

<b>Name of Policy:</b> Driving	<b>Version/Last Review Date:</b> September 2020
<b>Statutory documents linked to policy:</b> Transport Act 1985	<b>Previous review date:</b> May 2013 (V1) May 2017 (V2)
<b>Other Policies linked to this policy:</b> Minibus Handbook	<b>Next Review Date:</b> May 2023
<b>Governor Committee Responsible</b>	People & Resource Management

### Aim of this Policy

- To provide a clear framework for ensuring that all employees who are required to drive for work are qualified and fit to drive, insured and competent to drive safely
- To ensure that vehicles used for work related journeys are suitable and roadworthy, and journeys are planned to be conducted safely
- To encourage a positive attitude towards safe driving at work through assessing travel related risks and taking steps to manage these accordingly
- To clarify the responsibilities of and expectations on individuals, including those who drive school minibuses.

### Scope of the Policy

This policy applies to all school based employees. Specific arrangements relating to headteachers are shown in italics. The Governing Body also has a duty of care to volunteers and agency staff/consultants who are not employees and who drive on our behalf and this policy also applies to them.

Employees who hold an LGV/HGV or PCV/PSV licence are subject to a medical examination and driving assessment as part of licensing arrangements. Staff who drive a school minibus are subject to the requirements as laid out in the Minibus Handbook. The additional requirements within this policy also apply to these employees.

### Policy Overview

The Governing Body recognises it has a responsibility not only for the health and safety of employees engaged in driving at work but also to all members of the school community, other road users and members of the public.

The Governing Body is fully committed to the principle that all its employees who need to drive as part of their job must be medically fit, qualified, insured and competent to do so. In order to meet this commitment:

- Eligibility to drive is to be verified by the headteacher (*Chair of Governors*) on an annual basis for all Vocational Drivers and on a spot check basis for all other drivers i.e. driving licence, insurance and car documents.
- Driver Awareness Training is compulsory for drivers who meet key age or health triggers.
- All Vocational Drivers are required to meet minimum driver medical standards and undergo driver medical examinations by the Occupational Health Service on employment and at regular intervals thereafter. Driver medicals are at the same standard as those required for PCV/LGV licensed drivers.
- Vocational Drivers are required to undertake regular driving assessments and driver training as required.
- All Vocational and Other Drivers are subject to a risk management approach through their Headteacher (*Chair of Governors*) in order to ensure that those driving in higher risk situations are identified and are fit and competent to drive safely.
- Vocational Minibus Drivers and Occasional/Volunteer Minibus Drivers are required to obtain and renew a Minibus Permit in order to drive on behalf of the Governing Body.

### Qualification to Drive

All Vocational Drivers are required to:

- Provide their driving licence to their headteacher (*Chair of Governors*) for inspection on commencement of employment and on an annual basis in order to prove eligibility to drive.

All Other Drivers are required to:

- Provide their driving licence and car documents where applicable to their headteacher (*Chair of Governors*) for inspection on commencement of employment and comply with random spot checks, providing their driving licence and other documentation for inspection as required e.g. insurance certificate with business cover and valid MOT certificate when using a private vehicle for business use.

### Driver Training/Assessment Triggers

Driver Awareness Training and assessment is compulsory for any employee driving on behalf of the Governing Body who:

- Has two or more blameworthy accidents in an eighteen-month period whilst driving on behalf of the Governing Body
- Travels in excess of 10,000 business miles per year
- Is identified as high risk following a risk assessment

### Responsibilities

All employees who drive on behalf of the Governing Body are responsible for:

- Notifying the headteacher (*Chair of Governors*) of any fitness to drive problems or concerns or any other issues that may affect driving ability
- Notifying the DVLA of any health issues affecting ability to drive. It is a criminal offence not to report to the DVLA any condition that affects ability to drive safely
- Reporting any convictions for driving offences (including penalty points), periods of disqualification and work related traffic collisions or incidents to the headteacher (*Chair of Governors*) by the following working day
- Employees who drive on behalf of the Governing Body are also encouraged to report any driving accidents, cautions or summons that occur outside work to the headteacher (*Chair of Governors*) in order to enable a discussion to take place around whether any help is needed to ensure that they do not re-offend and whether there are any work related factors to consider
- Ensuring that eyesight is checked regularly by an optician (recommended at least every two years or sooner if required)
- Ensuring that their vehicle is roadworthy, safe to drive and not a danger to passengers, pedestrians and other road users
- Driving within the law, safely and responsibly on work journeys.
- No alcohol or illegal substances to be consumed the previous evening before driving the next day
- All drivers must fill in the log book at the beginning and end of every outing

Headteachers (*Chair of Governors*) are responsible for:

- Ensuring that the Driving Policy is adhered to and that driver medicals, training and assessments are completed as required
- Ensuring that risk assessments are carried out for driving roles and drivers as required and associated actions are completed and reviewed periodically
- Ensuring that driving licences and documents are inspected as required
- Ensuring that all work related driving accidents and incidents are investigated and reported to the Governing Body

The Governing Body has committed to provide:

- A positive environment in which employees feel confident that they can report health issues and their ability to drive safely, without fear of being treated unfairly
- Appropriate risk assessment, driver assessment and training to help employees drive as safely as possible
- Vehicles that are roadworthy and safe to drive
- A framework for managing the impact on employees no longer capable of carrying out a driving role - the employee will be managed under the Capability Policy

### Vocational Drivers

Vocational Drivers are those drivers who drive as their substantive role e.g. Coach Drivers, Minibus Drivers, Driver/Carers

Vocational Drivers are required to:

- Complete a driving assessment every three years (Minibus Permits for Minibus Drivers) and any subsequent follow up driver training as required or, other measures put in place by the school, provided these are sufficient to manage the risks.

