

CODE OF PRACTICE

Occupational Driving

Document Information

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1. Summary

Employers have a duty of care to assess, manage and control significant risks to their employees and anyone else who may be affected by their undertaking. The University's health and safety policy sets out its general arrangements to fulfil this duty of care.

This code of practice describes how the University manages the risks associated with occupational driving activities. The code of practice is also intended to ensure that the University is managing our legal responsibilities to people who drive in connection with their work:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999 (the "management regulations").
- Provision and Use of Work Equipment (PUWER) Regulations 1998.
- Workplace (Health, Safety and Welfare) Regulations 1992
- Road Vehicles (Construction and Use) Regulations 1986

This Code of Practice also supports individuals who drive, to any extent, in connection with their work, to meet their personal responsibilities under Road Safety legislation.

2. Scope

This code of practice (CoP) has been written to support:

- People who drive in connection to their work
- People who drive or cycle or who use other permitted forms of motorised transport (excluding mobility scooters) on campus.
- People who line manage people who drive in the course of their work
- Directors, Heads of Department and others who have responsibility for oversight of health and safety matters in departments, directorates, institutes and other functional units.

This Code of Practice applies to the driving of any type of vehicle and applies to all staff that drive on University business. This will include:

- Employees who are required to drive vehicles as an integral part of their work (e.g. Technical and Maintenance and Security Services staff), or;
- Employees who drive either University vehicles, or their own vehicle or hired vehicles on a casual basis as part of their work or to carry out some aspect of the University's business (e.g. staff attending meetings or conferences or events or travelling to off-site destinations for research or fieldwork or any other University business). This includes any work-related driving activities that may take place overseas.

Commuting journeys between an employee's home address or place of residence and their contractual place of work fall outside of the scope of this policy.

This Code of Practice includes a section on driving and cycling on University campus. This applies to all staff and students regardless of whether they are driving for work purposes or not.

Risks associated with the carrying of certain loads, hazardous substances, lifting operations or similar activities are covered under separate health and safety policy, standards and guidance.

This policy will apply to students if they are asked to drive on University business or who drive as part of a University managed or organised activity, such as Formula Student. Driving activities by students for or on behalf of the Students Union (for example, driving minibuses as part of a club or society activity) fall under the control of the Student Union and as such are excluded from the requirements of this policy.

The Code of Practice also applies to non-work-related use of vehicles on University grounds (campus and off-campus areas).

3. Introduction

According to the UK Government data, around 25% of all road traffic collisions in Great Britain involve at least one driver driving for work, with 29% (459 deaths in 224) involving a working driver. The Health and Safety Executive state that driving for work is often the most hazardous activity employees undertake.

Driver fatigue is thought to be a key contributor to accidents with other factors including time pressures, mobile phone use, poor journey planning and inadequate training and supervision. HSE guidance promotes a model which emphasises “**Safe Driver, Safe Vehicle, Safe Journey**” and this model forms the foundation of our guidance.

4. Definitions

Work-related Driving	Any driving activity that is undertaken for or on behalf of the University by an employee or student. This definition excludes an employee’s normal daily commute between their home and their normal contractual place of work.
Occupational Driver	Any employee or student that carries out work-related driving for, or on behalf of, the University in a University vehicle. This will include: <ul style="list-style-type: none"> • Staff who drive university vehicles for work (e.g., Grounds staff, west team, forklift drivers) • Staff who drive as an incidental part of their role (e.g. to off-site meetings, fieldwork, conferences etc or to visit off campus premises – security and maintenance workers). • Staff who frequently drive vehicles with staff and students as passengers (e.g., security staff)
University Vehicle	Any vehicle that is owned, leased or hired by the University. This will include: <ul style="list-style-type: none"> • Company-owned vehicles (e.g. fleet cars, vans, minibuses) • Leased or hired vehicles used for work • Pool cars or shared vehicles • Specialist vehicles used as part of work activities (which will include fork-lift trucks, excavators, electric “buggies”, tractors, agricultural machinery, ride-on mowers etc)

Private Vehicle	Any vehicle used by an employee or student for University of Bath business, which is not owned, leased or hired by the University.
Minibus	A vehicle that can carry between 9-16 passengers (inclusive) at any one time in addition to the driver. Currently the University does not own or lease any minibuses.
Competency:	There is no legal definition of competency. However, this is generally accepted as meaning a person has the necessary “knowledge, skills, training and experience” to carry out a specific task safely. All Occupational Drivers need to be competent to drive the class and type of vehicle they will be driving. This may be covered under the employee’s driving licence or may require additional training. People driving in “harsh” environments (for example off road driving in difficult terrain) will also require evidence of competency for driving in the se contexts, such as defensive driving training.

