



DRIVER & PASSENGER SAFETY HANDBOOK



RULES, HINTS AND INFORMATION

*This handbook incorporates good practice as described by
RoSPA, the HSE and the Highway Code*

March 2016 (revised February 2019, February 2025)

GENERAL DRIVING – HINTS & TIPS

MODE OF TRAVEL

If possible, make long journeys by train, bus, coach or air. If this is not possible, make sure the vehicle is suitable for your needs and is not only roadworthy but is easy and comfortable to drive.

SPEED (see table below for Speed Limits, Wales)



Inappropriate speed – exceeding the limit and driving within the limit but too fast for the road conditions is one of the most significant driving

risks. At higher speeds, there is less time to spot problems and react, it takes longer to stop and impacts are more severe, causing more serious injuries to vehicle occupants and others.

All drivers are expected to drive safely and at reasonable speeds at all times. They must also **take into account how the speed limit changes dependent on the vehicle type:**

Vehicle	Built Up Area	Single C.way	Dual C.way	M.way
Cars / M.bikes	20	60	70	70
Cars towing	20	50	60	60
Buses / Coaches (<12m)	20	50	60	70
Transit / Luton Van	20	50	60	70*
Astra Van	20	60	70	70

* 60 if articulated or towing a trailer

PLAN YOUR ROUTE (see Appendix 1)

A planned journey reduces stress. Write out an easy to read Route Plan. Check for road works, likely traffic jams, and if possible, plan for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).

For latest traffic information visit:

www.rac.co.uk/travelservices/traffic

DURATION OF JOURNEY

Consider how long the journey will take. Avoid starting a long journey after a full day's work, driving early morning when you have had less sleep, or mid afternoon after eating a large meal.

DRIVER HOURS

As a rule the University recommends no driver should be required to drive continuously for more than **2 hours**, without at least a **15 minute** break, and no driver should be expected to drive for more than **6 – 7 hours** a day. Try to use two drivers if possible, but check they are insured and competent to drive the vehicle.

SLEEP

Try not to stay up late or reduce your normal sleep before a long journey and consider breaking long journeys with an overnight stop.

ALCOHOL



Alcohol stays in the body for several hours and will make you sleepier, so avoid having even one alcoholic drink.

Finally, remember the 'morning after' you may not be legal to drive!

MEDICINES

If you are taking any medication, check whether it causes drowsiness. If it does, ask for an alternative that will not affect your ability to drive.

IF YOU BEGIN TO FEEL TIRED

If you start to feel sleepy driving:

- Do not try to complete the journey
- Find somewhere safe to stop (not the hard shoulder)
- Take a nap of about 15 minutes
- Drink one or two cups of strong coffee or other high caffeine drinks

But remember, sleep is the only cure for tiredness. So, if necessary, find somewhere safe to stay overnight and inform others of your change of plan.

GENERAL ARRANGEMENTS

VEHICLE CHECKS

All vehicle owners have a legal responsibility to ensure it is safe to use on the road. In addition, Colleges / Services, for all owned, leased vehicles will ensure they are maintained and inspected as necessary. However, before starting a journey, drivers can carry out a few basic checks of their own. For example:

- *Lights / Indicators:* Are working and clean
- *Number Plates:* Are clean
- *Tyres:* Are inflated and not excessively worn or have any bulges or splits. Check an inflated, road legal spare tyre is available
- *Windows:* Are clean and free from dirt
- *Windscreen / Washers:* Are clean and the windscreen washer is working
- *Seat / Seat Belts / Head Restraint:* Are adjusted to your needs
- *Mirrors:* Are adjusted correctly
- *Warning Displays:* Make sure you know what each of the displays mean
- *Controls:* Familiarise yourself if the vehicle is new to you
- *Breakdown Cover:* Is it available
- *Loads / Trailers:* Are secured with loads inside the vehicle kept clear of walkways, exits

TYRES

All tyres should have a tread depth of at least **1.6mm** and be correctly inflated and free from cuts and other defects.

