



## **WORK RELATED DRIVING POLICY**

**ADOPTED AT THE MEETING OF THE FINANCE AND STAFFING  
COMMITTEE**

**HELD ON: 2<sup>ND</sup> FEBRUARY 2017**

**REVIEWED BY THE RLT BOARD OF TRUSTEES ON  
12<sup>TH</sup> DECEMBER 2016**

**CHAIR OF GOVERNORS:**

*Bob Downing*

**HEADTEACHER:**

*[Signature]*

**This policy to be reviewed every three years**

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## 1. Introduction

The aim of the policy is to ensure compliance with the Health & Safety Executive (HSE), Department of Transport (DoT) and The Royal Society for the Prevention of Accidents (RoSPA) Guidance for Employers “Driving at Work – Managing work – related road safety”.

The policy is applicable to all employees who drive the school minibus and to those who drive their own vehicles for business purposes (e.g. school visits with or without students, attendance at meetings, professional development etc.).

The policy does not cover commuting journeys, except where the employees work journey starts from their home to go to a work location, which isn't their normal place of work (when conducting school-to-school support for example).

## 2. Permitted Drivers

### Private vehicles

Employees using their own private vehicle for business use must have a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work.

Drivers will be required to provide proof of their driving entitlement by accessing the DVLA's Share Driving Licence service online as per the guide in **Appendix 1**. The licence check code and last 8 characters of their driving licence number should be given to the Finance and Resource Manager.

The law requires all persons who drives on the public highway to be adequately and appropriately insured. This means that any person driving, albeit occasionally, in connection with the business or profession must have adequate insurance cover, this is normally referred to as, “class 1 business use”. You should check with your insurance company to ensure you have the right cover before undertaking any business journey. The above mentioned documents must be presented to the Finance and Resource Manager prior to making any travel arrangements.

### School minibus

Members of staff who require authorisation to drive a School minibus must in the first instance contact the Finance and Resources Manager.

The absolute minimum requirements to become an authorised driver and to comply with our insurance are that the drivers:

- Are over the age of 21
- Have at least two years' experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving
- are driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body
- Are not towing a trailer

The maximum weight of the minibus is not more than 3.5 tonnes or 4.25 tonnes including specialist equipment for disabled passengers e.g. a wheelchair ramp.

Drivers will be required to provide proof of their driving entitlement by accessing the DVLA's Share Driving Licence service online as per the guide in **Appendix 1**. The licence check code and last 8 characters of their driving licence number should be given to the Finance and Resources

### **3. Authority to Drive**

Authorisation will only be granted once the documents mentioned in section 2 have been checked by the school.

The school retains the right to refuse permission to any member of staff with an unsatisfactory amount of penalty points or unsuitable endorsement on his/her current driving licence.

Only authorised staff may drive a school minibus or use their own private vehicle for transporting students. No person shall drive a vehicle owned by The Rowan Learning Trust (RLT), or an RLT school, without first having obtained permission to undertake the journey from the person having charge of the vehicle. Any person driving such a vehicle without having first obtained permission or be a holder of valid authorisation will be deemed to be driving without the consent of the owner, and may be liable to prosecution under the Road Traffic Acts for such an offence and will be liable to disciplinary action.

Prior to transporting students for the first time in the school minibus, all drivers must undergo a vehicle familiarisation session with an experienced minibus driver.

### **4. Responsibility of the Driver**

The driver must follow the Highway Code, available on [www.directgov.uk](http://www.directgov.uk) website.

The driver must not drive while suffering from tiredness, illness, health conditions or taking any medication which impairs their ability to drive.

The driver must not drive whilst affected by alcohol or drugs, or in excess of any legal limits. Any driver found to be driving whilst adversely affected by alcohol or drugs will be dealt with via the Trust's disciplinary procedure.

The driver must not use a mobile phone, laptop or similar device, eat or drink etc. whilst driving.

The driver must inform the Human Resources Officer/School Business Manager of any changes to their driving licence or medical conditions reportable by law under Driver and Vehicle Licensing Agency (DVLA) requirements which affect their ability to drive. Any failure to report any changes will be dealt with via the Trust's disciplinary procedure.

Drivers should ensure that the number of passengers carried must NOT exceed the number of seats otherwise the insurance cover will be void.

The driver will be responsible for the collection and return of the minibus. They must sign out the keys and minibus pack and conduct the driver checklist as per **Appendix 2**.

Each driver is not only responsible for the safe driving of the vehicle, but also for ensuring that its operation is legal in all respects.

The vehicle should be checked in order that it complies with being roadworthy, taxed, insured to cover business use, and hold a current MOT certificate.

## **5. Responsibility of the Trust**

The Trust will not:

- Pay fines for parking, speeding or any other motoring offences.
- Provide legal support for staff charged with any of the above.

The Trust will be responsible for licensing, insuring, servicing and repairing the school minibus.

## **6. Hours of Driving**

Driving hours are laid down in Transport legislation and must be complied with. Drivers should plan their journey to include plenty of breaks. Think of distance, breaking and stopping points, arrival and departure times.

The Trust recommends that staff members should carry out no more than three hours continuous driving after which the accumulated length of break from driving should be at least 45 minutes

**During a normal working day drivers should not drive for more than six hours in total.** Drivers should not be required to supervise students during their breaks, as this would not be a break for the driver. With each additional driving period, the break time should be extended. Drivers should **NEVER** be expected to do full day's work or be awake for a full day and then drive for several hours in the evening. Staff should re-arrange their work schedule if this is the case.

