



## Health & Safety Driving at Work (University Owned/Hired/Leased Vehicles)

<i>Version</i>	3.2
<i>Version date</i>	March 2024
<i>Review date</i> <sup>1</sup>	March 2027
<i>Authorised signature</i>	Sean Hughes, Interim Head of Health & Safety

<sup>1</sup> or earlier if change in legislation or on risk assessment

### Amendment Control

Version	Date	Amendments
1.0	Jun 2015	
1.1	Aug 2015	S.7 bullet point 3 amended
2.0	Jan 2018	Full review – Change medical frequency
2.1	Mar 2019	Addition of section on Accidents – Insurance Claims in S6 and Appendix B
2.2	Oct 2019	Minibus permit requirements added
2.3	Sep 2022	A2 section updated
3.0	Mar 2023	Full review and amendments to accident reporting and environment considerations
3.1	Apr 2023	Updated Appendix E: Driver/Vehicle Checklist
3.2	Mar 2024	Updated Sections 7, 8 and Appendix A - Forklifts

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# 1. Objectives

The objective of this Policy is to provide guidance and a framework for the operation of University owned or operated vehicles and to ensure suitable standards of driver ability and vehicle condition to ensure that the health and welfare of all people is not put in jeopardy by such activities. The Policy will encompass all relevant transport and road legislation to ensure as far as is reasonably practical that a safe environment is produced and maintained for the users of University vehicles. Training requirements are also included in this policy and must be undertaken by the approved driver. The hiring of vehicles on University business must be with the University approved hire companies.

# 2. Policy statement

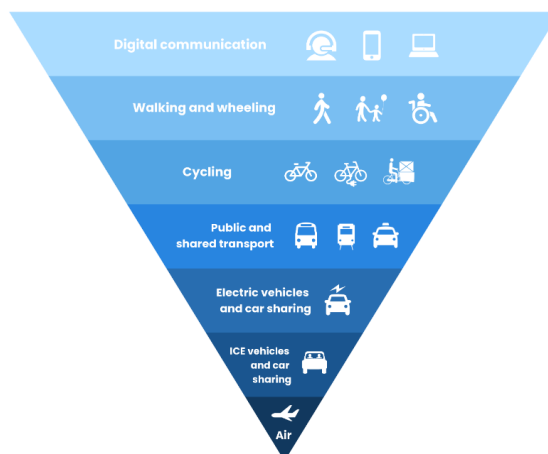
The aim of this Policy is to set specific standards for the drivers of University vehicles and to encourage and assist staff to operate these vehicles in a safe manner. The Policy further aims to ensure that drivers of University vehicles comply with all current health and safety and UK road traffic legislation. This Policy also applies when travelling abroad on University business. The individual must comply with all road traffic legislation and also follow the working abroad guidance. Failure to comply with this policy could lead to disciplinary proceedings.

# 3. General principles

We should strive to achieve improved road safety in Edinburgh Napier University by always:

- Ensuring we use the right vehicle for the job, that it is in a safe condition and is matched to the needs and capabilities of the driver.
- Ensuring we have safely planned the journey, taking into consideration type of roads, speed, sufficient time for the journey, breaks etc.
- Practising safe, defensive driving techniques while on the road.
- Undertake the eLearning training provided by the university at the required intervals.

If we can avoid or reduce road travel we should wherever practicable, for example, by use of remote communications or changing to a safer transport mode.



## 4. Scope

This Policy is intended to apply to all University operated vehicles owned, hired or leased while being operated by University staff in paid employment working on behalf of University business. This also includes staff hiring vehicles whilst on University business. Persons driving on behalf of the university are required to follow this policy, undertake the training and report all incidents/accidents involving the operation of vehicles.

## 5. Definitions

### Drivers

Those members of staff approved and authorised by the University to drive/operate vehicle transport to undertake activities required by the University as detailed in section 7.

### Vehicles

Transport owned, leased or on hire to the University. This also includes vehicles hired abroad. These vehicles must be suitable for the task that they will be used for.

### Driving Licence

A licence provided by the relevant UK motoring authorities or any other recognised licence issuing agency for motor vehicles. This licence must be current and state the class and type of vehicles that can be driven. Non UK licence holders must check <https://www.gov.uk/driving-nongb-licence> for up to date information on licence validity.

### Current Driving Regulations

These are regulations relating to vehicle categories and persons permitted to drive such vehicles. Details are given in Appendix A.

### At Work

The term “at work” means intercampus travel and attending meetings/courses etc. out with the University premises whilst on University business.

## 6. Duties and responsibilities

### Dean of School/Director of Service

The Dean of School/Director of Service is responsible for the health and safety of all members of staff within their area. This responsibility extends to those personnel travelling on behalf of official University business.

Deans of School/Directors of Service or designated deputies are responsible for ensuring:

- The implementation of this Policy and ensuring that staff have ongoing awareness of this policy.

- Journeys being undertaken are suitably risk assessed where needed and appropriate vehicles are used to carry out the task.
- Guidance is given to staff driving on journeys likely to last more than 3 hours. (Guidance documentation is outlined in Appendix B based on information from [HSE Guidance](#)).
- Drivers using University owned, hired or leased vehicles **must** comply with Approved Driver Criteria and hold a current appropriate driving licence and insurance requirements are authorised through Finance for all hired and leased vehicles.
- Ensure that approved drivers have access to and undertake the eLearning driver training package.

