

Lawnswood Campus



Driving at Work Policy

Review Date: Autumn 2019

Please read

Governors as Management Board
Schools as PRUs

Signed by the Chair of the Management Board:Date:

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1. Purpose

The purpose of the Driving at Work policy is to ensure that

- A safe system of Driving at Work is provided.
- Appropriate information is given to staff to secure their health, safety and welfare.
- To reduce the number of vehicle accidents resulting in personal injury or damage where vehicles, both WCC owned and private, are being driven on WCC business

2. What is Driving at Work?

Driving at Work applies to all staff that drive on work business regardless of whether they drive private vehicles or WCC owned vehicles and to persons in receipt of an essential or casual car user/mileage allowance. However it does not cover the journey to and from your place of work.

3. Policy Statement

Lawnswood Campus PRUs will strive to ensure that the risk to health, safety and welfare of all persons affected by the operation of vehicles owned by WCC or being used on behalf of WCC are reduced to the lowest level that is reasonably practicable. Lawnswood Campus PRUs expects that persons driving vehicles on its behalf shall observe the Highway Code and all other applicable health and safety and road traffic legislation.

4. Risk Assessments

Risk Assessments for Driving at Work are carried out on all persons and vehicles used on WCC business to ensure that;

- They are competent, medically fit and legally able to do so.
- Statutory training is undertaken for driving certain classes of vehicle and that this is recorded.
- Private vehicles operating on WCC business are maintained and insured for business use (class 1).
- All vehicles owned by WCC are serviced and maintained to a high standard.

5. Procedures

5.1 Driver Authorisation

All employees that may drive on council business must be able to supply all the relevant documents at least once a year. This will apply to:

- Employees who drive WCC owned vehicles on WCC business
- Drivers who receive a mileage allowance for using their own vehicle on WCC business.

5.2 Receipt of casual mileage allowance

Prior to the first occasion of using their own vehicle on WCC business drivers must produce documentary evidence to show that:

- They have a valid driving licence
- Their vehicle is insured for business use (class 1)
- Their vehicle has a valid MOT test certificate if over 3 years old

In addition, it is the driver's responsibility to ensure that their vehicle has a valid excise duty

• 5.2.1 Procedures for claiming mileage allowance

Mileage claims along with a valid Vat receipt must be submitted to the office monthly on or before the specified date.

Claim forms and mileage log sheets must be completed fully i.e. – pay number, date etc (Blank forms are available on the Portal under Office Information):– failure to do so may result in a delay in payment.

TRAVELLING FROM HOME TO WORK AND THE RETURN JOURNEY IS NOT REGARDED AS TRAVELLING ON OFFICIAL BUSINESS this mileage, or the equivalent thereof, must be excluded if the journey is made directly from home.

When collecting a pupil on your journey to work, you may claim from the pupils address, as this is deemed as your place of work.

When transporting a pupil to their home address on your return journey home, you may claim to the pupils address only, as this is deemed as your place of work.

If you use more than one vehicle on official business a separate claim form must be submitted per vehicle.

Mileage claims for long journeys (e.g. over 30 miles) will only be paid where this has been agreed prior to the journey by the Head of Centre.

5.3 Persons driving WCC owned vehicles

Employees driving WCC owned minibuses must have completed the assessment with Fleet Services and be in receipt of the certificate.

5.4 Driver eligibility

Employees driving WCC owned vehicles shall have no more than six points on their licence.

It is the responsibility of the driver to inform the Headteacher of any driving offence/conviction which could affect their eligibility to drive a WCC owned vehicle at the earliest possible opportunity – i.e. where there is likelihood that they will lose their licence or will amass a total in excess of six points.

For a conviction resulting in a driving ban, the period for which a driver will not be permitted to drive WCC owned vehicles will be twice the length of any driving ban issued by the courts.

5.5 Medical factors/fitness to drive

Drivers must, as a minimum, be able to read a vehicle registration number plate at 20.5 meters (67 feet) with corrected vision (if necessary).

Employees are required to inform the Headteacher as soon as they become aware of a medical condition which may affect their ability to drive a vehicle.

5.6 Lone Working

Please see Lone Worker policy

5.7 Alcohol, drugs and medicines

Driving under the influence of alcohol or drugs (which affect the ability to drive) is against the law and is strictly prohibited. Employees found to be under the influence of alcohol or drugs render themselves liable to disciplinary procedures.

Consuming large quantities of alcohol the night before driving should be avoided as this may still leave the driver unfit to drive in the morning.

These restrictions also apply to prescription medication. It is the employees responsibility to be aware of the side effects of prescribed medication and refrain from driving if necessary.

5.8 Smoking

Smoking is prohibited within WCC owned vehicles.

Employees driving their own vehicles to carry passengers on WCC business must also refrain from smoking within the vehicle.

