



## Safety Services Guidance



### Driving at work: General guidance for drivers using their own vehicle

Key word(s) : Driving; Driver; Drivers; Car; Road; Field trips; Off campus; Conference; Mileage

Target audience : Staff using their own vehicles whilst at work (not for driving to and from work to home).

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## Introduction

1. This document is for all members of staff who drive on behalf of the University using their own vehicles. It is a basic summary of what the University expects.
2. Please remember that it is your driving licence. The University cannot indemnify you against civil and criminal action when driving for work.
3. This guidance should be read in conjunction with the risk assessment carried out by your manager. Other guidance documents on the Safety Services [Driving at Work toolkit](#), [Chapter 21 on Driving at Work](#), [Lone working guidance](#), and [Chapter 24 on Off Campus Work](#) may also be relevant to your work activity

## General information

4. It is your responsibility to comply with road traffic legislation, including whether you have the correct licence and a road worthy vehicle whenever you are driving.
5. The rules of the road vary significantly from country to country, so you must familiarise yourself with the local rules. The Highway Code provides advice on driving on UK roads.
6. You must ensure that your vehicle insurance company is aware of the nature of the work being undertaken (i.e. that the vehicle is being used at work) and of any equipment that is being carried, as this can materially affect the level of cover required. The University does not provide insurance cover or breakdown cover for private motor vehicles.
7. You will be asked to self-certify that you have the appropriate licence, insurance and MOT as part of the expenses claiming process.
8. If you have an accident when driving on University business, please notify your manager as soon as possible.
9. It is not anticipated that you will use your own car to transport students. If you do, you should consult with your manager or Safety Services as a "Section 19" permit may be required. These permits apply to any vehicle which is being used to carry passengers who may be considered to have paid a "fare" (whether directly or indirectly though tuition fees) for access to that transport. Failure to do so may mean that you could be prosecuted for operating a taxi service without licence to do so.

10. More information on driving at work can be found on the [Safety Services Driving at Work toolkit](#).

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