

DRIVING FOR WORK POLICY

Created: November 2019
Reviewed: September 2023
Next Review Due: September 2025

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equity, fairness, and respect for all staff and students. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, recognised trade union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

Introduction

1. As part of the Trust's overall health and safety policy (see website), we are committed to reducing risks which our staff face or create when using a vehicle on the Trust's business. This policy has been introduced following consultation with the recognised trade unions. It sets out reasonable measures that place responsibilities on the Trust and its staff that drive for work purposes.

Scope

2. This policy is designed to cover all staff who may from time to time, or on a regular basis, use a vehicle for work purposes. It does not cover anyone employed specifically as a driver.
3. Vehicles means any type of motorised car, van or motorcycle.

Risk Assessment

4. The Trust will carry out a risk assessment, annually and following any road traffic accidents, of staff driving on work business. The Trust will also introduce or amend appropriate control measures to ensure that risks to staff are eliminated or reduced.
5. Staff planning to undertake anything other than routine short journeys are to ensure that an appropriate personal risk assessment is carried out prior to the journey.

Responsibilities

6. The Chief Executive Officer/Principal/ Head Teacher as appropriate to the employee concerned shall have overall responsibility for ensuring compliance with this policy and will lead by example.
7. It is the responsibility of line managers or another designated leader where appropriate to ensure that staff understand and meet the requirements set out in this policy.
8. Staff driving their own vehicle for work must ensure that it always complies with the law, is in safe and roadworthy condition and is suitable for its purpose.

Insurance Cover for Business Use

9. Staff driving their own vehicle for work must ensure that their insurance includes appropriate cover for business use. Where requested, staff will be required to make their insurance documentation available for inspection by their Business Manager for staff working in academies and by the PA to the CEO/Office Manager for staff working in the central team.

Licence, Road Tax and MOT Certificates

10. Staff who drive for work must have the appropriate full licence for the class of vehicle they are driving. Staff using their own vehicle for work must have a current road tax and MOT certificate (where their vehicle is more than 3 years old). Where requested, staff will be required to make their licence, road tax and/or MOT documentation available for inspection by their Business Manager for staff working in academies and by the PA to the CEO/Office Manager for staff working in the central team.

Driver Competency and Training

11. Staff are expected to be aware of potential hazards, to be able to recognise and eliminate any poor or unsafe driving habits and to follow any control measures arising from the risk assessment referred to above.
12. The Trust will, where recommended following a risk assessment, or if agreed with a line manager or another designated leader where appropriate, arrange and pay for staff to undergo suitable additional training relating to safe driving.
13. It is a criterion of certain positions within the Trust that staff have a driving licence and use of their own vehicle. Should an appropriate member of staff be unable to meet this criterion (e.g. through disqualification) then they should report it immediately to their Business Manager in schools or Office Manager in the central office.

Appropriate use of own vehicle

14. Staff driving their own vehicle for work must ensure that it is fit for purpose. Vehicles should not be overloaded, and any passengers should each have a seat and seat belt.

Journey times and rest breaks

15. Driver tiredness is a cause of road traffic accidents. When undertaking a journey for work, rest breaks should be taken at suitable intervals to prevent fatigue or loss of concentration. For longer journeys it is essential that drivers plan for and take appropriate rest breaks of at least 20 minutes. Longer journeys are those expected to last over 1.5 hours.

Vehicle Safety Checks

16. Staff driving their own vehicle for work must ensure that it is properly maintained. Where requested, staff will be required to make service history/repairs documentation available for inspection by their Business Manager in schools or Office Manager in the central office where requested.
17. Staff are expected to know how to and to perform regular safety checks on:
 - Tyre condition and pressure
 - Oil, coolant and windscreen wash levels
 - Lights and indicators
 - Brakes and brake fluid
 - Washers and wipers
 - Chain or drive belt condition (motorcycles only)

Adverse weather conditions

18. Staff will not be expected to drive during adverse weather conditions unless essential. If it is not possible to make or complete a journey, the member of staff concerned should advise the person organising/with whom they are meeting as soon as reasonably practical.

