

University of Chichester

Driving at Work Policy

2021-2024

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## Policy Statement

The University of Chichester believes that managing risks arising from driving for work is the joint responsibility of the University and its employees and students.

The University has a responsibility to ensure that employees who drive in connection with University business maintain a high standard of driving skills, in a safe and legal vehicle, and by doing so reduce the risk of serious injury, death or prosecution to themselves and other road users.

This policy applies to the use of University vehicles, lease and hire vehicles and private vehicles when used for work purposes. It covers work-related driving on and off campus and between campuses. It does not apply to commuting to and from the normal place of work. However, all employees and students who drive are encouraged to familiarise themselves with the good practice guidance referenced in this policy.

The University will seek to ensure that:

* All statutory legislation relating to driving, the use of vehicles, and medical fitness to drive is complied with.
* The requirements of the Highway Code are complied with.
* Best practice in relation to driving standards, journey planning, rest breaks, and restrictions on the use of mobile communication devices such as radios and mobile phones is promoted
* Adequate resources are made available for the implementation of the policy.

## Summary of Policy

1. Managers who have staff that drive the University minibuses or are required to drive by their job description or terms & conditions of contract, as an integral part of their employment must have their vehicle licence checked at least annually.
2. Staff wishing to drive the University’s minibuses must first complete a University Driver Record and Medical Fitness Form and undertake appropriate training.
3. A University Driver Record and Medical Fitness Form can be downloaded from the Health and Safety Intranet Download page.
4. Vehicle Driver Checklist Form can be downloaded from the Health and Safety Intranet download page.
5. The policy offers useful information on safe driving practices.

## Definitions

For the purposes of this policy the following definitions apply:

* University Drivers are deemed to be:
  + Drivers of University owned or leased vehicles and of hire vehicles driven on university insurance,
  + Staff or students who are required to drive (any vehicle, including private cars) by their job description or terms & conditions of contract,
  + Employees who frequently drive University students on official journeys.
* Driving at work refers to any work carried out on University business that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work.
* A University vehicle is any vehicle owned, leased or hired by the University
* A private vehicle is any vehicle used by an employee driving on University business which is not owned, leased or hired by the University
* A minibus is a vehicle that can carry 9-16 passengers plus the driver.

This policy will also apply to students if they are asked to drive on University business.

## Department Managers

Department managers must ensure that employees who undertake any work-related driving have the relevant authorisation, are medically fit and where appropriate, effectively trained to do so. All employees who drive University owned minibuses as part of their employment must present their driving licence for inspection on recruitment and on an annual basis thereafter to their line manager.

## Risk Assessment

Risk assessments for any work-related driving activity should follow the same principles as those for any other work activity and therefore need to be completed before driving. For journeys or driving activities that present additional risks, a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

• non-routine long-distance journeys;

• trips that include driving overseas;

• driving that is expected to take place in severe weather conditions;

• journeys that involve lone working in remote or potentially dangerous areas;

• trips that involve driving types of vehicles that are not normally driven

• the transporting of large numbers of passengers for example in a minibus.

## Use of own vehicles

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use. In the case of employees who use their own private vehicle for work business it is their responsibility to ensure that the vehicle has a valid MOT certificate (where applicable), the vehicle is taxed and is properly maintained and roadworthy. Standard car insurance is for ‘social, domestic and pleasure’ purposes only, which permits travel to and from your normal place of work, but does not cover the use of the vehicle whilst at work. Members of staff that use their own car in connection with work whether only very occasionally or more frequently must ensure that they have ‘business use’ cover on their personal policy.

## Hire cars

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Drivers who occasionally use hire cars for work purposes are classed as University Drivers. Where the vehicle is provided through a University supplier, the driver is insured through the University’s insurers, not the hire company. Therefore, their entitlement to drive, and medical fitness, must be confirmed before commencement of the hiring.

## Minibuses

Staff wishing to drive the University’s minibuses must first complete a University Driver Record and Medical Fitness Form (Appendix 1) as well as completing any additional driver training deemed necessary and dependent upon their current licence status. Subsequent annual checks are recommended by line managers.

A higher level of competence is required to drive a minibus as:

* the vehicle is larger/heavier (requires greater stopping distances);
* more passengers are taken leading to increased stress on the driver e.g. extra responsibility, noise and distraction;
* minibuses tend to be used for long distances and on an infrequent basis.