A risk assessment must be carried out to identify additional risks faced by pregnant women who drive and those with disabilities who drive to ensure that their needs are met, and may be necessary in cases where there is a higher level of driving risk.

### Other Drivers

Other Drivers are those drivers who:

- Drive private cars, pool cars or lease cars on behalf of the Governing Body
- Occasionally drive other school vehicles as a means of transport
- Drive members of the school community in any of the above vehicles e.g. pupils, parents, governors, colleagues
- Drive minibuses to transport members of the school community on a volunteer/occasional basis e.g. ad hoc trips/outings.

Other Drivers are subject to:

- A risk management approach in cases where there may be a higher level of driving risk determined by the employee or headteacher (*Chair of Governors*) in order to ascertain whether a driver medical and/or driver assessment/training is required.

- A requirement when driving a minibus on a volunteer/occasional basis, to obtain and maintain a Minibus Permit through undertaking a driving assessment every three years.

### Risk Assessments

The headteacher (*Chair of Governors*) has a duty to make an assessment of the risks to employees while at work and the risk to other members of the school community, and to take reasonably practicable steps to minimise these risks.

In cases where there is a higher level of driving risk, trained and competent staff are required to carry out a risk assessment, which may indicate a need for a driver medical and/or driver assessment/training.

Risk assessments are to be completed for the driving role and for the employee completing the role.

In addition, specific risk assessments will be required where:

- The driver is pregnant or nursing an infant
- The driver has declared a disability or other factor that might affect their driving ability to their line manager
- The driving role is assessed as higher risk
- The driver performance is below the expected standard.

### Fitness to Drive

All Vocational Drivers and those drivers identified as requiring a driver medical following a risk assessment must undergo medical examinations to the standard of those required for PCV/LGV licensed drivers at the following times:

- (a) On employment (at the Headteacher's discretion)
- (b) Within three calendar months of attaining age 50, 55 and 60
- (c) If applicable, on reaching age 65 and annually thereafter
- (d) At the discretion of the Headteacher (Chair of Governors), whenever a change in health is reported

Medical examinations are arranged by the School Business Manager with an appropriate physician.

Employees are responsible for notifying the headteacher (*Chair of Governors*) of any health issues or concerns affecting ability to drive. The DVLA sets minimum medical standards for drivers, including conditions that must be reported to the DVLA.

These include neurological disorders, cardiovascular disorders, diabetes, psychiatric disorders, visual disorders, renal disorders, respiratory and sleep disorders and other miscellaneous conditions. It is a criminal offence for a driver not to report to the DVLA any medical condition that affects their ability to drive safely.



Related Documents:

- WNA Notification Form – Use of Private Motor Vehicles
- WNA Driver Declaration – for Minibus Driver

Name: .....

**Approved Minibus Driver Declaration**

WNA’s insurers set down a number of requirements regarding authorized drivers of any vehicle owned or hired by the School.

In the case of minibuses, it is also a requirement of the Transport Act 1985 that drivers of minibuses operated by a Small Bus Permit makes a declaration to the Permit Holder (in the case of WNA, the School Business Manager)

An employee of WNA who wishes to drive a minibus owned by WNA must therefore sign the following declaration:

I have held a full UK Driving License since.....

I declare that I have held a full UK Driving License for at least two years

My date of birth is..... **I declare I am over 25 years of age.**

I confirm I have received, read and retained for my use a copy of the WNA Minibus Handbook.

Please answer the following:

- Does your Driving License include a category D1? Yes / No
- Are there any endorsements on your Driving License Yes / No
- Are you subject to a compulsory excess on your personal vehicle insurance Yes / No
- Have you been convicted in a court of law or had to pay a fixed penalty charge for any offence (other than parking) in the last five years? Yes / No
- Have you been involved in a motor accident in the past five years? Yes / No
- Do you have any health condition which affects your ability to drive safely? Yes / No

If the answer to any of these questions is yes please give details and attach the paper copy of your Driving License:

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I confirm these details are, to the best of my knowledge, correct and agree that these details can be passed to WNA’s insurers. I will inform the School Business Manager immediately if any of my answers change.

Signed: .....

Date: .....

**Notification Form for use of a private motor vehicle/s on WNA business\***

Part 1 to be completed by the employee

**A. Personal Details**

Surname	
Forename & Title	
Place of Employment	

**B. Vehicle Details**

Vehicle Make	
Vehicle Model	
Registration Number	
Engine size	

**B1 Vehicle Details**

Vehicle Make	
Vehicle Model	
Registration Number	
Engine size	

**C. Vehicle Use Details**

Duties that require transport	
Reason for not using public transport	

**D. Declaration**

I hereby apply to use the private vehicle/s referred to in B above on WNA business. I confirm that I have provided my driving licence, valid car MOT/S and valid insurance certificate/s with business cover to my Headteacher/ Chair of Governors.	
Signed:	Date:

Part 2 to be completed by the Headteacher/Chair of Governors

**E. Authorisation**

I have authorised the employee named above in A to use the vehicle/s referred to in B on WNA business. I confirm that the employee's documents have been inspected below and are valid.	
<ul style="list-style-type: none"> <li>• Driving Licence</li> <li>• Car MOT (where applicable)</li> <li>• Car insurance certificate with cover for business use (where applicable)</li> </ul>	
Signed:	Date: