.2 **Heads of Departments.** These are members of staff reporting to the Responsible Person with sufficient authority and the day-to-day responsibility to ensure the operational duties are carried out in a timely and effective manner, and that appropriate records are kept up to date and any actions are implemented.

2.0 Driver Competence and Eligibility.

- 2.1 Drivers of University owned vehicles are required to share details of their driving licence on commencing employment and at least annually thereafter for review to ensure the holder is licensed to drive the type of vehicle provided. Licence details, including any endorsements, may be obtained by following the procedures set out in Appendix 4. Heads of Departments shall ensure that records of driver licence details are maintained.
- 2.2 Drivers of University vehicles must hold the correct category of license to drive the vehicle provided. The University's motor insurance policy requires employees to be aged 21 or over and have held a full UK driving licence for at least 12 months. Drivers with a non-UK licence must be referred to the University Insurance and Risk Officer for consideration before being permitted to drive a University vehicle.
- 2.3 UK driving licences use letter codes, A to M to indicate the type of vehicle (size, number of seats, with or without trailer etc) that the licence holder is permitted to drive. The categories are given on line at www.gov.uk/driving-licence-categories
- 2.4 Drivers who passed a car driving test before 1 January 1997 are generally entitled to drive a vehicle and trailer with a combination up to 8250kg Maximum Authorised Mass (MAM). Drivers who passed a car driving test after 1st January 1997 are limited to vehicles up to 3500kg MAM towing a trailer up to 750kg or a vehicle and trailer combination up to 3500kg MAM providing the MAM of the trailer does not exceed the unladen mass of the towing vehicle. To drive a vehicle/trailer combination exceeding 3500kg, drivers will need to hold a B+E category licence.
- 2.5 All employees who drive University vehicles or drive their own vehicles on University business are required to notify the Head of their Department of any motoring endorsements and/or offences at the start of employment and whenever changes occur. Failure to notify could invalidate the University insurance policy and make the employee liable in the event of an accident. Penalty points over 6 in total must be notified to the University Insurance and Risk Officer for consideration before being permitted to drive a University vehicle.

- 2.6 Under the Rehabilitation of Offenders Act 1974 convictions for motoring offences are considered 'spent' when specific periods of time have expired from the date of conviction. The following table show examples of motoring offences for which the endorsement must remain on the licence.

Code	Offence	'Spent' Period
SP10	Exceeding goods vehicle speed limits	4 years
SP30	Exceeding statutory speed limits on a public road	4 years
SP40	Exceeding passenger vehicle speed limit	4 years
SP50	Exceeding speed limit on a motorway	4 years
CD10	Driving without due care and attention	4 years
DD40	Dangerous driving	4 years
DR10	Driving or attempting to drive with alcohol level above limit	11 years
DR80	Driving or attempting to drive when unfit through drugs	11 years

- 2.7 Drivers should note that to comply with rule 92 of the Highway Code, they must be able to read a vehicle number plate from a distance of 20 meters (66 feet). If a driver needs to wear spectacles (or contact lenses) to do this, they must be worn at all times whilst driving.
- 2.8 Heads of Departments shall ensure that staff who are required to make use of specialist vehicles such as tractors, ride on lawn mowers or road sweepers or are required to tow trailers have appropriate training and knowledge in order to enable the equipment to be driven safely.
- 2.9 Heads of Departments shall ensure that risk assessments are carried out for the tasks being undertaken with vehicles.
- 2.10 Drivers must not drive while under the influence of alcohol or drugs. If prescription drugs are being taken, medical advice must be sought to check they will not adversely affect their driving ability.
- 2.11 Drivers are obliged to notify the Head of their Department if they have any of the DVLA reportable conditions listed below:
- | | |
|---------------------------------|--------------------------|
| Neurological Disorders | Cardiovascular Disorders |
| Diabetes | Psychiatric Disorders |
| Visual Disorders | Renal Disorders |
| Respiratory and Sleep Disorders | |