The legal requirement with regard to qualifications is that drivers who obtained their full driving licence before the 1 January 1997 may drive a minibus in the UK. Those who have obtained their licence on or after the 1 January 1997 are only licensed to drive a vehicle with up to 8 seats. To drive a minibus, drivers need to gain a category D1 PCV entitlement on their licence. All departments must comply fully with the above legal requirements with regard to driving licence entitlement.

Departments are also required to ensure that;

* Any member of staff who is required to drive a minibus as part of their job must undertake appropriate training regardless of when they attained their full driving licence. Training is deemed to be appropriate if the training outlines the skills required to drive a minibus safely and candidates are assessed for competency. Re-assessment should take place at least every 4 years and more often if an incident or risk assessment merits it.
* Members of staff with a full driving licence obtained before 1997 who occasionally drive a minibus for work-related purposes but not as a requirement of their job do not need to undertake additional training. However, those members of staff should undertake a specific risk assessment related to the activity.
* Any member of staff wanting to drive a minibus for work-related purpose must be made aware that specific minibus training is a requirement, before driving is allowed.

Additional Equipment in University Vehicles

* All University owned or leased vehicles must be equipped with a fire extinguisher, first aid kit and high visibility vest.
* Where additional equipment is fitted to University vehicles (e.g. satellite navigation), a risk assessment must be conducted to ensure that the equipment does not interfere with the driver’s concentration or control of the vehicle. Staff must be advised about safe use of the equipment.

## Driver vehicle checks

The driver has primary responsibility for the operation of any vehicle and must be satisfied that the vehicle is fit for its purpose and roadworthy. Compliance with this requirement can be sensibly achieved by departments taking responsibility for the majority of periodic maintenance checks of their vehicles. Department checks should include monitoring of fluid levels (oil, coolant and screen wash) and tyre pressures. It is recommended that these checks and associated maintenance are recorded on a weekly basis (the frequency of checks must be risk based depending on the frequency and type of use). It would then be the driver’s responsibility to ensure that the record of weekly checks was up to date and then to undertake their own driver basic safety checks and adjustments.

Appendix 2 outlines the type of checks that are required to be undertaken by both departments and drivers. some vehicles may require additional checks such as inspection of lifts, safety signage, safety equipment such as reversing alarms, guards on dangerous parts and rotating beacons. Additional safety related equipment specific to a vehicle that requires inspection can be added to the standard checklist.

## Vehicle maintenance

Vehicle inspections and maintenance should only be conducted by a competent employee. The manufacturers’ recommended service intervals and warranties should be adhered to which will ensure so far as reasonably practicable, the on-going safety of the vehicle. The maintenance schedule must also include the annual MOT test. A maintenance log must be kept up to date for each departmental vehicle containing all information relating to that vehicle. It is recommended that service records are kept for at least 3 years. It is recommended that routine checks are made of University minibuses at set intervals which are time-based rather than mileage-based, e.g. every 6 weeks. Any specialist equipment such as tail lifts should be inspected according to the legal requirements and any manufacturer’s recommendations.

## Driver Licence

Only valid full UK Drivers’ Licences will normally be accepted to drive University and hire vehicles for work purposes. Managers and drivers should note that to be valid the licence must state the driver’s current name and address and for photocards to have been issued within the last 10 years. Further information on driving licence entitlements is given on the Direct.gov web site at: <https://www.gov.uk/driving-licence-categories>.

If driving in Great Britain on a non-GB licence you must exchange your foreign licence using the online tool at <http://www.gov.uk/driving-nongb-licence>.

Managers must ensure that checks of University Minibus Drivers licences are carried out. It is recommended that checks are conducted annually. A University Driver Record and Fitness Form, (Appendix 1), should be completed by the University Driver and Manager and which MUST be held within the department. If there is a risk that the driver may become ineligible to drive (e.g. through receiving further points on their licence, expiry of their photocard), more frequent checks may be recommended.

The International Certificate for Motor Vehicles (ICMV) is an official, multilingual translation of your vehicle registration document (V5c), and it may be required by some countries outside of the European Economic Area (EEA).  It's the vehicle equivalent of an international driving permit [**IDP**](https://www.theaa.com/driving-advice/driving-abroad/idp) which is an official translation of your driving licence.

