THE UNIVERSITY OF SHEFFIELD

WORK-RELATED DRIVING POLICY AND PROCEDURES
Statement

This University Policy and associated procedures were approved by the Health and Safety Committee on 25 April 2013 on behalf of the University of Sheffield Council and forms part of the Health and Safety Policy of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.

Table of significant changes since last review (February 2019):

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Date Created: April 2013  By: Transport Services
Reviewed: February 2019  By: Health & Safety
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Work-Related Driving Policy

1. Introduction

The University recognises that although its primary responsibility is for the health and safety of staff engaged in driving at work, it also has a duty of care for other passengers, road users and members of the public who could be put at risk by work related driving activities. The University is therefore obliged to comply with all related legislation for those engaged in work related driving and endeavor to adopt best practice where practical for those driving on University business.

2. Policy

This Policy sets out the University’s arrangements for the control of work related driving, taking into account the requirements of health and safety and road traffic legislation.

In addition, the University recognises that environmental impact and sustainability are important considerations with respect to work related travel and that these issues should be considered as part of the assessment for any journey undertaken.

This Policy is applicable to all persons who drive University owned or leased vehicles and to those who drive their own vehicles for University business purposes (e.g. off site visits, placement visits, attendance at meetings/conferences, business development, etc.).


2.1 Policy Objectives

The objectives of this Policy are to ensure:

- the safety of staff and their passengers whilst driving on University business

- that the safety of other road users and members of the public are not compromised by those driving on University business

- that all staff are appropriately qualified and trained to drive the class of vehicle being used for University business; and hold appropriate insurance (business use if using own vehicle).

- the suitable roadworthiness of the vehicle being used the suitability and capability of the vehicle for the activity being undertaken
• that drivers are medically fit and capable to drive

• compliance with the University Smoking Policy which is applicable to all University vehicles (including leased and personally owned vehicles carrying passengers whilst used for University business)

• compliance with United Kingdom driving related legislation, with particular regard to the use of mobile communication devices, drugs (prescribed or otherwise) and alcohol

• the use of privately owned vehicles for business purposes is limited to circumstances where a suitable alternative e.g. public transport, hire of vehicle, is either not available or not practical for the planned journey

• Drivers of privately owned vehicles must hold current insurance cover that includes ‘business use’ if the vehicle is to be used for driving on business purposes

2.2 Relevant Legislation

• The Health and Safety at Work etc. Act 1974
• The Road Traffic Act 1991
• The Corporate Manslaughter & Corporate Homicide Act 2007
• The Working Time Regulations 1998 (as amended)
• The Management of Health & Safety at Work Regulations 1999
• The Current Highway Code
• Driving at Work – Managing work-related road safety (DSE, DfT, RoSPA)

2.3 Application

This Policy recognises that there are three distinct categories of employees who drive as part of their work activities: -

• **Essential Business Drivers** – staff who drive a University supplied (or leased) vehicle to carry out their routine work.

• **Specialist Business Drivers** – staff who are required to have additional licenses and medical approvals as required by the Driver Vehicle License Authority (DVLA) e.g. heavy goods vehicles, minibuses, lift trucks etc.

• **Occasional Business Drivers** – staff who either hire a vehicle or choose to use their own private vehicle for occasional business purposes

This Policy does not diminish in any way the individual’s responsibility to act within the law in all regards when driving on the public highway.
3. **Roles and Responsibilities**

3.1 **Director of Health & Safety** will ensure that:

- there is access to the provision of advice and guidance to the University on safe use of vehicles on University business
- health and safety management systems governing the use of University vehicles are periodically audited
- road traffic collisions and incidents are appropriately investigated

Additionally, the Director of Health & Safety will liaise with enforcement authorities where appropriate in the event of a collision or incident involving staff whilst driving at work.

