

## University Health & Safety Arrangements: Chapter 21



### Driving at work

Key word(s) :	Occupational drivers; “grey fleet” drivers; driving University vehicles; hire vehicles;
Target audience :	All managers who authorise mileage claims or are responsible for risk assessments; all drivers of University-owned vehicles, vehicles hired for use on University business and own vehicles.

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## Introduction and scope

1. This Chapter sets out the University's arrangements for the management of work-related driving, taking into account the requirements of health and safety legislation and road traffic law. More information about relevant legislation can be found in appendix 3.
2. This chapter does not cover the wider workplace transport aspects of safe site design and activity; as these are largely under control of Estates and Facilities. Further information on wider workplace transport safety can be found on the Health and Safety Executive's [website](#).
3. These arrangements apply to employees and students driving on University business. This includes all journeys from the normal designated place of work to other places of work e.g. to seminars, conferences, placements, fieldwork or sampling locations etc.
4. These arrangements do not apply to travelling between a person's normal (designated) place of work and home (commuting).
5. These arrangements apply to employees and students who drive their own vehicle, a hired vehicle or one that the University has provided, where driving is part of a work activity.
6. Section 1 details the general arrangements for driving. Section 2 details the arrangements for driving University owned / leased vehicles. Section 3 details the arrangements for drivers who use their own vehicle for University business.

### Definitions:

**Vehicle** – any predominantly road-going vehicle used for work or University related business.

**University supplied vehicle-** includes University owned, leased or in some cases hired vehicles.

**Driver** – relates to any member of employees, student or volunteer who uses a vehicle on University related business.

**Driving at work** – employees and students are classified as driving at work if they are driving on University business. This includes all journeys from the normal designated place of work to other places of work e.g., to seminars, conferences, placements, fieldwork or sample locations etc. It does not include travelling between a person's normal (designated) place of work and home.

## **Section 1-Roles and responsibilities for all driving at work activities**

7. **Employees and students** should carefully consider whether the use of private vehicles on University business is appropriate, as per the University's travel policy. The decision process is defined in Appendix 2 of this document. Where the use of public transport is impractical, employees may use their own vehicle with the permission of their manager.
8. **Managers** should:
  - a) Ensure employees and students are informed about these arrangements and the supporting [Guidance for Driving at Work](#).
  - b) Ensure appropriate risk assessments are in place for all driving activities undertaken by employees and students while at work.
  - c) Ensure that employees and students are authorised to drive, including holding the appropriate licences and any relevant training.
  - d) Investigate any accidents, incidents or reports of poor or dangerous driving relating to driving at work and take appropriate actions as required.
9. **Employees and students** driving a vehicle for University business are responsible for:
  - a) Complying with all aspects of road traffic law.
  - b) Any penalties or convictions incurred as a result of failing to abide by the law.
  - c) Demonstrating safe driving behaviours.
  - d) Holding a drivers' licence (that is valid in the UK) to demonstrate they are competent to drive the class of vehicle being used for University business.
  - e) Complying with these arrangements for driving at work.

- f) Reporting any vehicle accidents or incidents that occur whilst driving at work or on behalf of work to their manager, as well as to any statutory or insurance bodies, using the university's [reporting procedure](#).
- g) Being [medically fit](#) to drive.
- h) Where relevant, ensuring that the requirements of [section 19 permits](#) (for carrying students as passengers) are met.

## **Section 2– Use of University Supplied Vehicles**

### **Responsibilities for those using University supplied vehicles**

#### **Managers**

**Managers** of employees and students driving University supplied vehicles should (in addition to the requirements of section 1), see [university](#) and HSE [guidance](#) on driving, for more information:

- a) Ensure that any vehicles used for work are suitable for their purpose and with adequate safety protection (such as seatbelts).
- b) Ensure that vehicles are maintained in efficient working order and good repair.
- c) Ensure that all those who drive university supplied vehicles on behalf of the University complete the [Driver Approval Form](#) and (as part of the authorisation process) managers must ensure that a person is permitted to drive the type of vehicle being provided by the University.
- d) Ensure that those using University vehicles are appropriately trained and competent and that training requirements are regularly reviewed.
- e) Review the driver approval forms for drivers of university supplied vehicles on an annual basis, or in response to information received, or a change in circumstance that may affect the individual's ability to drive on University business.
- f) Ensure that drivers of university vehicles carry out regular checks on the condition of vehicles, in accordance with local arrangements.
- g) Meet the requirements of any [University Insurance Office guidance](#) relating to Motor Vehicle Insurance for university supplied vehicles.
- h) Ensure that (where relevant) the requirements of [section 19 permits](#) (for carrying students as passengers) are met.

