

DRIVER & VEHICLE SAFETY POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
1 st Sept 2009	Initial Issue	
18 th July 2016	Revisions	
15 th July 2022	Reviewed and approved by the Health, Safety and Emergency Management Task Group	26 th February 2019, reviewed June 2022

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Health, Safety & Campus Wellbeing	University Secretary	Health & Safety Committee	21 st May 2009

This Policy will be reviewed in 2025

1. INTRODUCTION

In 2018, a landmark study carried out on behalf of Highways England and charitable partnership Roadsafely, found that nearly one third (29 per cent) of all UK road fatalities and 21 per cent of all casualties (killed, seriously injured and slightly injured) occur in driving-for-work collisions.

Driving is in many cases, the most potentially hazardous daily activity a person will undertake whilst at work. It is therefore essential suitable systems are introduced to ensure work related driving activities are, as far as reasonably practicable, undertaken safely, and that vehicles used for work related activities are suitable and maintained in a roadworthy condition.

Failure to confirm the competence of Drivers and the suitability and maintenance of vehicles could result in a major accident and the potential implications because of this; as well as prosecution.

2. POLICY STATEMENT AND SCOPE

It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant statutory requirements and good practice, to ensure the health and safety of staff, students, and visitors to the University.

This Policy details the requirements placed on Colleges and Professional Services (Service) to ensure owned, leased, hired and private vehicles driven by staff, students, and volunteers on University business are operated and maintained safely.

Information is also provided on the general duties and responsibilities placed on those driving on University related activities.

The Policy applies to:

- Each College and Service using vehicles and associated equipment e.g., trailers.
- Each College and Service which authorises members of staff, students, and volunteers to drive on University, College or Service business.
- Each member of staff, students and others who drive any vehicle on University business.

Sections of this Policy do not apply to:

- Minibuses (see Minibus Safety Policy).
- Specialised vehicles (e.g., all-terrain vehicles, FLT's).

The Policy does not apply to:

- Coach companies (PCV).
- Non-University related transport or activity or travelling to and from work.
- Private Hire and Licensed Taxis.

3. RELATED POLICIES AND LEGISLATION

In addition to the general duty of care for road safety, the University and its Colleges and Services have specific responsibilities and obligations under the Road Traffic Act and the Provision and Use of Work Equipment Regulations (PUWER) to ensure the safety of vehicles provided by the University and the safety of vehicle drivers and passengers when a vehicle is driven on University business.

4. DEFINITIONS / TERMINOLOGY

For the purpose of this Policy the following terms and definitions apply:

- Vehicle: Any predominantly road going vehicle used for work or University related business. Excludes specialised vehicles¹ such as ATVs², FLT³s and farm vehicles⁴.
- Driver: Relates to any member of staff, student or volunteer who drives a vehicle on University business.
- University Business: Any activity undertaken on behalf of, or because of the University - excludes travel to and from the usual place of work (base) in private / own vehicle or public transport.
- Contracted to Drive: Staff who have a University Contract of Employment (Terms of Employment) that state they will be required to drive University vehicles as part of their duties. This does not include driving to and from work, occasional car use or having access to a vehicle for use on University business.
- General Vehicle Hires: Relates to short term vehicle hires. For example, hiring a car to attend a conference, hiring a transit van for a week to move equipment between sites.
- College / Service 'Owned / Leased' Vehicles: Refers to vehicles owned by a College / Service or vehicles supplied by a third party, where a formal arrangement / lease has been agreed to use that vehicle on a long-term basis.
- DVLA: Driver and Vehicle Licensing Agency. The Government organisation responsible for maintaining registers of drivers and vehicles in Great Britain.
- Hand-held Device: Any device capable of interactive communication even if that functionality is not enabled at the time. This includes a device being in flight mode.

5. DUTIES OF THE UNIVERSITY

The University will:

- a. Through this Policy and supplementary documents establish a management system to ensure owned, leased, hired and private vehicles driven by staff, students, and volunteers on University business are operated and maintained safely.
- b. Delegate, in line with the University's health and safety management system, the duty to implement this Policy to Deans of College and Directors of Professional Services.

