

ECD POLICY ON DRIVING AT WORK.

ECD-HS-PO- 437-5-14; October 2017

Introduction.

This document provides instructions and guidance for the management of Driving at Work Policy and covers the requirements for the control over;

- **Who is competent to drive University vehicles.**
- **Use of personal vehicles for work purposes.**
- **If drivers are qualified to drive the specific vehicle required for work.**
- **Record Keeping**
- **Personal Declaration Forms – for health declaration.**
- **Vehicle Usage Log.**
- **Vehicle Inspection Records. – Including Pre-user Checks.**
- **Any person who's main job is driving others – (The Chauffeur).**

All ECD Managers who have operational control of the ECD Vehicles or require themselves or their staff to undertake driving duties for work are to manage their responsibilities under this policy so that all requirements are fulfilled.

The driving at work policy is designed to cover the vehicles and drivers of any ECD Vehicle which includes Cars, Vans, Pick-ups, Fork Lift Trucks and any other ECD vehicle that is licenced to travel on Public Roads. This also places a responsibility on those who may drive their own vehicle for work purposes. All drivers are to understand that the ECD has a Zero Tolerance towards Drink Driving and are to refrain from taking any alcohol

Competency to Drive.

All staffs that are required to use an ECD Vehicle in the course of their duties are to present their driving licence to the Section Line Manager for scrutiny. If requested they are to give the DVLA Reference so that the Line Manager may view their record of driving



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categories and Endorsements on line. Alternatively, they are to provide a printed version of their “Licence Summary” to the Line Manger.

The Line Manager may ask to check the Driving Licence Summary on-line to satisfy themselves that the staff member is competent to carry out driving duties for the ECD. This can be viewed at - <https://www.gov.uk/check-driving-information>

Annex A is to be filled in where appropriate for the following and recorded;

1. **The driving licence is current. – (Record expiry date).**
2. **Record any endorsements on the licence. If there is no evidence, then the driver is to sign that he / she has no endorsements.**
3. **Record the Categories that the driver is licenced to drive.**
4. **That the persons own Insurance Policy covers them to use their own vehicle for work. - States - “for business use”.**
5. **Present the Declaration Form – (Annex B) to the driver and record that he has signed it.**

Drivers Declaration Forms.

All Drivers are to complete the Declaration Form – **Annex B** – when they first start working for the University or before starting their first driving undertaking. The Line Manager is to then forward the Waiver Form to the Resource Manager for filing. Thereafter the Declaration Form is to be required to be signed every 12 months.

The Staff members are to be reminded that it is their responsibility to inform their Line Manager of any change in their circumstance or ability to drive. The form also places on them a responsibility that, where use of their own private vehicle is to be used, that the necessary Insurance, MOT and Road Tax is correct.

Vehicle Usage Log.

All Drivers of ECD Vehicles are to fill out a Vehicle Usage Log – **Annex C** – prior to the start of and on completion of the journey.

The Line Manager has discretion to waive this for multiple journeys across the site during the course of a day.

All drivers are to undertake a “**Pre-User Check**” of the vehicle prior to the start of any journey.



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Any defects are to be reported to the Line Manager who is to arrange for this to be attended to. If any check raises a defect that makes the vehicle un-roadworthy, the Line Manager is to take the vehicle out of use by retaining the keys and arrange for remedial repairs to be completed.

The Line Manager is to ensure that any vehicle to be used for University purposes that vehicle is fitted with;

1. Carry such additional markings, lighting and additional equipment as are required by legislation or best practice
2. Suitable for the use to which it is intended.

Vehicle Inspection Records.

Line Managers are to organise that regular Weekly Safety Inspections – **Annex D** – are carried out by a competent driver. The inspection record is to be kept for audit purposes. In addition to this all drivers are to undertake a “**Pre-User Check**” of the vehicle prior to the start of any journey. Any defects that become apparent during the journey should be reported to the Line Manager immediately on return.

Any defects are to be reported to the Line Manager who is to arrange for this to be attended to. If any check raises a defect that makes the vehicle un-roadworthy, the Line Manager is to take the vehicle out of use by retaining the keys and arrange for remedial repairs to be completed.

Use of own vehicle of work purposes.

Any members of staff that use their own private vehicle for work purposes is to fulfil the following criteria;

- **Their insurance policy covers use for work purposes. States “for business use”. – (Annex A).**
- **Their vehicle is roadworthy, having an in-date MOT and Current Road Tax.**
- **That their Driving Licence is current and for the required category of vehicle.**
- **That their health is such that they are safe physically and visually to drive.**
- **The driver will adhere to; all traffic signs, the Highway Code and speed limitations.**

Qualification to drive specific ECD Vehicles.

The Line Manager is to ensure that the Staff member is licenced to drive the Class of vehicle that their work requires.



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If the staff member is not licenced to drive the class category of the ECD vehicle, the Line Manager may organise the required training for that member or ensure that the staff member does not use the vehicle.

Some Vehicles such as the University Electric Car booked through Security need additional training before being allowed to use it. (This is booked through the VCs PA and the car keys and Training obtained via Security).

Fork Lift Truck and Road Sweeper are controlled from the Post Room and Facilities Officer respectively. The Post Room Supervisor who is tasked with the responsibility to control all aspects of the FLT operations. When FLT drivers do not drive them on a regular basis, the Line Manger is to organise familiarisation driving every 6 weeks when they have not driven them during this time.