3.2 **Procurement Office**

- will appoint the University preferred supplier for vehicles hired/leased by the University; and that that supplier is contracted to provide hired/leased vehicles that are in a safe roadworthy and legally compliant condition

3.3 **University Insurance Office** will:

- liaise with the University insurers on all aspects of insurance cover relating to driving at work
- coordinate driving at work claim management when using University vehicles only

3.4 **Human Resources**

- will ensure that pre-employment screening for Essential and Specialist Business Drivers is provided.
- will ensure that periodic health screening is carried out for drivers who drive as a significant part of their role, for example ‘Driver Team Leader’
- will ensure that an initial Occupational Health assessment (HML) and ongoing surveillance provision is made for drivers who drive mini buses for the University on the University’s insurance policy
and under Section 19 permits

- will ensure provision of a health assessment service for University drivers who have had a change in their medical condition which may affect their ‘fitness to drive’

3.5 **Heads of Department** will ensure that:

- staff under their control are aware of this Policy and comply with its arrangements

- when recruiting for a position comprising of Essential or Specialist driving elements, successful applicants at interview will not be recommended for the post until a driving assessment has been undertaken by EFM Transport Services and a satisfactory pre–employment medical has been completed

- a colleague within the Department has specific responsibility to ensure a local process is in place to confirm that the employee has a valid Driving License which is valid for the UK and for the class of vehicle they are required to drive for work.

- staff receive appropriate training with regard to driving at work

- where staff are required to use ancillary equipment fitted to any vehicles, such as tail lifts for safe loading of vehicles, that they are appropriately trained

- the vehicle specification meets the needs of the activities to be carried out

- that drivers adhere to and do not contravene ‘domestic driver’s hours’ legislation where applicable

- vehicles are used for legitimate University business only and that any mileage claimed for the use of private vehicles is for legitimate University business

- vehicles recalled by EFM Transport Services for planned maintenance and testing are made available.

- staff are encouraged to use technology to remove the need to travel e.g. video conferencing, or use alternative means of transport

- journeys are suitably risk assessed and adequately planned to accommodate for driving breaks and to mitigate the risk of long journeys after a full working day
3.6 **Departmental Administrators (or Departmental colleague with specific responsibility)** will ensure that a local process is in place:

- for newly recruited employees to confirm at induction then annually, the employee has a valid driving license that is valid for the UK and for the class of vehicle they drive for work

- to review and record annual employee license checks. Checks may be made online via the DVLA web pages [https://www.gov.uk/check-driving-information](https://www.gov.uk/check-driving-information) in the case of ‘Specialist’ and ‘Essential’ Business Driver categories. Forward confirmation of license status to EFM Transport Services

- to review and record valid annual individual employee ‘Business Use’ insurance cover for drivers of privately owned vehicles

- to check that employees have an appropriately valid license and business insurance cover in place prior to reimbursement of expenses

- collect and store the vehicle defect and weekly roadworthy check sheets for all University owned, leased and hired vehicles operated by the department. Ensure that any defects noted are reported by the Manager / Supervisor by contacting EFM Transport Services at: [http://www.sheffield.ac.uk/transportservices/contact](http://www.sheffield.ac.uk/transportservices/contact)

3.7 **Managers/Supervisors of Staff Driving University Vehicles** will in addition to the above ensure that:

- all service and maintenance is carried out in line with manufacturers and University specification. This is to be coordinated by EFM Transport Services section.

- in the event of an accident involving University owned or leased vehicles or private vehicles being used on University business, ensure that Health & Safety are notified and that the online accident report is completed by the driver within 24 hours. If this is not possible, the manager must complete the accident form on the driver’s behalf. [https://air.shef.ac.uk/accidents](https://air.shef.ac.uk/accidents)

- In the event of an accident contact EFM Transport Services to ensure appropriate recovery if necessary and vehicle repair

- that un-roadworthy vehicles are not used until the necessary repairs are complete

- they do not call the employee or encourage others to contact the employee by mobile phone when it is known they are driving
• the employee workload allows sufficient journey time and planned breaks. (e.g. encourage driving during normal working hours and manage work so the employee reduces the need to drive late at night, during peak travel times or very early in the morning)

3.8 Drivers of University Owned, Hired or Private Vehicles used for University Business Purposes

• must have a valid driving license that is valid for the UK and for the class of vehicle they drive for work

• must maintain authorised driver status by ensuring an annual license check is completed by the Departmental Administrator

• must hold valid motor insurance with provision for ‘business use’ if driving a privately owned vehicle

• must ensure the private vehicle if used for University business has a valid MOT (where applicable) and is regularly serviced to professional standards

• must carry out regular vehicle checks (Appendix 1)

• must report any defects found as soon as detected to EFM Transport Services for University owned, hired or leased vehicles

• must adhere to the Highway Code

• must adhere to and not contravene ‘domestic driver’s hours’ legislation where applicable

• must not drive while suffering from tiredness, illness, health conditions or taking medication which may impair their ability to drive

• must not drive whilst adversely affected by alcohol or drugs, or in excess of any legal limits

