

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

DRIVING AND VEHICLE SAFETY

POLICY AND PROCEDURE

(Version 2)

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Introduction

Most people are not aware of the serious impact that driving at work has on health and safety. It has been estimated that up to a third of all road traffic accidents involve someone who is at work at the time. In the UK this equates to 1000 fatalities and up to 13,000 serious injuries every year.

Although clear legal duties have existed for some time, changes in the law with the introduction of legislation on Corporate Manslaughter have highlighted the need to develop a policy specifically to address driving at work.

In addition to responsibility for the health and safety of staff, the College 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 College'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 College 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 the College Health & Safety Adviser. A list of organisations and publications which the reader may find of assistance is provided on the [Health and Safety Office website](#).

Section 1 – Driving at Work

Staff are classified as driving at work if they are driving on College business. This would include all journeys to places of work, seminars, conferences and placements. It would not include travelling between home and a person's normal (designated) place of work. Exactly what constitutes 'College business' can be interpreted widely; further clarification can be obtained from the College Health & Safety Adviser. A vehicle includes any vehicle propelled by petrol, diesel, electric, gas or other power source.

Section 2 – Objectives

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

- a) The College 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)
- b) The safety of staff whilst driving on College business
- c) That the safety of others (including other road users, students, members of the public) is not compromised by those persons driving on College business
- d) That all staff are appropriately qualified, insured, and where necessary trained to drive the class of vehicle being used for College business
- e) That all vehicles used on College business are suitable and roadworthy
- f) That drivers are medically fit and capable to drive
- g) 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.

Section 3 – Roles and Responsibilities

In meeting its statutory obligations, the College has instituted the following organisational arrangements:

Heads of Department/School/Directors (hereafter referred to as ‘managers’) have overall responsibility for implementing the requirements of this Policy and Procedure, including:

- Informing their staff and others within their area of responsibility that they must comply with the requirements of this Policy and Procedure
- Ensuring that risks associated with departmental driving activities are assessed and managed
- Authorising approved driver status and vehicle travel expenses for approved drivers
- Ensuring that College owned, hired and leased vehicles are appropriately serviced and maintained in a roadworthy condition
- The provision of all necessary statutory documentation to allow College owned, hired and leased vehicles to be used on the public highway
- The provision of appropriate information, instruction, and where necessary training to drivers
- Implementing procedures for reporting any vehicle accidents, incidents or defects.

The Assistant Director – Procurement (Finance) is responsible for:

- Appointing a preferred supplier(s) for vehicles hired or leased for College business
- Ensuring that the preferred supplier is contracted to provide hired or leased vehicles that are in a safe and legally compliant condition

The College Insurance Officer (Finance) is responsible for:

- Liaising with the College Insurers on aspects of insurance cover relating to driving at work
- Driving at work insurance claim management
- The administration of the College’s Driver Authorisation procedure for College owned, hired and leased vehicles
- An annual check of insurance cover for all College owned and leased vehicles.

For all enquiries on insurance please e-mail: Finance-Secretary@rhul.ac.uk

The College Health & Safety Adviser is responsible for:

- The provision of advice and guidance on the safe use of vehicles on College business
- Facilitating the provision of appropriate driver training
- Where necessary, liaising with the enforcement authorities in the event of a collision or incident involving staff whilst driving at work
- Ensuring that road traffic collisions and incidents are appropriately investigated
- Monitoring compliance with the requirements of this Policy and Procedure.

Staff members (drivers) must comply with the requirements of this Policy and Procedure, including:

- Completing a ‘Driver Declaration’ and/or ‘Driver Approval’ form and providing associated documentation in order to achieve approved driver status
- Operating a vehicle in a safe manner, and driving defensively to prevent injury or property damage and in accordance with any information, instruction and training
- Taking responsibility for the safety of passengers
- Ensuring that private vehicles that are used for College business are roadworthy

- Ensuring that private vehicles are appropriately insured for business purposes
- Not using a mobile phone whilst driving, including the use of any ‘hands-free’ communication device
- Complying with the national driving drug and alcohol legislation
- Complying with all applicable road traffic regulations under the Road Traffic Act
- Reporting any vehicle accidents or incidents that occur whilst driving at work
- Complying with the College’s [Smoking Policy](#).