5.9 Mobile phones

Drivers must not use a mobile phone whilst driving.

5.10 Vehicle maintenance of Employees' own vehicles

Persons in receipt of mileage allowance for using their own vehicles on WCC business shall undertake to maintain their vehicles in a roadworthy condition. This shall be in addition to ensuring the vehicle has a valid MOT test certificate.

5.11 Use of seatbelts/booster seats

Seat belts are required on all vehicles that carry pupils and they must be worn at all times.

Booster seats are required if a pupils is below 1.35cm in height and under the age of 12. Any child 12 years or more is over the age threshold and therefore can use an adult seat belt. The Centre has booster seats available as and when needed, in line with current law introduced in Parliament enforcing the use of booster seats from September 18th 2006.

5.12 Minibuses

A minibus is defined as a vehicle that is constructed or adapted to carry more than 8 but less than 17 passengers in addition to the driver.

WCC requires that the following minimum standards are observed when minibuses are operated or used on its behalf.

- All minibuses must be regularly maintained in accordance with the manufacturers' recommendations by Fleet Management or by an approved motor vehicle repairer.
- All minibuses operated by WCC shall have forward-facing seats fitted with seat belts
- Minibuses must only be driven by authorised drivers in possession of an appropriate **driving permit** issued by Fleet management.

WCC has prepared a detailed handbook on the use of minibuses operated on its behalf. The minibus handbook has been written so that it can be used as a stand-alone document. All persons intending to operate or use minibuses on WCC business must acquaint themselves with the contents of the handbook.

5.13 Breakdowns

All persons driving on WCC business should have some means of being able to contact others in the event of an emergency – i.e. mobile phone.

In the event of a vehicle breakdown:

- Try to park safely on the nearside of or away from the carriageway, minimising the obstruction to other road users.
- If unable to park safely, tell any passengers to leave the vehicle as quickly and as safely as possible and wait in a safe place away from the carriageway.
- If driving a WCC owned vehicle contact Fleet Management giving details of the vehicle (registration number, vehicle type) your precise location and nature of the vehicle fault. Out of hours emergency contact numbers are 01902 556329 & 01902 552999
- If driving your own vehicle on WCC business, you will need to make your own arrangements for recovery of your vehicle.
- Contact the Headteacher/line manager and inform them of the breakdown and of any other vital information.
- If the breakdown has occurred in a no parking area, contact the police, inform them of the event and that you intend to get help. If unable to do this place a note to this effect on the windscreen before you leave the vehicle.
- If parked in a safe place, wait in the vehicle until help arrives. If unable to park safely, wait in a safe place within sight of your vehicle until help arrives.

- In the event of an Educational Visit refer to the Risk Assessment for the transport for guidance.

5.14 Accident procedure

STOP

BRAKE ON

ENGINE OFF

- Switch on the hazard warning lights
- If the vehicle can be moved, endeavour to move the vehicle off the main carriageway as soon as possible.
- If a warning triangle is available, it should be placed approx 45m behind the vehicle – for safety reasons do not use a warning triangle on a motorway.
- Injury or Damage

IF

- Any persons have been injured
- Damage has been caused to any vehicle other than the one in which you are travelling.
- Damage has been caused to any third party property:

Personal and insurance details must be exchanged by law, or provided to anyone having reasonable grounds for requiring them. If details are not fully exchanged, the accident must be reported to the police as soon as possible or in any case, within 24 hours. If any persons have been injured, you must either produce your insurance certificate at the time of the accident to the police or to anyone who with reasonable grounds has requested it, or produce your insurance certificate to the police either when reporting the accident or within seven days at any police station you select.

NEVER ADMIT LIABILITY OR OFFER TO PAY FOR ANY DAMAGE

If any persons have been injured a designated person, usually the driver, should call for assistance from the emergency services. The driver should not leave passengers to make the call unless it is safe to do so and there are adequate numbers of adults left to supervise (where children are present). They should also call their office contact point and/or their destination point to inform them of the accident. If a roadside emergency telephone is available, it should be used as your position can be pinpointed more accurately than if a mobile phone is used. The emergency services should be informed if the passengers are disabled or have any other special needs, such as an oxygen supply.

Passengers must only be taken out of the vehicle if there is risk to fire, explosion or other danger or they have only suffered minor injury and can leave the vehicle of their own accord.

Details of any witnesses must be obtained at the scene, to include their full address.

All accidents involving WCC vehicles must be reported to Risk Management and Insurance Services within 7 days by the completion of a claim form.

5.15 Injuries to employees

If you are travelling on WCC business at the time of a vehicle accident and you or your passengers suffer injury, this must be reported as an accident at work and the procedure for reporting and investigating accidents at work must be followed.

6. Review

Lawnswood Campus PRUs will monitor the effectiveness of this policy and will review, revise and republish as necessary.