

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD
Work-Related Driving Safety Standard

Version Number	2	Date of Approval	06/06/19	Review Date	This standard is due for review by June 2022.
Author and Lead	Chris Young. Deputy Director (HR): Safety and Wellbeing Services				
Aims	To support the implementation of the University's Driving at Work Safety Policy.				
Scope	<p>This standard applies to the driving of any type of vehicle and applies to all staff that drive on University business. This will include:</p> <p>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.</p> <p>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.</p> <p>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 regardless of who owns the vehicle that they will be driving. 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.</p>				
Relevant Legislation	Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998 The Road Traffic Act 1991 Road Safety Act 2006 The Highway Codes, road safety and vehicle rules (Gov.uk)				
Definitions	<p>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.</p> <p>Occupational Driver: Any employee or student permitted to carry out work-related driving for, or on behalf of, the University in a University Vehicle.</p> <p>University Vehicle: Any vehicle that is owned, leased or hired by the University.</p> <p>Private Vehicle: Any vehicle used by an employee or student for University business which is not owned, leased or hired by the University.</p> <p>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.</p>				
Responsibility for implementation	Line Managers (note: line Managers can delegate tasks associated with this standard to other members of their department or service. Such delegations should be recorded and communicated to Occupational Drivers). Occupational Drivers Employees and students Director of Estates / Head of Security				
Training availability:	For advice on specific training requirements (for example forklift training) please contact the University's Health, Safety and Environment Service (UHSE)				

Standard to meet		Accountability	Reference documents and more information
1	The need for all journeys is considered. If a journey is deemed essential then the use of public transport should be considered in preference to work-related driving.	Line Managers Employees	
2	A University system is in place to register all users of University Vehicles and to ensure that they hold the appropriate licences to act as "Occupational Drivers".	Director of Estates	
3	The University's Driver Authorisation system is implemented to ensure that relevant occupational drivers are appropriately qualified, adequately insured and fit to drive. This is checked annually by the Estates Department. Where a member of staff who will be an Occupational Driver is recruited outside of the checking period then the relevant line manager is responsible for liaising with Estates to ensure that they are added to the register of drivers.		The University's Driver Authorisation form is provided in Appendix 1.
4	Where an occupational driver is identified as not having the necessary qualification or discloses a health condition or other reason why they should not drive then they should be relieved of any driving duties until further advice can be sought from Human Resources.		
5	Local procedures are in place to ensure that University vehicles are: <ul style="list-style-type: none"> • Serviced in accordance with the manufacturer's recommendations. It is advised that relevant records are kept for at least three years. • Have a valid MoT certificate (where relevant) • Checked periodically to ensure they are in a safe and roadworthy condition. • Notified at purchase, or lease, to the University's Insurance Manager. 	Line Managers	The Facilities Coordinator based in the Estates Department maintains a log of University Vehicles . Estates will organise breakdown cover for all vehicles notified to them. They can also programme in reminders to line managers for MOT and servicing on request.
6	University vehicles reported as being in an unsafe or un-roadworthy condition are taken out of use until any defects are remedied by a suitably competent person.		Example management checklist for use by departments is provided in Appendix 2.
7	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: <ul style="list-style-type: none"> • 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. 		An example risk assessment covering routine driving activity is provided in appendix 3. University Motor Insurance Guidance Risk Assessment Standard Hazardous Substances Policy and Procedures. Biological Safety Chemical Safety