5. Roles and Responsibilities

The University’s health and safety policy describes the general roles and responsibilities on all employees to safeguard themselves and others in the workplace. This CoP sets out the additional specific roles and responsibilities for managing occupational road risks.

5.1 Heads of Department / Directors of Professional Services

Heads of Department, Divisions (School of management) and Professional Services Directorates are responsible for the day-to-day implementation of this code of practice. Responsibilities include ensuring, so far as is reasonably practicable, that:

- Alternatives to business-related travel are prioritized where it is viable to do so.
- The most carbon efficient mode of travel, where practical, is used for work-related travel.
- University systems are implemented to assure that:
 - Occupational drivers hold the necessary licenses, training and qualifications to drive University vehicles. Where an employee discloses that they are disqualified, for any reason, from driving, then they must not be allowed to carry out work-related driving activities. Advice should be sought from the University’s Human Resources department on how such issues should be dealt with.
 - Vehicles managed by the department are maintained in a roadworthy condition that complies with relevant statutory requirements, warranties and manufacturer guidance (e.g. servicing schedules).
 - Vehicles not meeting roadworthiness requirements are taken out of use until such times as any defects can be rectified.
 - Where vehicles are hired in by the department, such as minibuses, ensure that any additional requirements around these, such as driver training, are met.
- Risk assessments are completed for occupational driving tasks and identified control measures implemented. Where risk assessments identify control measures that exceed statutory minimums,

such as the providing of enhanced driver training, personal protective equipment or other measures, then these must be implemented.

- Risk assessments are reviewed at regular intervals, or following any road traffic collision, to ensure these are up to date and adequately controlling risk.
- A system is in place to monitor occupational drivers who operate specialist vehicles and associated equipment to satisfy themselves that drivers are competent and are working in accordance with their training and agreed risk assessments.
- Notifying the University's Insurance Manager, prior to the purchase or lease of any new vehicle via faculty or department funds.

5.2 Occupational Drivers

Occupational Drivers are responsible, so far as is reasonably practicable, for:

- Complying with the University's travel and expenses and sustainability policies by using the most Carbon-efficient means of transport, where it is practicable to do so, in preference to using either their own or a University vehicle.
- Providing the university with their driving licence details (or access to the appropriate DVL resources) so that these can be checked periodically.
- Bringing to the immediate attention of their line manager any information on disqualifications or convictions for driving offences or any suspension or revocation of their licence, for example due to any health condition that legally prevents them from driving on a public highway.
- Complying with local risk assessments and procedures relating to work-related driving activities.
- Ensuring that they are medically fit to drive (both generally and at the time of driving) and meet the vision standards required to drive (or have and use appropriate corrective glasses to meet those standards).
- Confirming that they hold the appropriate licence, training or other qualification to drive the vehicle they will be driving.
- Carrying out appropriate user checks of any University vehicle they will be driving.
- Inform their line manager of any vehicular faults that they identify when doing the user checks that they are required to carry out before the start of the journey. If user-checks identify any issues that the driver considers make a vehicle unsafe then it must not be driven until checked by a suitably competent person. If the vehicle in question is a private vehicle, then this must not be used for university business until a suitable repair has been made.
- Complying with any statutory requirements placed on them by road safety or other legislation including the wearing of seatbelts and not using hand-held mobile phones whilst driving.
- Not smoking or vaping in University Vehicles.
- Reporting any accidents or incidents, including near-misses, that they are involved in when driving on university business.