An ICMV can only be issued for UK-registered vehicles, and is valid for 12 months. Since the UK ratified the 1969 Vienna convention on 28 March 2019, you now only need to apply for and carry an ICMV if you are taking your vehicle to any of the following three countries:

* Liechtenstein
* Mexico
* Somalia

If you are taking your vehicle to one of these three countries then you will have to apply for an ICMV from DVLA

## Licenses for Towing

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* Drivers who passed a DSA driving test on or after 1 January 1997 are required to pass an additional driving test in order to tow trailers with a maximum authorised mass (MAM) greater than 750kg.
* All drivers who passed a car test before 1 January 1997 retain their existing entitlement to tow trailers until their licence expires. This means they are generally entitled to drive a vehicle and trailer combination up to 8.25 tonnes MAM. They also have an entitlement to drive a minibus with a trailer over 750kg MAM.
* Further information on the driving licensing requirements for towing trailers is available on-line on the Direct.gov web site at <https://www.gov.uk/towing-rules>

## Licenses for Other Vehicles

* Drivers who passed a car test on or after 1 January 1997 are required to pass an additional DVLA driving test in order to be able to drive Category B+E (motor vehicles with a MAM of up to 3,500 kg and a trailer over 750kg) and all larger vehicles.
* Drivers of agricultural vehicles may be subject to special licence requirements for driving on public roads. Entitlement to drive on the public road must be checked before driving.

## Minibus Drivers

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All drivers of University or hired minibuses (but not driving for hire or reward) and operate under section 19 Permit, must:

* be over 25 years old;
* attend a driver training theory session outlining the driver’s legal responsibilities;
* pass a practical driving assessment;
* have held an unendorsed UK Category D1 car driving licence for 3 years or more and meet the medical requirements; or
* comply with paragraph 25 regarding Category B driving licences; display a section 19 permit (small bus permit) in the vehicle.

Holders of a car Category B driving licence (test passed after 1st January 1997) (or a Category A licence issued between January 1986 and June 1990) may be permitted to drive minibuses, in the UK only, under certain restricted conditions, in accordance with current DVLA regulations:

* the driver must have held an unendorsed category B driving licence for at least 2 years;
* the driver cannot receive any payment or consideration for driving the vehicle other than out-of-pocket expenses;
* the minibus is being driven for social or educational purposes and the driver is driving under a section 19 permit (small bus permit) which is clearly displayed on the vehicle;
* the minibus gross weight must not exceed 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers).
* the minibus has no more than 16 passenger seats.
* complete University advanced driving test.
* If a minibus is hired on the business of the University, it MUST display a SECTION 19 MINIBUS PERMIT (also known as a "Small Bus Permit"), obtainable in from the Human Resources. This permit must be displayed on the minibus windscreen.
* All minibus passengers must by law wear a seat belt whilst travelling, where seatbelts are fitted – this must be brought to the notice of passenger, either verbally or by means of a notice within the vehicle.
* Any minibuses driven in the European Union must be fitted with a tachograph.
* The majority of insurance companies will extend ‘Social, Domestic and Pleasure’ car insurance to include business use at no cost, if this is requested at the time of annual renewal.

## Driving Mini-Buses Abroad

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A Section 19 Permit is not valid abroad and therefore a full PCV licence is required when driving minibuses abroad.

## Medical conditions

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Drivers of University vehicles must declare to their Line Manager immediately if they are suffering from any medical condition that would legally prevent them from driving on the public highway or if they have any reason to believe they have any other condition that might adversely affect their ability to drive safely. The line manager is responsible for acting by relieving the employee from driving duties as appropriate and contacting the University Finance Department, Human Resources Manager and/or the Occupational Health Service (who are able to assess the individual concerned and advise line manager regarding the appropriate course of action).

## Convictions or disqualification

Where employees are required to drive University owned, leased or hired vehicles, or their own vehicle as an essential part of their duties, they must inform their Line Manager of any convictions (including penalty points) or periods of disqualification immediately. If managers are notified that an individual has been disqualified from driving due to a motoring offence they must relieve the employee of all driving duties with immediate effect and seek advice from their Human Resources Manager on the most appropriate course of action.

University Drivers MUST inform their manager of any road traffic offence and penalties received, regardless of whether or not the offence was committed when driving on University business.

Employees and students are responsible for all fines relating to speeding, parking and road traffic act offences that they have committed. If prosecuted for a road traffic offence, employees will be responsible for legal costs, except in exceptional circumstances.

Offences, where a reckless disregard for the University Driving at Work Policy is apparent (such as Drink Driving and Reckless or Dangerous Driving) could lead to disciplinary action, including dismissal.