### **University Insurance Office:**

- a) Arranges motor vehicle insurance for all vehicles owned by or leased to the University and for hired vehicles (where it is not possible to utilise the hire company's insurance arrangements e.g. if cover is needed for multiple drivers).
- b) Liaises with the University insurers on aspects of insurance cover relating to driving at work, for drivers of university or long term leased vehicles.
- c) Advises and, where necessary, assist managers with driving at work insurance claims processes, for drivers of university supplied vehicles (where insured by the University's insurers).

### **Occupational Health Services:**

- a) Assess all drivers who are referred, or self-refer in accordance with the DVLA medical rules for driving.

### **Employees who drive University owned or long-term leased commercial vehicles** should (in addition to the requirements of section 1):

- a) Complete the [driver approval form](#) (Available on the insurance website) and submit to their manager for approval, before driving University vehicles. This process will be repeated on an annual basis. The process for driver authorisation is summarised in Appendix 1 of this document.
- b) Make available their full driving licence information to their manager using the DVLA's [on-line checking site](#); along with details of any additional licences they hold for specialist vehicles.
- c) Notify their manager and People Services of any changes to their driving licence e.g., disqualification, penalties, convictions or other restrictions. Failure of employees and students to notify their manager of changes to a driving licence can result in disciplinary action.
- d) Carry out a daily user check on all vehicles used for University business prior to use, as outlined in the University [Guidance for Drivers and the Use of Vehicles at Work](#).

- e) Ensure that the requirements of [section 19 permits](#) are met (where relevant).  
Note: Driving licences from overseas may not be valid in this country.  
Requirements for driving in this country with a foreign licence can be found [online](#).

### **Section 3 – Driving Private Vehicles**

**Managers** must ensure, in addition to the requirements of section 1, that their employees who drive in private vehicles on University business:

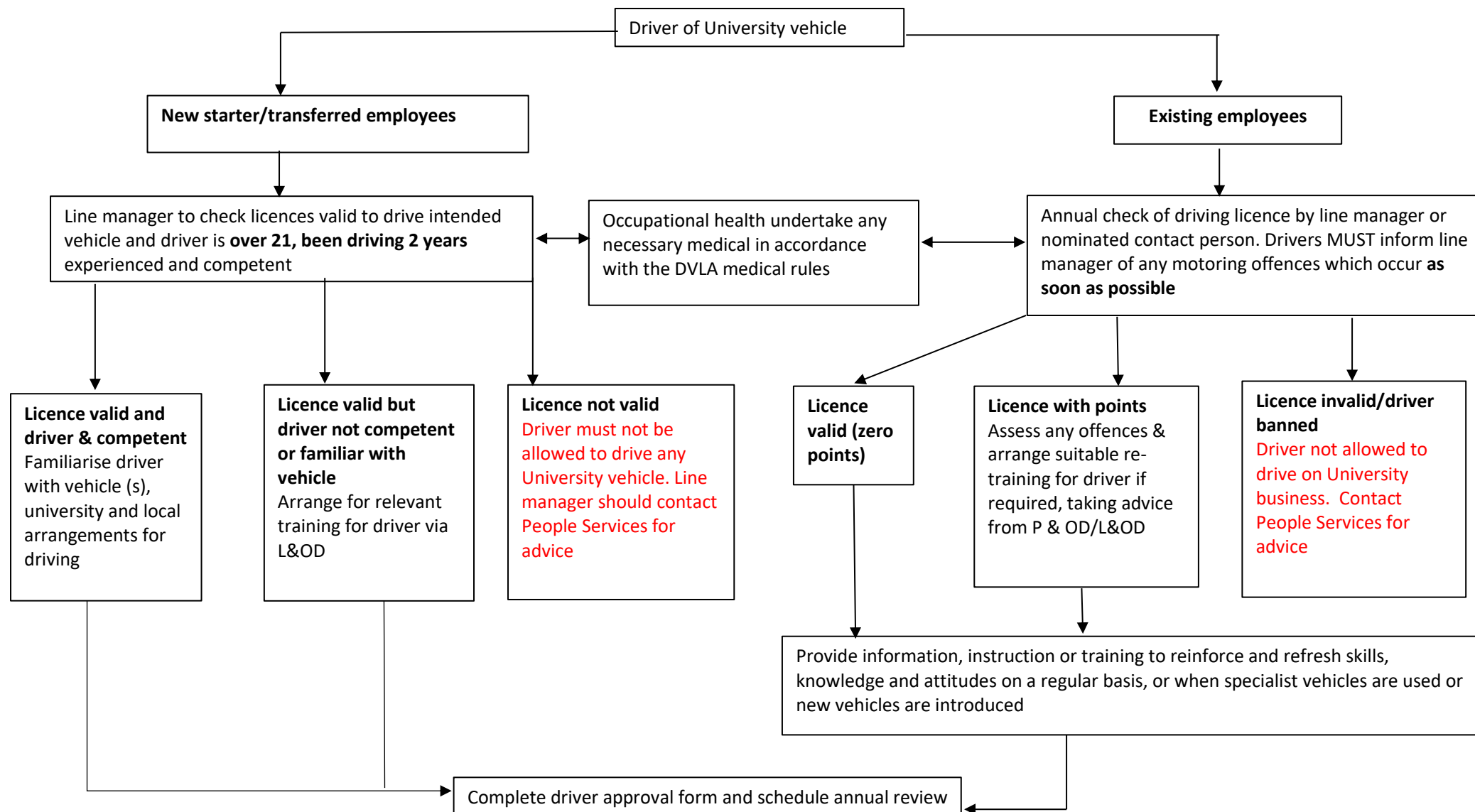
- a) Are aware of the need to consider alternative forms of transport or sharing of vehicles instead of using their own vehicle where possible. The use of private vehicles on University business should only be permitted when all other means of transport i.e., University supplied vehicle (including University hired vehicles) trains, bus etc. are impractical, as per the University's [policy on sustainable travel](#).
- b) Comply with the requirements of the self-declaration on the University's expenses claim online form (relating to expenses claims because of using own vehicle).

