

# THE ARUN VILLAGES FEDERATION incorporating Amberley C.E.P School and St. James' C.E.P School

## Driving Policy

*Note: No employee of Arun Villages Federation is required to drive as part of their paid employment. Some staff and parents may volunteer to drive either their own cars or the school minibus in order to enable children to participate in activities which take place away from school e.g. sports tournaments. Any references to "driving on behalf of the Governing Board" or "as part of their employment" should be read in this context.*

### **1. Aim of this policy**

To provide a clear framework for ensuring that all employees who agree 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.

### **2. Scope of the policy**

This policy applies to all school-based employees. Specific arrangements relating to headteachers are shown in italics.

The Governing Board also has a duty of care to volunteers who drive on our behalf and this policy also applies to them.

### **3. Policy Overview**

The Governing Board 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 Board is fully committed to the principle that all its employees who volunteer to drive as described above must be medically fit, qualified, insured and competent to do so. In order to meet this commitment:

- Managers/Headteacher (*Chair of Governors*) are responsible for checking eligibility to drive and insurance status (where appropriate) on appointment, or authorising an employee to drive for the first time (where not done at appointment), and when an employee changes their vehicle. A copy of the insurance documentation should be attached to the notification form and submitted to Staff Travel.
- Eligibility to drive is to be verified by Line Managers/the Headteacher (*Chair of Governors*) on an annual basis for all Vocational Drivers and on a spot check basis for all Non-vocational Drivers i.e. driving licence, insurance and car documents. This is set out at section 4.

- Driver Awareness Training is compulsory for drivers who meet key triggers. These triggers are set out at section 5. However, Arun Villages Federation would not allow persons who meet these triggers to transport children.
- All drivers are subject to a risk management approach through their line manager/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. Details are set out at sections 7, 8 and 9.
- Occasional/Volunteer Minibus Drivers are required to obtain and renew a Minibus Permit in order to drive on behalf of the Governing Board. Details are set out at section 8.

This policy is to be read in conjunction with the 'Quick Guide to the licensing, medical and training requirements for WSCC drivers', the 'Driving at work' document produced by Health and Safety/Road Safety and the 'WSCC Regulations and Notes of Guidance for Off-Site Activities'. These documents are file attachments linked to this policy on the West Sussex Services for Schools.

Clarification of work-related journeys is available in the 'Guidance on Work Related Journeys' document attached to this policy on the West Sussex Services for Schools.

#### **4. Qualification to Drive**

All Non-vocational drivers (refer to section 8) are required to:

- Provide their driving licence and car documents where applicable to their Line Manager/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.
- Have Business Car Insurance (only required where someone is using their own vehicle for the purposes of their employment. For volunteers, third party motor cover is sufficient.)
- Provide copies of their insurance certificates. These must be attached to form MT4 or MT4a when being authorised to drive on school business for the first time or when changing vehicles.

For further advice on the use of private vehicles on work related journeys and advice on the inspection of driving licences please refer to the file attachments linked to this policy on the West Sussex Services for Schools.

#### **5. Driver Training/Assessment Triggers**

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

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

The Road Safety Education, Training and Publicity Team will contact those employees requiring training in line with the above triggers. Arun Villages Federation would not allow such persons to transport children and would not therefore fund such training.

Please note that all employees are eligible to attend Driver Awareness Training. Any driver interested in attending the training should speak to their Line Manager/Headteacher (*Chair of Governors*) in the first instance.

## 6. Responsibilities

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

- Notifying their Line Manager/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 their Line Manager/Headteacher (*Chair of Governors*) by the following working day.
- Employees who drive on behalf of the Governing Board are also encouraged to report any driving accidents, cautions or summons that occur outside work to their Line Manager/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. Further guidance is available within the 'Driving at work' document which is attached to this policy on the West Sussex Services for Schools.

Line Managers/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 (refer to section 9).
- Ensuring that driving licences and documents are inspected as required (refer to section 4).
- Ensuring that all work-related driving accidents and incidents are investigated and reported to the relevant Health and Safety Team.
- Adhering to the additional Line Manager responsibilities set out in the associated 'Driving at work' document attached to this policy on the West Sussex Services for Schools.

The Governing Board 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.

## 7. Vocational Drivers

Not applicable.

## 8. Non-Vocational Drivers

Non-Vocational Drivers are those drivers who:

- Drive private cars, pool cars or lease cars on behalf of the Governing Board.
- 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.

Non-Vocational 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 Line Manager/Headteacher (*Chair of Governors*) in order to ascertain whether a driver medical and/or driver assessment/training is required. Details are set out at section 9 below.
- 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. The Minibus Permit Scheme is administered by the Road Safety Education, Training and Publicity Team and will be funded by the school.

## 9. Risk Assessments

Line Managers/the Headteacher (*Chair of Governors*) have 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. Such persons would not be allowed to transport children.

Risk assessments are to be completed for the driving role and for the employee completing the role. Risk assessments will include checks on documentation; road-worthiness of vehicles; and any accidents/convictions a driver may have had.

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.

Instructions and examples on how to complete a risk assessment are contained in the Driving at work document attached to this policy on the West Sussex Services for Schools.

## 10. Fitness 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. Full details are available at [www.dvla.gov.uk](http://www.dvla.gov.uk). It is a criminal offence for a driver not to report to the DVLA any medical condition that affects their ability to drive safely.

## 11. Related Documents

All related documents are attached or linked to this policy on the West Sussex Services for Schools –

File attachments –

- Schools Driving Policy Quick Guide
- Schools Guidance on Work Related Journeys
- Guidance for Schools on Driving Licence and car Document Checks.
- How to Check a Driving Licence
- Schools Notification Form – Use of Private Motor Vehicles
- Schools Notification Form – Change of Private Motor Vehicle

Related links -

- Driving at work document
- WSCC Regulations and Notes of Guidance for Off-Site Activities
- Litigation, Insurance & Risk Management Services Insurance Guide
- a sign post to the WSCC guidance on educational visits (minibus drivers etc.)

### Monitoring

This policy will be monitored and reviewed by the health and safety committee, who are also responsible for analysing any driving-related incidents. Policy and practice will be amended when necessary or appropriate.