- *Burst Tyre:* If a tyre bursts driving, grip the steering wheel firmly and allow the vehicle to roll to a stop at the side of the road
- *Flat Tyre:* Stop as soon as it is safe to do so. Only change the tyre if you can do so without putting yourself at risk, otherwise call the Breakdown Service
- *Tyre Pressures:* Incorrect pressure could cause problems with brakes and steering. Check weekly when the tyres are cold

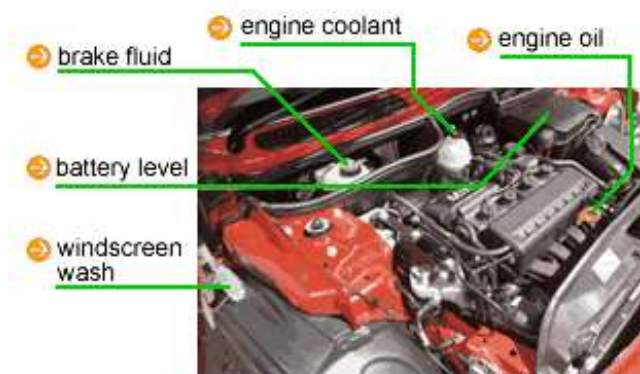
WARNING DISPLAYS

When you turn the ignition on, warning lights will illuminate but will go out when the engine starts (except the Hand Brake). Know what each of the symbols mean and never ignore a warning light – it could indicate a fault.



FLUID LEVELS

Check them at least weekly as things like low brake fluid could result in brake failure. In addition, ensure the battery is well maintained and there are appropriate anti-freeze agents in your radiator and windscreen bottle.



Engine layout may differ but fluids the same

OTHER GENERAL PROBLEMS

Contact the Breakdown Cover if a vehicle:

- *Pulls to One Side when Braking:* Likely to be a brake fault or incorrectly inflated tyres
- *Unusual Smells:* Burning rubber, petrol or electrical
- *Bounces:* Vehicle continues bouncing after being pushed down. This could highlight worn shock absorbers

VEHICLE SECURITY

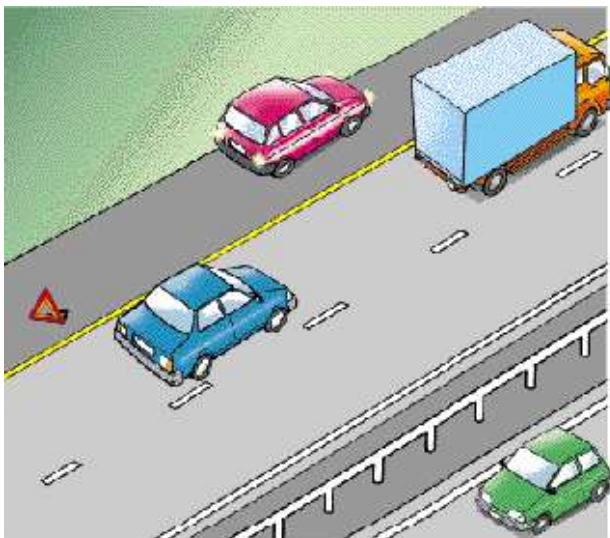
Even if only leaving the vehicle for a short time, drivers should remove the ignition key and engage the steering-lock (if available). Contents should be removed or concealed if possible. In addition, all **vehicle documents should be removed.**

BREAKDOWNS



If a vehicle breaks down, think first of other road users then:

- Get the vehicle off the road if possible
- Use hazard warning lights to warn other traffic
- Keep sidelights on if it is dark / visibility is poor
- All persons should alight and proceed to a safe point, well away from the vehicle and traffic
- Display a warning triangle on the road at least 45 metres (147 feet) behind the vehicle on the same side of the road. Take great care when placing them - **never use them on motorways**
- Never let anybody stand between the vehicle and oncoming traffic at night / in poor visibility
- Never let someone stand where they will prevent other road users seeing lights



BREAKDOWNS ON MOTORWAYS

If the vehicle develops a problem:

- Leave the motorway at the next exit or pull into a service area. Only pull on to the hard shoulder as a last resort, stopping as far to the left as possible, with wheels turned to the left
- Try to stop near an emergency telephone
- Leave the vehicle by the left-hand door and ensure passengers do the same
- Do not attempt even simple repairs
- Ensure passengers keep away from the carriageway and hard shoulder, and children are kept under control
- Walk to an emergency telephone on the same side of the carriageway (follow the arrows on the posts). The phone is free of charge and connects directly to the Police. Use these in preference to a mobile phone
- Give full details to the Police
- Return and wait near the vehicle (well away from the carriageway and hard shoulder)
- If at risk from another person, return to the vehicle by a left-hand door and lock all doors. Only leave the vehicle again when the danger has passed

If you cannot get your vehicle onto the hard shoulder:

- Switch on your hazard warning lights
- Leave your vehicle only when you can safely get clear of the carriageway
- Call the Emergency Services

BREAKDOWN COVER

Always check the vehicle you are driving has breakdown cover, especially if driving long distances.



