








Health & Safety, Edinburgh Napier University

Driving at Work (University Hired/Leased Vehicles) Policy & Arrangements

<i>Version number</i>	2.3
<i>Version date</i>	September 2022
<i>Review Date</i> ¹ : <small>¹ or earlier if change in legislation or on risk assessment</small>	November 2022
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<i>Distribution</i>	

<i>Amendment Control</i>				
<i>Ref</i>	<i>Date</i>	<i>Name</i>	<i>Signature</i>	<i>Notes</i>
1.1	20/08/2015	Sean Hughes		S.7 bullet point 3 amended
2.0	17/01/2018	Sean Hughes		Full review – Change medical frequency
2.1	13/03/2019	Sean Hughes		Addition of section on Accidents – Insurance Claims in 6.4 and Appendix B
2.2	10/10/2019	Sean Hughes		Pg. 12 - Minibus permit requirements added
2.3	01/09/2022	Sean Hughes		Pg 12 – A2 section updated

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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 company.

2. Policy statement

The aim of this Policy is to set specific standards for the drivers of University vehicles and to encourage and assist employees and students 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 a safe journey plan
- practising safe, defensive driving techniques while on the road
- undertake the training provided 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, leased or hired 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.

5. Definitions

5.1. Drivers

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

5.2. 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.

5.3. 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.

5.4. Current Driving Regulations

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

5.5. 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/responsibilities

6.1. 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 and students 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 and appropriate vehicles are used to carry out the task.
- guidance is given to staff and students driving on journeys likely to last more than 3 hours. (Guidance documentation is outlined in Appendix C based on information from HSE Driving At Work literature www.hse.gov.uk/pubns/indg382.pdf).

- drivers using University owned, leased or hired vehicles 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 the online driver training package and have completed it.

6.2. Schools/Services operating hired or lease vehicles

The Senior Management are responsible for ensuring:

- drivers using University owned or hired vehicles comply with Approved Driver Criteria and hold a current appropriate driving licence.
- University vehicles comply with current road transport and safety legislation.
- Code of Practice is produced by the School/Service to be given to Approved Drivers (based on Appendix C) giving guidance on safety issues such as maintenance, security, parking, seat belts, speed limits, use of mobile phones, vehicle suitability and emergencies.

6.3. Employees/students

Employees/students 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 6.4 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 to this can be arranged through contacting the Health & Safety Office.

6.4. Drivers' Duties

Besides observing the requirements for safe driving set out below, all Edinburgh Napier University employees/students who drive as part of their work/studies using university or hired/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 - hire, 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). Accident forms to be forwarded to the Health & Safety Office as soon as possible.

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 mailbox 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.

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.

7. Approved drivers criteria

No person may drive a vehicle owned, long term 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) held by each individual School or Service and:-

- they have attended a driver briefing session organised by the School or Service where required.
- 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 drivers 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 drivers 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.

7.1. 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.

7.2. 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.

1. Every two years
2. Following an accident
3. 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/Leased/Long Term Hired 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.

9. Environmental considerations

The selection and running of vehicles must also be considered. Further information is available through the Sustainability/Environmental Adviser in Property & Facilities. The reference documents give information on whole life costs and environmental considerations when selecting, operating and using vehicles on University business. If longer journeys are being planned to reduce the carbon footprint, use modes of transport that are more environmentally friendly. An example of this is to hire a vehicle as it will be newer and more environmentally friendly. Further information is available through the Sustainability/Environmental Adviser in Property & Facilities.

City Car Club or equivalent scheme Using the City Car Club has rules and regulations that need to be followed. This University policy on occupational road risk still applies with regard to using the vehicles for business purposes. The only exception with regard to the policy is that you will not be required to show a copy of your licence to the Dean of School/Director of Service as this is covered by the City Car Club or equivalent scheme registration process.

City Car Club guidelines can be found on the following link.

<http://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Transport.aspx>

10. Appendix A

Current Driving Regulations

- A1. Vehicle Category Descriptions
- A2. Driving a minibus
- A3. Highway Code

A1: Vehicle Category Descriptions

Vehicle Category Descriptions - For Driving Tests Passed After 1.1.1997 & Minimum Age For Driving in Great Britain

Cars

Description	Category	Minimum Age	See Note
Motor vehicles with a MAM not exceeding 3500kg having not more than 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
Automatic cars			
As cars, but with automatic transmission.	B Automatic	17	1
Cars with trailers			
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
Lorries 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
Minibuses with trailers			
Combinations of vehicles where the towing vehicle is in subcategory D1 and its	D1+E	21	3

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.			
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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

1. while learning to drive or taking passenger carrying vehicle (PCV) test; or
2. after passing a PC V 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.
3. not engaged in the carriage of passengers

A2: 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.

A3: 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:

<http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm>

11. 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.