## Schools/Services operating university owned, hired or leased vehicles

The Senior Management are responsible for ensuring:

- Drivers using University owned, hired or leased vehicles **must** comply with Approved Driver Criteria and hold a current appropriate driving licence.
- University vehicles comply with current road transport and safety legislation.
- Approved drivers to follow Appendix C and given guidance on safety issues such as maintenance, security, parking, seat belts, speed limits, use of mobile phones, vehicle suitability and emergencies.

## Staff

Staff are responsible for:

- Complying with this Policy.
- Having a current driving licence for the class of vehicle they intend to use.
- Obtaining authorisation from their Dean of School/Director of Service to use University vehicles.
- Present their licence when requested by the Dean of School/Director of Service. (See below for how this will be carried out).
- Disclosing any pertinent medical or legal impediment that would cause them to break the law if they operated a vehicle.
- Driver training must be undertaken when provided by the University. At present all drivers must undertake the Essential Skillz driving package. Access is via Apps Anywhere – Essential Skillz. The member of staff can self-enrol on the module from the training library.

**Drivers duties** Besides observing the requirements for safe driving set out below, all Edinburgh Napier University staff who drive as part of their work using university owned, hired or leased vehicles must report road safety problems, including near-misses and vehicle issues, to their line managers, senior manager within School/Service and their safety coordinator. This requires to be carried out as soon as possible, so that relevant insurance requirements are met and investigations can be carried out. This applies to all vehicles - hired, leased or university owned.

## Driving licence checks - <https://www.gov.uk/check-driving-information>

They must also present their photo card licences and the check code from the link above so that the licence checks can be carried out online and any other relevant documentation for inspection as and when required and inform their line managers or more senior person within the School or Service of any prosecutions pending or penalties imposed for road traffic offences, whether related to “at work” driving or not.

**Reporting of accidents** All “at work” vehicle accidents must be reported promptly to line managers or more senior person above when the line manager is not available and this must be followed by provision of full information about such incidents, both for insurance purposes and so that they can be investigated where appropriate to learn any lessons which could help to improve safety. (See Appendix B for more information). [Health & Safety Incident Report](#) forms to be completed and emailed to the Health & Safety Office as soon as possible. This also includes damage only, significant accident, near misses and motoring offences.

**Accidents - insurance claims** Drivers are reminded that it is their responsibility to report an accident to both the University and Insurance Company as soon as possible after the incident.

Details on the Insurance claim procedure are detailed on the University’s Insurance Intranet page: <https://staff.napier.ac.uk/services/finance/FinancialRegulationsPolicies/Documents/ErsMotorInsuranceClaimsProcedure.pdf>. Drivers are also required to provide details of the accident to the University’s Insurance team via [insurance@napier.ac.uk](mailto:insurance@napier.ac.uk).

Please note that reporting the accident to the University’s insurance team does not negate the responsibility of the driver to also report the accident to the University’s insurance provider.

This policy requires the driver to report drug/alcohol related offences – if you have been cautioned, summoned or convicted in relation to drug/alcohol offences, you are required to inform your line manager.

**Breakdown** Drivers must ensure if a vehicle breaks down during operation that they exit the vehicle, stand well clear and contact the relevant authorities for rescue. Relevant contact numbers to be kept in the car to assist you in a breakdown situation.

**Hiring a vehicle** When hiring a vehicle, the member of staff must comply with the hiring company’s rules on operating the vehicle. All licence checks will be carried out by the hire company. Insurance is managed by the University Finance Services. It is the driver’s responsibility to get all relevant details and contact numbers from the hire company with reference to breakdown contact numbers.

**Vehicle checks** The driver is responsible for the vehicle and condition/checking of the vehicle every time it is used.

## 7. Approved driver criteria

No person may drive a vehicle owned, hired, leased or operated by the University on University business unless they are named and entered on the Approved Driver List (for operating University Owned/Hired/Leased Vehicles) held by each individual School or Service and:-

- They have completed the online eLearning package for driving.
- They are over 21.
- They have held a full driving licence for at least 2 years before being allowed to drive a minibus.
- They have no more than 9 current driving penalty points imposed by a United Kingdom or other court.

- They have satisfied the University's Occupational Health eye test and general health check, with a three yearly reassessment or when a driver's health changes and requires reassessment.
- Any changes to the driver's health require to be notified to the authorities and also get a referral booked so that the health updates can be recorded. Please note, it is the driver's responsibility to notify of any health changes that may affect the driver carrying out their duties.
- Their licence has been viewed via the online code check that the driver is required to present on a regular basis by the designated member of staff within the School or Service and details recorded and held in the School/Service office.
- Non UK licence holders must check <https://www.gov.uk/driving-nongb-licence> for up to date information on licence validity.
- Short term hired vehicles (one day) are covered under the hire company requirements of licence validity. Approval from line management must be sought before hiring vehicles.
- Additional training is undertaken when requested or is a requirement for the vehicle/equipment that they will be operating.

#### **Additional approved driver information**

- Any driver having penalty points or disqualification for drink driving or drugs, will NOT be permitted to drive University vehicles.
- Approved drivers may be requested periodically to attend a Driver Assessment and satisfy the assessor as to their competency to drive the relevant type of vehicle.
- Approved drivers must complete medical questionnaires and attend medical checks when requested by the Occupational Health Services (Human Resources). Minimum duration between health assessments is three years or if the health of the worker changes.
- Licence checks are required to be completed annually by the School/Service.