Section 4 – General Requirements

The following provisions will apply to all driving on College business:

4.1 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, and in accordance with the College’s [Departmental Health and Safety Induction Policy and Procedure](#).

4.2 Risk Assessment

All risks associated with departmental driving activities must be assessed. Risk assessments may only be undertaken by those who have received training provided by staff in the College Health and Safety Office, and in accordance with the College’s [‘Guide to Conducting ‘General’ Risk Assessments’](#) document (see [Schedule 1](#) for further guidance).

4.3 Driver Competency

Driving duties undertaken during the course of employment take on a different legal context to those undertaken outside of the work environment. In the social, domestic and pleasure context, drivers are responsible for their own actions. However, when at work, the employer/employee relationship is governed by the provisions of health and safety legislation and common law decisions. These provisions place an obligation on the College to establish that employees are ‘competent’ to undertake the duties for which they are engaged, including driving. This is on the basis that the employer is likely to be primarily responsible for any acts or omissions arising from the duties carried out by their employees that result in injury or death to persons and/or damage to property.

Actions by managers to ensure the competency of drivers will depend on a number of factors and will principally be established from the risk assessment process.

4.4 Journey Planning: Times and Distances

Journeys shall be planned to use the safest route for the type of vehicle used. The scheduling of journeys should be undertaken, wherever possible, to avoid when most sleep-related accidents occur (i.e. between 2 am and 6 am, and between 2 pm and 4 pm). Under no circumstances must employees drive if they feel sleepy even if this might result in delaying originally planned schedules. The Highway Code states that drivers should take a 15 minute break every two hours; drivers will need to take this into account in their journey planning.

Where a vehicle is fitted with a tachograph, it should be checked by the manager responsible to ensure that drivers are adhering to the prescribed driving times.

4.5 Driver Assistants

Where identified necessary from the risk assessment, principally because of the length of the journey undertaken or the need to have an additional driver in the event of an emergency, a driver assistant will be identified and used.

4.6 Seat Belts

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. The only exception will be where a risk assessment identifies this is not practical, and it has been endorsed (in writing) by the College Health & Safety Adviser.

Note: In the event that a vehicle is not provided with a seat belt (for the driver) or belt(s) for passenger(s), a risk assessment will be undertaken to determine such a requirement. Where identified to be necessary, appropriate seat belts shall be fitted.

4.7 Smoking

In accordance with the provisions of the Health Act 2006 and the College's [Smoking Policy](#), smoking is prohibited in, or on, any College owned, hired or leased vehicle, together with any other vehicle (including a privately owned vehicle) in which passengers are being carried.

4.8 Alcohol and Drugs

Drivers must comply with the national driving drug and alcohol legislation. Any person who contravenes this requirement whilst driving on College business may be subject to College disciplinary procedures.

4.9 Eyesight/Illness/Medication

Drivers must be able to satisfy the eyesight requirements set out in the Highway Code. Furthermore, they must not drive if ill or taking medication where either condition could affect their capability to drive. If in doubt, they should arrange to discuss the matter with their General Practitioner (GP) or College Occupational Health Doctor.

4.10 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. This requirement also applies to vehicles which are fitted with a speed governing device.

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 with relevant regulations, has its speed restricted to a lower rate.

4.11 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 College, owned by the driver and used on College business, or hired or leased on behalf of the College. The College accepts no responsibility for any other penalties incurred by the driver during the course of driving duties undertaken within, or outside the UK.