6. COLLEGES / PROFESSIONAL SERVICE RESPONSIBILITIES

This Policy establishes the fundamental principles for managing Driver and Vehicle Safety at the University and requires each College / Service to:

- a. Prepare a Risk Assessment⁵ which covers the use and suitability of vehicles used, the safety of Drivers and others affected by Drivers and vehicles used on College / Service business.
- b. Regularly review the Risk Assessment with updates communicated to relevant persons.
- c. Ensure driving related accidents and incidents are reported and investigated accordingly.

¹ Vehicles not covered by this Policy should be risk assessed individually

² All-Terrain Vehicles

³ Forklift Trucks

⁴ Including Tractors and such like

⁵ This, dependent on the level of risk can be covered in the Overview College / Department Risk Assessment

GENERAL VEHICLE HIRES - SAFETY AND SUITABILITY:

- d. Arrange general vehicle hires through the University's Purchasing / Insurance Website.

'OWNED / LEASED' VEHICLES – SAFETY AND SUITABILITY:

- e. Consider safety and suitability, including Driver(s) comfort when purchasing / leasing a vehicle (including Euro NCAP rating).
- f. Ensure vehicles are kept in a roadworthy condition. This includes:
 - o Maintaining / servicing in accordance with Manufacturer's / Servicing Garage recommendations and other statutory obligations e.g., MOT.
 - o Establishing formal regular Weekly Vehicle Inspections which includes general maintenance e.g., filling windscreen washer bottles, adjusting tyre pressure.
- g. Implement systems to ensure Drivers report 'unsafe' vehicles and these are removed from use until remedial work is carried out and safety and roadworthiness confirmed.
- h. Establish similar systems as e) – g) for vehicle related equipment e.g., trailers, bowsters.

INSURANCE:

- i. Notify the Insurance Officer of all 'owned / leased' vehicles.
- j. Provide the Insurance Officer with details of any person driving 'owned / leased' vehicles.
- k. Ensure Drivers arranging general vehicle hires complete the Finance Office's on-line *Vehicle Hire Insurance Form*.
- l. Remind Drivers using own / private vehicles (*e.g., claiming mileage*) for University business their vehicle must be roadworthy, insured for 'Business Use', MOT'd and taxed.

ALL DRIVERS OF COLLEGE / SERVICE OWNED / LEASED VEHICLES:

Competence - ensure all Drivers, staff, students, **AND** volunteers:

- m. Are a minimum of 21 years of age (**note:** at least 25 years of age for minibuses) unless otherwise agreed with Insurance Officer (see q) below). *Note: The Students' Union operates its own Policy for use of minibuses and other vehicles.*
- n. Have held a full UK valid (or UK recognised) Driving Licence for at least two years.

General Management Arrangements:

- o. At least annually, formally approve Drivers operating College / Service 'owned / leased' vehicles and Drivers hiring vehicles for use on University business⁶ with a check of their Driving Licence undertaken and the Driver Authorisation Form completed⁷.
- p. Remind Drivers they must report new / additional 'Penalty Points / Endorsement Codes' and other restrictions e.g., notifiable DVLA Medical Conditions⁸ immediately.
- q. Seek the Insurance Officer's guidance for Drivers:

⁶ Driving licence checks / authorisations of drivers hiring vehicles can be carried out as part of vehicle hire process.

⁷ Driving licence paper counterpart is not valid and new penalty points / endorsement codes will not be added to the photo-card. As such, Drivers can obtain an [online](#) summary of their driving licence from the DVLA which can then be presented to their College / Service.

⁸ Specific medical conditions must be reported, by law, to the DVLA: www.gov.uk/driving-medical-conditions.

- Under 21 years of age, or who have held their licence for less than 2 years.
 - In possession of an overseas Driving Licence.
 - In possession of 7 or more Penalty Points on their licence.
 - Have Endorsement Codes on their licence.
 - Wishing to drive abroad (including Republic of Ireland).
 - Declaring a Medical Condition.
- r. Arrange (if required) for Drivers contracted to drive as part of their Employment Terms and Conditions to receive a periodic Driver Health Assessment⁹.
- s. Encourage Drivers to carry out basic vehicle checks before starting a journey.
- t. Ensure all Drivers report driving / vehicle related accidents and incidents.
- u. Ensure Drivers are aware of their responsibilities as outlined m) – t) above.