Occupational drivers using their own vehicles for work have additional duties. These include, so far as is reasonably practicable, ensuring they:

- Have a valid Ministry of Transport (M.O.T.) certificate, where applicable, and the necessary "business use" insurance if they are using a non-University vehicle for university business.

- Carry out pre-business use user checks of personal vehicles. If this checking identifies any issue that could cause significant harm, then the vehicle must not be used until it has been repaired by a suitably competent person.
- Not smoking or vaping when carrying passengers and driving on university business. It is illegal to smoke in a vehicle whilst carrying a passenger who is under 18.

5.3 Employees and Students who drive vehicles, or who cycle, on University of Bath owned or managed property

People who drive on University owned or managed property are required to:

- Observe all road traffic signs and to comply with all relevant driving instructions (e.g. speed limits) whilst driving on University of Bath property.
- Park vehicles in approved parking areas only. E-bikes and e-scooters provided under the rental scheme approved by Bath and North East Somerset (BANES) Council should be parked in marked areas. Personal bikes and motorbikes should be parked in the provided shelters. Cycles and e-bikes and e-scooters must not be taken into buildings.
- Observe any local rules on where vehicles, including cycles and other modes of transport, such as e-scooters, are used on campus. Currently, with the exception of approved vehicles, driving and cycling is not permitted on the parade or on the pathway adjacent to the South side of the University's lake.
- Private e-scooters cannot be legally driven on roads, paths or other private land not owned by the rider. The only E-scooters permitted to be used on campus are those provided under an approved rental scheme administered by BANES Council.
- Report any accidents or incidents they are involved in when using a vehicle or when cycling on University owned or managed property.

5.4 Director of Campus Infrastructure

The Director of CI is responsible for having an appropriate system in place to coordinate the management of University Vehicles and Occupational Drivers.

5.5 Head of Security and Director of Campus Infrastructure

The Head of Security and Director of CI are responsible, in addition to any other duties described in this Code of Practice, for ensuring that a suitable and sufficient risk assessment is made of the significant risks associated with campus roads, pavements and car parks, and that:

- Appropriate control measures are identified and implemented to reduce risks to a tolerable level.
- Arrangements for securing health and safety in relation to these areas are communicated as appropriate to other members of the campus community.

This requirement will include the risk assessment of routine operational risks and also foreseeable ad hoc risks such as managing risks associated with winter weather, occasional movement and operation of large or tall vehicles on and around campus and the management of events where additional car parking or increased vehicular and/or pedestrian movements are foreseeable.

5.6 University Health and Safety Committee (UHSC)

UHSC is responsible for monitoring the effectiveness of this Code of Practice. UHSC will review this document at least every three years or sooner if there is evidence to suggest it is no longer effectively managing work-related driving risk.

6. Safe Drivers

6.1 General Licence Requirements

All prospective occupational drivers will need to complete the University's [Driver Authorisation Application Form](#) and provide evidence that they hold an appropriate driving licence **and** any training required by risk assessment, before they will be approved to drive a University Vehicle. To be accepted as an authorised driver, applicants must:

- be employed by or be a student of the University of Bath or acting as their agent
- intend driving only on the approved business of the University of Bath
- hold the relevant class of driving licence for the vehicle and equipment to be driven.
- Have any additional training required by the University or identified by risk assessment for the driving activity to be carried out.
- meet the relevant age restrictions imposed by our insurers and the University of Bath
- declare any driving convictions, endorsements or other relevant information.
- fully complete and sign the application form.
- lodge a copy of your current valid driving licence and other documentation as required with your application (see above)

People holding non-EU driving licences or who are driving under an International Driving permit, are only allowed to drive in the UK for 12 months. To extend this period, drivers will need to [exchange their licence for a GB licence](#).

6.2 Licences for Towing

Driving when towing a trailer or caravan can have significant impacts on driving "style". Acceleration, gear changes, braking distances and manoeuvring (such as cornering, reversing, parking) will all be impacted when towing a trailer or caravan.

Following changes in driving requirements in December 2021, UK driving licence holders are not required to hold a specific licence to tow a trailer or caravan. However, statutory requirements for the types of vehicles and trailers that can be towed, based on the date when the driver passed their test, remain.