4.12 Accident Reporting

Any accident involving a College owned, hired or leased vehicle, or a vehicle owned by a member of staff being used on College business which results in vehicle damage and/or injury to persons must be reported to the College [Insurance Officer](#) (Finance) immediately. In the event of injury to a person, the Police must be advised immediately; in each case a College Accident/Incident Report Form must be completed.

4.13 Passenger Safety

Drivers are responsible for ensuring the safety of their passenger(s), taking all reasonable measures; including adhering to the relevant requirements contained in this Policy and Procedure. 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.

The transport of unauthorised passengers (e.g. hitch-hikers) is strictly prohibited.

4.14 Security of Vehicles

Any vehicle not in use must have its engine turned off. Vehicles left unattended, irrespective of the time period, must have the ignition keys removed and be locked.¹ They must be parked with the handbrake secured and in a location that will not create a hazard or obstruction for other drivers or pedestrians. Personal belongings/valuables should not be left unattended inside vehicles and will not be covered by the College insurance policies. During charging, electrically-propelled vehicles must be kept in a secure location where unauthorised persons cannot gain access.

4.15 Visibility from the Driving Position

Drivers must maintain a clear view of the road at all times, including for the purposes of reversing safely. The loading of a vehicle in such a way as to cause restricted vision is strictly prohibited.

4.16 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 a mobile phone is taken on all business journeys off campus.

4.17 Sustainability of Travel Undertaken on Behalf of the College

The College requires that those responsible for travel undertaken on behalf of the College take into account the environmental impact of journeys. No journey should be undertaken unless it is essential and wherever possible, public transport should be used. Where motor vehicles are to be used, drivers should always take the shortest route possible and drive with

¹ Requirement would apply, for example, at petrol stations, as insurers would argue that a vehicle is unattended when the person is away from the pump, i.e. paying at the kiosk.

environmental considerations in mind, including adopting car sharing arrangements where possible.

Section 5 – Specific Requirements (owned and leased vehicles)

In addition to Section 4 above, the following provisions will apply to the driving of College owned and leased vehicles:

5.1 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 College [Insurance Officer](#) (Finance).

This approval process will ensure that:

1. The driver holds and maintains a current UK driving licence (or equivalent)²
2. The drivers licence is valid for the class of vehicle to be used on College business
3. The training needs and competency of the driver have been appropriately assessed
4. 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
5. The driver is aware of their responsibilities.

Approval is valid for a year, provided that circumstances relating to the approval have not changed. Following initial notification, an '[Annual Declaration](#)' will be made thereafter to the College [Insurance Officer](#) (Finance), thus ensuring that:

1. The drivers licence continues to be valid for the class of vehicle used
2. The driver has no endorsements that would preclude them from driving

Note: Any changes to licences in respect of endorsements must be notified immediately to the [Insurance Officer](#) who will check that insurance cover is in place.

5.2 Responsibility for the Management of Vehicles

College owned and leased vehicles must be under the management (by title) of a member of staff, normally the Head of Department/School/Director, who will be responsible for ensuring compliance with the provisions of this document. All such vehicles must be formally notified to the College [Insurance Officer](#) (Finance) before first being brought into, and when taken out of use.

5.3 Signing in and out of vehicles

Managers shall ensure that any College owned or leased vehicle (driven by more than one driver) is signed in and out by each driver. This will ensure that the College can respond to a validly served 'Notice of Intended Prosecution'.

² Persons who do not hold a current driving licence are not permitted to drive any College vehicle, whether or not driven on the public highway.

5.4 Driving Licence Endorsements

Drivers must immediately report to their manager any endorsement to their driving licence.³ Furthermore, any driver undertaking driving duties on behalf of the College having accrued six or more points on their driving licence or having a licence back for less than 5 years following a ban must be notified by their manager to the College [Insurance Officer](#) who will liaise with the College Insurers to establish whether cover will continue to be provided to that person.

5.5 Insurance Cover – Notification to College Insurance Officer

The College Insurance Officer is responsible for liaising with the College Insurers on aspects of insurance cover relating to driving at work.

