

Driving at Work Policy

Appropriate consultation undertaken	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Impact on other policies considered	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Equality Impact Assessment completed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Public Facing	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Policy Owner	Vice Principal (Operations) & SRO North Highland Vehicle Coordinator
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BoM Committee	
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Date of next review	May 2025 ⁶

Pending Board of Management Approval

Document Change History

This version of the document replaces all previous versions. Changes to this version are summarised below.

Section	Summary of Change	Page
	Changed document from UHI NH to UHI NWH	

1.Purpose

This Policy sets out the UHI NWH arrangements for the control of work-related driving, considering the requirements of health and safety legislation and road traffic law.

UHI NWH will manage, as far as is reasonably practicable, the risks associated with work-related driving activities in such a way as to reduce the risks to drivers and other people potentially affected to a tolerable level.

In addition, the College recognises that environmental impact and sustainability are important considerations with respect to work related travel.

The College will achieve this by:

- Promoting the use of public transport where this is practical.
- Assessing significant risks associated with work-related driving activities and implementing control measures to reduce these risks to a tolerable level.
- Only allowing people with the necessary competence to drive UHI NWH owned or leased vehicles.
- Supporting people who drive their own vehicles to do so legally by the provision and signposting of relevant advice and guidance.
- Managing UHI NWH owned and leased vehicles to ensure that these are kept in an efficient and effective working condition in accordance with any statutory requirements.
- Where vehicles fail to meet this standard, they will be taken out of use until such times as any defects are remedied

2.Scope

This policy applies to all staff who must drive on UHI NWH business.

This includes all journeys for work purposes, seminars, conferences, placements, etc.

It would not however include travelling to or from a person's normal (designated) place of work.

3.Responsibilities

Vice Principal (Operations) & SRO North Highland is responsible for:

The overall day to day responsibility for health and safety matters at UHI NWH.

The Vice Principal delegates responsibility for undertaking aspects of these duties through line management and identified roles.

The following people are identified as having responsibilities for the management of work-related driving risks in those areas that fall under their control.

The Vehicle Coordinator is responsible for:

Appointing the UHI NWH preferred supplier for vehicles hired or leased for UHI NWH college business.

Ensuring that the preferred supplier is contracted to provide hired or leased vehicles that are in a safe and legally compliant condition

Administering the driver self-declaration approval form completed by staff.

Ensuring occupational drivers hold the necessary licences, training, and qualifications to drive UHI NWH owned or leased vehicles.

Where an occupational driver discloses that their licence has been revoked, suspended, or withdrawn for any reason or discloses that they are not medically fit to drive then they must be relieved of their work-related driving duties until further advice has been sought from the HR Department.

UHI NWH owned or leased vehicles are maintained in a roadworthy condition that complies with relevant statutory requirements.

Where vehicles are found or are suspected of not meeting the statutory road-worthiness requirements then these are taken out of use until such times as any defects can be remedied.

Safety Officer

Providing advice and guidance on the safe use of vehicles on UHI NWH business.

Ensuring that road traffic collisions and incidents are appropriately reported and investigated.

Managers/Team Leaders are responsible for:

Ensuring staff within their section are aware of the policy and the need for compliance with this and the associated procedures.

Considering aspects of sustainability and environmental impact as part of the overall assessment undertaken for business related travel

Giving prior approval for business related travel and to authorise vehicle travel expenses for approved drivers

All employees carrying out work-related driving are responsible for ensuring that they:

Apply and adhere to this policy and associated procedure.

Comply with local risk assessment and systems relating to work-related driving.

Are medically fit to drive and meet the vision standards required to drive.

Hold the appropriate licence, training, or other qualification for the vehicle that they will be required to drive.

Have a valid M.O.T. certificate, where applicable, and the necessary "business use" insurance if they are using a non UHI NWH owned or leased vehicle for college business.

Comply with any statutory requirements placed on them by road safety or other legislation including the wearing of seatbelts, not using mobile phones whilst driving and not smoking in UHI NWH Vehicles.

Provide UHI NWH with the required documentation including a driving licence summary so that these can be checked periodically.

Bring to the immediate attention of the vehicle coordinator via the ***** any information on disqualifications or convictions for driving offences or any suspension or revocation of their licence, for example due to a health condition that legally prevents them from driving on a public highway.

Carry out appropriate user checks of UHI NH vehicles prior to driving on UHI NWH business.

Inform the vehicle coordinator of any vehicle faults that they identify as a result of their user checks.

If as a result of any user-checks a vehicle is unsafe, then it must not be driven on college business.

4. Policy

UHI NWH recognises that although its primary responsibility is for the health and safety of staff engaged in driving at work, it also has a duty of care for other road users and members of the public who could be put at risk by work related driving activities.

UHI NWH will therefore comply with all driving related legislation and endeavour to adopt best practice where practical for those driving on UHI NWH business taking account of the following:

The safety of staff whilst driving on UHI NWH business

That the safety of other road users and members of the public are not compromised by those driving on UHI NWH business

That all staff are appropriately qualified and trained to drive the class of vehicle being used for UHI NWH business

The suitability and roadworthiness of the vehicle being used

That drivers are medically fit and capable to drive

That statutory requirements applicable to the use of vehicles at work are met.

Compliance with national driving-related legislation, regarding mobile communication devices, drugs, and alcohol

The use of privately owned vehicles for business purposes is limited to circumstances where a suitable alternative e.g., public transport, is either not available or not practical for the planned journey and the driver has the appropriate business insurance for their personal vehicle.

5.Age Limits

In line with the UHI NWH insurance, it has been agreed that college vehicles can only be driven by UHI NWH staff who have a **minimum of 24 months driving experience** from the date that they passed their driving test.

6. Definitions

Vehicle: Fleet Car, Land rover (or similar), Hired Car, Own Car, Minibus, Tractor, Forklift, Pickup Truck.

Work –related driving: Any driving activity that is undertaken for or on behalf of UHI NWH by an employee.

This definition excludes an employee's normal daily commute between their home and their normal contractual place of work.

Occupational Driver: Any employee that carries out work-related driving for, or on behalf of, UHI NWH in a UHI NWH vehicle.

UHI NWH Vehicle: Any vehicle that is owned, leased, or hired by UHI NWH.

Private Vehicle: Any vehicle used by an employee for UHI NWH business which is not owned, leased, or hired by UHI NWH.

7.References

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Act 1998 (PUWER 98)
- Road Traffic Act 1988
- The Highway Code
- UHI NWH Driving at Work Procedure