- Drivers who passed their test after 1 January 1997 are restricted to driving vehicles that weigh no more than 3,500 kg, and a vehicle/trailer combination that weighs no more than 6,750kg.
- Drivers who passed their test before 1 January 1997 can drive a vehicle that weighs 7,500kg, and a vehicle/trailer combination weighing 8,250kg.

Drivers can check which clause applies to them on the UK Government's [licence checker](#) website.

There are a number of other factors that need to be considered when using a vehicle to tow a load. These include:

- The maximum allowable mass (MAM) of your vehicle.
- The weight of your trailer and its payload capacity.
- The MAM of your trailer – the combined weight of trailer and load.
- The vehicle's gross train weight (GTW) limit – the combined weight of your car including passengers, luggage and fuel, plus the loaded trailer.

There are also various requirements around trailer size, requirements of additional lights and braking systems dependent on trailer size. Some trailers (those weighing more than 1020kg, unladen) require an annual MOT. Speed limits vary on different roads when towing a trailer:

- 30mph in built-up areas
- 50mph on single carriageway roads
- 60mph on motorways and dual carriageways

To comply with health and safety law, employers need to ensure that people are competent to undertake the work they will be carrying out. In this context, this means not relying on driving licence qualification alone, but checking that drivers have the required skills, knowledge, training and experience to drive safely when towing a trailer or other load. Where a driver lacks **significant** experience and/or confidence then appropriate trailer towing training should be provided. LANTRA (or similar) accredited training is recommended to secure compliance with this requirement. Driver competency should be recorded in risk assessments and where training has not been provided (for example due to considerable prior experience undertaking this activity) then a robust justification must be provided in the assessment.

Periodically, refresher training should be undertaken. For people who only infrequently carry out towing activities this should be repeated every three years. For more experienced drivers who frequently tow loads, training should be repeated every 5 years.

6.3 Minibuses

To drive a minibus (see definitions) in the UK, drivers will typically need a Category D1 Licence. However, if the minibus is being driven under “not for hire or reward” (i.e. if no payment is made by or on behalf of the passengers) conditions, drivers meeting the following conditions can legally drive a minibus in the UK:

- Driver is 21 or older and has held their driving licence for at least 2 years.
- Driver meets the ‘Group 2’ medical standards. Drivers who are over 70 should check with their GP if they're not sure they meet the standards.
- Drivers are driving on a voluntary basis, and the minibus is used for **social purposes** by a non-commercial body (the University counts as a charity). Note: a section 19 permit is required under these circumstances.
- A trailer is not being towed.
- The ‘maximum authorised mass’ or MAM of the minibus including passengers is not more than 3,500kg (or 4,250kg for electric or hydrogen vehicles). If the minibus has extra equipment for disabled passengers, for example a wheelchair ramp, it can have an additional MAM of 750kg.

A **Section 19 permit** is required for all minibuses used on a “not for hire or reward” basis by the University. Departments using minibuses are responsible for making applications to the Driver and Vehicle Standards Agency. Minibuses must not be used until the appropriate permit is in place.

All drivers who drive a minibus for University of Bath business (which will include on a “not for hire or reward” basis) must hold a valid Minibus Driver Awareness Scheme (MiDAS) training certificate in addition to any driving licence. This training includes both theory and practical assessments and is valid for four years.

6.4 Agricultural machinery (tractors, ride on-mowers and telehandlers).

Whilst separate licence categories exist for on road use of tractors, ride on mowers and telehandlers, these categories are automatically included if a driver has a standard car licence. As with other specialist equipment, occupational use requires additional training in both the safe use of the vehicle and any associated equipment as identified in risk assessments. It is recommended that any university drivers using this equipment for work activities receive LANTRA or equivalent training. Refresher training should be provided at suitable intervals. LANTRA recommends every three years for occasional users and every 5 years for frequent, experienced users.

6.5 Forklift Trucks

Forklift trucks are not covered under general driving licence categories. Health and safety requirements are covered under risk assessment requirements and the Provision and Use of Work Equipment regulations. All university drivers who will be driving and operating forklifts must be trained to do so. Training should cover both safe driving and safe operation. Newly certified operators should also receive on the job training and supervision to ensure that they can drive and operate this equipment safely.