Under the terms of the Motor Vehicles (Compulsory Insurance) (Information Centre & Compensation Body) Regulations 2003, the College is required to update its Motor Insurance Database (MID) with the details of all the owned/leased vehicle(s) used for College-related business. Managers must, therefore, ensure that the [Insurance Officer](#) is notified of all such vehicles under their management.

5.6 Annual Check of Insurance Cover

The College Insurance Officer will undertake an annual check of the insurance arrangements with each manager, thereby ensuring that cover for all vehicles is in place.

5.7 Information, Instruction and Training (Driver Competency)

Managers are responsible for ensuring that any person who is required to drive a College owned or leased vehicle is competent to do so. Evaluation of competency must occur prior to driving and, as a minimum, include:

- 1) Information and instruction on the range of duties expected of a College driver
- 2) Evaluation of a person's driving capability/ability for the type of vehicle which will be used⁴, the format of which will be determined from the risk assessment, taking into account such issues as:
 - a. Specific statutory requirements and industry standards
 - b. The frequency with which driving activities will occur
 - c. Ability to adhere to speed limits
 - d. The wearing of seatbelts (including passengers)
 - e. The safety and security of any loads to be carried and adherence to identified carrying capacities (passengers and/or load)
 - f. Understanding and use of specific features of the vehicle

³ Current endorsements for short period disqualifications (56 days or less) and 12 or more points on a driving licence within 3 years as stated under the totting-up system (www.dvla.gov.uk) will preclude them immediately from driving any vehicle on behalf of the College. Furthermore, under the Road Traffic (New Drivers) Act 1995, a driving licence will be revoked if, within two years of their passing their driving text, a driver accrues six or more penalty points.

⁴ A person may be regarded as 'competent' to undertake evaluations where they are themselves a driver, hold a current driving licence and have sufficient knowledge and experience, on the basis of the driving duties to be undertaken, to identify/assess the standards required. Any person authorised to undertake evaluations will do so on behalf of their manager, and as such, the College will be responsible for the conduct of that person in undertaking such duties.

- g. Ability to undertake specified vehicle safety inspections/checks and complete required documentation
- h. The need for driver training undertaken by a specialist organisation
- i. Other issues, as established from the risk assessment

Note: For the requirements for minibuses refer to [Schedule 2](#) of this Policy and Procedure.

5.8 Vehicle Maintenance

College owned or leased vehicles must be maintained by a competent person/organisation 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.

5.9 Vehicle Safety Checks

Managers shall develop a safety check schedule for each vehicle under their management. Based on the individual vehicle requirements, including the use to which it is put, the schedule will identify the safety checks to be undertaken by drivers, including prescribed frequencies (i.e. daily, weekly or prior to use). Managers will ensure that such checks are undertaken and recorded, and that records are retained for a period of at least six years.

Section 6 – Specific Requirements (hired vehicles)

In addition to Section 4 above, the following provisions will apply to the driving of College hired vehicles:

6.1 Approved Driver Status

Before any person is permitted to drive a College hired vehicle, a '[Driver Declaration](#)' form must be completed and sent to the College [Insurance Officer](#) (Finance).

This approval process will ensure that:

1. The driver holds and maintains a current UK driving licence (or equivalent)⁵
2. The drivers licence is valid for the class of vehicle to be used on College business
3. The training needs and competency of the driver have been appropriately assessed
4. The driver (or designated person) has been advised, where necessary, of the need to carry out vehicle safety checks
5. The driver is aware of their responsibilities.

6.2 Responsibility for the Management of Vehicles

Vehicle hire arrangements should be made with one of the College's recommended suppliers. Hired vehicles must be under the management (by title) of a member(s) of staff, normally the Head of Department/School/Director, who will be responsible for ensuring that the provisions of this Policy are complied with. All such vehicles must be formally notified to the College [Insurance Officer](#) before first being brought into, and when taken out of use (see also Section 6.3 below).

