

**Community Academies Trust  
Driving for Work Policy**



**Education is for improving lives and for leaving your community  
and world better than you found it.**

Approved by the Board of Directors on: 17 October 2018  
Review date: October 2020

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## **1. Driving for Work Policy Statement**

- 1.1 This policy has been produced in accordance with the Community Academies Trust (CAT) health and Safety Policy to ensure that all health and safety issues relating to driving for work are managed and controlled. The trust is committed to protecting the health and safety, welfare and wellbeing of its employees, students and others affected by trust undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the trust and its schools adheres to the requirements of this Policy. The trust employs a number of staff who drive on trust or school business. These activities may include employees driving between schools in the trust, visiting students on work experience, managers and employees driving to conferences or meetings or employees driving transport owned by the school. Employees may drive on a regular basis or a single event - indeed undertaking any task for the school which involves driving is regarded as “driving for work”.
- 1.2 This policy does not cover journeys when employees commute directly to and from a normal place of work.
- 1.3 It has been estimated that one third of all road traffic collisions involve somebody who is technically at work at the time of the accident. Over 100 people a week are killed or seriously injured in crashes involving someone who was driving for work.
- 1.4 Community Academies Trust recognises that it has a responsibility not only for the health and safety of the employees engaged in driving for work but also passengers and to other members of our community, other road users and members of the public. It will therefore comply with all driving related legislation and endeavour to adopt best practice where practicable for those driving on school business. Implementation of this policy is governed by the Health & Safety Policy agreed by the Board of Directors.

## **2. Policy Aims**

- 2.1 To provide a clear framework to ensure that all employees who are required to drive for work are qualified, fit to drive and insured.
- 2.2 To ensure vehicles used for work related journeys are suitable and roadworthy and such journeys are planned to be conducted safely.
- 2.3 To encourage a positive attitude toward safe driving at work.

## **3. Types of Drivers**

- 3.1 Some employees are required to drive as a condition of their employment. These employees will either be making regular journeys to different schools in the trust

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or perhaps are required to drive a school minibus as part of their substantive role. These employees are described as being “essential drivers”.

- 3.2 Many employees or volunteers may drive occasionally on behalf of the trust, perhaps to attend training or to visit pupils on work experience. These drivers are described as being “occasional drivers”.

## 4. Qualification to Drive

- 4.1 All essential drivers are required to provide their driving licence to their line manager for inspection on appointment and on an annual basis, when requested, in order to prove continued eligibility to drive. Alongside their licence, essential drivers should also provide a recent print from the DVLA of any endorsements.
- 4.2 Occasional drivers are asked to provide their driving licence to their line manager as above before their first journey on behalf of the trust and periodically thereafter as requested.
- 4.3 All drivers should let their line manager know should they receive endorsements as soon as practically possible.
- 4.4 Employees driving vehicles that belong to the school or trust should be 21 and hold a full and valid driving licence for a minimum of 2 years.
- 4.5 Employees should not drive a minibus for transport of staff or students unless they have received specialist training within the last 5 years and meet the conditions outlined in 4.4.

Schools should make their own arrangements for training. Some local authorities still offer this service. In North Warwickshire this service is no longer available. The trust recommends MiDAS who operate throughout the UK. MiDAS is the Minibus Driver Awareness Scheme, overseen by the Community Transport Association U.K. (CTA) which promotes a nationally recognised standard for the assessment and training of minibus drivers. Its is a membership based scheme that is designed to enhance safe minibus driving standards and promote the safer operation of minibuses, currently there are over 5,000 member organisations throughout the UK.

- 4.6 Schools with minibuses should ensure that procedures are in place to maintain vehicles correctly, ensuring they are inspected prior to use and that drivers meet the legal requirements for driving a minibus. Guidance is available from <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities>

## 5. Fitness to Drive

### 5.1 Pre employment

As part of the recruitment procedure, any conditions affecting driving should be declared.

### 5.2 Medical rules applies to all drivers

The Driver and Vehicle Licensing Agency (DVLA) set minimum medical standards and rules for drivers, including conditions that must be reported to the DVLA. Drivers must also inform their line manager if they have any conditions. The DVLA at a glance guide to current medical conditions that must be reported to the DVLA is available at [www.dft.gov.uk/dvla/medical/aag.aspx](http://www.dft.gov.uk/dvla/medical/aag.aspx).

## 6. Insurance

6.1 Before using their private cars for any driving connected with the school, employees must ensure they are covered for business purposes. Employees who have an accident while driving for work but are not covered for such journeys will find themselves uninsured. In addition to the financial implications of driving without insurance, it is a criminal offence and can result in imprisonment.

6.2 Essential drivers, driving their own vehicle, must insure their vehicle for business use. The cost of this insurance is included in the mileage rate paid under the expenses policy and the trust will not make any additional payment towards insurance. A copy of the insurance certificate, clearly showing that the driver is covered for business use, must be provided to the employee's line manager for inspection annually.

6.3 Comprehensive Insurance for school or trust vehicles (including minibuses) is provided by the school. Drivers should make themselves aware of the terms of the policy in place and ensure that they comply with the requirements.