#### **Driver competence**

In addition to its commitment to reduce risk on the road by reducing the need to travel by road, having safe vehicles and through safe journey planning, Edinburgh Napier University will take steps to ensure continuous improvement in every employee's driving competence. Competence to drive safely must be assessed at interview and/or prior to the allocation of any new task that involves driving. Assessment should take account of the driver's attitude, road safety knowledge and driving skills at the wheel as well as other evidence such as length of time licence held, accident and enforcement history (including penalty points status) and past training record. A record of this must be kept with the responsible School or Service. The driver is required to complete any required driver training provided by the university, this also includes the mandatory Essential Skillz safety driving package.

The safe driving package is required to be completed under the following conditions.

- Every two years
- Following an accident
- Following the introduction of a new vehicle or change of driving duty

Remember: Safe drivers never stop learning!

## 8. Administrative procedures

Persons wishing to be placed on the Approved Driver List for vehicles should complete an Approved Driver Application Form (for operating University Owned/Hired/Leased Vehicles) (Appendix D) and send it to their Dean of School/Director of Service.

On receipt of the application, the Dean of School/Director of Service will:

- Confirm type of driving licence held by applicant.
- Arrange with the Occupational Health Service for the applicant to undergo an eye test and general health check. Minibus drivers to receive medical in line with current DVLA instruction.
- Complete the Essential Skillz driver package.
- Arrange driver assessment, if required.
- Arrange for a period of familiarisation if the licence and health check are satisfactory with the restriction that no passengers should be carried apart from one experienced driver who may assist and advise.
- Additional training on vehicle or equipment is arranged and completed by driver.

## 9. Environmental considerations

The University has set a target of achieving net zero carbon by 2030. The target encapsulates all operational carbon emissions which includes emissions resulting from use of vehicles for business purposes. More information is provided within the Environmental Sustainability Strategy available within [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment). The website also includes travel information covering all University sites.

To support steps towards the carbon target and reduce the impact of business travel, digital communication, public transport, walking, wheeling and cycling should be considered before use of a vehicle. However, if use of a vehicle is necessary, a vehicle should be selected that fits the purpose of the planned journey, including consideration of vehicle size, engine size and engine type.

If you use an electric vehicle, plan your journey to ensure you have adequate battery life to fulfil your journey. If you have to charge the vehicle and require use of a publicly available charging point, visit the ChargePlace Scotland website <https://chargeplacescotland.org>.

If you use a Car Club or equivalent scheme to access a vehicle for business purposes, you will be required to adhere to all regulations through the scheme.

To plan your journey, the Traveline Scotland website <https://travelinescotland.com> provides an overview of all public transport as well as walk, wheel and cycle options. The Traffic Scotland website [www.traffic.gov.scot](http://www.traffic.gov.scot) highlights all planned and reactive road closures to support effective journey planning.



## Appendix A – Current Driving Regulations

### Vehicle Category Descriptions

Vehicle Category Descriptions – for driving tests passed after 01.01.1997 & minimum age for driving in Great Britain

#### Cars

Description	Category	Minimum Age	See Note
Motor vehicles with a MAM not exceeding 3500kg with up to 8 passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.	B	17	1
<b>Automatic cars</b>			
As cars, but with automatic transmission.	B Automatic	17	1
<b>Cars with trailers</b>			
Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B.	B+E	17	

#### Medium sized vehicles

Description	Category	Minimum Age	See Note
Vehicles between 3500kg and 7500kg with a trailer up to 750kg.	C1	18	2

## Minibuses

Description	Category	Minimum Age	See Note
Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg.	D1	21	3
<b>Minibuses with trailers</b>			
Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.	D1+E	21	3

## NOTES

### Note 1

Age 16 if you are currently getting Disability Living Allowance at the higher rate (mobility component).

### Note 2

Age 18 if combination weight is under 7500kg.

### Note 3

Age 17 if member of armed forces.

Age 18

- a) While learning to drive or taking passenger carrying vehicle (PCV) test; or
- b) After passing a PCV test when:
  - Driving on a regular service where the route does not exceed 50km, or
  - Driving a PCV constructed to carry no more than 16 passengers, and
  - The vehicle is operated under a Public Service Vehicle (PSV) operator's licence or permit.
- c) Not engaged in the carriage of passengers.

## Driving a forklift

The HSE have standard requirements that need to be followed for forklift training, medical, etc.

All forklift drivers in the university will be Group 1.

*52 The Drivers' Medical Unit at the Driver and Vehicle Licensing Agency (DVLA) publishes At a glance: Guide to the current medical standards of fitness to drive. 12 This is aimed at health professionals and applies to lift trucks on the road, but can be applied to all work with lift trucks. For most work with lift trucks, a standard of fitness equivalent to that for the Group 1 entitlement (ordinary driving licence holders) would be appropriate. Activities such as working in a particularly demanding environment, working at night or moving highly toxic or explosive materials would probably be more appropriate to the Group 2 entitlement (heavy goods vehicle licence holders).*

*53 HSE is not prescriptive about the need for medical assessment for fitness to drive lift trucks and there is no legislation relating directly to this topic. However, you may choose to screen potential operators before placement and then follow the guidelines for Group 2 licences in At a glance which require medical examination every five years from age 45, and every year from age 65 (in line with licence renewal periods). Always seek medical advice where there is any doubt about a person's fitness to operate a lift truck.*

[Rider-operated lift trucks: Operator training and safe use. Approved Code of Practice and guidance L117 \(hse.gov.uk\)](https://www.hse.gov.uk/l117/)

Therefore, medical requirements are as per above.

