

This Information Sheet provides guidance on the steps Colleges and Services must take to ensure the competence of those driving College / Service owned / leased vehicles or hire vehicles on University business. It forms a series of Information Sheets that supports the *Driver and Vehicle Safety Policy Standard* which requires each College / Service to introduce local arrangements to manage their driving and vehicle activities.

Background

The University owes all persons driving on University business a duty of care. As such, they must provide drivers with sufficient information and guidance for them to be able to undertake the task safely and without any additional risk from that experienced every day on the road.

Initial Driver Authorisation System

Colleges / Services must authorise (see Driver Authorisation Form) any member of staff or student before they drive a vehicle (College or Service owned / leased vehicles, hire vehicle or minibus) on university business. This will require details from the person's Photocard Driving Licence. A copy of the signed Form, detailing which category of vehicles the person can drive must be given to the driver with the original held by the College / Service (held in accordance with GDPR).

The authorisation process should consider:

1. The types of vehicles a College / Service operates.
2. The types of driving activities undertaken e.g. road, off-road, trailers, minibuses.
3. If specific controls are required to drive as 1 or 2, including extra competence or additional Driving Licence category requirements.
4. The driver profile e.g. age, experience, country where Driving Licence was issued.

If more than one type of vehicle is to be operated, the Driver Authorisation system must state each type of vehicle the driver can drive. For example, if a College uses cars, transit vans, minibuses and a land rover, four categories of authorisation may be required. It is advised Driver Authorisation is broken down into the following levels or types of vehicles:

| LEVEL | TYPE OF VEHICLE(S) ¹ |
|-------|--|
| 1 | Hire Cars |
| 2 | College / Service 'Owned / Leased' Cars / Car-derived Vehicles ² |
| 3 | Larger Vehicles: People Carriers (MPVs up to 9 seats), Transits, Pick-Ups, Mobile Homes |
| 4 | Minibuses (over 8 seats but no more than 16 passengers plus driver). Includes MPVs, 10 seats and above i.e. 9 passengers + 1 driver |
| 5 | Specialised Vehicles (e.g. Land Rovers) |
| T | Trailers |
| 'Off' | Off-road vehicles |

NOTE: IT IS ESSENTIAL SUITABLE VEHICLE INSURANCE IS IN PLACE (see *Insurance* below)

¹ Includes electric vehicles

² Car-derived vehicles relate to small vans i.e. generally the same as an estate car but designed to carry light loads

Additional sub-categories may be required for towing trailers and off-road driving. These can be indicated by the suffix 'T' and 'Off' to each Approval Category. The following are typical requirements for the authorisation of each level / type of vehicle:

| LEVEL | CONTROLS REQUIRED FOR AUTHORISATION ³ |
|---|--|
| 1 | <ul style="list-style-type: none"> • Each year the Driver must present their Driving Licence for inspection. • The driver must be a minimum of 21 years of age. • The Driving Licence must be UK Valid⁴, held for at least 2 years, clear⁵ of Penalty Points / Endorsement Codes and have the necessary Vehicle Category on the Licence⁶. • The driver signs to confirm they will drive as per College / Service Rules, meet the minimum health requirement⁷ (DVLA standard) and the vehicle to be used is appropriately insured for business use, roadworthy and legal, taxed and MOT'd. |
| 2 | <p><u>As Level 1 Plus College / Service:</u></p> <ul style="list-style-type: none"> • Will provide any specific instruction required for operating the vehicle, including how to undertake Driver Checks. • Provides help / instruction so the driver can familiarise themselves with the vehicle(s). |
| 3 | <p><u>As Level 2 Plus College / Service:</u></p> <ul style="list-style-type: none"> • Only authorises drivers for such vehicles, if satisfied they can drive and operate it safely. |
| 4 | <ul style="list-style-type: none"> • Authorisation as per the <i>Minibus Safety Policy Standard (minimum age 25 years plus in-date MIDAS Minibus Driver Training or other approved driving test)</i>. |
| 5 | <p><u>As Level 3 Plus</u></p> <ul style="list-style-type: none"> • The College / Service must check, through Driver Assessment the driver is competent to drive, operate the vehicle and able to undertake Driver Checks. |
| <p>Suffix 'T' (trailers)</p> | <p>In addition to 3 above the driver may be authorised to Tow Trailers provided they:</p> <ul style="list-style-type: none"> • Have the necessary Category on their Driving Licence. • Tow only using specified vehicles, trailers and loads. • Have been assessed to confirm competence to: <ul style="list-style-type: none"> ○ drive whilst towing ○ 'hook-up' ○ inspect the trailer and critical points ○ secure loads ○ identify load capacities to trailer and vehicle types and capacities |
| <p>Suffix 'Off' (off-road)</p> | <p>In addition to 3 above, drivers may be authorised to drive 'off-road' provided they are:</p> <ul style="list-style-type: none"> • Assessed on off-road driving abilities and competence. • Authorised for specific vehicles or types of vehicles. • Authorised for types of terrain (i.e. seashore, fields, hillside, etc.). |

³ Includes electric vehicles

⁴ Restrictions can apply to driving licences obtained outside of the UK.

⁵ 7 or more Penalty Points and Endorsement Codes must be notified to the University Insurance Officer.

⁶ See Section - Further Guidance.

⁷ See the Driver and Passenger Safety Handbook for advice.

