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The University has a responsibility to ensure that persons who drive in connection with the business of the University maintain a high standard of driving, in a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users. Staff and others have a responsibility for their own safety and that of other road users.

This policy applies to the use of University vehicles, lease and hire vehicles and private vehicles when used for work purposes. It covers work-related driving on and off campus and between campuses. It does not apply to commuting to and from the normal place of work, or to driving activities under the control of the Student Union (RUSU). However all employees who drive are encouraged to familiarise themselves with the good practice guidance referenced in this policy.

The University will seek to ensure that:

- all statutory legislation relating to driving, the use of vehicles, driver training and medical fitness to drive is complied with
- the requirements of the Highway Code are complied with
- best practice in relation to driving standards, journey planning, rest breaks, and restrictions on the use of mobile communication devices such as radios and mobile phones is promoted

adequate resources are made available for the implementation of the policy.

# 2 DR ON MR HAHKHS HDR

Heads of School/Function/Units are responsible for implementation of this policy in their areas. This includes:

- a. identifying all persons in their School/Function/Unit who meet the criteria to be defined as 3);
- b. checking that University Drivers are entitled to drive the vehicle being used, covering:

valid driving licence (annual checks via Wessex Fleet Solutions)

fitness to drive (self declaration form, referral to Occupational Health if required)

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section 2 above. However the document checks, medical declaration and driver training that apply

## 3.2 Tmudq hsx Cqudq

The risk to the University in terms of reputation, damage to university property and the safety of vehicle occupants may be increased by virtue of the type of vehicle being driven, inexperience with the vehicle, and frequency of driving. Where there are these increased risks, such drivers are classed as

- i. Staff who drive University-owned or leased vehicles for work
- ii. Staff who frequently drive vehicles hired through a University contract and being driven on University insurance
- iii. Staff who are employed as drivers or who are required by their job description or terms and conditions of contract as an integral part of their employment to drive (e.g. maintenance staff, security staff)
- iv. Staff who frequently drive vehicles with University students as passengers, in connection with official journeys e.g. for fieldwork, organised group visits etc.

#### Guidance:

programmes of work. It is not an exceptional event that might only occur on an ad hoc basis.

Management procedures need to be in place to protect both the University and a University Driver from the potential consequences of a serious road traffic accident. These include:

Completion of a Driver Record Form (Appendix 2) by University Drivers and their managers and a document check to confirm that a University Drive

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Safety Code of Practice

#### 4.2 cchshm kdpthol dmshmTmludqrhsx udghbldr

All University owned or leased vehicles must be equipped with a first aid kit and high visibility vest. Where identified by risk assessment, a fire extinguisher should be provided e.g. when carrying flammable substances.

Where additional equipment is fitted to University vehicles (e.g. satellite navigation), the equipment must not interfere wi

about safe use of the equipment.

#### 4.3 L http://www.action.com/action/ac

If a minibus is hired on the business of the University, it MUST display a SECTION 19 MINIBUS PERMIT (also known as a "Small Bus Permit").

Managers are responsible for ensuring that drivers are made aware of any load limits that apply to particular vehicles, including cars, vans, minibuses and trailers, and for ensuring that any necessary load checks are carried out.

## 5.7 hrj rrdrrl dms

A generic driving risk assessment is available on Health & Safety services web site. Where there are other significant risks from driving activities or journeys, a specific risk assessment must be conducted.

## 5.8 **Roddc**

The University considers breaking speed limits to be unacceptable. Any drivers found habitually using inappropriate speed whilst driving for work purposes may face disciplinary action. Drivers must obey campus speed limits of 20 m.p.h (or 10 m.p.h. where signed).

## 5.9 RI njhmf onktbx

Smoking is prohibited in all University vehicles or any vehicle being used on University business, except where it is a private vehicle being driven by the owner, with no passengers.

## 5.10 Cqumf aqn c

Drivers must make themselves aware of, and comply with:

the national driving laws that apply licence requirements insurance requirements vehicle requirements, including any requirement for additional equipment and tachographs or vehicle adaption. drivers hours

Custom, practice and driving standards abroad may be very different to the UK. Where it is safer to use alternative means of travel, this will be supported.

## 5.11B l otr qn cr

Road design and layout can affect the risk of a road accident on campus. The University is committed to maintaining campus road systems in a safe condition and will take account of the safety and needs of all users when designing the road and path infrastructure. This is covered in Estates and Facilities design guides and standards.

The University has published a Code of Behaviour for using campus roads, which includes information about driving on campus. This is available on the Health & Safety Services web site.

