

**THAKEHAM PRIMARY SCHOOL**

'Small School, Big Opportunities, Great Achievements'



# Driving Policy for employees and volunteers

## Thakeham Primary School

Date approved by the Resources and Strategic Organisation Committee:  
01.09.17

Review Date: May 2020

Signed

Headteacher: *S. Norton*

Chair of Governors: *A. P. Rini*

## 1. 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.

## 2. Scope of the policy

This policy applies to all school based employees. Specific arrangements relating to headteachers are shown in italics. The policy is consistent with the policy in place for West Sussex County Council (WSSCC) employees, including West Sussex Fire & Rescue Service employees.

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.

## 3. 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:

- The Headteacher is 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 the Headteacher 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. This is set out at section 4.

**For the purposes of this policy Thakeham Primary School does not have any Vocational Drivers.**

- Driver Awareness Training is compulsory for drivers who meet key triggers. These triggers are set out at section 5.
- All Vocational and Other Drivers are subject to a risk management approach through Headteacher 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 8 and 9.

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

Clarification of work related journeys is available in the 'Guidance on Work Related Journeys' document attached to this policy and on the WSSfS.

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

All Other Drivers (refer to section 7) are required to:

- Provide their driving licence and car documents where applicable to the Headteacher 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.
- 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.
- Staff may opt to take out a WSCC insurance policy. The school pays this, however in the case of an accident; any claim is brought/paid for by the relevant parties (not the school).

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 WSSfS.

#### **5. 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.

The Road Safety Education, Training and Publicity Team will contact those employees requiring training in line with the above triggers. Training will be funded by the school.

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 in the first instance.

#### **6. Responsibilities**

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

- Notifying the Headteacher 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 Headteacher 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 Headteacher 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 WSSfS.

The Headteacher is 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 8).
- 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 WSSfS.

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.

## 7. 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.

At Thakeham Primary School 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 in order to ascertain whether a driver medical and/or driver assessment/training is required. Details are set out at section 8/9 below.

**No member of staff is required to drive a minibus, however on production of relevant licence etc a member of staff may be able to do so.**

## 8. Risk Assessments

The Headteacher 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.

Instructions and examples on how to complete a risk assessment are contained in the Driving at work document attached to this policy on the WSSfS.

## 9. Fitness to Drive

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.
- (b) Within three calendar months of attaining age 45, 50, 55, 60.
- (c) If applicable, on reaching age 65 and annually thereafter.
- (d) At the discretion of the Occupational Health Physician, whenever a change in health is reported.

Medical examinations are undertaken by the Occupational Health Provider.

Employees are responsible for notifying the Headteacher 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. 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.

Drivers who fail to meet WSCC driver medical standards will be managed under the Capability Policy.

## 10. Related Documents

All related documents linked to this policy are available on the WSSfS–

- 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

## **SCHOOLS GUIDANCE ON WORK RELATED JOURNEYS**

Work is defined as any task where you are engaged in your employers business and are not free to pursue your own interests.

Work Related Journeys can include:

- Transporting goods or materials on behalf of the School/WSCC.
- Transporting people on behalf of the School/WSCC, this includes providing a lift to a colleague on a work related journey.
- Driving from your place of work to another place where you will continue to be at work.
- Driving directly from your residence to a place of work other than your normal place of work e.g. driving to a meeting or training venue.
- Transporting goods or materials to or from your home if you normally work at or from your home.

Journeys that are not work related can include:

- Driving between your place of residence and your normal place of work.
- Providing a lift to a colleague to or from your normal place of work.
- Transporting goods or materials to or from your home if it is to work at home for your own convenience.

If you drive on work related journeys in your own private vehicle, you need to ensure that you have completed the Notification Form for the Use of a Private Motor Vehicle on School Business and have provided your line manager with your driving licence, appropriate business insurance and car MOT for validation or that you request a WSCC insurance policy – see the School Business Manager for further details.

In order to claim mileage for any work related journeys you will need to have completed the above form and had this authorised by the Headteacher. MT10 mileage claim forms are then to be submitted to Pay and Employment Services with the correct authorisation.

## Notification Form for the Use of a Private Motor Vehicle/s on School/WSCC Business\*

**Part 1** – to be completed by the employee

| <b>A. Personal Details</b>      |  |
|---------------------------------|--|
| <b>Surname</b> (Block capitals) |  |
| <b>Forename &amp; Title</b>     |  |
| <b>Place of Employment</b>      |  |

| <b>B. Vehicle Details</b>  |  |
|----------------------------|--|
| <b>Vehicle Make</b>        |  |
| <b>Vehicle Model</b>       |  |
| <b>Registration Number</b> |  |
| <b>Engine Size</b>         |  |

| <b>B. Second Vehicle Details (if applicable)</b> |  |
|--|--|
| <b>Vehicle Make</b>                              |  |
| <b>Vehicle Model</b>                             |  |
| <b>Registration Number</b>                       |  |
| <b>Engine Size</b>                               |  |

| <b>C. Vehicle Use Details</b>                        |  |
|--|--|
| <b>Duties that require transport</b>                 |  |
| <b>Reason for not using Public or WSCC Transport</b> |  |

| <b>D. Declaration</b>  |             |
|--|-------------|
| <b>I hereby apply to use the private vehicle/s referred to in B above on School/WSCC business. I confirm that I have provided my driving licence, valid car MOT/s, and valid insurance certificate/s with business cover to my Line Manager/Headteacher/Chair of Governors</b> |             |
| <b>Signed</b>  | <b>Date</b> |

**Part 2** – to be completed by the Line Manager/Headteacher/Chair of Governors

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

### Notes -

This form is to be retained on the employee's personal file kept by the school.

When changing vehicles, employees should complete the Notification Form for the Change of a Private Motor Vehicle to be used on School Business.

MT10 mileage claim forms should be submitted with the correct authorisation to Pay and Employment Services.

\* Refer to the Schools Guidance on Work Related Journeys for clarification

**Notification Form for the Change of a Private Motor Vehicle to be used on School/WSCC Business.**

**Part 1** – to be completed by the employee

|                                 |  |
|---------------------------------|--|
| <b>A. Personal Details</b>      |  |
| <b>Surname</b> (Block capitals) |  |
| <b>Forename &amp; Title</b>     |  |
| <b>Place of Employment</b>      |  |

|                                    |  |
|------------------------------------|--|
| <b>B. Existing Vehicle Details</b> |  |
| <b>Vehicle Make</b>                |  |
| <b>Vehicle Model</b>               |  |
| <b>Registration Number</b>         |  |
| <b>Engine Size</b>                 |  |

|                               |  |
|-------------------------------|--|
| <b>B. New Vehicle Details</b> |  |
| <b>Vehicle Make</b>           |  |
| <b>Vehicle Model</b>          |  |
| <b>Registration Number</b>    |  |
| <b>Engine Size</b>            |  |

|                          |  |
|--------------------------|--|
| <b>C. Effective Date</b> |  |
| <b>Date of Change</b>    |  |

|   |             |
|---|-------------|
| <b>D. Declaration</b>   |             |
| <p><b>I hereby apply to use the private vehicle referred to in B above on School/WSCC business. I confirm that I have provided my driving licence, valid car MOT, and valid insurance certificate with business cover to my Line Manager/Headteacher/Chair of Governors</b></p> |             |
| <b>Signed</b>   | <b>Date</b> |

**Part 2** – to be completed by the Line Manager/Headteacher/Chair of Governors

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

Notes

This form is to be retained on the employee’s personal file kept by the school.