

Health & Safety Policy

Summary -Driving at Work (University Hired/Leased Vehicles)



[Full Policy Document](#)

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. The hiring of vehicles on University business must be with the University approved hire company.

The Policy covers:

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| <p>1. Objectives</p> | <p>Appendix A
Current Driving Regulations
A1: Vehicle Category Descriptions
A2: Driving a minibus
A3: Highway Code</p> |
| <p>2. Policy Statement</p> | <p>Appendix B
General Road Safety Guidance</p> |
| <p>3. General Principles</p> | <p>Appendix C
Risk Assessment Guidance</p> |
| <p>4. Scope</p> | <p>Appendix D
Approved Driver Application Form</p> |
| <p>5. Definitions
5.1. Drivers
5.2. Vehicles
5.3. Driving Licence
5.4. Current Driving Regulations
5.5. At Work</p> | <p>Appendix E
Driver/Vehicle Checklist</p> |
| <p>6. Duties / Responsibilities
6.1. Dean of School/Director of Service
6.2. Schools/Services operating hired or lease vehicles
6.3. Employees/students
6.4. Drivers' Duties</p> | <p>Appendix F
Flowchart for the use of University Vehicles for University</p> |
| <p>7. Approved Drivers Criteria
7.1. Additional Approved Driver Information
7.2. Driver Competence</p> | |
| <p>8. Administrative Procedures</p> | |
| <p>9. Environmental Considerations</p> | |

Further information and related links

[Full policy document](#)

Health & Safety Executive :

Workplace Transport Safety An Employer's Guide – <http://www.hse.gov.uk/pubns/books/hsg136.htm>

Driving at Work – Managing work related road safety - <http://www.hse.gov.uk/pubns/indg382.pdf>

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