General Guidance

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, leased, or hired, 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 or hired 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!

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.

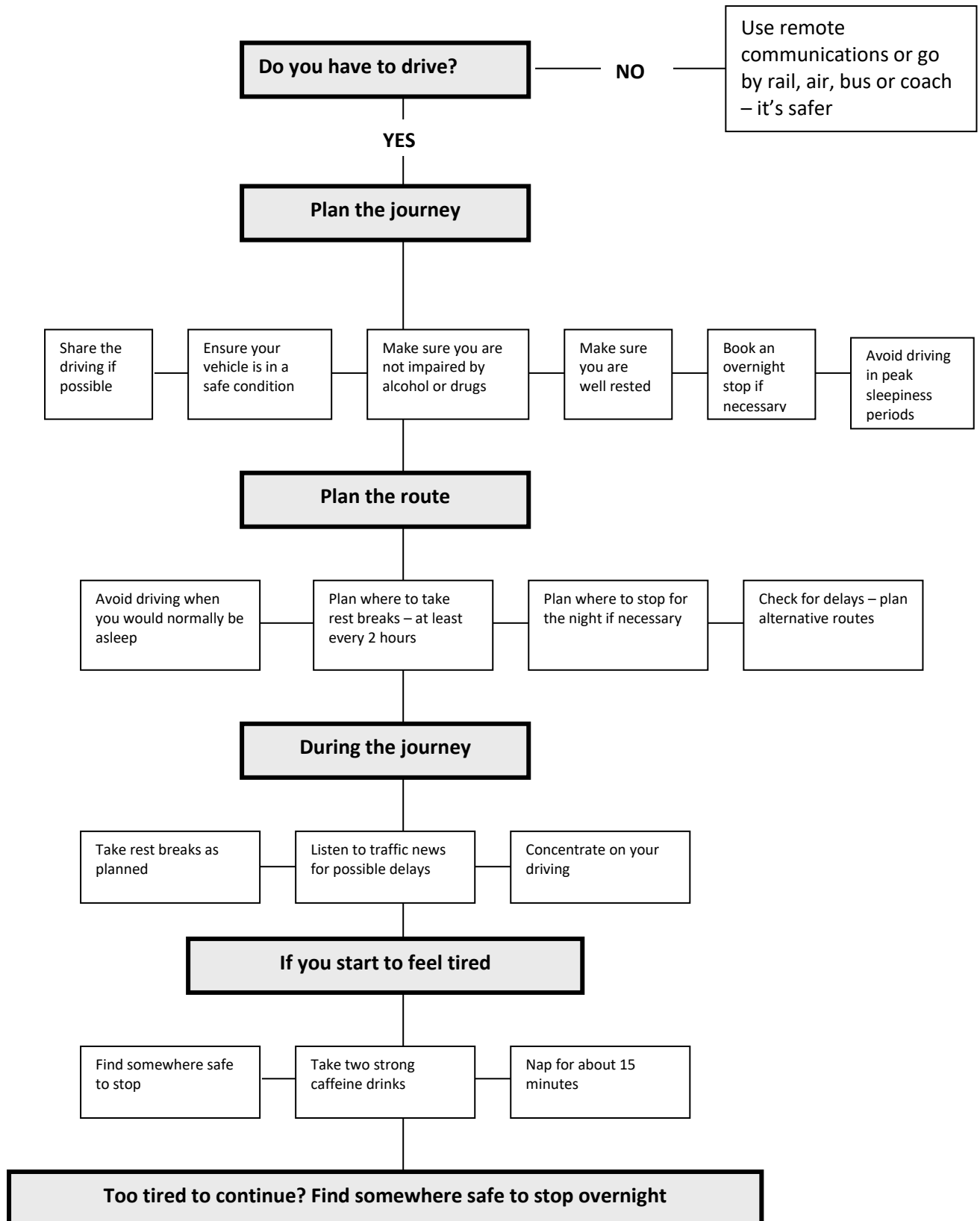
Drivers must ensure if a vehicle breaks down during operation that they exit the vehicle, stand well clear and contact the relevant authorities for rescue. (Breakdown company details require to be kept in the vehicle glove box).

All University owned or hired 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 Accident Form.

If the designated driver has completed an agreed statement form included in the accident kits and/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 mailbox 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 Guide 'Driving at Work' www.hse.gov.uk/pubns/INDG382.pdf
- Managing Occupational Road Risk: The RoSPA Guide' (price £25)
- Driver Sleepiness', DfT road safety research report 21 www.dft.gov.uk (road safety section)
- www.orsa.org.uk
- www.dft.gov.uk (road safety section)
- www.hse.gov.uk/roadsafety/index.htm

12. 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?
- 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?

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) Are there fire extinguishers and first aid kits in minibuses (**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?

