

ARE YOU DRIVING FOR WORK?

ACTIVITY	YES	NO
Driving from your home to another University base for an internal meeting	✓	
Being driven by a spouse / friend to an external meeting	✓ <i>if remunerated</i>	
Driving colleagues / students to a University organised event e.g. conference, fieldtrip, football tournament	✓	
Driving colleagues / students to an event organised by a 3 rd Party which RELATES to University work / study	✓	
Driving colleagues / students to an event organised by a 3 rd Party but which DOES NOT relate to University work / study		✗
Driving to the train station to travel to a work related meeting	✓	
Driving to a shop to buy sandwiches for a client lunch	✓	
Driving a colleague home from work as they missed their train		✗
Driving to an employment tribunal to act as a witness for the University in an ongoing employment dispute	✓	✗ <i>NO if Court summoned</i>
Visiting a colleague (University / external) during the drive to your normal University work base	✓	
Driving to view a premises the University is looking to use for University related activities	✓	
Dropping off work post at the Post Office on the way home	✓	
Driving to take part in a University organised fun run at the weekend		✗

NOTE: Specific requirements apply if driving a minibus on University staff / student related activities e.g. driver age limits, MIDAS training, Small Bus Permit scheme. Please refer to the Minibus Safety Policy for further information.