



# OLD BUCKENHAM HALL

Driving at Work  
Policy & Procedures

# Driving at Work Policy & Procedures

## INTRODUCTION

Old Buckenham Hall (OBH) School is fully aware that road accidents can cause a great deal of disruption to our business through lost time, work-related ill health and even death, in addition to financial costs such as repairs to vehicles, insurance claims, and increases in insurance premiums.

As health and safety law applies when employees are driving as part of their work activities (this means within their working day, not employees' usual commute between their normal place of work and home) then the risks associated with driving must be effectively managed as part of a health and safety management system. As with all risks, consideration should be given to eliminating the hazard where ever possible, suitable controls must be implemented to reduce the risks of an accident.

Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, which could reduce the chances of staff being injured in a crash outside work as well as during work.

## POLICY

Old Buckenham Hall School is committed to compliance with the Health and Safety at Work etc. Act 1974, in addition to road traffic law, to ensure that employees drive safely whilst at work through:

- Suitable and sufficient risk assessment;
- Driver competency and training;
- Ensuring drivers are sufficiently fit and healthy for the task;
- Ensuring vehicles are safe and fit for purpose.
- Appropriate Section 19 permits to operate each minibus

No vehicle (minibus or car) may be used for carrying passengers until a Permit has been obtained, and the corresponding disc displayed inside the windscreen. Permits are not specific to individual vehicles and the discs may be swapped between different school vehicles or used with hired vehicles, just as long as every vehicle has a valid disc displayed in its windscreen every time it is used. If you want to operate three vehicles at the same time, you must have three separate permits. The Permits and discs are important documents and must be kept safe. If they are lost or destroyed, or become defaced or faded a replacement must be obtained.

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No "profit" charge can be made to passengers for the use of the vehicle, although a contribution to the running costs can be recovered. The vehicle must not be hired out on a commercial basis. Only passengers allowed by the Permit can be carried in the vehicle. Each Permit, and corresponding disc, will indicate the particular classes of passengers who may be carried. Permits awarded to OBH will normally specify Class D passengers, i.e. pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them; no members of the general public can be carried in the vehicle.

Vehicles driven under the Section 19 Permits scheme cannot **tow a trailer** if it obstructs either of the two exits to which all passengers must have access and must display a yellow reflective **'school bus' sign** (two children in silhouette) at the front and rear of the vehicle if they are transporting pupils. The sign at the front must be at least 25 x 25cm and the sign at the rear must be at least 45 x 45cm.

VOSA must be informed if there are any changes, such as the name of the organisation, and the permit replaced.

## SCOPE

This Policy and Procedure is applicable to all staff that drive a motor vehicle (e.g. car, motorbike, minibus, van etc.) as part of their job.

Clearly some members of staff only drive for work very occasionally, or may drive regularly but only for very short journeys, e.g. a few miles for school trips. The risk for these members of staff is different compared to those who drive regularly i.e. on several occasions a week and over longer distances. Consequently, the controls employed should be commensurate with the risk identified. In order to differentiate between the controls required for staff who drive within the School, following categories have been identified:

1. **Occasional drivers** – those members of staff who may drive on rare occasions e.g. once or twice a term, to attend a training session or conference or for an educational visit.
2. **Regular short-distance drivers** – those who routinely, i.e. one or more times a week, drive short distances e.g. less than 5 miles per journey i.e. between school sites.
3. **Essential drivers** – those who drive longer distances and where driving is an inherent or the sole part of their job (e.g. Minibus drivers employed to undertake school pick-ups). Essential drivers are not always based at one specified site but are often expected to travel between sites.

Drivers with **pre-1997** a UK car driving licence (which includes the D1 'not for hire or reward' entitlement) can drive minibuses with a maximum of 16 passenger seats without having to pass

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the PCV (Passenger Carrying Vehicle) test until their 70<sup>th</sup> birthday. However, they must undertake MiDAS\* (or equivalent) minibus driver training before they start to transport passengers and at least every 4 years thereafter.

Drivers who passed their car driving licence **after 1996** must not, under any circumstances, drive minibuses (vehicles with more than 8 passenger seats) until they have passed their **PCV driving test** and have D or D1, without the 101 restriction code, added to their licence. The PCV licence is valid until the licensee's 45th birthday. After this time, it needs to be renewed every 5 years until their 65th birthday. Thereafter it needs to be renewed annually. The expiry date is shown on the photo-card licence.