## Driving a minibus

Drivers who have a contract of employment stating minibus driving must have a category D1 licence. If they do not hold a category D1 then they will be required to sit a further test, details of which can be sought through Finance Services.

<https://www.gov.uk/driving-a-minibus>

### In addition please note:

- A copy of a Minibus driving permit must be displayed on the window of the Minibus.
- A Minibus driving permit is now the responsibility of the individual School or Service to obtain/purchase and to hold within the individual School or Service. To clarify, Mini Bus Permits are no longer held centrally within the University and are now the responsibility of the individual School or Service.
- Mini Bus Permits can be obtained from :  
<https://www.gov.uk/government/publications/application-for-a-standard-or-large-bus-permit-psv372> The relevant form PSV372 to be completed by the individual School or Service. Note: Payment is via Credit/Debit Card.
- All other relevant information, requirements and checks as detailed in the Driving at Work Policy document must be adhered to in relation to the hire and driving of Mini Buses and corresponding permits.

Policy: Driving at Work (University Owned/Hired/Leased Vehicles)  
Revision Date: March 2024  
Version: 3.2  
Author: Health and Safety Office, Edinburgh Napier University

## Highway Code

The Highway Code is essential reading for everyone. Its rules apply to all road users: drivers, motorcyclists, cyclists and pedestrians.

Many of the rules in the Code are legal requirements, and if you disobey these rules you are committing a criminal offence. You may be fined, given penalty points on your licence or be disqualified from driving. In the most serious cases you may be sent to prison. Such rules are identified by the use of the words MUST / MUST NOT.

Although failure to comply with the other rules of the Code will not, in itself, cause a person to be prosecuted, the Highway Code may be used in evidence in any court proceedings under Traffic Acts to establish liability.

Knowing and applying the rules contained in The Highway Code could significantly reduce road accident casualties. Cutting the number of deaths and injuries that occur on our roads every day is a responsibility we all share. The Highway Code can help us discharge that responsibility.

A copy of The Highway Code is available at: <https://www.gov.uk/guidance/the-highway-code>

## Appendix B – General road safety guidance

Driving is the most dangerous work activity that most people do. Research indicates that about 20 people are killed and 250 seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work purposes.

HSE Guidelines, 'Driving at Work', state that *“health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system”*.

Therefore, employers must assess the risks involved in their staff's use of the road for work and put in place all 'reasonably practicable' measures to manage those risks.

This guidance gives simple advice on how employers and line managers can help to ensure that the organisation's road journeys are properly planned and safely completed. This applies to all at-work drivers including going between campuses.

### What employers should do:

#### Prevent driver fatigue or stress

One of the most important things employers must do is ensure that their drivers are not at risk of falling asleep at the wheel. Thousands of crashes are caused by tired drivers. They are most likely to happen:-

- On long journeys on monotonous roads, such as motorways.
- Between 2am and 6am.
- Between 2pm and 4pm (especially after eating).
- After having less sleep than normal.
- After drinking alcohol.
- If taking medicines that cause drowsiness.
- On journeys home after night shifts.
- Illness or condition (e.g. new parents).

Some vehicles are more tiring to drive than others.

#### Raise awareness

As part of recruitment, training and staff appraisal, ensure that drivers and line managers are reminded about:-

- The danger of falling asleep at the wheel.
- The need for safe journey planning.
- The need to get adequate sleep before starting to drive.
- The dangers of “moonlighting” or spending too long on evening hobbies, social activities or domestic work that limit sleeping time.
- The times of day when sleepiness is most common.
- The early signs of fatigue and what to do if they begin to feel tired during a journey.
- The risks of making a lengthy home journey after a day's work away from their normal base.
- European Time Regulations Directive will apply to journeys and driving times.  
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073858926>

Give staff the advice leaflet, 'Safer Journey Planner' which can be downloaded free from:  
<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/safer-journey-planner.pdf>

## **Use safer alternatives**

Where possible, use remote communications such as telephone, email or video-conferencing as a substitute for road journeys or travel by plane or train, which is far safer. If road travel is unavoidable, maximise car sharing to reduce the number of journeys.

## **Control drivers' hours**

Set in-house limits for unbroken driving hours, including daily, weekly and monthly limits for all classes of drivers. As a working rule, no driver should be required to drive continuously for more than 2 hours without at least a 15 minute break. The drivers' hours rules for professional drivers are the statutory maximum. Breaks and break locations should be planned for in advance of starting journeys.

## **Optimise schedules**

Ensure that journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid those times of day mentioned above when falling asleep at the wheel is more likely.

## **Permit overnight stays**

Where employees have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, consider asking staff to travel the night before and stay overnight. Similarly, at the end of a work period at a remote location, employers should make provision for employees to stay overnight so that they do not have to drive a long distance when tired. This will apply when travelling to other properties (not your designated/normal place of work).

## **Review shift arrangements**

Night shifts and rotating shifts cause severe sleeping disruptions. Workers on 12-hour shifts (compared to eight hours) are significantly sleepier at the end of their shift, especially at 7.00am. Review shift arrangements to see that these do not lead employees to drive while fatigued. Where problems are identified, including increased risk during commuting, consider providing safer, alternative transport.