⁵ Persons who do not hold a current driving licence are not permitted to drive any College vehicle, whether or not driven on the public highway.

6.3 Insurance Cover – Notification to College Insurance Officer

Notification to the College's [Insurance Officer](#) must be made at least 3 days before a trip (other than for a local journey) takes place to ensure that adequate insurance cover is in place for the vehicle, the vehicle occupants, the authorised driver(s) and the activity.

Under the terms of the Motor Vehicles (Compulsory Insurance) (Information Centre & Compensation Body) Regulations 2003, the College is required to update its Motor Insurance Database (MID) with the details of all hired vehicle(s) used for College-related business. Managers must, therefore, ensure that the Insurance Officer is notified of all such vehicles under their management.

The College's Motor Vehicle Insurance Policy covers all vehicles hired in the British Isles, Northern Ireland, the Isle of Man, Island of Jersey, Isle of Guernsey and the Isle of Alderney. In addition, the Policy will cover vehicles hired within the UK and used in the European Union, Liechtenstein, Norway, Iceland, Croatia and Switzerland, giving the minimum cover as required by the law in these countries. The Insurance Officer must be advised of such hiring arrangements at the earliest opportunity.

The College's Insurance Policy does not, however, provide cover for vehicles hired outside the UK. In such countries, therefore, insurance must be taken out via the hiring company in the relevant country. Such insurance must be fully comprehensive.

6.4 Information, Instruction and Training (Driver Competency)

Managers are responsible for ensuring that any person who is required to drive a College hired vehicle is competent to do so. Evaluation of competency must occur prior to driving and, as a minimum, include:

- 1) Information and instruction on the range of duties expected of a College driver
- 2) Evaluation of a person's driving capability/ability for the type of vehicle which will be used⁶, the format of which will be determined from the risk assessment, taking into account such issues as:
 - a. The frequency with which driving activities will occur
 - b. Ability to adhere to speed limits
 - c. The wearing of seatbelts (including passengers)
 - d. The safety and security of any loads to be carried and adherence to identified carrying capacities (passengers and/or load)
 - e. Understanding and use of specific features of the vehicle
 - f. Ability to undertake specified vehicle safety inspections/checks and complete required documentation
 - g. The need for driver training undertaken by a specialist organisation
 - h. Other issues, as established from the risk assessment

⁶ A person may be regarded as 'competent' to undertake evaluations where they are themselves a driver, hold a current driving licence and have sufficient knowledge and experience, on the basis of the driving duties to be undertaken, to identify/assess the standards required. Any person authorised to undertake evaluations will do so on behalf of their manager, and as such, the College will be responsible for the conduct of that person in undertaking such duties.

6.5 Vehicle Maintenance

The Assistant Director – Procurement (Finance) is responsible for appointing a preferred supplier(s) for vehicles hired for College business and ensuring that this supplier is contracted to provide vehicles that are in a safe and legally compliant condition.

6.6 Vehicle Safety Checks

Under certain circumstances, it may be necessary for drivers to carry out basic safety checks on a hired vehicle before commencing a journey. The requirement for these checks will be dependent on a number of factors, including:

- The length of any hire agreement
- The frequency of driving activities during the hire agreement
- The type of vehicle being hired
- Vehicles for which additional statutory provisions may apply (e.g. fork lifts, tractors)
- The findings of any relevant risk assessment

Note: Primary responsibility for the safety and roadworthiness of any hired vehicle rests with the relevant hire company.

Section 7 – Specific Requirements (vehicles owned by members of staff)

In addition to Section 4 above, the following requirements will apply to privately owned vehicles used on College business, including those for which the reimbursement of expenses is claimed:

1. Drivers must possess and maintain a valid current driving licence
2. Drivers must ensure that their vehicle is appropriately insured for business purposes including, where necessary, suitable cover for the carrying of passengers
3. 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
4. Carrying out basic safety checks on their vehicle before commencing a journey.

These same provisions will apply to vehicles owned by volunteers.