Forklift training should be specific to the type of forklift that will be used. If multiple forklifts are provided, then training should cover each type. Training should be provided through an accredited body. The degree of training required will vary depending on a person’s experience and skills. Whilst refresher training is not mandated, the approved code of practice issued by the Health and Safety Executive recommends regular refresher training be carried out. In line with other specialist equipment, people who use such equipment infrequently should undertake refresher training at least every three years. More frequent and experienced users should complete this at least every 5 years.

6.6 Eyesight

All people who drive on university business must meet the eyesight requirements set by the [Driver and Vehicle Licensing Agency \(DVLA\)](#). These requirements cover a range of eyesight requirements with specific requirements for different types of vehicles. They also set out standards in cases where people have impaired or no vision in one eye.

Drivers are responsible for ensuring that they have routine eye-tests. They are also responsible for providing and using their own glasses or contact lenses to enable them to meet the legal requirements.

University drivers who no longer meet required eyesight standards, including where using glasses or contact lenses does not enable the standard to be met, must refrain from driving and advise their line-manager as soon as is practicable. The line manager should seek advice from Human Resources on next steps.

6.7 Health Conditions

All university drivers must declare any health condition or disability if they suspect that it might affect their ability to drive safely. This is particularly important if an employee has received medical advice recommending that they refrain from driving for a period or if they have had restrictions placed on their driving by DVLA. In these cases, guidance should be sought from Human Resources to see if an Occupational Health referral is required.

6.8 Driving convictions, endorsements or disciplinary procedures.

Employees are responsible for all fines relating to speeding, parking and road traffic act offences that they have committed including if these have been incurred when driving for work.

If prosecuted for a road traffic offence, employees will be responsible for legal costs, except in exceptional circumstances. University Drivers MUST inform their manager of any road traffic offence and penalties received, regardless of whether or not the offence was committed when driving on University of Bath business.

It is illegal to use a hand-held mobile device for any purpose when driving. This includes when stationary at traffic lights or driving a vehicle that automatically stops/starts. It is lawful to use a mobile device through hands-free as long as the driver never holds it. However, if police believe you are distracted or not in proper control of your vehicle then you can be prosecuted even when using a hands-free device. For this reason, the University does not advocate the use of these types of systems.

The driver may be required to attend on-road driver training or other enhanced driver awareness training – the manager should consult the University's Insurance Manager for advice. Offences, where a breach of the University's Health and Safety Policy is apparent (such as Drink Driving and Reckless or Dangerous Driving) could lead to disciplinary action.

7. Vehicle requirements

Drivers are legally responsible for the roadworthiness of the vehicle they are driving, regardless of who owns it. For that reason, if drivers have any doubts about road worthiness, they should not drive it.

7.1 Privately owned vehicles

If an employee uses their own vehicle for work purposes, they must ensure it is roadworthy, is appropriately taxed and has a valid and current MOT certificate. University insurance does not cover use of private vehicles. Drivers are responsible for ensuring that they have appropriate business cover on their personal insurance. This is not a cost that can be claimed back on expenses.

Line managers should request sight of vehicle documentation when approving expenses claims.

7.2 Additional Equipment

All university vehicles should be equipped with a first aid kit and a Hi-Visibility vest. Additional equipment, such as a fire-extinguisher or spill kit, may be required in certain vehicles. These requirements should be identified in risk assessments for the vehicle.

We recommend that drivers using privately owned vehicles for work purposes also consider having a first aid kit and high-visibility vest. Private vehicles should never be used for transporting hazardous materials and therefore additional equipment should not be needed.

7.3 Minibuses

If a minibus is hired for use by the University (in the UK) then a SECTION 19 MINIBUS PERMIT (also known as a small bus permit) **MUST** be displayed. These are available through the Driver and Vehicle Standards Agency (DVSA).

7.4 Vehicle maintenance and user checks

Departments are responsible for ensuring that their vehicles are serviced and maintained and repaired in accordance with manufacturer guidance.