## **Promote safe driving**

Adhere to policies and provide advice and training for line managers and drivers on:-

- Safe speeds to ensure speed limit compliance and that personal performance schedules do not encourage speeding.
- Distraction – don't expect drivers to make or take phone calls, send messages or transact business whilst driving. Stipulate that these activities must only be done when parked.
- Vehicle checks before each journey to make sure everything is working properly, especially tyres, lights, windscreen wipers and all fluid levels. Ensure that this is recorded and any problems rectified before operating the vehicle.
- Journey planning – give staff written advice; the 'Safer Journey Planner' can be downloaded free from <http://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/safer-journey-planner.pdf>

- Incident procedures – what to do and whom to contact in the event of an incident/emergency. Staff who travel alone or for long distances should have access to a mobile phone, but be advised on its safe use.
- Breakdown procedure - drivers must ensure if a vehicle breaks down during operation that they exit the vehicle, stand well clear and contact the relevant authorities for rescue.

## **Avoid driving in adverse conditions**

When on University business actively discourage driving at night and in adverse weather conditions, particularly fog, very high winds, ice, snow or flooding or where there is a danger of drivers becoming stranded in remote locations. Use radio and internet resources to determine weather alerts and travel information.

## **Specify “safer” routes**

Every journey should be a managed journey. Require those responsible for journey planning (line managers or drivers themselves) to take account of road type (accident rates are lowest for example on motorways and dual carriageways); hazards (road works, accident ‘black spots’); traffic densities (time journeys to avoid peak traffic hours); and high-risk features such as schools or busy shopping centres.

## **Use of mobile phones**

Drivers of University owned, hired or leased vehicles **must not** use a hand-held mobile phone or similar device whilst driving. Failure to comply with this requirement may result in disciplinary action and revoking of University Authorised Driver status. Hands-free kits are also banned.

There is the risk of prosecution for failing to have proper control of a vehicle under Regulation 104 of the Road Vehicles (Construction and Use) Regulations 1986 if you use a mobile phone when driving. If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving. The driver must find a safe place to stop and then call back, but only when it is safe to do so. It is also deemed an offence if you eat and drink whilst driving.

## **Planning safe journeys**

All journeys must be planned with safety in mind, allowing sufficient time to enable the employee(s) to travel at safe speeds and to comply with speed limits, taking account of reasonably foreseeable weather and road traffic conditions and allowing sufficient time for rest breaks to avoid fatigue. Line managers must ensure that work schedules are always planned with road safety in mind.

Remember: Every journey must be planned and not left to chance!

## **Speed**

No Edinburgh Napier University employee should ever drive faster than road or driving conditions safely allow. Edinburgh Napier University employees must obey posted speed limits at all times. Persistent failure to do so will be regarded as a serious matter. Gross speeding while driving for work purposes will be regarded as misconduct. Line managers must ensure that no unrealistic work targets, systems of work or performance related methods of remuneration are put in place which may create pressures which lead Edinburgh Napier University employees to use speed inappropriately and travel at speeds which are likely to be unsafe or in excess of set speed limits. Every journey needs to be logged by the driver so that the University can identify who is driving the vehicle at all times. This record needs to be kept in the School or Service files. This includes hired vehicles. All servicing and

repairs must be recorded in the School or Service files. All of this documentation will be audited for compliance. See Appendix E for relevant form.

Remember: Safe drivers know their limits and stay within them!

## **Fitness to drive**

Any person who has to drive while working for Edinburgh Napier University must be physically and mentally fit to do so safely. Key areas include eyesight and relevant aspects of physical and mental health. Edinburgh Napier University drivers must report to the line managers any permanent or temporary impairment in their health which could affect their ability to drive safely. Line managers must be alert for signs of ill-health and stress which could impair their colleagues' ability to drive safely. Line managers must discuss with their colleagues any reasonable vehicle adaptations that may be required to cope with health problems, for example, adaptations to help prevention of lower back pain or other muscular-skeletal disorders.

Remember: If you are unwell, do not attempt to drive!

## **Alcohol and other substances**

No member of Edinburgh Napier University staff shall consume alcohol or illegal drugs before or during driving for work. Contravention of this requirement will be regarded as gross misconduct. Those with alcohol and drug problems will be treated sympathetically and in confidence if they come forward for treatment. Where appropriate, medical opinion should be sought to determine fitness to drive when staff are taking drugs for therapeutic purposes, whether obtained via a doctor's prescription or otherwise. Anyone driving on University business must not drive vehicles under the influence of alcohol or drugs.

Remember: Alcohol, drugs and driving do not mix!

## **Vehicle safety and security**

All vehicles used in the course of Edinburgh Napier University work must be fit-for-purpose (for example, carrying loads safely or travelling off-road or in adverse weather conditions) and be properly maintained. Line managers must ensure that their colleagues do not drive University owned, hired or leased vehicles whose performance characteristics are not matched by their experience and capabilities and that they always receive familiarisation briefings when using hire vehicles. They must also brief them about the need to minimise the risk of vehicle crime by selecting safe parking areas and not leaving valuables within view in the vehicle. Every Edinburgh Napier University driver must carry out daily vehicle checks prior to driving. It is the responsibility of line managers to remind their colleagues about the need for such checks.

The driver of the vehicle will be held liable if stopped by the police and the vehicle is found to be non-compliant. The driver's licence may receive points or a fine would be issued by the authorities. This is why the vehicle checks require to be carried out and also the relevant servicing at the required intervals.