Drivers who have passed their **PCV licence** and are employed, e.g. as a PE teacher or member of the premises team, and **only drive a minibus as part of their role** do not need to undertake 'periodic training' and do not need to maintain their Driver CPC, but they must undertake MiDAS\* training at least every 4 years after gaining their PCV licence as 'refresher' training.

There are some fundamentals, however, which must be adhered to by **ALL drivers at Old Buckenham Hall** no matter how short the journey or how low the perceived risk, and which must be checked by their line managers or other designated person. These include ensuring:

- That the vehicle being driven is safe and well maintained in accordance with the manufacturer's recommendations by regularly (annually) checking **MOT** and, for Essential drivers, Service Records;
- That the driver has passed their driving test for the type of vehicle being driven (**D1 on their licence**) and is not disqualified from driving for any reason by regularly (annually) checking their **driving licence** details held by the [DVLA](#) ; and
- That the driver is adequately insured on their own vehicle (if used for work purposes) by annually checking **insurance certificates**. This should include cover for 'business use'\* for Regular and Essential Users.

In addition to the above there are some fundamental safety 'rules' which must be adhered to by **ALL drivers**. These include:

- Not using **mobile phones** (including hands-free sets) whilst driving for work.
- Ensuring they are fit to drive, e.g. by having regular **eyesight tests**, wearing glasses or contact lenses if required and reporting any illness that may affect their ability to drive to their Line Manager and the DVLA, and
- Complying with road safety legislation and the **Highway Code**.

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## RESPONSIBILITIES

It is the responsibility of OBH through delegated lines of responsibility to ensure that:

- Drivers are **competent** (i.e. they have passed the relevant driving test and driving course where applicable and have the correct **driving licence** for the type of vehicle driven (D1 on their licence);
- Drivers only use vehicles that are **insured** to be driven for work purposes and that the vehicles are fit for purpose and maintained in a **safe** condition (whether supplied by the school or whether private vehicles);
- Drivers know they are responsible for carrying out basic **safety checks**;
- Vehicles (particularly minibuses) do not exceed their maximum load weight;
- Passengers, goods and equipment can be carried securely in the vehicles.

It is the responsibility of all **The Estate Manager and Director of Finance and Operations** or other person designated by the Headmaster to ensure that:

- They **identify all drivers** (Occasional, Regular Short-distance and Essential) within their area of responsibility;
  - Staff within their area of responsibility are **familiar with this Policy and Procedure** and that they are working to the current issue of documentation. All drivers sign a document to confirm they have read, understood and will adhere to the policy;
  - Driving at work **risk assessments** are undertaken and recorded, and any controls required are adequately implemented;
  - Driving at work **risk assessments are reviewed** periodically (annually) or when changes to driving practice, type of vehicle, type of journey, location etc. arise;
  - Copies of the following **driving documentation** are obtained upon commencement of work and thereafter on an annual basis (Evidence that these have been produced should be kept):
1. **Driving licence** checked annually online with no more than 6 endorsement points
  2. **Insurance certificate and breakdown cover on view in the vehicle**
  3. **MOT Certificate achieved annually**
  4. **Annual medical questionnaire completed by each driver**
  5. **All drivers undertake regular first aid training and obtain certification**
- Drivers within their area of responsibility are able to satisfy the requirements of the Highway Code with respect to **eyesight** and that Essential drivers have undertaken an eye sight test at commencement of work (or in the previous two years if proof of the test can

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be provided) and thereafter every two years, or as specified by a registered optician. NB The cost of an eyesight test for an Essential driver will be paid for by the school;

- All drivers are provided with **basic safety instructions** relating to driving through the Health and Safety Handbook, Driving at Work Risk Assessment and Bus Routes' policy which are provided on induction, or when promoted to a job that requires driving.