• must not use a hand held mobile phone, laptop or similar device, eat or drink etc. whilst driving

• must inform their Manager of any changes to their driving license or medical conditions reportable by law under Driver and Vehicle Licensing Agency (DVLA) requirements which affect their ability to drive for work. Contravention of this will result in the University’s Disciplinary Procedure being implemented

• must if pregnant, inform their line manager of any issues arising from the pregnancy that may be exacerbated by driving. Measures to
control risk to pregnant women should be incorporated into the
Risk Assessment for New and Expectant Mothers

• shall consider whether the journey is avoidable. It may be possible to
use telephone, video or telephone conferencing

• shall consider an alternative means of transport, in agreement
with their Line Manager.

• shall plan the journey to include regular breaks (15 minute break
every 2 hours is recommended); or to avoid setting out on a long
drive after having worked a full day

• shall if necessary plan an overnight stop with agreement of their
line manager

• shall try to avoid driving at peak travelling times, late at night
driving or very early in the morning; arrange workload, when
possible, to include driving time within their normal working
hours

• shall allow adequate time to get to the destination

• in the event of an accident ensure that Health & Safety are
notified via the online accident reporting system.

3.9 EFM Transport Services Manager will:-

• source the appropriate vehicle to meet the needs of the user
after consultation with the Head of Department and Manager of
the service

• hold, administer and issue Section 19 Permits for any minibus
used by the University specifically ensuring driver (competence
and ‘fitness to drive’) and vehicle compliance with the terms of the
permit and their use

• provide a central function for the hiring of any vehicle by the
University from any external source

• provide a central function for driving license and vehicle
condition checking prior to the handover of hired vehicles

• provide a central point of contact for advice on all transport
related issues including vehicle acquisition, disposal and
operation

• provide and manage a full repair and maintenance function for all
vehicles operated by the University
• remove any vehicle from service that fails to meet the minimum legal requirements and consult with the Head of Department or Manager as appropriate

• co-ordinate all vehicle accident reporting for University owned, hired or leased vehicle from the initial accident to include: -
  - attendance on site if required
  - arrangement for vehicle recovery
  - in the event of an accident verification that an online accident report form has been completed by the vehicle driver
  - arrangement for the vehicle repair in liaison with the University’s Insurance section
  - arrangement for a replacement vehicle if required

• provide a central point of contact for advice on all legal aspects of transport operation including legislative changes, vehicle use, advice on driver licensing and driver’s hours’ legislation

• inform the Director of Health & Safety should the legal aspects of transport operation change which may affect this Policy

• provide a central point for advice on training for drivers; and in liaison with Departmental Managers, advise on driver training for specialist vehicles

• provide an independent driver assessment service and training for drivers who are required as part of their duties to drive University operated vehicles including minibuses

• administer and maintain a central driver permit database and carry out driving license checks for staff driving hired—in vehicles for use on University business.

4. Policy Procedures – Exceptional Circumstances

4.1 Disqualification from Driving

Where employees are required to drive University owned or leased vehicles as an essential part of their duties, they must inform their Line Manager immediately of any disqualification which prevents them from driving legally on the public highway. (Failure to do this will result in the University’s Disciplinary Procedure being implemented)
Managers in consultation with Human Resources and the staff member on being informed of the disqualification from driving will, with immediate effect seek to identify possible means by which they may continue to undertake their normal duties or alternative work activities (as a short term solution)

4.2 Reporting Accidents and Incidents

Where employees who are driving University owned or leased vehicles (or vehicles hired by the University for their use), are involved in a road traffic collision or incident which results in damage to vehicles, loss or damage to property or injury to persons, they must follow the procedure below:

- stop to determine the extent of any injuries to individuals involved and damage to both vehicles and/or property.
- do not under any circumstances apologise, admit blame or accept liability.
- record as far as you are able the details of the accident using the attached pro-forma (See Appendix 4).
- exchange information with others involved as detailed on the accident report form.
- if possible take photographs of the incident, and obtain statements from any independent witnesses.
- upon return to the University, report the accident immediately to Health & Safety (via the online accident reporting system) and EFM Transport Services.
- the driver must complete an insurance Claim Form, including all relevant information, as soon as possible after the incident and return the form to EFM Transport Services where it will be checked and forwarded to the Insurance Section.

Where employees are driving their own vehicle on University business and they are involved in a road traffic collision, they must inform their Line Manager of the details of the incident and report the accident immediately (via the on line accident report).

