

Safety Services Guidance



Driving at Work: Guidance for Managers and those carrying out a driving risk assessment

Key word(s): Driving; Off campus; Fieldwork; Risk Assessment; Road; Car;

Target audience: Managers and supervisors of staff who drive at work

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Introduction

1. Risk assessments are required for staff who drive their own vehicle, a hired vehicle or one that the University has provided, where driving is part of a work activity. The School or Directorate's arrangements for risk assessment should be followed.
2. The School or Directorate's local arrangements should detail how the safety of staff using vehicles is managed. In many cases this will include the preparation, implementation and review of risk assessments by managers (see [Chapter 9](#)). It may also include reference to minimum standards of vehicle, driver competence or other driving related issues.

Risk Assessment

3. Managers must ensure that risk assessments are undertaken in relation to all work activities including any driving in connection with University business. The scale and detail of the risk assessment should be proportionate to the risk, and as such, generic school level risk assessments may be appropriate for some driving activities. Appendix 1 illustrates a model to assist managers.
4. Where generic assessments are in place, managers should assure themselves that it is relevant to any activities being planned. The list of factors that may need to be considered is included as Appendix 2 but there may be others which are relevant to the activity being considered.
5. If the vehicle is carrying passengers, consideration needs to be given to whether a Section 19 permit is required. More information can be found in Safety Services [Driving at work toolkit](#).
6. Managers must ensure that the members of staff involved in the driving activity are fully aware of the significant findings of the risk assessment, control measures and any additional local arrangements that the School has put in place.
7. For higher risk journeys for example, field trips to off-road locations or long journeys through different countries, managers should consider nominating a responsible and contactable person who is not undertaking the journey. An itinerary and passenger list should be logged with them. It may help to produce a drivers folder, which includes all relevant information, including risk assessments, itineraries, accident report forms, etc.

Monitoring

8. As with all work activities, managers should take appropriate steps to check that the control measures specified in risk assessments are being complied with. This could include debriefs after the event, checks on vehicles and hire return forms (eg checking for damage). The effectiveness of the arrangements should also be monitored by the School Safety Committee or equivalent.

Driver's hours

9. For most vehicle driving activities there are no legal limits on drivers hours, but tiredness after long hours of driving (and non-driving activities) is a factor in many road traffic accidents. It is good practice to include time for adequate rest stops during the journey. The Driving Standards Agency guide to commercial driver's hours provides a good starting point, at <https://www.gov.uk/drivers-hours>.

Driver's health

10. Drivers of some types of vehicle are required to have medical checks before being permitted to drive. In these cases the members of staff should be referred to Occupational Health. Drivers must inform the DVLA of specified medical conditions. See <https://www.gov.uk/health-conditions-and-driving> Managers should ensure that any driver raising personal health concerns is referred to Occupational Health for their advice/review.

Driver competence and authorisation

11. Managers must ensure that anyone driving a University vehicle has been approved to do so in the last 12 months. The approval process is contained in Chapter 21. Low risk drivers who use their own personal car are permitted to self-certify as part of the mileage claiming process.
12. In some cases, specialist licences or training may be required, for example, when driving forklift trucks, HGVs, some vans, minibuses, etc. Further guidance on the correct class of licence for road going vehicles is available through [the DVLA](#) and your University Safety Coordinator will advise on training requirements for other vehicles.
13. During the process of authorisation, managers should give due consideration to the suitability of the person to drive on behalf of the University and what additional training may be required. More guidance on this is included in the Driving at work – Guidance on driver competence in the [Safety Services toolkit](#).

14. As part of the authorisation process, managers should consider refresher training – for example, minibus training should be refreshed every 4 years.

Insurance and breakdown

15. When providing a vehicle for the journey, managers must ensure that the University Insurance and Breakdown assistance covers the vehicles and drivers. Further information is on the University's Insurance webpages at <http://www.staffnet.manchester.ac.uk/services/insurance/motor-vehicles/>

16. When vehicles are leased, insurance is normally procured directly through the vehicle provider, not the University. Furthermore, the University provides no insurance cover for those using their own vehicle.

Vehicles provided by the University

17. When specifying vehicles, managers should consider:

- The demands of the passengers, goods and terrain. As a rule of thumb, 1 seat of a minibus should be kept free for the luggage of 2 passengers;
- That the use of roof racks and trailers should be avoided;
- That all seats should be forward facing with seatbelts fitted;
- whether any of the vehicle occupants require adaptations to be made;
- whether the provider can prove that the vehicle has a valid MOT (or local equivalent), has been serviced within the last 12 months and is free from defects that could affect the roadworthiness of the vehicle;
- that there must be a no smoking sign in place;
- whether it is practical to provide a first aid kit and fire extinguisher.