All parking tickets, speeding fines and other charges will be the driver's responsibility to pay.

Remember: The right vehicle for the job and the driver, properly maintained. Always check petrol, oil, water, damage, tyres, electrics. Think security!

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## Emergencies

In the event of an accident or breakdown, if it is possible and safe to do so, all Edinburgh Napier University drivers should follow the University's emergency procedures. It is the responsibility of line managers to ensure that they brief their colleagues on what to do in the event of an accident or emergency.

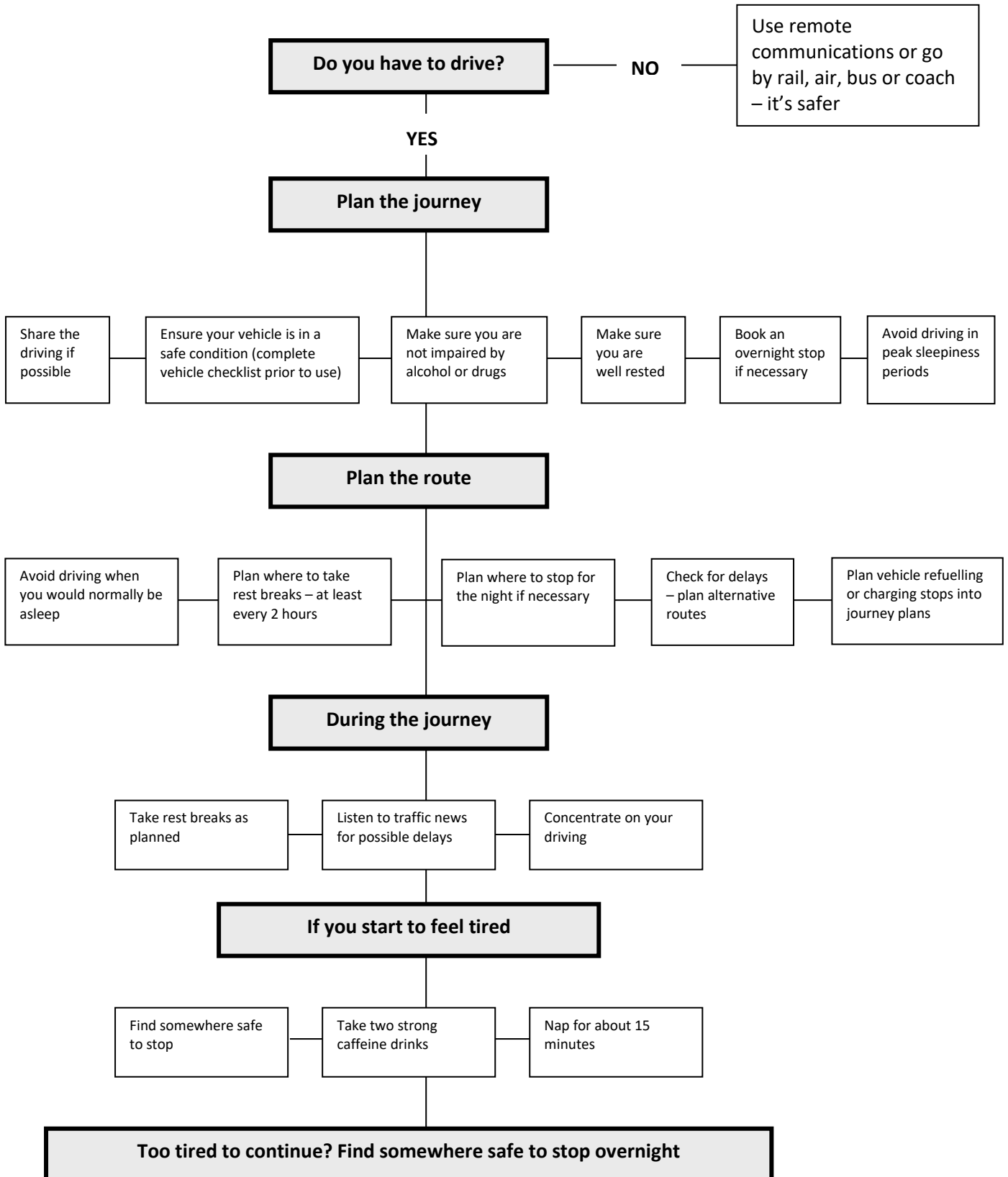
Drivers must ensure if a vehicle breaks down during operation that they exit the vehicle, stand well clear and contact the relevant authorities for rescue. (Breakdown company details require to be kept in the vehicle glove box).

All University owned, hired or leased vehicles must have the following standard kit in place:

- Hi visibility jacket
- First aid kit
- Accident kit (camera, paper, insurance)
- Emergency triangle
- Dry powder extinguisher

Remember: In an emergency stay calm, think safety, get help, and gather information.

# Journey Planner



## Monitoring and Accident Investigation

There are a number of ways that line managers can monitor driver fatigue/stress. Managers should discuss the issue with their drivers during periodic conversations. Journey planning should be monitored, for example, by sampling to see whether safe journey parameters are being observed. Drivers should be encouraged and thanked for reporting instances when they have experienced sleepiness at the wheel, to share such experiences with colleagues and to see what lessons can be learned. Crashes while driving for work, particularly those with no other apparent cause, should be investigated to establish whether fatigue may have been a factor. All accidents and near misses require to be reported using the designated Edinburgh Napier University [Health & Safety Incident Report](#) form. The Health & Safety Team will carry out all necessary investigations of all accidents/near misses.