10. In addition to the requirements of section 1, all employees and students using their own vehicle for University business are responsible for:

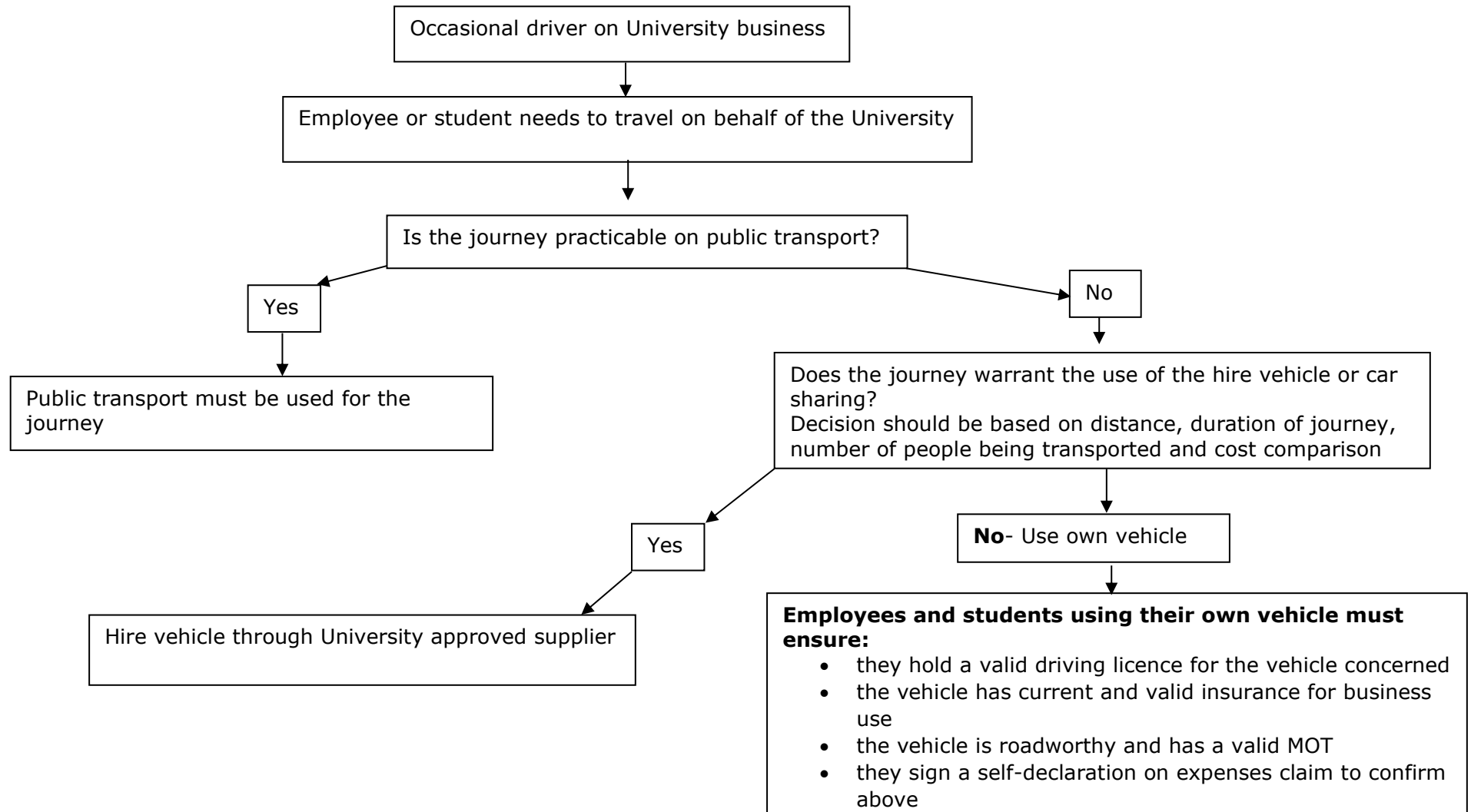
- Complying with these arrangements.
- Ensuring the vehicle has current and valid insurance, which includes cover for business use.
- Ensuring the vehicle is roadworthy, well maintained and has current and valid vehicle tax and an MOT (if necessary).

