



Document Title:	Driving & Vehicle Safety Policy
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## **1. Introduction**

In addition to responsibility for the health and safety of staff, the Royal Holloway Students' Union (RHSU) recognises that it has a duty of care to others who could be put at risk from work related driving. This Policy and Procedure, therefore, identifies the Students' Union's management arrangements for such driving activities, taking into account the requirements of current health and safety legislation and road traffic law. It establishes the requirements for vehicles used on its roads, premises, and the public highway, and defines the standards required of persons driving on its behalf, including those with responsibility for ensuring the safety of vehicles, whether owned, hired or leased. It also details the requirements in respect of vehicles owned by members of staff and used on Students' Union business.

This Policy and Procedure should not be considered a definitive guide to workplace driving and vehicle safety. Where any doubt exists as to the action to be taken, or advice or assistance is required, contact should be made with Head of Membership Support & Engagement.

## **2. Driving at Work Definition**

Staff are classified as driving at work if they are driving on Students' Union business. This would include all journeys to places of work, for example to attend training and conferences. It would not include travelling between home and a person's normal (designated) place of work. A vehicle includes any vehicle propelled by petrol, diesel, electric, gas or other power source.

## **3. Policy Aims and Objectives**

Compliance with the requirements of this Policy and Procedure will ensure:

- i. The Students' Union meets its statutory obligations in respect of health and safety legislation and road traffic law, including national driving-related legislation (e.g. mobile communication devices, drugs and alcohol)
- ii. The safety of staff whilst driving on Students' Union business
- iii. That the safety of others (including other road users, students, members of the public) is not compromised by those persons driving on Students' Union business
- iv. That all staff are appropriately qualified, insured, and where necessary trained to drive the class of vehicle being used for Students' Union business
- v. That all vehicles used on Students' Union business are suitable and road worthy.
- vi. That drivers are medically fit and capable to drive
- vii. 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.

## **4. Employer Responsibilities**

Under its duty of care to staff, students and the public, and in adherence to relevant Health & Safety legislation and Road Traffic legislation, the Students' Union, through its Heads of Departments, will ensure that the following conditions are met:

- i. Induction**  
All new staff must be made aware of the health and safety issues (including driving and vehicle safety) applicable to their work and working environment.
- ii. Risk Assessment**  
All risks associated with driving activities must be assessed. Risk assessments may only be undertaken by competent persons who have received training from an accredited health & safety provider.

**iii. Vehicle Hire & Shift Form**

All drivers are to complete the vehicle log books which can be found in the Students' Union vehicles. This does not apply to Students' Union hired vehicles. A Vehicle Hire or Shift Form must be completed and returned to the Helpdesk Coordinator along with keys. All vehicle checks must be completed prior to starting your journey (see Vehicle Safety Checks).

**iv. Approved Driver Status**

Before any person is permitted to drive either a College owned or leased vehicle, a 'Driver Declaration' form must be completed and sent to the Helpdesk Coordinator. This approval process will ensure that:

- The driver holds and maintains a current UK driving licence (or equivalent)
- The driver's licence is valid for the class of vehicle to be used.
- The training needs and competency of the driver have been appropriately assessed
- The driver (or designated person) has been advised of the requirement to carry out vehicle safety checks and maintain an up to date record of vehicle usage and condition in the vehicle logbook
- The driver is aware of their responsibilities.

Approval is valid whilst employed or a member of the Students' Union. Any changes to licences in respect of endorsements must be notified immediately to the Helpdesk Coordinator.

**v. Testing & Training**

Any member of staff or student wishing to use a Students' Union minibus must have passed a specific mini-bus test. Details can be provided by the Helpdesk Coordinator.

Any member of Union Bus staff will also be trained in First Aid and Lone Working.

**vi. Vehicle Maintenance**

Students' Union owned or leased vehicles will be maintained in accordance with the manufacturer's recommended maintenance schedule. Records of such maintenance shall be retained by the manager responsible for the vehicle for its full operational life. Termly vehicle checks will be conducted by an independent garage.