All **drivers** are responsible for:

- Ensuring that they have a **current driving licence** for the type of vehicle being driven (D1 on their licence), and insurance which includes business use
- Ensuring that they comply with the general **rules of the road** (road safety legislation and the Highway Code;
- Ensuring they are familiar with the **current version of this Policy and Procedure and Driving at Work Risk Assessment** and are adhering to requirements;
- Ensuring that they do not use a **mobile phone** (including hands-free sets) whilst driving;
- Ensuring that their **vehicle is roadworthy** and fit for purpose and that basic safety checks are carried out before travelling, e.g. lights working, correct tyre pressure, etc.;
- Ensuring that their **vision** is adequate for driving through regular eyesight tests by a registered optician (these should be undertaken every two years, or as specified by a registered optician), and wearing glasses or contact lenses if required. NB The cost of an eyesight test for an Essential driver will be paid for by the school;
- Ensuring they are **fit to drive and complete an annual medical questionnaire**. Informing their Manager and the DVLA if they have any medical condition or are taking any medications that may affect their ability to drive safely.

Where the driver has a vehicle provided by the school then the driver is responsible for ensuring that the vehicle is maintained and regularly inspected so that it is safe for use at all times.

## **SAFE DRIVING PROCEDURE**

### **Driver Rules**

**The following rules must be adhered to by ALL drivers:**

- Full compliance with all road traffic law including the wearing of **seatbelts**; it is the drivers' responsibility to ensure that the children wear their seatbelts at all time.
- Familiarity with the most recent edition of **Highway Code**
- Possession of a valid **full driving licence** in accordance with the type of vehicle being driven;
- Not use hand-held or hands-free **mobile phones**, or adjust satellite navigation systems whilst driving (these activities will distract the driver with potentially fatal consequences). If a driver receives a call on their phone whilst driving, they should not respond to it until they have found a safe place to stop and park the vehicle. Similarly, if a driver needs to adjust their satellite navigation systems they should find a safe place to stop and park the vehicle first.

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- No driving under the influence of **alcohol, drugs or medicines** that may affect their ability to drive safely.
- Ensure that the **vehicle is roadworthy** prior to use and basic safety checks are carried out before travelling e.g. lights working, correct tread depth and pressure on tyres etc.
- Staff must inform the Director of Finance and Operations promptly of any changes in their status which may affect their **ability to drive** e.g. convictions (including speeding offences), health changes;
- Staff must **report any accidents** or significant near-misses which occur whilst they are driving for work to their line manager or Estates Manager as soon as possible. These should be recorded using an accident report form. Where possible and appropriate, steps should be taken to reduce the risk of a similar incident re-occurring.

**The following additional rules should be adhered to by all drivers undertaking longer journeys:**

- **Plan the journey** so as to avoid excessive driving hours and the risk of fatigue;
- A **rest-break** from driving should be taken approximately every two hours during long journeys;
- **Avoid driving when tired**, e.g. long distances at the end of a working day; between midnight and 6:00am; or if taking medicines that cause drowsiness;
- Be prepared to **postpone the journey** if the weather or traffic conditions are poor.

## **Driver Training**

**All drivers** shall receive basic training on work-related road safety as part of their induction training. All drivers shall be informed of the following:

1. Requirements of the Driving at Work Procedure and Policy (Regular and Essential drivers should sign a document to confirm they have read, understood and will adhere to the policy);
2. Procedure in the event of a breakdown or accident –
3. **Procedure for reporting an accident** or significant near-miss driving incident to school;
4. Procedures for safe journey planning;
5. Any further controls required arising from the driving risk assessment.

Specific formal training shall be provided to minibus drivers in accordance with the guidelines.

## **Vehicle Maintenance**

All vehicles used must be fit for their intended purpose and be maintained in a safe condition. The minimum maintenance requirements for private vehicles are outlined below:

### **Servicing**

All vehicles must be inspected every 10 weeks by arrangement with the Estates Manager and serviced regularly by a competent mechanic in line with the manufacturer's instructions and as a minimum on an annual basis. Documentary evidence that this has taken place should be provided by 'Essential' drivers.

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**MOT Certificate**

In line with current legislation all vehicles over three years old must hold a current MOT Certificate (NB Minibuses need them after one year).

Vehicles owned by the school must be serviced and repaired by the relevant approved dealers at a frequency recommended by the manufacturer. Records of repairs and services must be kept with the vehicle or by the school in an easily accessible location.