3.0 Vehicle Insurance.

- 3.1 Insurance cover is provided by the University for all University owned vehicles and hired vehicles for University business travel, by authorised drivers. Permitted use also includes taking vehicles home directly before/after an official trip, e.g. so that an early start can be made the following day.
- 3.2 University owned vehicles should carry a certificate as evidence of the [insurance policy](#).
- 3.3 Insurance cover is automatically granted for driving within the European Union and drivers must ensure they carry a copy of the certificate as evidence whenever travelling in Europe. There is no automatic cover provided outside the European Union.
- 3.4 Drivers who use their own vehicle on University travel should have adequate business cover on their personal motor insurance policy for their vehicle. See section 2.5
- 3.5 As in 2.1.5, all drivers of University vehicles must notify their line manager of any endorsements and offences on their driving licence. Penalty points over 6 in total must be notified to the University Insurance and Risk Officer for consideration before being permitted to drive a University vehicle.
- 3.6 The Head of Department shall advise the University Insurance and Risk Officer of any change of their department's owned vehicle, i.e. whenever a vehicle is purchased, sold or disposed of.
- 3.7 The same insurance requirements apply in respect of any vehicles hired or borrowed by the University for a period of not more than 14 days. For periods exceeding 14 days, contact the University Insurance and Risk Officer for further guidance.

4.0 Accident Reporting.

- 4.1 In the event of being involved in an accident which causes injury to person(s) or animal(s)* or damage to another vehicle or property the driver should take the following actions.
- 4.2 Do not admit any liability for the accident. Do not apologise as this may be confused with an admission of guilt.
- 4.3 All accidents must be reported to the University Safety Manager and the Head of their Department as soon as possible, or in any case within 24 hours. In the first instance, the University Accident form should be completed. This form may be downloaded here;
www.brookes.ac.uk/services/hr/health_safety/docs/word_docs/OBUHSN-11app2.doc
A separate Insurance Claim Form may be required which will be available from the University Insurance and Risk Officer.
- 4.4 Remain at the site of the accident for a reasonable time in order to give the vehicle registration number, your name and address and that of the University and details of the Certificate of Insurance to anyone with reasonable grounds for asking for those details.
- 4.5 If other vehicles are involved, make a note of their registration number(s), the make and model of the vehicle(s), name(s), address(es) and insurance details of other parties involved in the accident.
- 4.6 If possible obtain the names and addresses of any independent witnesses.
- 4.7 Record the date and time of the accident noting the prevailing weather conditions, traffic state, significant environment conditions and the exact location of the accident noting the road names on a sketch plan of the accident scene. If possible take photographs to support the sketch.
- 4.8 Inform the police immediately if the accident has caused personal injury or you believe someone was committing an offence. Remember to take note of the name and number of the officer(s) attending.
- 4.9 Under no circumstances should the driver/employee enter into correspondence with a third party, admit liability or make any offer of payment. Any correspondence received from third parties, or any notice of intended prosecution should be shared with the Head of their department.

*An animal is classed as a horse, cattle, ass, mule, sheep, pig, goat or dog.

5.0 Vehicle Operation and Maintenance.

- 5.1 At the start of each week the general condition of the vehicle shall be checked and recorded by the driver on the Weekly Vehicle Log Sheet, appendix 1. In addition, every time a University vehicle is used the name of the driver, together with the mileage and journey details must be completed.
- 5.2 The Head of Department shall be responsible for ensuring that all vehicles within their department have the appropriate Road Fund Licence, the vehicle is recorded on the University insurance register and is properly serviced and maintained. Manufacturers' servicing and maintenance schedules shall be adhered to and arranged with the appropriate service provider. MOTs shall be arranged for vehicles 3 years from the date of first registration and annually thereafter.
- 5.3 Any damage to vehicles, including negligent damage, e.g. filling vehicle with wrong fuel, must be reported to the Head of Department immediately or in any case within 24 hours.
- 5.4 All vehicles intended for use on public highways have breakdown cover, details for which are kept within the vehicle
- 5.5 Under no circumstances are any modifications to be made to University vehicles, e.g. addition of tow-bars and roof racks, without permission from the Head of the Department in which the vehicle belongs.