Drivers should carry out pre-use checks of vehicles to satisfy themselves that the vehicle they will be using is roadworthy. Checks should be recorded and maintained. A pro forma for recording user checks is provided in Appendix 1.

Departments should also carry out and record monthly checks of their vehicles. The pro forma provided in Appendix 2 can be used for this purpose.

Defects identified by these checks must be dealt with promptly. Where necessary, vehicles should be taken out of use until appropriate remedial action has been taken.

8. Safe Journey

8.1 Carrying passengers or goods

Vehicles must be suitable for the purpose they are going to be used for (for example, for the number of passengers to be transported or the load to be carried). Passengers should not travel in "load" areas and can only be carried in tractors or other vehicles if these are fitted with a properly designed, factory-fitted, passenger seats.

Drivers are responsible for ensuring that passengers use seatbelts. Care should be taken to ensure that any loads carried are suitably secured and cannot cause harm to passengers, for example, in the event of sudden braking.

Dangerous goods (hazardous substances, compressed gases or cryogenic materials) must only be transported in suitable vehicles. Risk assessments must be in place to cover this activity.

8.2 Towing

Drivers are responsible for ensuring that any loads they tow are secure and within the weight limits for the vehicle and any licence restrictions that the driver may be under.

8.3 Journey planning and fatigue

Drivers should plan journeys in advance so that they are familiar with proposed routes and likely journey times. This will also allow identification of suitable rest stops to prevent fatigue.

Journeys should not be started after a full day's work, whether that work involves driving or not. This would include not driving after attending a long event offsite. Journeys between midnight and 06:00hours should be avoided as these are likely to be during periods when alertness may be impaired.

Breaks should be built into journey planning. Drivers should aim to have a break from driving of at least 15 minutes every 2 hours. If driving under EU rules, a break of at least 45 minutes is required after 4 hours and 30 minutes of driving. If driving under domestic rules, a break of at least 30 minutes is required after 5 hours and 30 minutes of driving.

Journey planning should include some contingency in terms of timings. Travel times should take due account of likely driving conditions (e.g., the weather) and any known obstructions or delays that may exist along the route (such as roadworks). Breaking the speed limit is not acceptable and the University expects that speed limits will be adhered to.

8.4 Incidents and accidents

All work-related driving accidents, incidents and near-misses must be reported as soon as practicable after the event to SHEW via the online incident reporting form.

9. Risk Assessments

A risk assessment should be made for any work-related driving activity. Where driving activities foreseeably present additional risks outside of the provided generic risk assessment (see appendix 3) then a more detailed risk assessment will be required. Examples of activities where a further assessment might be required could include:

- Driving Overseas.
- Driving in hostile climates / severe weather conditions.
- Driving that will involve lone working in remote or potentially hazardous environments.
- Driving vehicles of a type that the driver is unfamiliar with (such as light goods vehicles, vans etc.)
- Driving duties carried out by inexperienced drivers, or drivers with a poor road traffic collision record.
- Non-routine long-distance driving.
- The transport of hazardous substances, dangerous goods or other loads.
- Transporting people in a minibus. This **MUST** be discussed with the University's Insurance manager prior to the activity being carried out.

The same principles – safe driver, safe vehicle, safe journey – apply in each of these scenarios but the control measures required may vary significantly. For example, driving in hostile environments (off-road, poor roads, extreme weather conditions) is likely to require a higher degree of competence than is generally required for driving in the UK.

Appendix 1: Sample Pre-Drive Vehicle Checks (Taken from the Royal Society for the Prevention of Accidents Checklist):

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway. As such, it is strongly recommended that University employees intending to drive any vehicle on University business should undertake appropriate checks prior to using the vehicle.

Driver's Name	
Date	

Check	Satisfactory (Y/N)	Comments
Tyres appear to be in good condition (no cuts or bulges) and are inflated.		
There are no visible signs of vehicle damage (dents, leaks, damage to the windscreen).		
Fluid levels (oil, coolant and windscreen wash) are correct. These checks should be carried out when the engine is cold.		
Brakes (hand brakes and foot brakes) are in good working order.		
Lights and indicators are working.		
Washers and wipers are working.		
Mirrors are correctly positioned.		
The vehicle has sufficient fuel and the driver is aware of what fuel the vehicle takes.		
Any trailers or roof racks are fitted correctly and any loads or luggage is secure.		
The driver's seat is adjusted where relevant to suit the driver.		

