

# Driving at work policy



## Who does this policy apply to?

This policy applies to you if you drive for University related work or study including for research & fieldwork, whether using a University-owned, leased, hired or privately owned vehicle.

This policy does not apply to driving for commuting purposes, i.e., to or from your normal place of work from your home address.

## Policy objective

It is University policy to operate vehicles in a safe, legal, efficient, and effective manner to minimise risks to your safety and the safety of others, including other road users and pedestrians.

## Driver responsibilities

You are responsible for ensuring that you,

- hold the appropriate driving licence entitlement. If you drive University-owned, leased, or hired vehicles as an integral part of your role, (fieldwork lead, maintenance manager, etc.), you must present your driving license for inspection on recruitment and on an annual basis thereafter.
- are medically fit to drive.
- inform your line manager or supervisor of any motoring convictions (including penalty points) or periods of disqualification. Failure to notify the University's insurers of a relevant fact, such as a motoring conviction, may mean that an insurance claim will not be met. Check the [motor insurance](#) pages for further details.
- Visit the [authorised driver page](#) and update your driver's declaration form through your departmental system if you receive any points on your license for speeding etc.
- are satisfied that the vehicle you are driving is fit for purpose and roadworthy. [Check your vehicle for these five things before driving - GOV.UK \(www.gov.uk\)](#)
- inform the person in charge (maintenance manager, fieldwork lead, hire company) of the vehicle if you become aware of any faults.
- are adequately insured to use your private vehicle for University business, if appropriate.
- [report any accidents or incidents](#) whilst driving on University business. Please note, you need to be on the University network to use this system. If you are working off-site, log into the University VPN. Please also [report to](#)

[the Insurance Office](#) or call 0117 455 9471 where it involves a UoB or hire vehicle.

- If you are driving a hire vehicle, check it thoroughly for any damage at the start and end of the hire period. You should take date and time stamped photographs or videos of the bodywork, tyres, and wheels. If there is any damage, ask the hire company to sign to accept the pre-existing damage. If you have any concerns about the safety of the hire vehicle, you must not drive it.
- if driving a minibus, display if appropriate, a Section 19 minibus permit in the vehicle and that the minibus is not taken outside of the UK, See hiring minibuses for further info.
- comply with any local School or Service rules and risk assessment requirements for driving at work activities.
- comply with any driving related legislation (including overseas where appropriate).

## Head of School or Service responsibilities

The Head of School or Service is responsible for ensuring that,

- You are aware of any local rules for driving at work activities and for authorising you to drive University owned, leased, or hired vehicles.
- you are medically fit to drive.
- where appropriate, you are trained to do so.
- there is a system in place to ensure that any School or Service vehicle is maintained in a roadworthy condition and complies with legal requirements.
- local rules and risk assessments relating to driving activities are completed.
- a driver's declaration form has been submitted through the departmental system.
- reported faults are investigated and dealt with.

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 that don't require technical expertise and are the basic checks included in the current UK driving standards examination.

## Departmental vehicles

Additional routine checks should be undertaken by Departments on a weekly basis using the vehicle manual (or a frequency determined by risk assessment) by a competent person.

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.

## Risk assessments for work-related driving

A detailed risk assessment should be completed and recorded for journeys or driving activities that present additional risks such as,

- non-routine long-distance journeys.
- driving overseas.
- driving in severe weather conditions.
- journeys involving lone working in remote or potentially dangerous areas.
- trips involving driving vehicles that you don't normally drive or have less experience driving.
- transporting dangerous goods or animals.
- transporting of large numbers of passengers e.g. a minibus.

## Driving a minibus

To be able to drive a minibus (up to 16 passengers plus driver) for work, you must:

- be over 25 years of age.
- have held a full UK driving licence for two years or more.
- have the D1 entitlement on your licence – this was automatically added to licences before 1997, but must be obtained by undertaking a separate training course and test for everyone else.
- display a school Section 19 permit.

If your driving licence was obtained after 1st January 1997 and you do not have Category D1, you will need to apply for a minibus licence and undertake training.

A 9-seater vehicle can be a feasible alternative to hiring a minibus and does not require the driver to have the D1 entitlement on their licence. To drive a 9-seater vehicle, you must have held a UK or EU licence for one year. If the licence has been transferred from a country outside of the EU, this must have been done at least a year ago.

## Departmental Responsibilities

Your department must ensure that:

- If you drive a minibus as part of your job, you must undertake appropriate training regardless of when you attained your full driving licence. The training must outline the skills required to drive a minibus safely and you will be assessed for competency. Re-assessment should take place at least every 4 years and more often if an incident or risk assessment merits it. Training can be found via [Western Driver Training](#).
- If you have a full driving licence obtained before 1997 and occasionally drive a minibus for work-related purposes but not as a requirement of your job,

you don't to undertake additional training, but you should complete a risk assessment for the activity.