Specific Authorisation Requirements

Colleges / Services must contact the University Insurance Officer before authorising any person to drive on University related business if:

- They have held their driving licence for less than two years.
- Are under the age of 21 or under the age of 25 if driving a minibus.
- They are driving abroad.
- There are concerns about their driving licence e.g. categories, Penalty Points, Endorsement Codes country of issue.

Insurance

Suitable vehicle insurance must be in place for all vehicles used and / or driving undertaken on behalf of the College / Service and which considers the type of vehicle being driven, the type of driving it will be used for e.g. off-road and the competence of the drivers involved.

As part of this process the University Insurer's requires:

- Completion of the Finance Office's online Vehicle Hire Insurance Form for all general vehicle hires e.g. cars, minibuses.
- Arranging, via the Finance Insurance Officer suitable vehicle insurance for College / Service 'owned' / 'leased' vehicles.
- Any person claiming mileage for use of own car / vehicle on University related business to have 'business use' insurance on their personal vehicle insurance.

Health Assessments

Drivers contractually required to drive, have to undertake a periodic Health Assessment. This is arranged through the Occupational Health Practitioner and may involve a Health Check and / or completion of a Health Questionnaire.

Annual Driving Licence Checks / Records

Following the initial Driver Authorisation Colleges / Services must **annually check the driving licences** of staff and students:

- Contracted to drive as part of their University Terms and Conditions of Employment.
- Driving hire vehicles on University related business.
- Driving College / Service owned / leased vehicles.

As the driving licence paper counterpart is no longer valid and new Penalty Points/Endorsement Codes are not added to the photocard, drivers must obtain an online summary of their current driving licence: <https://www.gov.uk/view-driving-licence>.

As part of the Annual Check, it is sufficient to record confirmation that the Annual Driving Licence Check has been carried out, and any endorsements or penalty points checked with the University Insurance Officer, on a spreadsheet. All records must be maintained in accordance with GDPR.

It is essential drivers understand they must report changes to their driving licence which could affect their ability to drive immediately e.g. Penalty Points, Endorsement Codes.

Details of the University's Insurance Officer are available on the [Finance Website](#).

Example Driver Authorisation with additional columns added each year to confirm the Annual Check has been carried out with no issues raised (*data must be held in accordance with GDPR requirements*):

| Date of Check: | Name: | Staff / Student ID: | Driving Licence Number: | Driving Licence Categories: | Penalty Points: | Endorsement Codes | Authorised to Drive: |
|--------------------------|----------------|---------------------|-------------------------|-----------------------------|-----------------|-------------------|----------------------|
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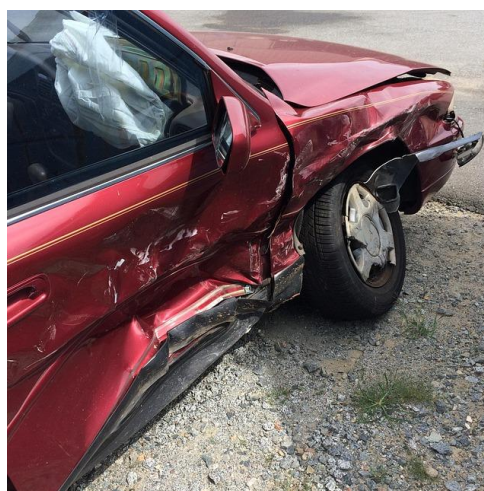
Further Guidance

Colleges / Services should also establish systems to make sure:

- **Medical Fitness:** Persons driving on University business understand they must monitor their own health and report immediately medical conditions that:
 - Cause sudden ill health and / or affect vision, consciousness or concentration which could place them or others at risk when driving.
 - Medical conditions the DVLA must be informed of e.g. diabetes, heart conditions, sleep apnoea, eye conditions, alcohol or drug problems, some mental health issues.

Staff contracted to drive are medically fit to do so. Checks will ensure both the driver's health and safety and those who may be affected if the driver was taken ill whilst driving.

- **Driving Licences (see Flow Chart for licences issued outside of GB):** Colleges / Services must check drivers have the necessary 'category'⁸ on their licences to drive University vehicles (advice can be sought on the [Driver and Vehicle Licensing Agency \(DVLA\) website](#)).
- Special attention must also be given to licence 'categories' when authorising driving of non-car derived vehicles such as vans, 4 x 4s and pick-ups and to drivers passing their driving test after 1997. Specific requirements apply to minibuses and driving licences issued outside of the UK.
- **Record Keeping – Drivers:** Colleges / Services may be asked to identify a driver when speeding or other Road Traffic offences are suspected. Failure to do so may result in criminal investigation or a court appearance to explain why records are not available. It is therefore recommended Colleges / Services keep a record of journeys undertaken in College / Service 'owned / leased' vehicles, especially if a number of drivers use the vehicle.
- **Reports of Bad Driving:** If the University and / or Colleges and Services receive reports of bad driving it must be investigated. If necessary the driver may be suspended from driving on University business pending conclusion of the investigation.



⁸ Driving Licence Groups and Categories may have changed if driving licence issued before 2013. In addition, remember the paper counter part of a driving licence is no longer valid and 'Points/Endorsement Codes' will not be recorded on the photocard licence.

DRIVING IN THE UK FOR HOLDERS OF A DRIVING LICENCE ISSUED OUTSIDE OF GREAT BRITAIN (ENGLAND, SCOTLAND AND WALES)