# 6 ET SGD HMEN L SHNM MCFNNC O BSHBDFTHC MBD

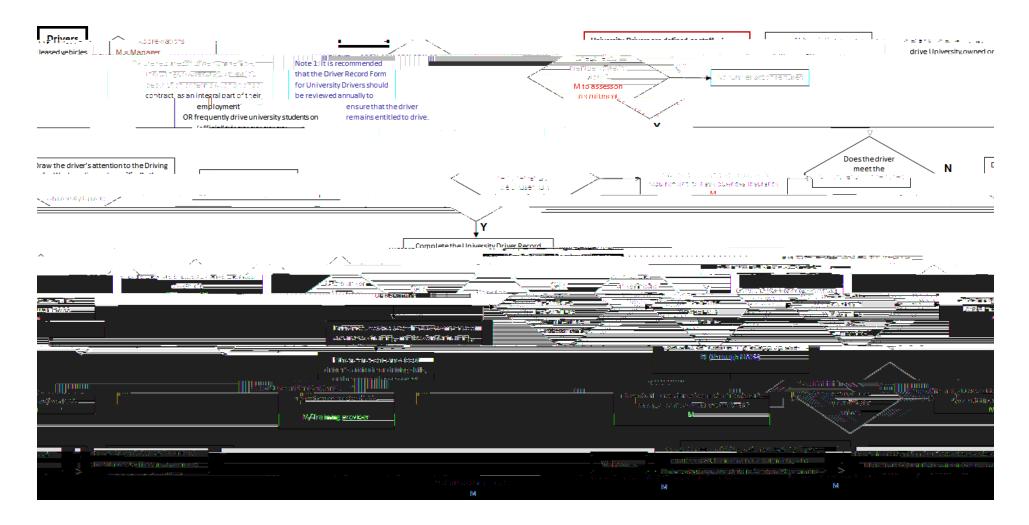
<u>The Highway Code</u> forms part of road traffic legislation in the England, Scotland and Wales. It is essential reading for everyone and must be complied with.

#### General motoring

#### Child car seats

The following web sites and publications provide useful safe driving guidance for all drivers. All

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22	Is further or special training required?					
		DD	DD	D	)	
	Туре:					
	Date completed:					
23	Is advice required from Occupational Health?					
Specific requirements or restrictions:						

Signed: (Manager/Administrator):	
Name:	
School/Function:	
Date:	

Date reviewed:	
Review comments:	
Name/signature:	

It is recommended that documents are checked annually.

Form to be retained by School/Function until such time as refresher training has been completed. All staff training should be logged on Employee Self Service (Trent).

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Those who suffer from a medical condition likely to cause a sudden disabling event at the wheel or who are unable to safely control their vehicle from any other cause, should not be a University Driver.

published by the DVLA, The information below summarises the more common conditions only.

If any of the following conditions apply to a University Driver, they must be assessed by Occupational Health. Depending on the Occupational Health assessment, the driver should be advised to notify DVLA of a medical condition. If classed as unfit to drive the University will withdraw authorisation to drive on University business.

Neurological conditions, including :

Epilepsy Loss of consciousness, fits, blackouts

Stroke

Brain surgery, brain tumour, severe head injury, haemorrhage

Serious memory problems, episodes of confusion or cognitive impairment

Psychiatric conditions

Dependence on or misuse of alcohol and drugs

Vision problems

Any visual condition which affects both eyes (not including short or long sight or colour blindness) or complete loss of vision in one eye

Diabetes

Heart conditions

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Where fire extinguishers are supplied, they should be of the following types:

VEHICLE	TYPE OF FIRE EXINGISHER NEEDED
Cars	2kg Dry powder fire extinguisher with transit bracket to be purchased and fitted to vehicle.
Agricultural vehicles	2kg Dry powder fire extinguisher with transit bracket to be purchased and fitted to vehicle.
Minibuses	BS 5432 or BSEN3 equivalent fire extinguisher with a fire test rating of 8A or 21B containing water or foam, not a dry powder

#### Emergency procedure for a vehicle fire

Basic training in what to do in the event of an emergency is covered in the Cardinus online driver training. The basic procedure is set out below:

If the fire is inside the car, for example, smoke coming from behind the dashboard, stop immediately, turn off the ignition and get out of the car as quickly as possible.

If the fire is under the bonnet:

- Choose a safe place to stop, away from places where the fire could spread if the car burns out
- o Switch off the engine, release the bonnet catch and get out oIRE

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VERSIO N	KEEPER	REVISIONS	APPROVED BY	APPROVAL DATE
1	M Simpson, H&SS	First issue	Health & Safety Committee	May 2010
2	M Simpson, H&SS	Review amended to reflect role of Wessex Fleet Management to manage the University fleet of vehicles and other related services	Health & Safety Committee	Jan 2011
3	M Simpson, H&SS	Amended to reflect :		
		Review of minibus driving licence requirements for different weights on vehicles Requirement for MiDAS approved training or equivalent for minibus drivers and refresh this training at least every 5 years		