**Pre-Use Vehicle Safety Checks**

Before every journey make sure everything is working correctly e.g. lights, windscreen wipers etc. and ensure tyres are at the correct pressure with adequate tread. Ensure that there is adequate fuel in the car for the proposed journey and that all fluid levels e.g. oil, water etc. are adequate.

**Safety Equipment for Essential Drivers**

The following safety equipment must be carried in all vehicles used for work purposes by Essential Drivers:

- Foam fire extinguisher (tested annually)
- Warning triangle
- Travel first aid kit
- High visibility waistcoat
- Contact details for breakdown recovery service

It is also recommended that the following items are carried in all vehicles used for work by Essential Drivers:

- Waterproof coat
- Refreshments e.g. water and snack in case of breakdown in severe weather conditions (e.g. high or low temperatures).

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## **Planning the Journey – Essential Drivers and Occasional / Regular Drivers Undertaking Longer Journeys**

All drivers must consider their journey route and timing in advance. Where possible motorways should be used as these are considered to be the safest roads. Where a journey is planned at the end of a working day, e.g. after a day of teaching, serious consideration should be given to the length of the journey and the effect of fatigue on the safety of the driver and passengers. Symptoms of fatigue include:

- feeling sleepy
- irritable and impatient
- excessive yawning
- having difficulty concentrating
- day dreaming
- driving over the centre line / drifting in your lane on motorways/dual carriageways
- reacting slowly
- 'microsleeps'

Sufficient time shall be allowed to meet appointments ensuring that drivers allow a 15 minute break period for approximately every 2 hours driving. Wherever possible drivers should not plan to drive more than 4 hours a day and should allow for an overnight stay, wherever possible, if this limit is to be significantly exceeded.

Where travelling in excess of four hours is deemed necessary, then adequate planning must be undertaken to ensure that the drivers do not suffer from fatigue. This may include ensuring that there are sufficient breaks within the journey and an adequate break between arrival at the destination and the journey back. The planning may also include trying to avoid travelling at peak traffic times, if possible.

Where the journey is disrupted and lengthened due to unplanned road works, accidents or diversions then the driver must ensure that they assess the situation at the time and ensure that adequate additional rest breaks are taken, as required.

Journeys should be re-assessed and possibly rescheduled for a later date in the event of bad weather and/or poor driving conditions. Drivers should check the weather forecast prior to commencing their journey.

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# Driver's vehicle defect report

Driver's name:	Date:
Vehicle no.:	
Trailer fleet/serial no.:	Odometer reading:

<b>Daily or shift check (tick or cross)</b>					
Fuel / oil leaks		Wipers / Washers		Mirrors / Glass / visibility	
Battery (if easily accessible)		Communication devices with driver		Steering	
Tyres / wheel and wheel fixing		Horn		Heating / Ventilation	
Brakes (inc. ABS/EBS)		Vehicle height		Lights	
Doors and exits		Reflectors		Body Interior / Cab	
Indicators / Side repeaters		Body exterior		Excessive engine exhaust smoke	
Fire extinguisher		First-aid kit		Emergency exit device	
Seats / seat belts		Accessibility equipment / operation		Registration plates	
Air build up / Leaks		AdBlue® if required		Malfunction Indicator Lamps	

REPORT DEFECTS HERE:	Defect Assessment and Rectification:
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Defects reported to:	
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Write NIL here if no defects found	Driver's signature:
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Defects rectified by:.....

Signature:..... Date:.....

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# PSV DRIVERS' WALKAROUND CHECK

## MIRRORS AND GLASS



## STEERING



## FIRST AID KIT



## FIRE EXTINGUISHER



## BODY INTERIOR



## BRAKES (BE SURE TO LISTEN FOR AIR BRAKE LEAKS)



## DOORS AND EXITS



## EMERGENCY EXIT HAMMER



## WINDSCREEN WIPERS AND WASHERS



## HEATING/VENTILATION



## HORN



## EXCESSIVE ENGINE EXHAUST SMOKE



CHECK FROM  
DRIVER'S  
SEAT

## WARNING LAMPS



## LIGHTS AND INDICATORS



## WHEELCHAIR ACCESSIBILITY



## BODY EXTERIOR



## NUMBERPLATE



## FUEL, OIL AND WASTE LEAKS



## TYRE AND WHEEL FIXING



Failure to comply can lead to a prohibition, a fixed penalty and penalty points on your licence