7.1 Approved Driver Status

Before any driver is permitted to drive their own vehicle on College business (and claim any associated mileage expenses) they must complete a ‘Driver Approval Form’ (see [Appendix 2](#)). Approval is valid for one year, following which an ‘Approval Renewal Form’ will be completed annually thereafter. It is the responsibility of the driver to maintain a valid driving licence and appropriate insurance in the interim period, and present necessary documentation at the time of the renewal process. The payment of mileage expenses will be withheld in the absence of Approved Driver Status.

Note: Staff cannot claim mileage expenses for driving between Egham sites (e.g. driving between Huntersdale, Kingswood and main campus).

7.2 Information, Instruction and Training

Managers are responsible for ensuring that authorised drivers are provided with such information and instruction as is suitable and sufficient for them to drive their own vehicle safely on College business. As a minimum, such information/instruction shall be provided

through departmental staff induction, the communication of the findings of any relevant risk assessment, and the provision of the College's '[Driving your own vehicle for business purposes](#)' information leaflet. The requirement for further information and/or instruction may be established from the risk assessment process.

Where drivers use their own vehicle on College business and regularly⁷ carry passengers for such purposes, they may also be required to undertake driver evaluation or training. This will be determined from the risk assessment process in consultation with the College Health & Safety Adviser.

7.3 Vehicle Maintenance

It is the responsibility of the driver to ensure that their vehicle is 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. These requirements would include a current MOT certificate (where applicable), a current road fund licence, and servicing in accordance with the manufacturer's recommendations. Drivers should also carry out basic safety checks on their vehicle.

Section 8 – Specific Requirements (minibuses)

Minibuses are defined as motor vehicles constructed or adapted to carry more than 8 but not more than 16 passengers, in addition to the driver. They must be operated at all times in accordance with the relevant statutory provisions and information contained in the Highway Code. The College requires that all reasonably practical measures must be taken to protect the driver, passengers and other road users from risk of injury.

A minibus operated in connection with any College activity must be used in accordance with the standards laid down in [Schedule 2](#) to this Policy and Procedure. Responsibility for the safe operation of minibuses lies with the relevant Head of Department/School/Director, other than for the Students' Union for which the General Manager is the responsible officer. Each journey must be under the overall management of a designated member of staff who will be responsible for ensuring compliance with the provisions contained in [Schedule 2](#), and any other relevant statutory provisions.

Section 9 – Additional Specific Requirements (miscellaneous)

The following additional specific requirements will apply under this Policy and Procedure:

9.1 Provisions Relating to Vehicles such as Fork Lift Trucks

The manager responsible for the vehicle shall ensure that the statutory provisions relating such specialist vehicles, including driver training and maintenance, are adhered to and that records of such training are held for the minimum period necessary. If in doubt on the formal requirements, contact should be made with the College Health & Safety Adviser.

9.2 4Wheel Drive Vehicles

These have different driving characteristics to other motor vehicles. Drivers are required to read the vehicles handbook and thoroughly familiarise themselves with its content. Subject to risk assessment, a driving evaluation may be necessary, including the need for driver training by an approved external provider.

⁷ The term 'regularly' shall mean: normal, customary, or usual; occurring at fixed or prearranged intervals; following a set rule or normal practice; everyday; habitually.

9.3 Vehicles for which Special Licence and other Provisions are Applicable

For minibuses, see [Schedule 2](#) or contact the [Insurance Officer](#) for vehicles not covered under this Policy and Procedure.

Section 10 – Departmental Compliance with this College Policy and Procedure

Departmental compliance with the requirements of this Policy will be reviewed by members of the College Health and Safety Office during the health and safety audit process.

This Policy and Procedure forms part of the College's Health and Safety Policy and was approved by the Planning and Resources Committee on 10th December 2012.

Matt Purcell
Health & Safety Adviser (Acting)
Version 2
1st February 2013

In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to Mrs Leanie DuToit in the College Health and Safety Office.