It is the Trust's policy that if there is a school trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the member of staff started work at 8.45 am. This requirement is non-negotiable.

## **7. Road Accidents/Breakdown**

The driver of the vehicle must stop, and if so required by any person having reasonable cause to so demand, give his/her name and the name of the school insuring the vehicle.

Under NO circumstances must a driver, if involved in a motor accident, admit liability for the accident.

All accidents while on a school journey should be reported to a member of the Senior Leadership team or Finance and Resource Manager immediately.

## **8. Withdrawal of Permission**

Any misuse of the vehicle whether through failure to comply with regulation laid down by the school or misconduct of the passengers will mean withdrawal of the privilege of use for a specific period of time. Further instances will result in complete withdrawal of privilege of use.

## **9. Travelling Abroad in the School minibus**

The school minibus is not to be taken abroad unless with express permission of the Headteacher and with all relevant insurance confirmed.

Permission to drive the minibus abroad can only be granted for drivers who obtained their driving licence before 1 January 1997. The driver will also need to demonstrate competence and knowledge of road safety in the relevant country.

## **10. Passengers**

Drivers cannot safely drive and supervise students at the same time. It is neither predictable nor safe. Additional staff are required on the bus to appropriately supervise students.

Consideration should always be given to the safety of the passengers waiting for the minibus to arrive and during the time they are boarding and leaving the minibus at pick-up and drop-off places. Always identify a safe pick-up/drop-off point.

Passenger comfort is important. The minibus must not be too hot, cold or stuffy. The driver must be aware that driving too fast, especially when this may involve vehicle swing and sway, is likely to induce travel sickness. There must also be regular and appropriate rest stops.

Passengers must be made aware of what type of behaviour is expected of them.

## **11. Adverse Weather Conditions in the School minibus**

Where there are adverse weather conditions forecast the driver is advised not to plan or undertake a journey unless absolutely necessary.

In periods of ice and snow the driver must use their discretion to decide whether a road is passable or not, and where possible choose a safer alternative. When the air temperature is below minus 12C diesel fuel will stop flowing due to wax build up in the pipeline. Drivers are advised not to attempt journeys in such low temperature conditions.

At their discretion drivers may abandon a journey and take students back to the school (or other safe environment).

In the event that the transport becomes stuck because of blocked roads, students should be instructed to stay in the bus until help arrives.

## **12. Reversing the Minibus**

In order to protect the driver from unnecessary accidents and for the protection of any person in the vicinity of the vehicle, the student supervisor must always act as a reversing assistant. When reversing, ensure that the supervisor stands outside the minibus at the rear and in view of the driver.

## **13. Seatbelts**

Seatbelts must be worn at all times. It is the driver's responsibility to ensure that all passengers are wearing seatbelts properly before a journey commences.

# How to share your driving licence details

Use this guide to provide information on your driving entitlements and any endorsements. For example, when hiring a vehicle or applying for a job.

**1** Go to:  
[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

**2** Enter your driver number, National Insurance number and the postcode shown on your current driving licence:

Your driving licence number  
Example: MORGA753116SM9J

MORGA753116SM9J

Your National Insurance number  
Example: MQQ123456C

MQQ123456C

Postcode  
Example: EH1 9GP

EH1 9GP



Tick  when you have read the privacy notice and click on the 'View now' button at the bottom of the page.

**3** You will now be able to view your driving licence information. To **share** your driving licence with another person, select the "Share your licence information" tab (highlighted in red below).



Further steps  
are shown over  
the page >

OOJ/15/22/5 (share)  
7/15

4

Click on the 'Create a code' button.



5

You will now be shown a check code which is case sensitive.

Pass this check code onto whoever needs to view your driving licence. You will also need to provide them with the last 8 characters of your driving licence number.

**The check code is valid for 21 days and can only be used once.**

You can also download a summary of your driving licence by selecting 'View, print or save your licence information'.



For further information, please visit [www.gov.uk/dvla/nomorecounterpart](http://www.gov.uk/dvla/nomorecounterpart)



**Minibus Driver Checklist**

All drivers are required to perform the routine vehicle checks listed below before taking the vehicle out. Remember that YOU, the driver, are legally responsible for the condition of the vehicle.

Before starting the engine, please tick each item below to indicate that you have checked that it is all satisfactory.

Fuel	<input type="checkbox"/>	Lights	<input type="checkbox"/>
Tyre condition	<input type="checkbox"/>	Mirrors	<input type="checkbox"/>
Tyre pressure	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Indicators	<input type="checkbox"/>	Fire extinguisher	<input type="checkbox"/>
Wipers	<input type="checkbox"/>	Washers	<input type="checkbox"/>

**On returning:**

Please ensure that doors and windows are locked and that the vehicle is left clean and tidy. You would not wish to find the minibus empty of fuel, please do not leave it in this condition. Please leave ¼ of a tank of fuel in after use. Should you need to refuel the minibus, a fuel card can be collected from the finance office. You must request a VAT receipt when refuelling. The fuel card and VAT receipt should be returned to the finance office on the same day that you have used the minibus.

Drivers name: \_\_\_\_\_ Date of journey: \_\_\_\_\_

Destination: \_\_\_\_\_

Mileage out: \_\_\_\_\_ Mileage in: \_\_\_\_\_

Fuel added: \_\_\_\_\_(amount)

**MAKE SURE THAT THERE IS AT LEAST ¼ OF A TANK OF FUEL LEFT AFTER USE**

Please document any defects and/or accident damage below and report to a member of the Senior Leadership team or the school Business Manager immediately.

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*In the event that the minibus breaks down, please contact the Finance and Resource Manager.*