

Driving for College Business Procedure

For the attention of: All Staff
Produced by: Director of Health & Safety
Approved by: SLT
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Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

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1. Purpose

- 1.1. These regulations apply to all college vehicles and staff owned vehicles in use on college business.
- 1.2. The WFGC will assess the risk and monitor our vehicles and drivers in order to comply with the Management of Health and Safety at Work regulations 1999. All vehicle use is subject to the mandatory road safety and vehicle rules of The Highway Code and Road Traffic Act.

1.3.

2. Procedure

- 2.1. **Entitlement to Drive** must be requested from the Health and Safety Team and a full driving license will need to be produced to be copied for their records along with a completed declaration form.

Drivers will be required to sign a declaration of their medical fitness and license status every six months. The forms state location **This includes employees who drive their own car for work.**

You have a responsibility to immediately inform the Health and Safety Department if your license is suspended, cancelled or any other limitation put upon it.

- 2.2. College fleet vehicles are for business use only. They are not to be driven for private journeys.
- 2.3. If you wish to keep a fleet vehicle offsite overnight, such as at your home for an early start permission must be given prior to this. Please contact the Head of Transport.

2.4. Private Vehicles

Vehicles used for college business must be fit for the purpose for which they are to be used, including being maintained in a safe condition and fit for the road. The vehicle must have a current MOT if older than 3 years. The vehicle must also have road tax.

Drivers must have Business Use on their car insurance to drive for college business. (This is not required for staff who only use their car to travel from home to work.) It is required for staff who travel between sites or on other college business such as attending an event.

3. Medical Fitness

- 3.1. Driver medical fitness is determined by the Driver Vehicle Licensing Agency (DVLA) medical standards.

4. Additional Safety Advice for all Users

- 4.1. Plan your journey to include stops. You should always consider the passengers and time should be allowed for meal breaks and toilet stops.
- 4.2. Have enough fuel for the duration of the journey
- 4.3. Consider your health on the day of travel for temporary conditions such as migraine, flu and hay fever. Fitness to drive may be affected.
- 4.4. Never drive if you could be over the limit for alcohol consumption or under the influence of drugs. Please consider this could be from drinking the evening before or from taking some prescription drugs.
- 4.5. Never use a handheld mobile phone while driving.
- 4.6. If your vehicle is fitted with a handsfree system, please consider:
 - Although using a hands-free phone while driving is not specifically illegal, drivers who do so could be charged with 'failing to have proper control of their vehicle'. The penalty is a fine of up to £1,000, three penalty points and a discretionary disqualification.
 - The police check phone records when investigating fatal and serious crashes to determine if a driver was using a phone. If they were, the courts normally treat this as an aggravating factor when deciding the level of sentence, including imprisonment if someone was killed or seriously injured.
 - Employers who require their staff to use any mobile phone while driving for work could be prosecuted under health and safety law if an investigation determined that using a phone contributed to a crash. Victims could also pursue claims for compensation in the civil court

5. Accident While Driving for College Business

- 5.1. In the event of an accident ensure you follow the guidance notes in these regulations. You must also inform the Health and Safety Team as soon as possible using the Accident or incident form on the staff intranetPlease record:
 - Time, Date, Place

- Details of the incident
 - Names and Addresses of others involved
 - Insurance Details
 - Names and Addresses of any witnesses present
 - General driving conditions
 - The number of the Police Officer should be obtained, along with the Station which is actually dealing with the matter.
- 5.2. In the event of an accident, you must always stop immediately, do not admit liability, either in writing or verbally.
- 5.3. If anyone is injured, the Police must be notified, and an ambulance called at once if necessary. The police must also be called if more than two vehicles are involved, or the vehicles are causing an obstruction.

6. Fines and Penalties

- 6.1. Any speeding fines incurred will be the responsibility of the driver.
- 6.2. Other fines such as parking charge notices should be passed on to the Transport email address to be settled without delay. We will require a statement from the driver regarding the circumstances of the fine to allow the college to appeal the fine if circumstances allow.

Vehicle Insurer: ERS

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