## Alcohol & Drugs (legal/illegal)

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Employees must not drive whilst under the effects of drugs or alcohol. Guidance will be made available to staff who have an identified substance abuse problem, in accordance with normal University procedures.

## Eyesight Standards

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All employees who drive on university business must meet the relevant eyesight requirements for the Driving Standards Agency national driving test for the appropriate category of vehicle. University Drivers must inform their Line Manager if they do not meet this standard and the advice of Occupational Health must be sought. All drivers are responsible for providing their own spectacles or contact lenses to enable them to meet the legal requirements.

## Health Surveillance

Guidance should be sought from the Occupational Health Service if an employee has a medical condition/disability that may affect their ability to drive, or have restrictions placed on their driving by the DVLA, and they are required, or wish to, continue to drive on university business.

## Accidents and incidents

Where employees who are driving on University business are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or employees must report it for insurance purposes as an accident/near miss to their manager and if necessary to Finance. A copy of the accident report (available on Health and Safety intranet page) should be kept in all University vehicles and should be used in the event of any incident. This applies to accidents in a University owned or leased vehicle as well as in an individual’s private vehicle.

* Breakdown assistance is available through Finance for university-owned and leased vehicles.
* Finance will supply details on request of the cover, and contact cards to be put in vehicles.

## Complaints

All complaints must be handled in a civil, helpful and polite manner. You are expected to own the problem and all reasonable effort should be used to resolve it yourself, if this is not possible you should ask the client to write to the University of Chichester Finance department or Student Union Finance department office fully outlining the content of the complaint.

## Training Requirements for University Minibus Drivers

|  |  |
| --- | --- |
| **Type of Vehicle** | **University Driver Training Requirement** |
| Passenger vehicles carrying up to 8 passengers. | Full licence  Driver training if considered high risk following a traffic accident or driving with more than 6 penalty points. |
| Minibus over 16 passengers in UK | Pre-1997 Licence D1/101 Competency test  Post 1997 Full PCV licence |
| Minibus over 16 passengers abroad | Full PCV licence |
| Tractors and sit on lawn mowers | Competency Certification |
| Any vehicle towing trailer or tow unit on public roads | Drivers who passed a driving test on or after 1 January 1997 are required to pass an additional DVLA driving test in order to tow trailers with a maximum authorised mass (MAM) greater than 750kg. (MAM) Maximum Authorised Mass means the weight of a vehicle or trailer including the maximum load that can be carried safely when it's being used on the road.  All drivers who passed a car test before 1 January 1997 retain their existing entitlement to tow trailers until their licence expires. This means they are generally entitled to drive a vehicle and trailer combination up to 8.25 tonnes MAM. They also have an entitlement to drive a minibus with a trailer over 750kg MAM. (UK only.) Full tow driving test required for towing abroad. |

## Carriage of Passengers / Goods

* All goods being carried must be securely restrained in or on the vehicle. The vehicle must be suitable for the load being carried (e.g. number of passengers; weight; hazardous substances).
* It is important that only staff who are competent to do so assist wheelchair passengers, whilst boarding, riding in or alighting from a vehicle. Drivers should ensure that all wheelchair movement is carried out by themselves or the escort.
* Equipment/loads which could cause injury to passengers in the event of sudden braking, collision, or another incident must not be carried in the passenger compartment. Passengers must not be carried in the load areas of vans or in other vehicles which are not designed to carry passengers e.g. tractors.
* Where dangerous goods are carried, the departmental manager must ensure that the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 are met. This may require them to obtain specialist advice – consult Health and Safety.

## Towing and Loading

Drivers are responsible for ensuring that vehicles are not overloaded.

Managers are responsible for ensuring that drivers are made aware of any load limits that apply to particular vehicles, including cars, vans, minibuses and trailers, and for ensuring that any necessary load checks are carried out.

Fatigue and Journey Planning

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* Managers should give an employee enough breaks to make sure their health and safety isn’t at risk, this includes driving.
* In a limited number of cases, the UK regulations on drivers’ hours when driving passenger carrying vehicles (primarily minibuses) and goods vehicles may also apply.
* Journeys should be planned to allow sufficient time, thus avoiding any temptation to speed, and where appropriate to allow for adverse weather and traffic conditions.
* Adequate allowance will be made for overnight accommodation where journeys cannot be completed within the working day.