5.6 It is a legal requirement that seat belts must be worn by all occupants of a vehicle at all times while the vehicle is being driven. It is important that pregnant drivers are able to wear their seat belts correctly. Risk assessment at various stages of the pregnancy may be required and in certain circumstances a doctor may issue a Certificate of Exemption if there is a medical reason for not using a seat belt.

5.7 It is illegal for drivers to use a hand-held mobile phone whilst driving. It is an offence for others to 'cause or permit' a driver to use a hand-held mobile phone whilst driving. Mobile phones should be diverted to voicemail and messages picked up when safe to do so.

Although the use of a hands-free facility is not illegal, its use could be a distraction to the driver's concentration. If the driver has a hands-free facility and feels the call could be important, they may consider answering, informing the caller that they are driving and will return the call as soon as it is safe to do so. Calls taken in this way should be kept short and to the point and not get involved in lengthy technical discussions or disagreements which may distract the driver's attention. When driving in unfamiliar places or in conditions where a high level of concentration is required, drivers should consider not answering a call or terminating a call in order that full attention can be given to the task of driving. In any event, drivers are advised to park in a safe place before making a call.

Drivers should be aware that they could be prosecuted for careless or dangerous driving if the use of a hands free phone is deemed to have contributed to an accident. The police have the authority to check phone records when investigating accidents.

5.8 The vehicle, whilst being driven on University business is a place of work. Smoking is prohibited in all University owned and hired vehicles. This rule applies equally to vehicles where the driver is the sole occupant as well as those with multiple occupancy.

5.9 Valuable items, including personal items, tools and laptop computers etc, should not be left in vehicles overnight. Whenever the vehicle is left unattended, both on or off site, all valuable and personal items should be securely locked in the boot or other storage compartment and not left on view. Where a vehicle is fitted with an alarm or immobiliser, this system must be used whenever the vehicle is left unattended. Vehicle doors should be locked shut whenever left unattended.

5.10 Drivers shall adhere to the laws and rules about safe driving, i.e. the [Highway Code](#) and road traffic legislation, at all times. Drivers are liable for all fines relating to motoring and parking offences whilst in charge of the University owned or hired vehicle.

5.11 The speed limit on all University sites is 10mph. Parking restrictions, such as double yellow lines, apply to University owned vehicles. Improper parking may result in the driver being fined.

5.12 When planning journeys, drivers should allow for a sufficient number of adequate rest breaks during the journey. As a general rule, no driver should be required to drive continuously for more than two hours without at least a 15 minute break. If the driver starts to feel tired, somewhere safe to stop, to take a walk or take refreshments, should be found and the journey resumed only when sufficiently rested.

6.0 Use of Own Private Car for University Business.

6.1 Drivers who use their own vehicle on University travel are required to complete a Driver's Declaration Form (see Appendix 2). By signing this form, the employee is declaring that their vehicle is legal and roadworthy, they hold the appropriate licence to drive that vehicle and that it is adequately insured, at their own expense, for business use.

6.2 In general, drivers should use a method of transport which is most economic for the University taking into account of cost and lost working time. Typically, for journeys greater than 60 miles, use of a hire car or public transport may be more appropriate.

6.3 Drivers may claim a mileage expenses at a rate set by the University by completing an Expenses Claim Form. See Appendix 3 for Private Vehicle Mileage Claim Rates.

Appendix 1 – Weekly Vehicle Log Sheet.

