

Driving for Work Policy

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
2	February 2016	No draft revisions available.
2.1	22/11/2017	5.1 Vice Principal, Human Resources and Communications – revised to now be Head of Human Resources and Organisational Development.
2.2	December 2018	Change of role to Quality Manager – and other job titles to adhere to new structure.
2.3	April 2020	Change of footer to reflect version status, change of owner, lead author, lead editor and next review date.
2.4	June 2020	Amended final paragraph (5.9) to reflect views of Health and Safety Committee regarding staff travelling with students alone.
2.5	August 2021	Amendment to para 5.9: actions where passenger(s) refuse to wear seatbelts and notification in the event of an emergency transporting a student alone, changed to “immediately or as soon as possible after the event”
2.6	February 2024	Removal of paragraph in para 5.9 reference no staff member shall be in a vehicle alone with a student (approved by H&S Committee 01/02/2024)
2.7	April 2024	Inclusion in para 5.9 and 5.91, “Low Emission Zone breaches”. Removal of para 5.9.2, Quality manager responsibility Updated policy reference ‘POL065’

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Driving at Work Policy

1 Purpose

UHI Perth recognises its general duty to do all that is reasonably practicable to ensure that employees who drive in connection with their work, do so in a safe and legal way and a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users.

The purpose of this policy is to:

- Ensure that UHI Perth complies with current Health and Safety Legislation, as it applies to work activities on the roads just as it does to all other work activities. Therefore, any vehicle in which employees carry out business on behalf of UHI Perth is regarded as a place of work and as such is subject to said legislation;
- Promote safe and healthy business travel on behalf of UHI Perth – this may include attending conferences and seminars, work placements and travelling between UHI Perth sites etc;
- Avoid and/or reduce driving-related incidents;
- Reduce the risks to the safety of other road users and members of the public by those driving whilst at work or on UHI Perth business.

This document will outline responsibilities and how the risks from driving at work will be managed.

2 Scope

2.1 This policy applies to all vehicle drivers and the use of UHI Perth vehicles, lease and hire vehicles and private vehicles when used for work purposes irrespective of the frequency of the journeys made or the type of vehicle.

It covers work-related driving on and off campus, including driving between UHI Perth premises.

Note: It does not apply to commuting from home to the normal place of work and vice versa (but would include travel from home to a location which is not the usual place of work).

It is also irrespective of whether or not the driver claims reimbursement for mileage undertaken.

2.2 This policy will also apply to Air Service Training staff.

2.3 This policy will also apply to students and volunteers if they are asked to drive on UHI Perth business.

3 Definitions

3.1 **Driving at Work**

Refers to any work carried out on UHI Perth business that involves the employee or student driving a vehicle and covers all journeys other than from home to their normal place of work/study and the return journey.

3.2 **UHI Perth Vehicle**

Any vehicle owned, leased or hired by UHI Perth.

3.3 **Private Vehicle**

Any vehicle used by a person driving on UHI Perth business which is not owned, leased or hired by UHI Perth.

3.4 **Standard Permit (Section 19)**

A permit that allows certain non-profit making organisation (including schools) concerned with education, religion, social welfare, recreation or other activities of benefit to the community, to make a charge for being carried on a minibus without having to comply with the full Public Service Vehicle (PSV) licensing requirements.

3.5 **Business Use**

This is classed as using your Private Vehicle for the purposes of work eg such as travelling between different work locations, including visiting other UHI partners, visiting customers, driving to work placement premises or driving around other employees and/or students etc.

3.6 **Minibus Driver Awareness Scheme (MiDAS)**

Is a membership-based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

4 Key Principles

UHI Perth will:

4.1 Make arrangements to ensure that staff and students that are classed as 'Driving at Work' are appropriately qualified, licensed, insured and trained.

4.2 Ensure that risk assessments for driving activities are undertaken and ensuring staff have adequate resources to complete these eg training, time etc.

4.3 Ensure that procedures are in place to report, record and where appropriate investigate driving related incidents including vehicle breakdowns.

4.4 Ensure the safe and efficient use of UHI Perth owned, leased and hired motor vehicles by having adequate arrangements/procedures in place.

4.5 Take appropriate disciplinary action if anyone is found to be in breach of this policy.

5 Responsibilities

The organisational structure for the implementation and management of UHI Perth's statutory health and safety duties is described in detail in the Health and Safety Policy.

General duties for Driving at Work remain the same, but additional or specific duties relating to this policy are detailed below.

All staff and students are expected to behave in a responsible manner ie no horseplay, and that appropriate disciplinary action will be taken for breaches of this policy.

5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an EIA is carried out on this policy.