Note: Appendices follow overleaf.

## Appendix 1 Driver authorisation/approval procedure (to be carried out by line manager with input from others as required)



**Appendix 2: Flow diagram showing decision process for use of private car on University business (to be carried out by member of employees and students)**





### Appendix 3: Relevant legislation and guidance

- [Driving at Work Toolkit \(including guidance\) The University of Manchester](#)
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Road Traffic Act 1991 and [the Highway Code](#)
- Safety Services [Driving at Work](#) toolkit
- HSE [Road Safety](#) toolkit
- [DVLA driving and transport website](#)

Note: Environmental impact and sustainability are important considerations with respect to work related travel and these issues must be considered as part of the assessment for any journey to be undertaken on behalf of the University. See also the University's guidance on [sustainable business travel](#).

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Version:	<p>V 2.3 January 2026</p> <ul style="list-style-type: none"><li>• Minor amendments updating links and changes to name of People Services.</li><li>• Additional responsibilities for managers of those using University supplied vehicles, to align to HSE guidance</li><li>• Changing "staff" to "employees and students" (as directed by People Services).</li><li>• Amended scope, to exclude wider workplace transport (site related) issues.</li></ul> <p>V 2.2 April 2022 Minor amendments regarding expenses claims process, to reflect the move to online claims process</p>

	<p>v 2.1 March 2021 Sections 10.f, 12.a and 13.c relating to driver medical requirements removed, to align to change in medical assessment process.</p> <p>v 2.0 May 2019 Amendments and personnel change:</p> <ul style="list-style-type: none"> <li>• New paragraph has been inserted regarding meeting the requirements of permits issued under section 19; enabling proper delegation of responsibilities of permit holders.</li> <li>• Some paragraphs reworded to improve clarity of requirements.</li> <li>• Some links updated.</li> <li>• Appendix 3 (driver approval form) removed, to ensure latest version used as this document belongs to the University insurance office.</li> <li>• Removed reference to old expenses claim form.</li> <li>• Diagrams updated to reflect change of name from STDU to SLD.</li> <li>• Reference to relevant legislation moved to an appendix.</li> </ul> <p>v1.1 October 2015 Minor change to para 11 "information using the DVLA's on-line checking site (at <a href="https://www.gov.uk/check-driving-information">https://www.gov.uk/check-driving-information</a>)" plus some page numbering changes and repair of 2 "extinct" URLs.</p> <p>vV1.0 1.0 Sept 2010</p>
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