4.3 Minibus Drivers

UK law requires all minibus drivers to be over 21 years of age, have held a UK car license for at least 2 years and have an entitlement to drive vehicles with a D1 classification. There are certain circumstances where drivers without D1 classification can drive minibuses. These circumstances have been greatly reduced with the manufacturers’ vehicle weights having increased. All hire and driving of minibuses must be checked with EFM Transport Services before any
journey is planned. In the case of the University these circumstances are where the vehicle is being driven under Section 19 Permits that are held by the EFM Transport Services. These Permits must be used and displayed at ALL TIMES in these circumstances. See Transport Services webpage. http://www.sheffield.ac.uk/transportservices/vehicleinformation

https://www.dvla.gov.uk/dvla/forms/~media/pdf/leaflets/INF28.ashx

**A SECTION 19 PERMIT MUST BE DISPLAYED IN ANY MINIBUS OPERATED BY THE UNIVERSITY AT ALL TIMES. Contact EFM Transport Services**

General information on driving a minibus can be found at

- [http://www.sheffield.ac.uk/polopoly_fs/1.249078!/file/Minibus_rules.pdf](http://www.sheffield.ac.uk/polopoly_fs/1.249078!/file/Minibus_rules.pdf)
- [https://www.gov.uk/driving-a-minibus](https://www.gov.uk/driving-a-minibus)

However, for University insurance purposes, in order to be recognised as an 'authorised' driver, all drivers of University owned, leased or hired minibuses must be at least 23 years of age and must have a minimum of 2 years driving experience and have D or D1 categorisation on their UK driving license.

All minibus hires must be arranged through EFM Transport Services. Minibuses may be provided with driver or on a self-drive basis.

If minibuses are hired on a self-drive basis the above criteria in relation to driving under Section 19 Permits are a mandatory requirement.

Authorised minibus drivers must submit their driving license annually to EFM Transport Services and must have a periodic health assessment in accordance with this Policy to retain their 'authorised' status.

### 4.4 Driving Abroad

Employees intending to take a University owned or leased vehicle overseas on University business must consult with EFM Transport Services before making any arrangements.

International travel and travel arrangements while abroad must feature as a clear element in the risk assessment for that particular trip. The risk assessment must be completed by the person supervising the activity prior to the trip commencing, ensuring that key risks are identified and mitigated and that the necessary insurance arrangements are in place.

Advice on hiring and driving vehicles while abroad may be requested from EFM Transport Services.

### 4.5 Insurance
The law requires all persons who drive on the public highway to be adequately and appropriately insured. This means that any person driving, albeit occasionally, in connection with the business of their employer must be covered for ‘business use’.

Employees who drive University owned, hired or leased vehicles as an essential part of their employment and those persons who request vehicles to be hired or leased by EFM Transport Services for their use on business purposes are automatically covered by the University insurance policy.

All vehicles hired from external hire companies must be hired through EFM Transport Services

http://www.sheffield.ac.uk/transportservices/vehicleinformation

Persons who use their own vehicles for University business purposes on a casual basis or for convenience (e.g. travelling across campus, travel to meetings) must ensure that:

- A University of Sheffield self-certification health declaration form is completed on an annual basis (See Appendix 5) together with a University of Sheffield Driver Registration Form (See Appendix 2).

4.6 Fleet Management

Where a department/individual requires a new or replacement vehicle on a permanent basis (whether it be leased or purchased outright), authorisation must first be obtained from the Head of Department (and in the case of allocation vehicles from the Director of Finance). Thereafter a request must be made to EFM Transport Services who will specify the most suitable vehicle and undertake the tendering process.

When a department/individual wishes to dispose of a University owned vehicle, a request must be made to EFM Transport Services who will reallocate or dispose of the vehicle as appropriate. Any charges incurred or income gained will be passed to the ‘owning’ department. EFM Transport Services have the authority to remove from service any vehicle that is not in a safe and roadworthy condition.

All vehicles operated on a permanent basis are subject to a planned maintenance programme. It is the responsibility of the relevant Head of Department to ensure that vehicles are presented to EFM Transport Services for maintenance work when requested and that a weekly vehicle roadworthiness check is undertaken and documented by the vehicle user or a designated person (see Appendix 3).

University owned or leased vehicles must not be altered or modified in any way without the prior consent of EFM Transport Services. Any modification, addition or alteration to a vehicle that is approved will be undertaken and/or managed by Transport Services.
Appendix 1

Pre-use checks

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, and the load being carried, whilst travelling on the public highway.