If the designated driver has completed an agreed statement or police have been involved, then the details need to be forwarded to the Health & Safety Office/Finance Office and Dean of School/Director of Service. **All accidents and near misses MUST to be reported.**

## Accidents - Insurance Claims

Drivers are reminded that it is their responsibility to report an accident to both the University and Insurance Company as soon as possible after the incident.

Details on the Insurance claim procedure are detailed on the University's Insurance Intranet page here: <https://staff.napier.ac.uk/services/finance/FinancialRegulationsPolicies/Documents/ErsMotorInsuranceClaimsProcedure.pdf>.

Drivers are also required to provide details of the accident to the University's Insurance team via [insurance@napier.ac.uk](mailto:insurance@napier.ac.uk).

Please note that reporting the accident to the University's insurance team does not negate the responsibility of the driver to also report the accident to the University's insurance provider.

## Further advice

For advice and resources on all aspects of managing occupational road risk see:

- HSE Guidance – [Driving and Riding Safely for Work](#)
- Managing Occupational Road Risk: The RoSPA Guide'
- Orsa: [At-work road safety](#)

## Appendix C – Risk assessment guidance

The assessment of driving at work requires the application of the same principles as those for risk assessments of any other work activity. The assessment is a careful examination of the driver, the vehicle, the journey to be taken, the conditions which may be encountered during the journey and the suitability of the controls in place and the actions to be taken in the event of an accident or emergency.

As with other risk assessments, these must be communicated, recorded, reviewed and monitored to ensure that the risks to those who drive on behalf of the University are suitably controlled.

### The driver

- a) Are you satisfied as to the competency of the driver?
- b) Does the driver hold a current and valid driving licence and does not exceed penalty points limit stated in this policy?
- c) Is the driver aware of the University Driving Policy?
- d) Does the driver have the necessary experience and skill for the journey to be undertaken?
- e) Has the driver satisfied the standard of health and fitness requirements as laid down by the University's Occupational Health Service? (Please note: 3 yearly required unless health changes).
- f) Has the driver carried out all pre-use checks before commencement of journey e.g. fuel, oil, water, tyres etc.?
- g) New or expectant mothers are required to notify their employer and a risk assessment will be carried out in consultation with the occupational health provider.

### The vehicle

- a) Are you satisfied the vehicle is fit for the purpose for which it is to be used?
- b) Is the vehicle currently road taxed and insured?
- c) Has the vehicle been regularly maintained to the standard required by the University?
- d) Are you satisfied that the maximum number of passengers or load weight will not be exceeded?
- e) If goods are to be transported, is the driver aware of the inherent hazards associated with these items? Are all goods restrained to prevent injury to personnel?
- f) Has the driver received training in all aspects relevant to the driving of University vehicles and is this training record available for inspection?
- g) Have the relevant safety checks taken place on the vehicle: water, oil, lights, fuel, tyres and windows?
- h) If hiring or using an electric vehicle, make sure you understand how to charge it and the precautions when checking and operating the vehicle.

## Safety (equipment and information)

- a) Is the safety equipment in the vehicle appropriate and in good condition?
- b) Where seatbelts are fitted, have they been tested to ensure they function correctly?
- c) Does the driver's seat adjust properly to take into account ergonomic considerations for individual drivers?
- d) Are safety and emergency telephone numbers displayed in the vehicle for both driver and passenger information?
- e) Is there a fire extinguisher and first aid kit in the minibus (**mandatory**)?

## Journey

- a) Is the route discussed with the driver before the journey commences or are pre-planned routes normally used?
- b) Are you satisfied enough time has been allowed for the journey?
- c) Is specific guidance given as to when breaks from driving should be taken for long journeys?
- d) Has the effect adverse weather conditions may have on the journey time been taken into account?
- e) Has planned refuelling or charging stops been incorporated into the journey?

## Appendix D – Approved Driver Application Form

Policy: Driving at Work (University Owned/Hired/Leased Vehicles)  
Revision Date: March 2024  
Version: 3.2  
Author: Health and Safety Office, Edinburgh Napier University

## Approved Driver Application Form

(for operating University Owned/Hired/Leased Vehicles)

### To be completed by the driver

Full Name (in block capitals)	
Post (job title)	
School/Service	
Date of Birth	
Driving Licence Details:	
Driver number	
Vehicle categories	
Valid until	
Date of test pass	
Disqualification periods or Endorsements <small>You are legally obliged to inform your line manager of any new disqualifications or endorsements</small>	

**Declaration from driver** – *I will comply with the University Policy and Procedures, current road traffic and health and safety legislation. I will inform my employer of any legal or medical condition, which may affect me in complying with all relevant legislation and University Policies.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### To be completed by Occupational Nurse

**Cars and Vans only**  
 \_\_\_\_\_ has undergone a medical and is fit to operate University Cars and Vans: - **Yes / No**

**Minibus driving only**  
 \_\_\_\_\_ has undergone a medical (in compliance with DVLA Guidelines) and is authorised to drive University Minibuses (Max 16 Seats) on a successful application to the DVLA.