8	Occupational Drivers comply with University procedures by submitting their driving licence for inspection at recruitment and at least annually thereafter.	Occupational Drivers	
9	All University Vehicles are subject to a basic safety check before each business journey. Where a vehicle is deemed to be unsafe or un-roadworthy then an alternative means of transport is used.		People driving non-University vehicles are also recommended to carry out vehicle checks prior to making business journeys. The checklist provided in Appendix 3 could be used for this purpose.
10	Defects identified during routine safety checks of University vehicles are notified to the relevant line manager for remedial action.		
11	Occupational drivers inform their line manager immediately if they are suffering from a health condition that would legally prevent them from driving on the public highway or if they are suffering from any ill-health or taking any prescription or other medication that might impair their ability to drive safely.		
12	People driving on University business (whether using University or Private vehicles) only do so if they are fit to drive and meet eyesight requirements.	Occupational Drivers Employees and Students	Current UK Fitness to Drive and Eyesight requirements
13	People driving Private Vehicles on University business will have the appropriate insurance in place to drive on business and the vehicle will be appropriately taxed and have a current MoT certificate (where this is applicable).		
14	Work-related driving accidents and incidents are reported as soon as is practical to the University Health, Safety and Environment Service. If the incident involves a University vehicle then this should also be reported to the University's Insurance Manager.		Incident reporting procedures
15	People driving or cycling on University business and/or on University owned or managed property comply with relevant road safety law and the Highway Code.	All staff and students	Legal obligations of drivers and riders Safer Driving for Work Handbook (RoSPA)

Standard Monitoring and Measurement Criteria

The following will be checked as a means of monitoring the implementation of this standard:

1	<p>Records of:</p> <ul style="list-style-type: none"> • Checks on occupational driver licences • University vehicle servicing records • Driver vehicle checks of University vehicles <p>are examined once per year as part of departmental inspection process.</p>
2	Records of RTC's are reported at University Health and Safety Committee. Incident follow up to include checks of all relevant records and documents.

Appendix 1: University Transport – Authorised Drivers – 01 August 2017 to 31 July 2018

Application to be registered with the University of Bath's insurers to drive University of Bath owned vehicles, leased vehicles and equipment on the University of Bath's Motor Insurance Policy.

To drive the above, it is necessary for you to sign the declaration and fully complete the form on the reverse of this page to comply with the conditions and terms of the insurance policy.

Your application will be reviewed as soon as possible. Please note that in excess of 300 applications are made at the start of the academic year. *You will be permitted to drive UNLESS you hear otherwise.*

To speed this process your application can be handed to Nich Fowles-Sweet in the Department of Estates office where an instant decision can be made as to whether the application is accepted or must be further referred to our insurers.

To be accepted you must meet the criteria listed below, having fully completed the declaration on the reverse of this page. Please return it **together** with a photocopy of both sides of your photo card and a print off of any current penalty points/endorsements and where appropriate, any other documentation as requested. Your full or provisional licence should be valid until July 2017.

Please note, the Counterpart Driving Licence (i.e. the paper version) is no longer legally valid and it should be destroyed. Only a photo card will be issued when renewing your licence with the DVLA (i.e when changing name or address).

You will be required to declare whether or not you have any penalty points/endorsements currently valid on your licence.

You will be able to print the information from: <https://www.gov.uk/view-driving-licence> Paper licences issued before 1998 remain valid.

The criteria required for inclusion on the schedule includes, but is not limited to:

- be within the employ 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
- meet the relevant age restrictions imposed by our insurers and the University of Bath
- 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)

The University of Bath and our insurers reserve the right to restrict or exclude any applicant considered by them to be an unacceptable risk.

If your application is accepted you are reminded that **you** will be jointly responsible with the University of Bath for any vehicle you drive on the University of Bath's Motor Insurance Policy. Therefore you must comply with all road traffic regulations and the relevant law (speed limits, parking restrictions). In the event of any incident this office must be informed within 24 hours with all details.

Any parking or speeding fines are the responsibility of the driver of the vehicle concerned.

The University of Bath's Motor Insurance Policy is available for inspection from this office if you have any queries regarding cover.

The information supplied on and with this form will be retained by the University of Bath and used only for the purposes of administering the University of Bath's authorised driver scheme. A copy of the form may be sent to the University of Bath's brokers and/or insurers but the information will not otherwise be disclosed.