5.2 Managers

It is the responsibility of all managers to:

- Bring this policy to the attention of staff who they line manage.
- Ensure that there are risk assessments in place for driving activities and that these risk assessments include inclement weather.
- Ensure that there are procedures in place in the event of inclement weather.
- Give prior approval for business related travel and to authorise vehicle travel expenses for approved drivers.
- Seek advice from HR (CPD) on driver training requirements eg minibuses (MiDAS), forklift trucks etc.
- Ensure that UHI Perth owned, leased or hired vehicles are used for UHI Perth business only eg minibuses are only used for curriculum related activities.

5.3 Personal Academic Tutors (PAT's)

It is the responsibility of all PATs to:

- Bring this policy to the attention of any students they have authorised to drive a minibus for a curriculum related activity.
- Ensure that there are risk assessments in place for those driving activities and that these risk assessments include inclement weather.
- Ensure that there are procedures in place in the event of inclement weather.
- Seek advice from HR (CPD) on driver training requirements for minibuses (MiDAS).
- Ensure that UHI Perth owned, leased or hired vehicles are used for UHI Perth business only eg minibuses are only used for curriculum related activities.

5.4 **Student President**

It is the responsibility of the Student President to:

- Bring this policy to the attention of any students they have authorised to drive a minibus for a curriculum related activity.
- Ensure that there are risk assessments in place for those driving activities and that these risk assessments include inclement weather.
- Ensure that there are procedures in place in the event of inclement weather.
- Seek advice from HR (CPD) on driver training requirements for minibuses (MiDAS).
- Ensure that UHI Perth owned, leased or hired vehicles are used for UHI Perth business only eg minibuses are only used for curriculum related activities.

5.5 **Head of Estates**

Head of Estates will ensure:

- There is a mechanism in place to ensure that staff and students are qualified to drive UHI Perth owned or leased vehicles, (Licence checks), this includes D1 or equivalent entitlement for drivers of minibuses.
- There is a system in place to ensure that any UHI Perth owned vehicle is maintained in a roadworthy condition and complies with legal requirements.
- That any UHI Perth owned vehicles are fit for purpose. This includes a documented service history, valid Department of Transport (MOT) certificate (where applicable), current 'road tax' and insurance.
- That any reported road traffic related accidents are investigated accordingly.
- That the UHI Perth insurers are notified of any accident involving UHI Perth vehicles whether they be owned or leased.
- Inform Senior Management Team of reported road traffic related accidents accordingly.
- That drivers of UHI Perth vehicles are aware of vehicle breakdown and accident procedures (including punctures) as part of the driver induction.

5.6 **Human Resources**

Human resources will:

- Advise and support managers on related HR procedures when required.
- Refer staff to the UHI Perth Occupational Health Provider when necessary.
- Advise on and arrange specialist training when required eg MiDAS.

5.7 Occupational Health Provider

The UHI Perth Occupational Health Provider will:

- Carry out a fitness to drive assessment of all specialist business drivers who are referred by HR.
- Assess all drivers who are referred by HR in accordance with the DVLA medical rules for driving or refer them to an appropriate specialist.

5.8 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor will:

- Investigate reported road traffic related accidents accordingly in conjunction with the Estates Department as appropriate.
- Advise as necessary on driving for work risk assessments.

5.9 All Staff

It is the responsibility of all staff to ensure that they:

- Hold the appropriate driving licence entitlement.
- **Note:** You can view or share your driving licence information at: <https://www.gov.uk/view-driving-licence>
- Share their driving licence information with the authorised Estates personnel when deemed necessary ie hiring/leasing a vehicle for UHI Perth use or using an UHI Perth owned vehicle.
- Do not drive a minibus unless they hold a category D, D1 or equivalent and current MiDAS certificate when driving a minibus on behalf of the UHI Perth.
- Do not use the passenger lifts on minibuses unless they have had the appropriate training ie MiDAS Accessible.
- Are medically fit to drive.
- Complete the Motor Vehicle Insurance Declaration Form prior to driving on UHI Perth business.
- Comply with this policy. In cases of staff members breaching this policy, then UHI Perth disciplinary procedures may be followed.
- Inform their line manager and Estates Department if there is a medical reason why they should not drive eg prescription drugs/medicines.
- Comply with the UHI Perth Smoking policy.
- Do not use a hand-held mobile phone to make or receive calls whilst driving on UHI Perth business.
- Comply with legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicles.
- Report to the Property Secretary instances where passengers refuse to wear a seatbelt.
- Comply with the legal requirements for seat belts and child restraints when carrying persons under 14 years of age.