More details are available on the [Motor insurance page](#).

## Medical conditions that could affect your ability to drive

You must inform your line manager immediately if you suffer from any medical condition that would legally prevent you from driving or any other condition that might adversely affect your ability to drive safely.

You should also [email the Insurance Office](#) or call 0117 455 9471 for guidance.

Your line manager is responsible for relieving you from driving duties as appropriate and advising the local HR business partner.

<b>Example University of Bristol Risk Assessment: Driving for work</b>			Area covered:			
			Completed by:			
			Date completed:			
Hazard location and description	Who might be harmed	Existing control measures	A. Likely severity of injury (1 to 3)	B. Likely occurrence (1 to 3)	Risk rating (A) x (B)	Comments / actions
<b>Examples include:</b> <ul style="list-style-type: none"> <li>• non-routine long-distance journeys.</li> <li>• driving overseas.</li> <li>• driving in severe weather conditions.</li> <li>• journeys involving lone working in remote or potentially dangerous areas.</li> <li>• trips involving driving vehicles that you don't normally drive or have less</li> </ul>	<p>Employees who drive on University business.</p> <p>Other road users and pedestrians.</p> <p>Passengers in vehicles driven on University business.</p>	<b>Vehicle:</b> <ul style="list-style-type: none"> <li>• All Departmental vehicles have appropriate MOT certificates and are fully maintained and serviced.</li> <li>• Maintenance is only conducted by a competent person.</li> <li>• In the case of employees who use their own private vehicles for work activities, they are made aware that it is their responsibility to ensure that the vehicle has a valid MOT certificate (where applicable) and is roadworthy.</li> <li>• It is responsibility of individuals to ensure that they have valid insurance to cover them if using their own vehicle on business use as outlined in the departmental local rules.</li> </ul>	3	1	3	

<p>experience driving.</p> <ul style="list-style-type: none"> <li>• transporting dangerous goods or animals.</li> <li>• transporting of large numbers of passengers e.g. a minibus.</li> </ul>		<p><b>Driver:</b></p> <ul style="list-style-type: none"> <li>• All persons who drive on behalf of the University are personally responsible for ensuring that they are fit to drive, comply with all driving legislation, and hold an appropriate type of driving license.</li> <li>• All persons who drive department vehicles must present their driving license for inspection on an annual basis to ascertain their continued qualification to drive. Completion and update of the Drivers Declaration Form is also essential for drivers of departmental vehicles.</li> <li>• Drivers have been made aware that they must declare to their line manager if they are suffering from any medical condition, which might adversely affect their ability to drive safely.</li> <li>• Smoking, at any time, in a departmental vehicle is strictly prohibited.</li> <li>• Drivers have been advised that they must always adhere to the legal limits for the level of alcohol in the blood whilst driving.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Drivers must not drive whilst under the influence of illegal drugs or other intoxicating chemicals (including prescription or non-prescription medication which may cause drowsiness).</li> <li>• Employees are instructed via local department rules not to use hand-held mobile phones whilst driving on University business.</li> <li>• Drivers made aware of the correct procedures to follow if their vehicle should break down or they are involved in an accident.</li> <li>• Drivers must wear seatbelts provided and should ensure also that any passengers are also advised to do so.</li> </ul> <p><b>Journey:</b></p> <ul style="list-style-type: none"> <li>• Drivers must consider if their journey is essential and consider alternative means if possible.</li> <li>• Drivers should always adhere to safe driving guidance and, wherever possible, plan a journey in advance to ensure they do not drive for any excessive period and have included provisions for regular</li> </ul>				
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		<p>rest breaks and their personal safety.</p> <ul style="list-style-type: none"> <li>• Drivers must plan their journey to consider factors including allowing sufficient time to enable drivers to comply with the speed limit and take account of weather conditions and road traffic conditions.</li> </ul>				
Signed:						

<b>Score</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>A: Severity of injury</b>	Major injury or death.	Injury requiring medical treatment.	Minor or no injury.
<b>B: Likely occurrence</b>	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

<b>Risk score</b>	<b>Response times</b>	<b>Risk score</b>	<b>Response times</b>
<b>9</b>	Immediate cessation of activity until interim controls are agreed and implemented.	<b>3-4</b>	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring.
<b>6</b>	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions.	<b>&lt;3</b>	12 months review (date of next audit). No real changes in procedure required to reduce risk further.