## Mobile Phones and Other Devices

* Mobile phones (‘hands held’ and ‘hands free’) and two-way radios must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.
* Mobile phones may be left switched on in a vehicle in use but only to alert the driver that a message has been received. Drivers must stop in a safe location to collect any messages and respond. If a driver needs to be contacted, staff must leave a brief message asking the driver to call back.

## Speed

The University considers breaking speed limits to be unacceptable. Any drivers found habitually using inappropriate speed whilst driving for work purposes may face disciplinary action.

## Smoking Policy

Smoking is prohibited in all University vehicles or any vehicle being used on University business, except where it is a private vehicle being driven by the owner, with no passengers.

## Driving Abroad

Drivers must make themselves aware of, and comply with:

* the national driving laws that apply with regards to licence/insurance requirements
* vehicle requirements, including any requirement for additional equipment such as tachographs/drivers’ hours
* Custom, practice and driving standards abroad may be very different to the UK.

Where it is safer to use alternative means of travel, this will be supported.

Road design and layout can affect the risk of a road accident on campus. The University is committed to maintaining campus road systems in a safe condition and will take account of the safety and needs of all users when designing the road and path infrastructure. Drivers must obey the campus speed limit of 5 mph when driving on.

## Campus Roads

Road design and layout can affect the risk of a road accident on campus. The University is committed to maintaining campus road systems in a safe condition and will take account of the safety and needs of all users when designing the road and path infrastructure. Drivers must obey the campus speed limit of 5 mph when driving on Campus grounds

## Environmental Considerations.

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* Do not over-rev the engine
* Avoid excessive idling – switch the engine off if standing for more than a couple of minutes
* Avoid harsh braking and harsh acceleration
* Do not overspeed
* Think ahead and anticipate the road
* You can reduce costs by driving carefully to avoid accidents and reduce wear and tear
* Watch out for overhead obstructions, soft verges, height, length and width restrictions
* When driving in a multi-vehicle movement, maintain safe separation distances appropriate to the conditions and avoid unnecessary overtaking.

## Fuel Purchasing Arrangements

Departments must keep records of fuel expenditure.

## Sources of further information and good practice guidance

The Highway Code forms part of road traffic legislation in the England, Scotland and Wales. It is essential reading for everyone and must be complied with.

Direct.gov: The Highway Code on-line

<http://www.direct.gov.uk/en/travelandtransport/highwaycode/index.htm>

The Direct.gov web site has essential information on the law relating to driving, some of which is not covered by this policy e.g. child car seats.

Medical Rules/Guidance for driving

<http://www.direct.gov.uk/en/Motoring/DriverLicensing/MedicalRulesForDrivers/index.htm>

General motoring: http://www.direct.gov.uk/en/Motoring/index.htm Child car seats:

<https://www.gov.uk/child-car-seats-the-rules>

**The following web sites and publications provide useful safe driving guidance for all drivers. All employees who drive on university business are encouraged to familiarise themselves with this guidance.**

RoSPA Road Safety <https://www.rospa.com/road-safety>

Department for Transport ‘Think Road Safety’ campaign <https://www.think.gov.uk/>

The Institute of Advanced Motorists. <https://www.iamroadsmart.com/>

The AA motoring advice: <https://www.theaa.com/driving-advice>

## Appendix 1 Driver Record and Medical Fitness Form

**PART 1A: To be completed by the Licence Holder**

Driver’s full name: Date of Birth:

Note: This form should only be completed for University Minibus Drivers i.e. employees who:

Drive the University minibuses or are required to drive by their job description or terms & conditions of contract, as an integral part of their employment; or frequently drive university students on official journeys;

Forms do not need to be completed for employees who use their own vehicles for convenience on a casual basis, in order to undertake some element of their role for the University, and who do not meet the conditions set out above.

|  |  |  |
| --- | --- | --- |
| Driver Assessment – confirm which categories apply to you | | Answer  Column |
| I drive University owned or leased vehicles |  |  |
| It is required by my job description or contract of employment to drive as an integral part of my employment. |  |  |
| I drive hire cars supplied through the university preferred suppliers and which are driven on university insurance. |  |  |
| I frequently drive university students on ‘official’ journeys e.g. field work. |  |  |
| I drive minibuses, 4-wheel drive vehicles off road, fork lift trucks or other special vehicles. | Additional training may be required |  |
| I have more than 6 penalty points currently in force | The driver may be required to attend on-road driver training or other enhanced driver awareness training – manager to consult Health and Safety Team for advice. |  |
| I have had a road traffic accident when driving on University business, or an ‘at fault’ accident when not driving for work, within the last year. |  |
| MEDICAL HISTORY | | Answer Yes or No |
| Do you have any medical condition/disability that may affect your ability to drive? | |  |
| Have you been prohibited from driving due to a medical condition? | |  |
| Have any driving conditions been placed on you by the DVLA? | |  |
| Are you taking any medication that may affect your driving? | |  |
| Do you have any eyesight defects that cannot be corrected with the aid of glasses or contact lenses? | |  |
| If the answer is yes to any of the medical questions the manager should seek advice from the university occupational health service | | |