NOTE: Before travel, check you have relevant contact numbers and the means to use them eg Mobile Phone

EMERGENCY PROCEDURES

EMERGENCY

ACCIDENTS – GENERAL INFORMATION

If you are involved in an accident or stop to help:

- Stop in a safe place and switch off the engine
- Switch on hazard warning lights
- Impose a no smoking ban
- Call the Emergency Services with full details of the accident location and any casualties
- If safe to do so, move uninjured people away from the vehicle to safety. On a motorway this should, be well away from the traffic, the hard shoulder and the central reservation
- Do not move injured people from their vehicles unless at risk from fire or explosion
- Never remove a motorcyclist's helmet unless it is essential to do so
- Be prepared to give First Aid within your limits of ability
- Stay at the scene until the Emergency Services arrive

DAMAGE / INJURY TO OTHER PERSON, VEHICLE, ANIMAL, PROPERTY

- Stop
- Give your own, the vehicle owner's name and address and the registration number of the vehicle to anyone having reasonable grounds for requiring them

INSURANCE CERTIFICATE NOT PRODUCED

If another person is injured and you can't produce your Insurance Certificate at the time of the accident you must report the accident to the Police within 24 hours and produce your Insurance Certificate to them within 7 days.



Remember to take your Mobile when you travel in case of emergencies. But never use it whilst driving!

FIRST AID

As a rule you should never:

- **Move** casualties unless further danger is threatened
- **Remove** a motorcyclist's helmet unless it is essential
- **Give** casualties anything to eat or drink
- **Remove** anything stuck to a burn eg clothing



In the event of an accident, even if you have no training you can still do a number of things to help until the Emergency Services arrive:

- If safe to do so get engines switched off and warn other traffic
- Stop others smoking
- Keep casualties comfortable and warm
- Provide reassurance
- Assess all casualties
- Treat casualties in priority order - generally:
 - *Not Breathing*: Remove blockages in mouth and apply CPR if trained
 - *Unconscious*: Ensure there is a supply of air and loosen clothing at neck, chest and waist
 - *Difficulty Breathing*: As unconscious above
 - *Severe Bleeding*: Apply pressure using clean material if possible, without pressing on any foreign body in the wound. Raise limbs to slow down bleeding, unless broken
 - *Burns*: If possible cool the burn with cold water. Never remove clothing stuck to the burn
 - *Broken Bone*: Keep it in the position found try to immobilise with padding if possible



NOTE: First Aid training can be arranged through your College / Service

RESPONSIBILITIES AND DUTIES

This Handbook has been developed to complement the University's Driver and Vehicle Policy Standard and associated Information Sheets. It summarises day to day responsibilities and procedures for those wishing to drive College / Service owned, hired, leased vehicles or their own vehicle for University related activities.

2. COLLEGE / SERVICE RESPONSIBILITIES

Colleges / Services will establish systems to ensure those driving on University related business have the necessary competence to drive the vehicle eg Driving Licence Categories. In addition, they will ensure 'owned', leased or hired vehicles used on University related business are:

- Suitable for use and roadworthy
- Taxed, MOT'd, Insured as appropriate
- Maintained & inspected as per manufacturer's and legislative requirements ie MOT
- Removed from use if unsafe and not reinstated until the fault has been rectified

NOTE: Inspection and maintenance also applies to trailers owned by a College / Service

3. GENERAL DRIVER RESPONSIBILITIES

To ensure their own health and safety, that of others who could be affected by their actions and to help Colleges / Services comply with the University's Driver and Vehicle Policy Standard, those driving on University related business must:

- Always consider other means of transport / communication instead of driving
- Consider the accessibility needs of others travelling in the vehicle
- Only drive on University business if authorised, insured and legal to do so
- If using own vehicle and claiming mileage have 'Business Use' on their own vehicle insurance
- Never smoke in a College / Service owned, leased or hired vehicle
- Assist Colleges / Services in their duty to ensure drivers are competent to drive

- Notify Penalty Points, Endorsement Codes or medical conditions which could affect their ability to drive
- Report defects / damage to College / Service vehicles immediately
- Report all accidents and incidents

4. PASSENGER RESPONSIBILITIES

Passengers in vehicles used on University related business must:

- Comply with driver instructions at all times
- Wear seat belts at all times whilst travelling
- Never drink alcohol or smoke in the vehicle

5. DRIVER AUTHORISATION

Anyone driving a College / Service owned, leased or hired vehicle on University related business must present a current summary of their driving licence (available from the DVLA Website - <https://www.gov.uk/view-driving-licence>) to their College / Service on an annual basis. This summary will then be checked to ensure your Driving Licence Categories cover you for the vehicles you may drive whilst at work. You will then be required to sign a Driver Authorisation Form which will approve you to drive and detail the types of vehicles you may drive.