RoSPA has produced a [short instruction video](#) for driver pre-checks. Comprehensive guidance is also provided in RoSPA's [Safer Driving for Work Handbook](#).

All defects should be recorded and reported to the relevant line manager. University vehicles should not be driven if the driver believes it to be unsafe / un-roadworthy.

Appendix 2: Example Departmental Checklist for checks of University Vehicles

Driver's Name	
Date	

Check	Satisfactory (Yes, No or N/A)	Comments (including any action taken).
Tyres appear to be in good condition (no cuts or bulges) and are inflated to correct pressures.		
Spare tyres, where provided are inflated and tread is in good condition. Wheel brace and jack provided (where applicable)		
There are no visible signs of vehicle damage (dents, leaks, damage to the windscreen or doors).		
Fluid levels (oil, coolant and windscreen wash) are correct. These checks should be carried out when the engine is cold.		
Seat belts are undamaged and are working correctly.		
Location and contents of any safety equipment (first aid kit, fire extinguisher) as expected		
Brakes (hand brakes and foot brakes) are in good working order.		
Lights and indicators are working.		
Washers and wipers are working. Wiper blades are undamaged.		
Mirrors in good condition and can be adjusted.		
The vehicle has a current valid MoT certificate (where applicable).		
The vehicle has sufficient fuel.		
Locks and security devices functioning		

Appendix 3: Generic Driving at Work Risk Assessment

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

HAZARD SEVERITY (A)		LIKELIHOOD OF OCCURRENCE (B)	
1 – Trivial	(e.g. discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(e.g. small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(e.g. strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

Risk Assessment Matrix					
(B)↓ (A)→	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Risk Rating Bands (A x B)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue,	Continue,	STOP THE ACTIVITY
but review periodically to ensure controls remain effective	but implement additional reasonably practicable controls where possible and monitor regularly	Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk assessment title: driving safety risk assessment	Date produced: 2 nd June 2026	Review date: 3 years from acceptance by UHSC
Overview/description of activity: routine occupational driving activities in the uk using university or private vehicles. This assessment does not cover driving activities involving the carriage and transport of dangerous goods or hazardous substances or lifting operations or transporting large groups of people in a minibus.	Duration/frequency of activity: driving operations in the uk. These could be carried	
Location of activity: uk	Generic or specific assessment: generic	

	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk rating (a x b)	Additional control/action required
1	Lack of driver competency	Occupational drivers driving on university business. Other road users and pedestrians. Passengers in vehicles driven on university business	<ul style="list-style-type: none"> All occupational drivers are qualified to drive the class and type of vehicle(s) they will be driving. Line management have arrangements in place for the checking of licences of occupational drivers at appointment and at least annually thereafter. All occupational drivers must provide their driving license for inspection at least annually to confirm that they remain qualified to drive the type and class of vehicle they will be driving. 	4	2	8	<ul style="list-style-type: none">

	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk rating (a x b)	Additional control/action required
			<ul style="list-style-type: none"> Drivers must bring to their line manager's attention any relevant disqualifications or driving bans that prohibit them from driving on the public highway as soon as is reasonably practicable. 				
2	Driver not fit to drive.	<p>Occupational drivers driving on university business.</p> <p>Other road users and pedestrians.</p> <p>Passengers in vehicles driven on university business</p> <p>Occupational drivers driving on university business.</p>	<ul style="list-style-type: none"> All occupational drivers have a personal legal responsibility for ensuring that they are fit to drive and make use of any relevant equipment, such as any equipment to ensure the driver meets required driving sight requirements. Where drivers believe they do not meet the required standards of fitness, either on a short or long-term basis, then they are required to bring this to the attention of their line manager as soon as is reasonably practicable. Drivers must not drive if the level of alcohol in their bloodstream exceeds prescribed legal limits. Drivers are required to not drive whilst under the influence of illegal drugs or other intoxicating chemicals that negatively impact 	4	2	8	<ul style="list-style-type: none">