**vii. Vehicle Safety Checks**

Vehicle safety checks are completed weekly on all Students' Union owned or leased vehicles by the Facilities Assistant, records are maintained by the Helpdesk Coordinator.

All drivers are required to complete a vehicle check list prior to starting their journey. The check list is on the Vehicle Hire form. All concerns should be listed and returned to the Helpdesk Coordinator.

**5. Employee / Member Responsibilities**

All staff (Permanent and Student) and members (drivers) must comply with the requirements of this Policy and Procedure, including:

**i. Seat Belts and Passenger Safety**

Where vehicles are provided with seat belts, it is the responsibility of the driver to ensure it is used and that they are also used by all passengers. Drivers are responsible for ensuring the safety of their passenger(s). They must drive at all times in a manner that will not cause unnecessary risk and draw to the attention of passengers the need to behave in a manner that

will not cause distractions to the driver. In the event that any passenger is not prepared to comply with such requirements, the driver is authorised to refuse transport to that person

**ii. Smoking**

In accordance with the provisions of the Health Act 2006 and the Students' Union Smoke free Policy, smoking is prohibited in, or on, any Students' Union hired or leased vehicles.

**iii. Alcohol and Drugs**

Drivers must comply with the national driving drug and alcohol legislation. Any person who contravenes this requirement whilst driving for Students' Union may be subject to a disciplinary procedures.

**iv. Speed Limits/Restrictions**

When driving on College roads, drivers must adhere to the speed limit (currently 15mph) or, if lower for a specific vehicle, the speed limit for that vehicle.

When driving on the public highway, speed limits, as displayed, must be adhered to at all times. The only exception to this being any vehicle which, in order to conform to relevant regulations, has its speed restricted to a lower rate.

**v. Fines incurred while driving**

Drivers are personally responsible for any fines (including parking fines and fines for non-payment of congestion charges) incurred by them, whether within or outside the United Kingdom. This applies to driving vehicles owned by the Students' Union, owned by the driver and used on Students' Union business, or hired or leased on behalf of the Students' Union. The Students' Union accepts no responsibility for any other penalties incurred by the driver during the course of driving duties undertaken within, or outside the UK.

**vi. Accident Reporting**

Any accident involving a Students' Union owned, hired or leased vehicle, or a vehicle owned by a member of staff being used on Students' Union business which results in vehicle damage and/or injury to persons must be reported to the Helpdesk Coordinator immediately. In the event of injury to a person, the Police must be advised immediately. An Accident Report Form must be completed.

**vii. Mobile phones or other hand-held communication devices**

It is a statutory offence to use a mobile phone while driving (except where it is 'hands-free') and under no circumstances must the use of a hand-held phone or other hand-held communication device take place.

In recognition that hands-free mobile communication systems distract drivers and can lead to lapses in concentration and compromise control of the vehicle, the use of these systems is also prohibited while driving. It is, however, recommended that the mobile phone allocated to specific Union buses is linked to the in vehicle hands-free system for use in emergency situation.

**6. Vehicles owned by members of staff**

In addition to the above, the following requirements will apply to privately owned vehicles used on Students' Union business, including those for which the reimbursement of expenses is claimed:

- i. Drivers must possess and maintain a valid current driving licence
- ii. Drivers must ensure that their vehicle is roadworthy and appropriately insured for

- business purposes including, where necessary, suitable cover for the carrying of passengers
- iii. Vehicles are appropriately maintained to meet the requirements of the Road Traffic Act and other legislation governing the roadworthiness of vehicles for use on the public highway
  - iv. Basic safety checks on their vehicle are carried out before commencing a journey.
  - v. A Driver Declaration and Approved Driver form must be completed. These can be supplied by the Helpdesk Coordinator.

## **7. Monitoring**

The implementation of this Policy will be monitored at departmental level. Annual accident / incident statistics will be collated and reported to the Board of Trustees and Health & Safety Committee. Such reports will be used to facilitate reviews of any trends and necessary corrective action.