Road Traffic Accidents

19. Staff are required to report to their line manager details of any accident or incident occurring while driving for work, in which they are involved. Staff must also complete the standard accident report form.

Mobile phones, Drugs and Alcohol

20. It is illegal to use a mobile telephone in the car at any time when the ignition is on, unless fitted with a hands-free facility. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running.
21. No Trust employees should use a mobile phone or portable hands-free kit whilst in the driving seat of a vehicle and the ignition is on, unless their life was in danger and they needed to contact the emergency services on 999 and to stop would exacerbate the situation.
22. Only car fitted hands free kits are acceptable. Whilst driving, making calls with a car fitted hands free kit must be restricted and kept to a minimum. When answering incoming calls, employees should inform the caller that they are driving or set up in advance an auto answering function of the mobile phone such as a messaging service. Employees should be aware that even though the use of fixed hands-free kits is not illegal, there is still a possibility of prosecution if a law enforcement officer believes that they were not in full control of the vehicle. For this reason, usage should be kept to a minimum whilst driving.
23. Any use of a handheld mobile device is strictly prohibited whilst the car engine is switched on. The use of any handheld mobile device for reading or responding to emails is strictly prohibited whilst the car ignition is switched on
24. The Trust operates a zero-tolerance policy with regard to driving under the influence of drugs and/or alcohol. Staff driving for work must ensure that they are drug and/or alcohol free prior to setting off on their journey.

Driving Allowance

25. In recognition of the requirements, responsibilities and costs placed upon staff who use their own vehicles on the Trust's business, all staff who drive can claim mileage allowance at the HMRC approved rate (currently 45p per mile).

Related Policies

26. The Trust's travel expenses policy, also found on the BDAT website, is updated in accordance with HMRC tariffs.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

RISK ASSESSMENT FORM – ANNEX A TO DRIVING FOR WORK POLICY

DEPARTMENT	BDAT Central Office	REFERENCE NUMBER	BDAT 01/19
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TASK/OPERATION BEING ASSESSED	Driving for Work Risk Assessment
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PURPOSE/METHOD OF WORK
<p>As part of the Trust's overall health and safety policy, we are committed to reducing risks which our staff face or create when using a vehicle on the Trust's business. This policy has been introduced following consultation with a range of stakeholders, such as our school, recognised trade union, and HR colleagues. It sets out reasonable measures that place responsibilities on the Trust and its staff that drive for work purposes.</p> <p>This policy is designed to cover all staff who may from time to time, or on a regular basis, use a vehicle for work purposes. It does not cover anyone employed specifically as a driver.</p>

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Residual Risk Rating (Impact [1-4] x Likelihood [1-4])	Result
Driver setting out on a car journey alone	Lone Working	Driver – lone working increases the risk of all activities listed below	<ul style="list-style-type: none"> Supervisor must have prior notice each time with details of date, time, location, estimated journey time etc. Driver must carry an emergency contact number with them and provide supervisor with an emergency contact before setting off Driver should inform supervisor once the journey is completed where appropriate 	3x1 = 3	Low
Driving for work – safe driver and safe vehicle	Accident or breakdown	Driver and any passengers	<ul style="list-style-type: none"> Drivers must be licenced to drive the class of vehicle being used Driver must carry a full driving licence and is legally allowed to drive (i.e. not banned) Vehicle must have a valid MOT, road tax and insurance Insurance company must be notified of this business use beforehand Valid breakdown cover must be in place A private vehicle must have regular service & maintenance checks, according to manufacturer's instruction If renting, do so from a reputable supplier only and ensure business travel insurance is in place Before leaving ensure correct adjustments of mirrors, seats, seat belts lights etc. 	3x1 = 3	Low