	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk rating (a x b)	Additional control/action required
		Other road users and pedestrians.	their ability to drive safely. This would include prescription and non-prescription medication which may cause drowsiness or otherwise effect concentration / alertness.				
3	Lack of driver care and attention.	Passengers in vehicles driven on university business	<ul style="list-style-type: none"> • Employees are not to use hand-held mobile phones whilst driving. • Employees should refrain from using hands-free phone equipment where this could lead to them not paying full attention to their driving activity. • Employees are not to programme satellite navigation or other devices, including smart phones acting as a sat nav, whilst driving. 	4	3	12	<ul style="list-style-type: none"> • Colleagues should refrain from phoning colleagues that they know may be driving at the time of the call.
4	Seatbelts not being worn		<ul style="list-style-type: none"> • Occupational drivers must comply with the requirement to wear a seatbelt when driving university vehicles. • Drivers should encourage any passengers to wear provided seatbelts. 	4	2	8	<ul style="list-style-type: none"> •
5	Smoking in university vehicles	Occupational drivers driving on university business.	<ul style="list-style-type: none"> • Smoking is prohibited in all university vehicles including in circumstances where all passengers are smokers. 	3	2	6	<ul style="list-style-type: none"> •

	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk rating (a x b)	Additional control/action required
		Passengers in vehicles driven on university business					
6	Driver fatigue	Occupational drivers driving on university business. Other road users and pedestrians. Passengers in vehicles driven on university business	<ul style="list-style-type: none"> Where practical, alternative travel arrangements, such as the use of public transport, should be considered. Drivers should plan journeys in advance and travel itineraries should include any necessary rest breaks that the driver will need. A minimum of 15 minutes rest time is recommended for every two hours driving time. Night time driving should be avoided where practicable to do so. Drivers should not commence any journey if they feel too fatigued to complete the journey safely. If a driver feels unduly fatigued whilst driving, then they should find a safe place to stop as soon as is practicable and take an appropriate break. 	4	2	8	•
7	Inclement weather		<ul style="list-style-type: none"> Journey planning should consider forecasted weather conditions. If necessary, travel should be delayed until weather improves. 	4	2	8	•

	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk rating (a x b)	Additional control/action required
			Pre-driving vehicle checks should ensure that wipers, tyres, washers and brakes are in good working order.				
8	Driving in unfamiliar surroundings	Occupational drivers driving on university business. Other road users and pedestrians. Passengers in vehicles driven on university business	<ul style="list-style-type: none"> • Journey planning and itineraries should consider speed limits along the selected route. • Pre-planning of unfamiliar routes to enable the driver to familiarise themselves with the proposed route. • Where available, the use of sat nav. equipment should be considered. • Where driving activities include driving in remote or potentially hazardous areas then additional driver training should be considered. • Where driver is working alone then a separate lone working risk assessment should be completed. This should consider first aid needs. 	2	3	6	•
9	Vehicle reliability		<ul style="list-style-type: none"> • All university vehicles are serviced and maintained in accordance with the relevant manufacturer's guidelines. 	4	2	8	•

	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk rating (a x b)	Additional control/action required
			<ul style="list-style-type: none"> All vehicle maintenance is carried out by a competent person. All university vehicles have an appropriate mot certificate (where relevant). Where employees use private vehicles then they are responsible for ensuring that the vehicle is roadworthy and has a valid mot certificate, where applicable. Drivers are made aware of the procedures to follow in the event of a breakdown or accident. 				
10	ADDITIONAL HAZARDES TO BE ADDED BY DEPARTMENTS		<ul style="list-style-type: none"> 				<ul style="list-style-type: none">
Assessor signature:	WHERE IDENTIFIED.		Print name:			Date:	

Risk assessment action plan

Hazard no.	Action to be taken	By whom	Target date	Review date	Outcome at review date
Responsible manager's signature: Print name: Date:					Responsible manager's signature: Print name: Date