13. Appendix D

Approved Driver Application Form



Approved Driver Application Form
(for operating University Owned/Leased/Long Term Hired 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 You are legally obliged to inform your line manager of any new disqualifications or endorsements	

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.....

14. Appendix E

Driver/Vehicle Checklist



Driver/Vehicle Checklist

Vehicle Registration	
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Week Commencement Date	
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Vehicle checks before use

	Satisfactory	Non Satisfactory		Satisfactory	Non Satisfactory
Tyres			Fuel		
Seatbelts			Lights		
Oil			Water		
Brakes			Windows		

List any defects found and pass it to the Line Manager prior to driving.

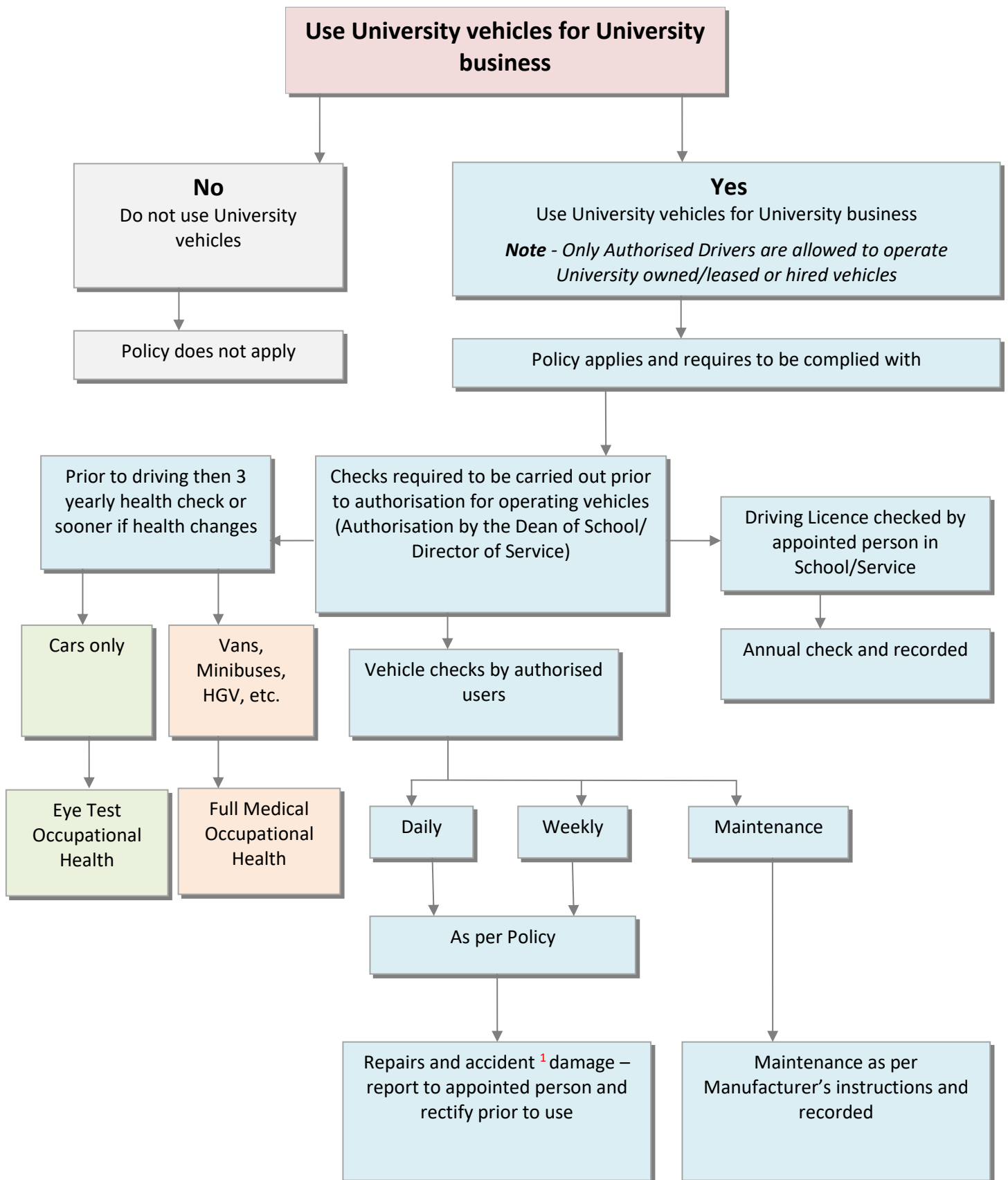
If the vehicle is deemed to be unsafe, then another vehicle must be used until repairs are carried out.

Date	Start Time	Finish Time	Driver Name	Driver Signature

15. Appendix F

Flowchart for the use of University Vehicles for University

(Includes leased/University owned and hired vehicles operating on University business)



¹ All accidents require to be reported – please refer to Section 6.4 page 6