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Residual Risk Rating (Impact [1-4] x Likelihood [1-4])	Result
			<ul style="list-style-type: none"> Driver should carry appropriate emergency equipment/aids e.g. first aid kit, fluorescent jacket <p>NOTE: You will be asked to self-certify that you have the appropriate licence, insurance and MOT as part of the expenses claiming process.</p>		
	Fatigue / lack of concentration	Driver, passengers and other road users – road accident, severe injury, death	<p>It is the drivers' responsibility to ensure they are fit to drive the vehicle.</p> <p>Drivers must not operate vehicle if tired, unwell or on prescription drugs that affect concentration or levels of fatigue</p> <p>Plan the journey carefully – include travel time there, length of time at destination and travel time home.</p> <p>Take into account any traffic blackspots. Note – driving times must be taken into account if commuting to work in a car.</p> <p>Follow the Highway Code recommendation of a 15-minute break every two hours</p>	4x1 = 4	Med

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Residual Risk Rating (Impact [1-4] x Likelihood [1-4])	Result
			<p>Sleep-related incidents are most likely between 2 am and 6 am and between 2 pm and 4 pm so avoid travelling at these times if practicable</p> <p>If insured to do so, share driving where possible</p> <p>Take into account the activity being undertaken at the destination e.g. meeting / field work</p> <p>If fatigue is likely use best practice – i.e.</p> <p>Any driver exceeding any 8 hour working day (in total i.e. driving + activity) must consult with their Supervisors / Line Manager and agree an action plan (this may include overnight stays, shared driving, mini-buses, coaches or train travel)</p> <p>If staying overnight drivers must get a minimum of 11 hours rest before setting out again.</p>		

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Residual Risk Rating (Impact [1-4] x Likelihood [1-4])	Result
	Poor ergonomics	Driver – muscular skeletal strain, passengers cramped leg space	<p>Use good driving posture and ensure the seat is set for comfort (this may need adjusting if more than one driver)</p> <p>If not using own vehicle ensure comfort has been taken into account when choosing a hire vehicle –</p> <p>Take into account storage spaces needed so that passenger foot-wells are not used</p>	3x1 = 3	Low
	Adverse weather conditions	Driver, passengers and other road users – road accident, severe injury, death	<p>Plan routes before setting out and keep to main roads where possible</p> <p>Can your journey times and routes be adjusted to take account of poor weather conditions</p> <p>Are vehicles properly equipped to operate in poor weather conditions, e.g. are anti-lock brakes or winter tyres fitted and is windscreen washer fluid the correct strength for freezing conditions</p> <p>Do not set off if you are not confident with the condition</p>	4x1 = 4	Med

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Residual Risk Rating (Impact [1-4] x Likelihood [1-4])	Result
	Dangerous driving and not observing Highway Code resulting in accident	Driver, passengers and other road users – road accident, severe injury, death	Driver must observe and comply with all the legal requirements of the Highway Code and Road Traffic Act Driver must follow legislation and DVLA requirements of medication notification	4x1 = 4	Med
	Distractions such as mobile phone, radio, sat navs, food & drink while driving can cause an accident	Driver, passengers and other road users – road accident, severe injury, death	Driver must not be distracted while in control of the vehicle Must pay full attention at all times	4x1 = 4	Med
	Violence and road rage can lead to accidents or incidents with other members of the public	Driver, passengers and other road users – road accident, severe injury, death	Driver must behave in an acceptable manner and not display aggressiveness while driving	3x1 = 3	Low

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Residual Risk Rating (Impact [1-4] x Likelihood [1-4])	Result
	Parking in unsafe area can pose security risks to both person and vehicle	Driver and passengers – personal security issues Vehicle – physical damage	Driver must park at well-lit designated parking areas, ideally with CCTV and/or security guards Driver must lock all the doors if they need to sit inside the car while parked up Driver must not engage in conversation with members of the public if they feel vulnerable Do not approach the car if you are suspicious of anything. Go to the nearest safe area, e.g. a shop or a busy public area and ask for help	3x1 = 3	Low
	Accidents and damage to vehicle	Driver, passengers and other road users – road accident, severe injury, death	Line Manager and Business Manager to be informed as soon as possible Insurance details must be obtained from all parties involved and insurer must be notified immediately	4x1	Med

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years



Bradford Diocesan
Academies Trust

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