6.4 The trust has comprehensive insurance for occasional business use by employees. Therefore occasional drivers will not need to insure their own vehicle for business use.

6.5 Occasional Business Use insurance is designed to provide cover to employees who rarely need to use their own private vehicle on school or trust business - for attending a meeting on an occasional basis. Employees who regularly use their

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own vehicles on trust business should extend their private insurance policy to cover business use.

- 6.6 Private vehicle insurance does not always cover the carriage of pupils, even if it includes coverage for business use. The driver should always check that the carriage of pupils is insured before the journey is made.

## **7. Vehicle Roadworthiness**

- 7.1 Any vehicle driven for work must be in a good condition and have appropriate test certificates. The trust will not normally undertake evidence checks on this, but, should it be the case that any cause for concern is raised, the trust retains the right to request that suitable evidence is provided.
- 7.2 The vehicle should be maintained in accordance with the manufacturer's recommendations.
- 7.3 The vehicle should be taxed.
- 7.2 A summary of the minimum vehicle checks that should be carried out before every journey is given in Appendix 1.

## **8. Safe Driving at Work**

- 8.1 All employees who drive on school or trust business must notify their line manager of the following at the earliest opportunity:
- Concerns over their fitness to drive
  - If they have a condition that requires them to notify the DVLA as it affects their fitness to drive
  - If they have any convictions for driving offences (including penalty points), periods of disqualification or work related accidents
  - If they incur any fine when driving on trust business. For the avoidance of doubt fines for infractions while on trust business will not be paid by the trust.
- 8.2 All employees who drive on school or trust business must:
- Ensure their eyesight is checked regularly (normally at least every 2 years) by an optician
  - Drive within the law, safely and responsibly and in accordance with the Highway Code
  - Balance the risks and the necessity of the journey in the event of adverse road conditions (e.g. during severe weather). Employees should perform a dynamic risk assessment and reach a common sense decision as to whether

- to drive. The trust does not expect employees to put themselves or others in danger
- Ensure they allow enough time to complete their journey and know that it is better to be late for an appointment than risk an accident
  - Avoid distractions while driving. These include eating, drinking, smoking, adjusting satnav systems or tuning the radio
  - Not use a hand held mobile phone while driving to make calls, browse the internet or read or send text messages
  - The trust as the employer may be open to prosecution if you drive while using the phone. The trust does not expect staff to make or receive calls while driving. If using sat nav it must be set prior to starting your journey and under no circumstances should you reset the sat nav while driving. Find a safe place to stop if you need to use your phone or sat nav
  - Be aware of the effects of tiredness on driver safety and take regular breaks, recommended as being at least once in every 2 hours driving
  - Ensure they do not drive under the influence of drugs or alcohol. This would be treated as gross misconduct and would be treated as a disciplinary offence
  - Ensure that if they are taking medication they are still fit to drive.
- 8.3 Employees are encouraged to give lifts to colleagues while driving for work but must be compliant with this policy while doing so. Where a vehicle is shared there should be no smoking.
- 8.4 When carrying passengers, seatbelts must always be worn by all occupants and the maximum number of passengers suitable for the vehicle should not be exceeded, under any circumstances. Children should not be left unattended and the adult: pupil ratio required must always be adhered to.
- 8.5 Pupils should travel in the rear seat of cars if practical. Drivers should avoid carrying lone pupils. When transporting younger children the law regarding child seats must always be adhered to.
- 8.6 When transporting goods, these should be properly secured before commencing a journey.

## 9. Monitoring and Review

To ensure the effective application of this policy the trust and its schools are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The policy review ensures a cycle of continuous improvement therefore any actions identified to ensure this should be considered and implemented where reasonably practicable.

Successful monitoring and review relies on commitment from the head teacher and managers at all levels and should therefore be included as an integral part of the business planning process.

The Estate Manager will also carry out periodic inspections and audits to monitor adherence to this policy.

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The content of this policy and its effectiveness will be the subject of a three yearly review in conformity with the trusts Health and Safety Policy. In addition this Policy will be subject of review and amendment within this time period should significant changes occur..

## Appendix 1- Vehicle Checks

Prior to use of any vehicle thorough checks must be undertaken to ensure that it is fully operational. Items to check include (although this list is not exhaustive):

- Tyres - for damage inflation and tread depth
- Seats - for position
- Seat belts - for use
- Windscreen and windows - for visibility
- Mirrors - for view
- Washers - for operation
- Wipers - for operation
- Foot and handbrake - for operation
- Lights, indicators, hazard warning - for operation

Before each trip the following should be ensured:

- Safety of passengers
- Security of load
- Fuel for trip

Once on the road the following should be regularly monitored and dealt with accordingly:

- Engine temperature
- Fuel level
- Warning lights
- Passenger comfort
- Security of load
- Driver fatigue

These checks represent the minimum a driver should do to ensure his or her own safety as well as that of any other passengers who may be on board. Drivers should apply all necessary actions they consider to be justified to ensure that a safe journey is completed to the comfort and satisfaction of all.