NOTE: Driving Licence Groups or Categories may have changed if the licence was issued before 2013

6. MINIBUS DRIVING - MIDAS TRAINING

Any member of staff or student driving a minibus on University related business must be over 25 years of age and held a car licence (category B) for at least 2 years. The maximum loaded weight of the minibus should no more than 3.5 tonnes (excludes special equipment for carriage of disabled passengers) and a Small Bus Permit must be displayed. Further information on requirements can be found in the Minibus Safety Policy.

NOTE: Different procedures apply to students using SU owned minibuses for Club and Society activities.

7. TOWING TRAILERS

Remember specific Driving Licence Categories are required to tow trailers. Check the [DVLA Website](https://www.gov.uk/view-driving-licence).

8. VEHICLE INSURANCE

- *Penalty Points, Endorsement Codes and Medical Conditions affecting Ability to Drive:* Must be notified to your College / Service.
- *Hired Vehicles:* Anyone hiring a vehicle for use on University related business must complete the Vehicle Insurance Submission Form available from the Finance Office Website.
- *Use of Own Vehicle:* Anyone using their own vehicle on University related business and claiming mileage must ensure their vehicle insurance includes 'Business Use'.



NOTE: Failure to comply with any of the above could lead to the vehicle insurance being invalidated

9. THE HIGHWAY CODE

Drivers must follow the rules in the Highway Code; which is a legal requirement. If you don't you could be committing a criminal offence, and you may receive a fine, be given penalty points, endorsement codes or be disqualified from driving.

10. MEDICAL STANDARDS FOR DRIVERS

All drivers must ensure they are fit to do so and that their state of health allows them to drive without the influence of drink, drugs or illnesses causing a danger to other road users, passengers or themselves.

Drivers of all vehicles have a statutory responsibility to notify the DVLA of certain medical conditions. Extra rules apply to drivers of minibuses (between 9 and 16 seats) and buses. See [DVLA Website](http://www.dvla.gov.uk) for further information. As a rule, they include:

- *Diabetes:* Treated by diet, diet and tablets, insulin, medical problems caused by diabetes
- *Heart Conditions:* Heart attack, by-pass surgery, angioplasty, heart valve disease, angina, disturbed heart rhythm causing dizziness, collapse / loss of consciousness
- *Neurological Conditions:* Stroke, cerebral thrombosis, Multiple Sclerosis, Motor Neurone Disease, brain surgery / tumour, severe head injury, serious memory problems / episodes of confusion, epilepsy, fits or

blackouts, recurrent disabling giddiness, Parkinsons disease

- *Sleep Disturbance:* Excessive daytime or awake time sleepiness, sleep apnoea, narcolepsy or cataplexy
- *Vision:* Problems which affect both eyes or the remaining eye if sight is in one eye only (not including corrected short or long sight or colour blindness)
- *Alcohol and Drugs:* Dependence on or misuse in the past three years
- *Mental Health Issues:* Mental health conditions including depression, psychiatric illness requiring hospital admission

NOTE: Drivers must monitor their own health; notifying their 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.

11. DRIVING LICENCE POINTS

Any points added to a Driving Licence must be notified immediately to your College / Service.

12. ACCIDENT AND INCIDENT REPORTING

All accidents and incidents – no matter how minor should be reported to your College / Service. Further information on the Accident and Incident Reporting procedure can be found on the HSS Website - <http://www.bangor.ac.uk/hss>.

In addition, remember it is important to obtain the following information:

- Time, date, location
- Vehicle type, Registration, Insurance and Driver details of other vehicles involved
- Summary of injuries, vehicle damage
- Witness details
- Police details and Incident Number if known



REMEMBER: Notify Penalty Points, Endorsement Codes and DVLA Medical Conditions to your College / Service

FURTHER ADVICE AND MAIN BIBLIOGRAPHY

For advice and resources on all aspects of managing occupational road risk contact the *Health and Safety Office* or see:

- [Think! Road Safety](#)
- [Managing Occupational Road Risk: RoSPA](#)
- <http://www.hse.gov.uk/roadsafety/>
- [Road Traffic Act 1988](#)
- [RoSPA](#)
- [DVLA – www.dvla.gov.uk](#)
- [DVLA – compare old and new driving licence categories](#)

DRIVER AND VEHICLE POLICY AND INFORMATION SHEETS

- Driver and Vehicle Safety Policy Standard
- Minibus Safety Policy Standard
- Approving the Driver – Info Sheet 1
- Vehicle Safety – Info Sheet 2
- Journey Planning – Info Sheet 3
- Trailers and Towing FAQs – Info Sheet 4
- Driver Medical Standards – Info Sheet 5
- [Website Link](#)

APPENDIX 1: Journey Planner