It is therefore strongly recommended that for University employees intending to drive any vehicle on University business, they should undertake appropriate checks prior to using the vehicle, for example:

- Tyre tread depth, and general condition.
- Foot and hand brake operation.
- Lights, indicators and hazard warning lights operate, and are clean.
- Horn operates.
- Screen wash and wipers operate.
- Seat belts, fitted and functioning.
- Mirrors secure, undamaged, correctly adjusted, and clean.

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for long journeys might usefully include:

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

See Transport Services webpage Driver Training and Safety to watch instructional video

http://www.sheffield.ac.uk/transportservices/vehicleinformation
Appendix 2

The University of Sheffield

Driver Registration Form

Before completing please ensure you fulfil the following criteria:

1. You have a valid UK driving license.
2. You have a valid Ucard
3. Are authorised to drive on behalf of the University of Sheffield on business purposes

Name………………………………. Department………………………………

Date of Birth……………………….  Tel Ext No……………………………….

Driving License No………………………………………………………………

Date of Issue……………………… Date of Expiry…………………………....

(Point 4a on photo-card) (Point 4b on photo-card)

Entitlement Groups……………………………………………………………….

Staff   U-Card   No…………………………………………………………………..

I certify that the information contained on this form is correct and that I fulfil the appropriate criteria. I will inform the University of any future material occurrence or change in circumstances that may affect my ability or entitlement to drive vehicles on behalf of the University

Signed…………………………… Date……………………………………..

by…………………………… Date……………………………………..
**Appendix 3**

Vehicle roadworthiness check and defect report

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**Weekly Roadworthiness Check form**

The University of Sheffield  
WEEKLY VEHICLE ROADWORTHINESS CHECK

Please tick boxes below as appropriate

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<th>Under bonnet fluid</th>
<th>Horn</th>
<th>Mirrors and</th>
<th>Brakes and steering</th>
<th>Wipers</th>
<th>Section 19 permit, (minibus)</th>
<th>Record any defects on other side of sheet – Defects Section</th>
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I have checked the items listed and to the best of my knowledge the vehicle is in a roadworthy condition

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Signed………………………………………………
Department……………………………………
Date………………………………………………

Note: Drivers are responsible for the safe condition of their vehicle and load. You are required by law to report defects to your employer.
Appendix 4

Accident Report Form

In the event of a Road Traffic Accident involving a University owned or leased vehicle:-

- Stop.
- Determine the condition of other persons involved in the accident, and also the condition of the vehicles.
- Contact the emergency services if anyone requires medical assistance.
- Contact rescue services or recovery services as appropriate.
- Exchange information with other persons involved in the accident eg your name:

Place of work:
Work contact details:
Vehicle registration No., make, and model
Insurance details:

Obtain those same details from the other parties involved Vehicle 1
Name and address of driver:
Vehicle owner (if different): .................................................................
Vehicle registration No: .................................................................
Make: ...............................
Model: ...............................
Insurance details: .................................................................

Vehicle 2
Name and address of driver:
Vehicle owner (if different): .................................................................
Vehicle registration No: .................................................................
Make: ...............................
Model: ...............................
Insurance details: .................................................................

Details of accident: (location, speed, weather conditions, visibility, causative factors if known, etc.)
Appendix 4

Names and addresses of independent witnesses:
Witness 1  Witness 2

Use next page to draw a simple diagram of the scene of the accident
Diagram of the scene of the accident

Include if possible, an outline of the roads, including where relevant, junctions, and damage to property, signage, and position of any injured persons and/or witnesses. You should also give an indication of speed, direction and position of all vehicles involved in the accident.
Health Declaration for Category A Drivers

If you drive a vehicle on behalf of The University on an occasional/irregular basis, please complete the following health declaration on an annual basis.

I …………………………………………… consider myself to be in good health and as far as I am aware, I have no known / existing medical condition or disability which would adversely affect my ability to drive on University business.

Signed: ……………………………………. Date: …………………

NB. If you have a medical condition or are uncertain if it is significant, you may discuss this with Workplace Health & Wellbeing in confidence. Please request a referral to HML via your Line Manager.

(This certificate must be retained by the EFM Transport Services)

Please contact Health & Safety in good time for advice on driving safety issues

Further information on driving at work, including links to the documents and websites referred to on this assessment, can be found on EFM Transport Services Webpage