Those who suffer from a medical condition likely to cause a sudden disabling event at the wheel or who are unable to safely control their vehicle from any other cause, should not drive.

Full guidance is available at <https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>

If any of the following conditions apply to a University Driver, they must be assessed by Occupational Health. Depending on the Occupational Health assessment, the driver should be advised to notify DVLA of a medical condition. The University may withdraw authorisation to drive on university business.

* Neurological:
* Cardiovascular:
* Diabetes mellitus:
* Alcohol and Drugs:
* Visual disorders:
* Renal and respiratory disorders:
* Miscellaneous conditions:

I declare that the information provided for the completion of this form is, to the best of my knowledge correct. I will immediately inform my Line Manager of any changes to the information provided and I am aware that a failure to do so may result in disciplinary action against me.

Signed (Licence Holder) Date:

**PART 1B: To be completed by Manager**

It is recommended that driving licences for University Drivers, and MOT Certificates and insurance certificates for vehicles where relevant, are checked annually.

|  |  |
| --- | --- |
| DRIVERS LICENCE AND VEHICLE DOCUMENT CHECK | Answer Yes or No |
| Is the licence produced, the original and not a photocopy? |  |
| Is the Serial Number and DVLA watermark repeated throughout the document? |  |
| Is the licence signed in ink by the licence holder? |  |
| Are the name and address details correct? |  |
| Do the photocard and paper counterpart details match (if applicable)? |  |
| Is the photo current (taken within the last 10 years?) |  |
| Is the category of licence appropriate for the vehicle to be driven? |  |
| Note category of licence |  |
| Note driver number (only if required to have a licence validation check) |  |
| License issue number |  |
| Are you satisfied that the driving licence is valid? |  |
| If the answer is ‘no’ to any of questions above, the manager should seek advice from health and safety or human resources. | |
| PRIVATE VEHICLES USED FOR WORK PURPOSES  (if applicable) | Answer Yes or No |
| Is the MOT certificate valid (where appropriate)? |  |
| Does the insurance cover include business use? |  |
| Is the insurance certificate up-to-date and valid for the driver? |  |
| If the answer to questions above is ‘no’, the driver must not use their personal vehicle for work. | |

I have checked the driver’s documentation and agree that the driver may drive under University business.

Signed by Line Manager: Date:

## Appendix 2 Vehicle Safety Inspection Checklist

Vehicle Plate Number …………………………. Date of Inspection………………………

|  |  |  |
| --- | --- | --- |
| Please check before operating the vehicle | Yes | No |
| Oil level |  |  |
| Water level |  |  |
| Windscreen washer level |  |  |
| Adjust seat and controls |  |  |
| Seat belts – check for operation |  |  |
| Parking brake – hold against slight acceleration |  |  |
| Foot brake – holds, stops vehicle smoothly |  |  |
| Clutch and gearshift – shift smoothly without jumping or jerking |  |  |
| Mirrors clean and adjusted |  |  |
| Doors and door locks operate correctly |  |  |
| Steering – moves smoothly |  |  |
| Tyres free from damage /stones /debris |  |  |
| Tyre Pressures appear sufficient |  |  |
| Tyre Pressures Checked (alternate days) |  |  |
| Headlights, Reverse and Tail Lights (Clean & Operational) |  |  |
| Indicator Turn Signals and Hazard Warning Lights |  |  |
| Brakes |  |  |
| Licence Plate |  |  |
| Dash control panel – all lights and gauges are operational |  |  |
| Horn operational |  |  |
| Vehicle reverse alarm operational |  |  |
| Check spare tyre |  |  |
| First aid kit / Extinguisher / Breathalyser |  |  |
| Bodywork Free of Damage |  |  |
| Check Section 19 Permit and Tax Disc are in Vehicle |  |  |

Name ………………………….… Signature………………………….……………………….

Any action taken required to remedy faults etc.