



Safety Services Guidance



Driving at work: Guidance for drivers of University vehicles

Key word(s): Driving; driver; off campus; field work; mileage; van; minibus

Target audience: Security Staff, porters, food on campus drivers, chauffeurs

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Introduction

1. This document is intended for all members of staff who drive on behalf of the University using University vehicles. If you use your personal vehicle for University business, please refer to the [Driving at work toolkit](#): Guidance for drivers using their own vehicle. The University provides vehicles for transport of people and goods around the campus, for example:
 - security vehicles
 - portering / collection and movement of waste; or
 - transport of food
2. This guidance should be read in conjunction with the risk assessment carried out by your manager. It may also be appropriate to read other relevant guidance documents on the Safety Services website: [Chapter 21 - Driving at Work](#), [Driving at Work toolkit: Guidance for drivers carrying passengers](#) and [Chapter 24 – Off campus work](#).

Before you get in the vehicle

3. It is your responsibility to ensure you are fit to drive the vehicle. This includes your medical fitness, and whether you are under the influence of drugs (prescribed or otherwise) or alcohol. In some circumstances the University may need to ask Occupational Health to ensure you are fit to drive or you can elect to self-refer to Occupational Health or your GP.
4. It is your responsibility to ensure that you comply with road traffic legislation, both in terms of what vehicle you drive and how you drive it. The Highway Code provides advice on driving on UK roads. If driving abroad, you must familiarise yourself with the rules in other countries.
5. Please remember that it is your driving licence. The University cannot indemnify you against civil and criminal action when driving for work.
6. It is your responsibility to ensure that the vehicle is roadworthy before driving it. You should check the vehicle on a regular basis to ensure that it is safe to use. Your manager should have provided you with a check-list to assist you in this. If not, please ask. Please complete this as you check the vehicle and return it to your manager at the end of the trip.

7. It is your responsibility to ensure that appropriate insurance and breakdown cover is in place before driving the vehicle before driving it.
<http://www.staffnet.manchester.ac.uk/services/insurance/motor-vehicles/>

Using the vehicle

8. You should familiarise yourself with the vehicle before and after loading it. If you are not familiar with the vehicle, or have not driven one recently, ask your manager if you can familiarise yourself with the vehicle without any loads.
9. If your phone rings when you are driving, find a safe place to park before answering it. If you must answer it whilst the vehicle is still moving, use a hands free kit.
10. You should ensure that all passengers are wearing their seatbelts before commencing the journey.
11. When driving on private property, including on campus, abide by site rules. Speed limits vary around campus and can be as slow as 5 mph in areas where pedestrians are given priority.
12. If you are involved in an accident, notify your manager as soon as possible.
13. If there are any significant changes to the itinerary during the trip, you should inform your manager or the responsible person identified on your paper copy of the itinerary (if relevant).
14. It is your responsibility to ensure that the vehicle is loaded safely, securely and within tolerances. Passengers should have a clear escape route. In minibuses, they should be able to escape through the rear of the minibus as well as the side.
15. Vehicles have a maximum load carrying capacity – trailers and roof racks do not increase it.
16. If you feel that you need a banksman (someone to help guide you through a manoeuvre) you must consider the risks that this creates. You should ensure that you have agreed the manoeuvre and signalling commands with the banksman before commencing, and you should be able to see them clearly at all times. Normally this should have been identified by risk assessment in advance of the activity and training provided.

17. You should not carry passengers unless you are authorised to do so. Where passengers are being carried, you should have reference to the [Driving at Work: Guidance for drivers carrying passengers](#) as you may need to be in possession of a document called a Section 19 permit.
18. Driving whilst tired is a known cause of accidents. Government advice on drivers' hours is at <https://www.gov.uk/drivers-hours>.
19. Following the journey, return all the relevant documentation to your manager. Also take the opportunity to report any defects with the vehicle and issues identified with the risk assessment.

Lone working

20. General guidance on Lone working can be found on the Safety Services website.

Parking & loading on the continent

21. Drivers of University minibuses and vans taken abroad need to be particularly aware that most countries drive on the opposite side of the road – which potentially increases the risk when loading and unloading as most UK vehicles are equipped to allow access from a pavement on the left hand side. Care should be taken to ensure that passengers are not put at risk and an obstruction is not created.

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