**Medical completed Occupational Nurse..... Date.....**

**Authorisation from Line Manager..... Date.....**

**Authorisation from Dean/Director..... Date.....**

## Appendix E – Driver/Vehicle Checklist

Policy: Driving at Work (University Owned/Hired/Leased Vehicles)  
Revision Date: March 2024  
Version: 3.2  
Author: Health and Safety Office, Edinburgh Napier University



# Driver/Vehicle Checklist

## Section 1 – Prior to vehicle use

Name	Make	Model	Reg No.
------	------	-------	---------

- Mark on diagram any damage to the vehicle (Key: D = dents S = scratch R = rust M = missing)
- Complete checklist – list any defects – if vehicle is deemed to be unsafe, then another vehicle must be used until repairs are carried out. A new checklist to be completed for alternative vehicle.

Check sheet	✓	X	Details of damage and/or missing parts	
tyres				
seatbelts				
oil				
brakes				
fuel				
lights				
water				
windows				
wiper blades				
electric charge				

## Section 2 – On return of vehicle

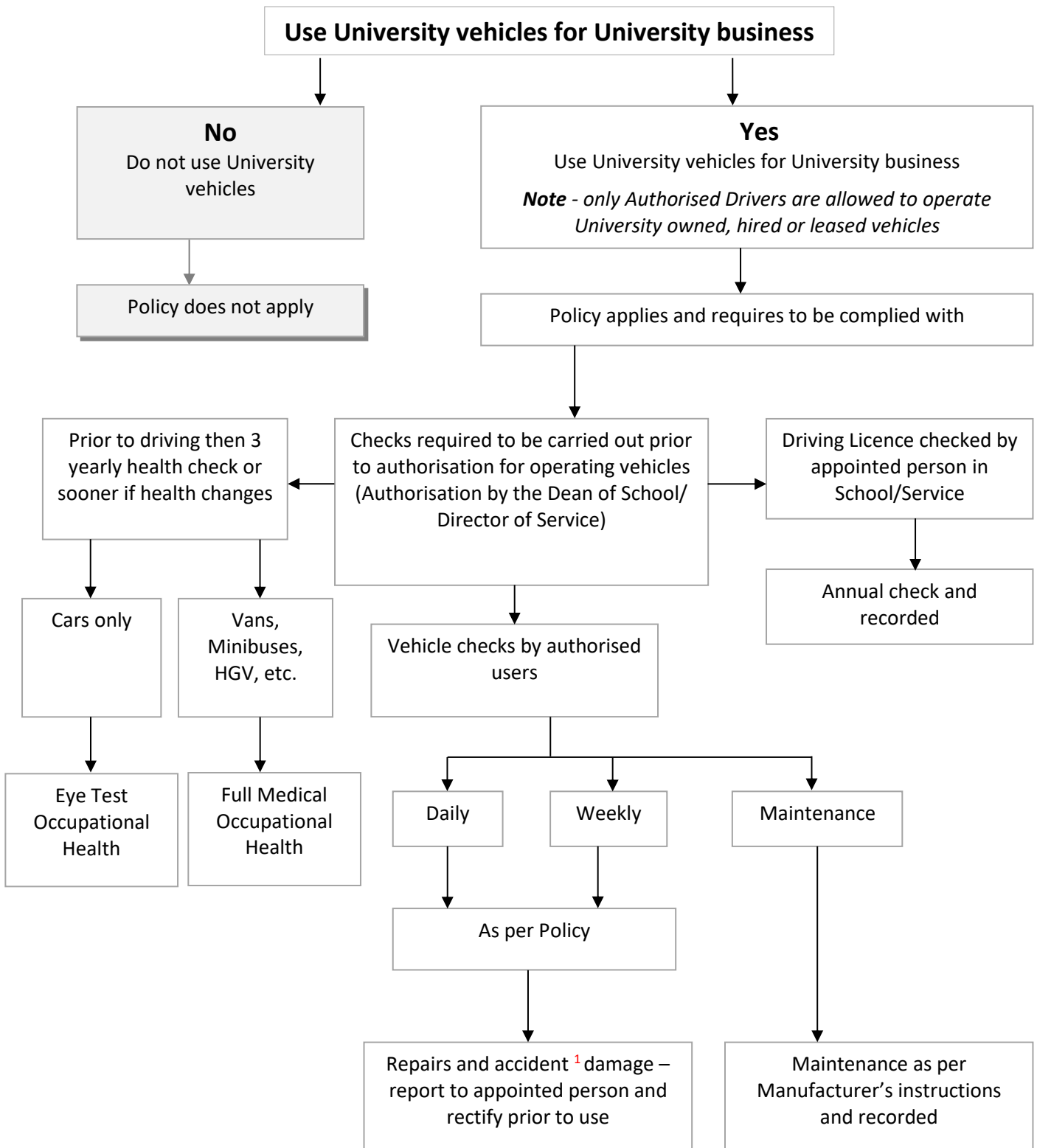
- Mark on diagram any damage to the vehicle (Key: D = dents S = scratch R = rust M = missing)
- Complete checklist – list any defects - pass to Line Manager.

Check sheet	✓	X	Details of damage and/or missing parts	
tyres				
seatbelts				
oil				
brakes				
fuel				
lights				
water				
windows				
wiper blades				
electric charge				

Signature	Date:
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# Appendix F – Flowchart for the use of University Vehicles for University

(Includes University owned, hired or leased vehicles operating on University business)



<sup>1</sup> All accidents require to be reported – please refer to Section 6