WEEKLY VEHICLE LOG SHEET

Estates Division

[illegible]

WEEKLY CHECKS

Fuel Level
Check of lights (inc reversing)
Horn sounding

Oil level

Water level

Any obvious defects

Tyre pressure

Front near side
Front off side
Rear near side
Rear off side
Tyre condition

Enter readings
below

COMMENTS -

Drivers signature:

Eligibility to Drive Own Vehicle on University Business

I confirm that if I use my privately owned vehicle to make journeys on University business, for example to travel between campuses during working hours, or journeys to seminars at other locations, the following will be the case;

The vehicle will be maintained in such a way so as to comply with all the current highway regulations, e.g. have an M.O.T certificate if greater than three years old and have appropriate road tax.

I have taken out a business type motor insurance policy for the car which I drive on University business.

I have a driving licence valid for the vehicle for which I intend to drive.

I confirm that I will inform the University of any changes to my circumstances which may affect my eligibility to drive.

Name _____

Staff number _____

Signed _____

Dated _____

Appendix 3 – Private Vehicle Mileage Claim Rates.

Rates per Mile for Business Mileage Allowance.

Motor cars or vans	Each mile up to 10,000 miles	£0.40 per mile
	Over 10,000 miles	£0.25 per mile
Motor cycles		£0.24 per mile
Cycles		£0.20 per mile

Appendix 4 Method to get a copy of driving licence details.

- Needed are, driving licence number, National Insurance number and postcode as shown on driving licence
- Go to the DVLA website www.gov.uk/view-driving-licence as shown below

GOV.UK View your driving licence information

Enter details

You should only use this service to view or share your own driving licence.

Your driving licence number
Example: MORGA657054SM9IJ

[Where to find your driving licence number](#)

Enter your National Insurance number.
Your National Insurance number
Example: QQ123456C

[Where to find your National Insurance Number](#)

Postcode
Example: EH1 9SP

☐ By ticking this box, you are providing the Driver and Vehicle Licensing

Click on View Now

View now >

- You will be taken to this page.
- Fill in the details as required, driving licence number, N.I. number and post code.
- Click in the box beside the text 'By ticking this box, you are providing the Driver and Vehicle Licensing Agency (DVLA)'
- Click on View Now **View now >**
- You will see your licence information like this.

GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service [Logout](#)

Your details Vehicles you can drive Penalties and disqualifications Share your licence information **BETA**

John Smith

Gender Male
Address 99 Brookes Road, Oxford OX3 0BP

- Click on top right tab 'Share your licence information'

Click on Create a Code

Create a code

You will be taken to a page like this

Get a licence check code

Your check code is:

ueANqsw5


This code:

- is case sensitive
- is only valid for 72 hours
- can only be used once

[View, print or save your licence information](#)

Click on 'View, print or save licence information'

You will be taken to a page like this showing categories of vehicle that can be driven and any endorsements.

 **Driver & Vehicle Licensing Agency**

Licence summary You can share this licence information summary with someone else like your employer or a car hire firm.

Mr John Smith

Driving licence number:
XXXXXXXXX17GS8LC

Licence issue number:
74

Date summary generated:
27 May 2015 16:31

Check code:
gurqyFAB

This code

- is case sensitive
- is valid for 72 hours
- can only be used once.









Status

Current full licence


Endorsements

0 **0**
Offences Points

Can drive

Category	Start date	End date	Codes
B 	22 February	10 March	
BE 	22 February	10 March	
C1 	22 February	10 March	
C1E 	22 February	10 March	107
D1 	22 February	10 March	101
D1E 	22 February	10 March	101, 119
F 	22 February	10 March	
K	22 February	10 March	
L	22 February	10 March	
N	22 February	10 March	
P 	22 February	10 March	

Provisionally drive

Category	Start date	End date	Codes
A 	1 October 1984	10 March	
G	1 October 1984	10 March	
H	1 October 1984	10 March	

- Make a right hand click, in the window that appears, click on 'Save As'
- Save the pdf in an appropriate location.
- Email the pdf to the relevant manager