N Fowles-Sweet

Department of Estates (Tel: 5618)

Title.....Initials.....Last name.....

Position.....School/Dept.....Tel.....

Age.....Date test passed.....Driving licence
no.....

Type of licence: full provisional other.....Expiry
date.....

Categories of vehicles and equipment you require to drive (tick box as necessary)

- Car/people carrier Light commercial (<3500 kg MAS)
- Minibus (up to 17 seats) - MiDAS certificate no dated
.....(attach copy)
- Light commercial with tail lift facility (training in the safe use of the equipment will be
required)
- Tractor and mower (training in the safe use of the equipment will be required)
- Towing trailers – special requirements apply (please telephone Department of Estates
for details)
- Fork lift truck (current valid certificate of training required (attach copy)

If the answer to any of the following questions is YES, full details must be supplied with this application on a separate sheet and signed by the applicant, these questions are a requirement of the University of Bath's motor insurance policy.

- 1) Have you resided in the British Isles for less than 3 consecutive years? Yes No
- 2) During the past 3 years do you consider that you have driven for less than 5000 miles (7000Km) per year Yes No
- 3) In the past 5 years have you been convicted of any of the following offences or is any such prosecution pending?
 - a) Dangerous Driving (DD30/60/70) Yes No
 - b) Drink/Drugs (DR10/20/30/40/50/60/70) Yes No
 - c) Taking/Stealing (UT10/20/30) Yes No
 - d) Failing to Report an Accident (AC10/20/30) Yes No
 - e) Offences concerning the condition of vehicles (RTA 1972, Section 40 (5)) Yes No
 - f) Exceeding permitted hours of driving (Transport Act 1968 Section 95 & 96) Yes No
- 4) Been disqualified from driving Yes No
- 5) Been convicted of any offences involving dishonesty of any kind e.g. fraud, theft, arson or handling of stolen goods Yes No

- 6) At any time been refused insurance or quoted an increased premium or had special terms imposed Yes No
- 7) Suffered from heart disorder, diabetes, fits or other mental or physical infirmity or, are you regularly taking any prescribed medication Yes No
- a) If 'YES', has the health condition been notified to the Driver Licensing Agency (DVLA) Yes No
- b) If the health condition has been notified to DVLA, did they refused to issued you with a licence for any length of time Yes No

I hereby warrant and declare that the above statements and particulars are true and that there is no material fact which should be disclosed. I agree to advise immediately any changes in particulars.

Signature..... Date.....

Licence inspected by Date.....

Accepted by insurers and applicant informed

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: 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 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, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY 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: 20th May 2017	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. 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. 	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
2	Driver not fit to drive.	Occupational drivers driving on University business. Other road users and pedestrians.	<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 their ability to drive safely. This would include prescription and non-prescription medication which may cause drowsiness or otherwise effect concentration / alertness. 	4	2	8	<ul style="list-style-type: none">
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">

#	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
5	Smoking in University vehicles	Occupational drivers driving on University business. Passengers in vehicles driven 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	•
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. 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	Passengers in vehicles driven on University Business	<ul style="list-style-type: none"> Journey planning should take into account forecasted weather conditions. If necessary travel should be delayed until weather improves. Pre-driving vehicle checks should ensure that wipers, tyres, washers and brakes are in good working order. 	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
8	Driving in unfamiliar surroundings	Occupational drivers driving on University business.	<ul style="list-style-type: none"> Journey planning and itineraries should take into account 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 could be considered. Where driving activities include driving in remote or potentially hazardous areas then a separate lone working risk assessment should be completed. 	2	3	6	•
9	Vehicle reliability	Other road users and pedestrians. Passengers in vehicles driven on University Business	<ul style="list-style-type: none"> All university vehicles are serviced and maintained in accordance with the relevant manufacturer's guidelines. 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. 	4	2	8	•
10			•				•

Assessor signature:	Print name:	Date:
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Risk Assessment Action Plan

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