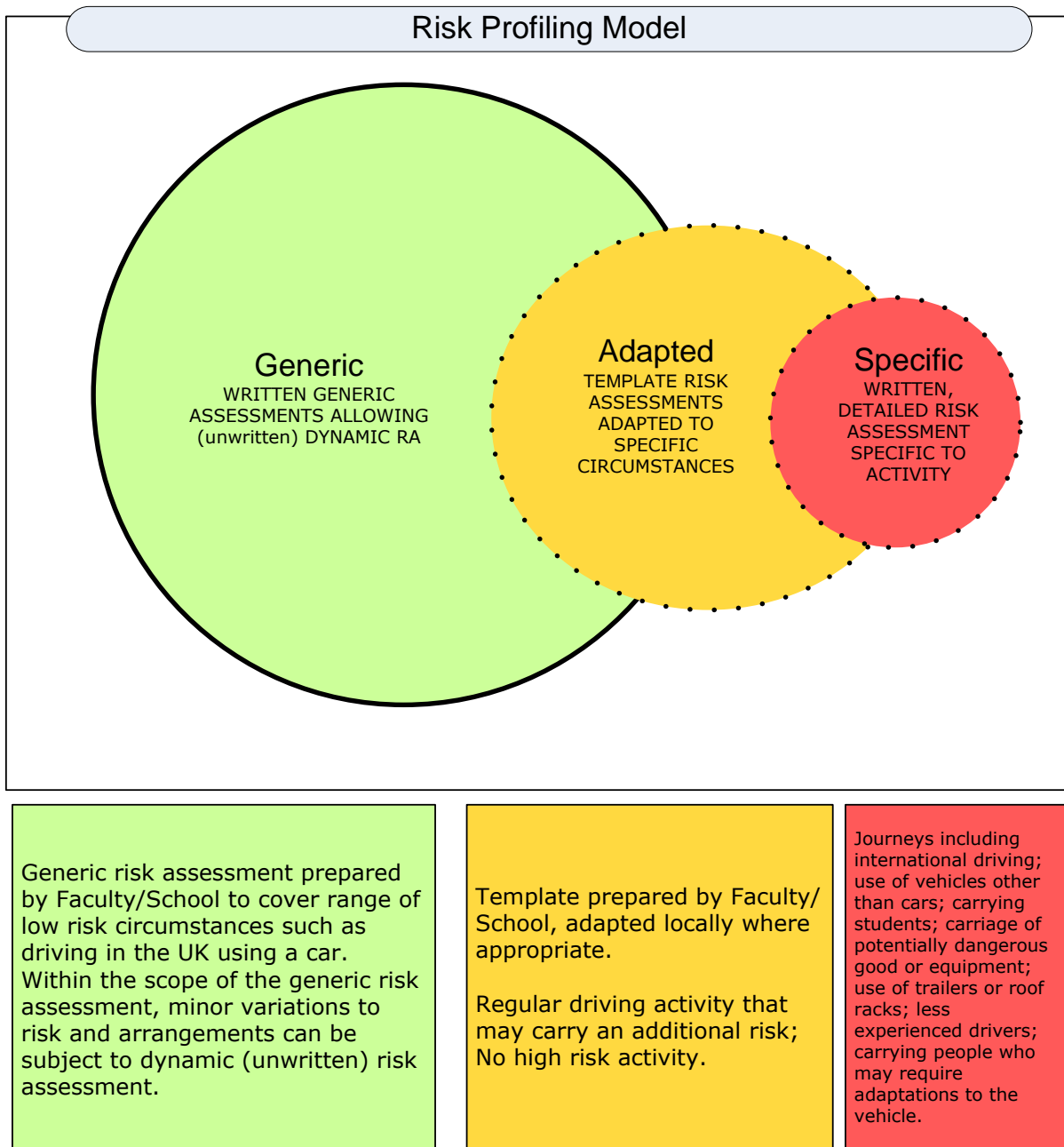
Accidents

18. Managers must ensure that all accidents and incidents relating to driving at work are reported to Safety Services, recorded and investigated.

Records

19. Managers should keep complete records related to driving activities, including risk assessments, authorisation-of-driver records (including evidence of licence and training), University vehicle checks, Minibus excursion form, etc. for 5 years after the end of the activity.

Appendix 1 Risk Profile for driving activities



Appendix 2 Checklists

Vehicle Factors

- Is the vehicle suitable for the journey/roadworthy?
- Does the vehicle have the capacity for the people, luggage and equipment to be transported?
- Do any attachments, such as a roof rack or trailer, fit securely to the vehicle?
- Do any roof racks / trailers cause the maximum load capacity of the vehicle/drivers licence to be exceeded?
- Are trailer weights compatible with the towing vehicle?
- Is it possible to predetermine the weight distribution to ensure even loading?
- Is the vehicle roadworthy?
- Has a MOT or equivalent been acquired?
- Is there adequate insurance in place?
- Is the vehicle fitted with seatbelts?
- Is the vehicle fitted with all forward facing seats?
- Is there a fire extinguisher and first aid kit on board?
- Is there breakdown cover in place?

Driver related factors

- Is the driver licensed to drive the vehicle?
- Is the driver competent to drive the vehicle?
- Is the driver authorised to drive the vehicle?
- Is the driver medically fit to drive the vehicle?
- Is the driver familiar with this vehicle?
- Is the driver undertaking the journey when they are likely to be tired?
- Is the driver likely to be distracted?

Task/journey related factors

- Will the duration of the journey pose a risk?
- Is more than one driver required and available?
- Will sufficient rest breaks be factored in?
- Are there likely to be roadworks & delays on the route?
- Are there any special risks created by the environment?
- Are there any special risks created by the goods, equipment or luggage?
- Are there any special risks created by the passenger profile (e.g. under 18)?
- Is there a trained first aider?
- Is there a need for a driver's assistant?
- Is there any travel abroad?

Document control box	
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