- Are satisfied that prior to any journey on UHI Perth business that the vehicle they are driving is fit for its purpose and roadworthy.
- Inform Estates Department if they become aware of any faults on UHI Perth owned or hired vehicles.
- Have 'business use' insurance when using their private vehicle for UHI Perth business. **Note:** If you have the wrong class of use on your car insurance, you could find your insurance cover invalidated.
- Claim for expenses as per current UHI Perth policy.
- Report any accidents whilst driving on UHI Perth business using the appropriate forms.
- Operate vehicles in a safe and legal manner and minimise risks to other employees and others affected by UHI Perth activities.
- Are aware of risk assessments for driving activities they carry out on behalf of the UHI Perth.
- Complete the Vehicle Acceptance/Return Sheet for UHI Perth owned vehicles.
- Inform Estates Department of any changes to their licence eg revoked driving licence, additional penalty points.
- Check weather conditions prior to onset of journey and make alternative arrangements when necessary.
- Do not carry unauthorised passengers in vehicles.
- Take the UHI Perth Driver Information Pack when using UHI Perth owned vehicle.
- Display the minibus Standard Permit (Section 19) on the nearside of the windscreen and ensure it is visible from the outside of the vehicle.
- Do not take out or put in the seats of a minibus unless they have received appropriate training.

Whether using your own, UHI Perth owned/leased or hired vehicle, the driver is responsible for any fines or penalties for any road traffic offences including:

- Illegal parking.
- Improper use of mobile phones.
- Speeding.
- Administration costs.
- Low Emission Zone breaches

5.9.1 Students

It is the responsibility of students to ensure that they:

- Hold the appropriate driving licence entitlement.
- **Note:** You can view or share your driving licence information at: <https://www.gov.uk/view-driving-licence>
- Share their driving licence information with the authorised Estates personnel when it is deemed necessary ie hiring/leasing a vehicle for UHI Perth use or using an UHI Perth owned vehicle.

- Do not drive a minibus unless they hold a category D, D1 or equivalent and current MiDAS certificate when driving a minibus on behalf of the UHI Perth.
- Do not use the passenger lifts on minibuses unless they have had the appropriate training ie MiDAS Accessible.
- Are medically fit to drive.
- Comply with this policy. In cases of students breaching this policy, then UHI Perth disciplinary procedures may be followed.
- Inform their Personal Academic Tutor (PAT) if there is a medical reason why they should not drive eg prescription drugs/medicines.
- Comply with the UHI Perth Smoking policy.
- Do not use a hand-held mobile phone to make or receive calls whilst driving on UHI Perth business.
- Comply with legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicles.
- Comply with the legal requirements for seat belts and child restraints when carrying persons under 14 years of age.
- Are satisfied that prior to any journey on UHI Perth business that the vehicle they are driving is fit for its purpose and roadworthy.
- Inform Estates Department if they become aware of any faults on UHI Perth owned or hired vehicles.
- Have 'business use' insurance when using their private vehicle for UHI Perth business. **Note:** If you have the wrong class of use on your car insurance, you could find your insurance cover invalidated
- Claim for expenses as per current UHI Perth policy.
- Report any accidents whilst driving on UHI Perth business using the appropriate forms.
- Operate vehicles in a safe and legal manner and minimise risks to other employees and others affected by UHI Perth activities.
- Are aware of risk assessments for driving activities they carry out on behalf of the UHI Perth.
- Complete the Vehicle Acceptance/Return Sheet for UHI Perth owned vehicles.
- Inform Estates Department of any changes to their licence eg revoked driving licence, additional penalty points.
- Check weather conditions prior to onset of journey and make alternative arrangements when necessary.
- Do not carry unauthorised passengers in vehicles.

- Take the UHI Perth Driver Information Pack when using UHI Perth owned vehicle.
- Seek permission from their PAT if they wish to use a UHI Perth owned vehicle eg drive a minibus for a curriculum related activity.
- Display the minibus Standard Permit (Section 19) on the nearside of the windscreen and ensure it is visible from the outside of the vehicle.
- Do not take out or put in the seats of a minibus unless they have received appropriate training.

Whether using your own, UHI Perth owned/leased or hired vehicle, the driver is responsible for any fines or penalties for any road traffic offences including:

- Illegal parking.
- Improper use of mobile phones.
- Speeding.
- Administration costs.
- Low Emission Zone breaches

6 **Linked Policies/Related Documents**

Health and Safety Policy
Drugs and Alcohol Policy
Staff Disciplinary Procedure
Students Disciplinary Procedure
Students Charter
Safeguarding Policy and Procedure
ES/007/JW/ES/TR – Vehicle Acceptance/Return Sheet
ES/007a/JW/ES/TR – Do You Drive a Van?
ES/007b/JW/TR – Vehicle Maintenance Report-Weekly Checklist
ES/007c/JW/TR – Vehicle Maintenance Report, Monthly Checklist
ES/014/JW/TR/BH – Motor Vehicle Insurance Declaration Form
ES/019/JW/EF – Vehicle booking form
ES/045/JW/EF – Vehicle breakdown procedure
ES/046/JW/EF – In the event of an RTC

7 **Relevant Legislation**

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999
The Highway Code
The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
Road Traffic Acts and Associated Regulations