RECORDS:

- v. Keep a Register of annual Driver Approvals and Driving Licence Checks (see o) above), which includes the type of vehicle the Driver is authorised to drive.
- w. Ensure Drivers who drive hire vehicles complete the on-line *Vehicle Hire Insurance Form*.
- x. Keep records of who is driving College / Service 'owned / leased' vehicles and when.
- y. For College / Service 'owned/leased' vehicles and 'towable' items e.g., trailers, bowsters:
- Keep a Register of such vehicles.
 - Maintain statutory records for each vehicle e.g., MOT Test Certificates, Road Tax, Vehicle Registration Documents (Logbook), Insurance.
 - Maintain other associated records as required, e.g., maintenance, servicing, Weekly Vehicle Inspections.

7. RESPONSIBILITY OF DRIVERS

In addition to requirements placed on the University and Colleges / Services, all staff, students, and others driving on University business have a responsibility to:

- a. Comply with the Highway Code and University's Driver & Passenger Safety Handbook.
- b. Never hold or use a mobile phone or hand-held device whilst driving. This includes even if in flight mode or a basic task such as illuminating the screen or checking the time.
- c. Only drive own / private vehicle (if claiming mileage), a hire vehicle, or College / Service 'owned / leased' vehicle and tow if:
- They are Competent and legally able to (i.e., correct Driving Licence categories).
 - They have Business Use insurance if using private / own vehicle, or University insurance if driving hire vehicles or College / Service 'owned / leased' vehicles.
 - When hiring a vehicle or driving a College / Service 'owned / leased' vehicle they,
 - i. are at least 21 years of age (25 for minibuses) with a full UK valid Driving Licence held for at least two years.

⁹ Driver (staff contracted to drive) Health Assessments can be arranged through Occupational Health Practitioner.

- ii. have been authorised by their College / Service.
 - When intending to drive a hired vehicle, complete the on-line Vehicle Hire Insurance Form (the driver or vehicle will not be insured if not completed).
- d. Provide their Driving Licence details on request of their College / Service.
- e. Confirm their own vehicle is insured for Business Use (confirmed via the Declaration on the Travel & Subsistence Claim Form).
- f. Report changes to their Driving Licence (e.g., Penalty Points / Endorsements Codes) to the appropriate person immediately.
- g. Undertake general vehicle safety checks before starting out on a journey.
- h. Report immediately all vehicle defects / damage to a responsible person to ensure unsafe vehicles are removed from service.
- i. Monitor own health; notifying the Line Manager and / or Occupational Health Practitioner (if required) immediately of medical conditions that:
 - Cause sudden ill health and / or affect vision, consciousness or concentration which could place them or others at risk when driving.
 - Reportable DVLA medical conditions e.g., diabetes, heart and neurological conditions, sleep disturbance, vision issues, alcohol, drugs, mental health issues.
- j. Not drive under adverse influence of prescribed or other medication.
- k. Never drive under the influence of alcohol.
- l. Cooperate with Driver Health Assessment procedures (if applicable).
- m. Report all driving accidents or incidents.

8. EQUALITY ASSURANCE

Every effort must be made to support individuals, so they are treated equally. However, very occasionally, there may be a requirement to treat 'persons with a protected characteristic' differently to ensure driving activities are undertaken safely, to ensure compliance with relevant DVLA requirements and to safeguard the health, safety and well-being of others who could be affected.

9. FURTHER INFORMATION AND PRACTICAL GUIDANCE

In addition to the information found in this Policy more practical and procedural guidance can be found in several associated documents, which are available on the Health and Safety Website. These include Procedures for Approving the Driver; Vehicle Safety; Journey Planning; Trailers and Towing Vehicles; Medical Standards for Drivers and a comprehensive Driver & Passenger Safety Handbook – a guide for those driving on University related business.

10. REVIEW AND AUDIT PROCEDURES

Health and Safety, Campus Services will carry out general and periodic audits to assess compliance against this Policy and legislation in general.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of the University's system for the management of University related driving activities.

End.