FLT Drivers are required to undergo refresher training every 3-5 years and this includes physical and visual competency to drive FLTs. Therefore medical screening will not be required unless the individual's health deteriorates between courses.

This excludes non road-going vehicles; however, the Line Manager is to ensure that the person has had adequate training and is competent to drive the equipment.

The Facilities Officer is tasked with the responsibility to control all aspects of the Road Sweeper operations.

Record Keeping.

The Records of all ECD Drivers and all vehicle details are to be kept in a central place for auditing purposes. The Resource Manager is to collate all records. These include the following;

1. **Completed Annex A (Record of Driver Competency).**
2. **Annex B (Driver Declaration Form).**
3. **Annex C (Vehicle Usage Log).**
4. **Records of each ECD Vehicle Details (Vehicle Log; MOT details; Road Tax Details and maintenance / repair details.**
5. **Vehicle Recovery Service Details.**
6. **Annex D (Vehicle Safety Inspections). - Weekly vehicle safety inspections.**

Items 1, 2, 3, 4 & 5 are to be filled out by the ECD Line Manager and passed to the Resource Manager for filing with Item 4.

Item 6 is to be organised by the Line Manager responsible for the vehicle to be a regular weekly inspection using Annex D form and is to retain the record of inspection for auditing purposes.

Only competent vehicle drivers are to carry out these safety checks.

The Chauffeur.

The Chauffeur's main work requirement is to drive other people for the University and as such must fulfil the above criteria to enable him to carry out his duties. Because of the Chauffeur's driving needs there are other items that he needs to conform to.

- **The Chauffeur must undergo an Occupational Health check upon taking up the role and every 5 years up to the age of 60 years.**
- **After attaining the age of 60 years, the chauffeur is to undergo an Occupational Health check every 2 years.**
- **A complete set of Risk Assessments and Safe Working practices are to be written specifically for the Chauffeur's Duties. (These are to be used by any person who undertakes chauffeuring duties in his absence).**

The chauffeur's Line Manager is to satisfy himself that the chauffeur is fit to undertake his duties and where necessary and in times of absence to ensure that a suitable qualified person replaces him.

Cycling for Work Purposes.

Cyclists riding on University business must keep their cycles in good road worthy condition, have two reflectors one front and rear and have two brakes in working order and wear a high visibility clothing.

This Policy is to be reviewed every 12 months, if there is a change in H&S Legislation or whenever any onsite conditions alter.

List of Annex's

Annex A; - Record of Drivers Competency.

Annex B; - Drivers Declaration Form.

Annex C; - Vehicle Usage Log.

Annex D; - Vehicle Safety Inspections.



In signing this form I agree to all the requirements to the Aston University’s Driving at Work Policy.

In accordance with the Aston University ECD Driving at Work Policy

- I confirm that I will comply with the requirements of the above policy.
- I confirm that I am medically fit to undertake driving duties for ECD.
- I confirm that my eyesight is up to the right standard set down for a Ministry of Transport Driving Test. – (I can read a registration number plate from 20 meters).
- I confirm that if circumstances that affect my ability to undertake driving duties arise, I will inform my Line Managers immediately.
- I confirm that I will not drive while under the influence of Alcohol or any other drug or substance that would impair my ability to drive.
- I confirm that if I use my own vehicle to undertake work for the University the vehicle will be insured appropriately for the work.
- I confirm that if I use my own vehicle to undertake work for the University the vehicle will be roadworthy and in possession of a current MOT Certificate and Road Fund Tax.
- I confirm that while driving for the University I will adhere to; all traffic signs, the Highway Code and speed limitations.
- I am aware that I will be liable for all Parking Tickets and Traffic Violation fines

Signed By; NAME:

Signature;

Date;

VEHICLE PRE-USER CHECKS.

To be made specific to each ECD vehicle.

Before driving and ECD vehicle, the following basic visual checks are to be undertaken by the driver.

- 1. Check all tyres are properly inflated and un-damaged.**
- 2. Lights and Indicators are working.**
- 3. There is no visible damage to the vehicle Body or Windows.**
- 4. Washers and Wipers are working and the Mirrors are correctly positioned.**
- 5. Drivers should check that the brakes are working and that all occupants are using their seat belts.**
- 6. Where fitted, head restraints are adjusted correctly.**
- 7. Any Loads are securely restrained before starting out.**

ECD-HS-PO- 437-5-14 - ANNEX D - DRIVING AT WORK POLICY.

VEHICLE WEEKLY SAFETY INSPECTIONS

To be made specific to each ECD vehicle.

VEHICLE REGISTRATION NUMBER:

TO BE DONE WEEKLY AND THE COMPLETED FORM IS TO BE HANDED TO THE H&S SUPERVISOR FOR FILING.

INSPECT GENERAL CONDITION OF THE VEHICLE AND REPORT ANY PROBLEMS TO SUPERVISOR

COMPULSORY CHECKS:-

CHECK WATER IN RADIATOR AND TOP UP IF NECESSARY CHECK

WATER IN SCREEN WASHER BOTTLE AND TOP UP IF NECESSARY

(Note: - screen wash is always to be added with water to the screen wash bottle).

CHECK SATISFACTORY WORKING OF WINDSCREEN WIPERS

CHECK OIL LEVEL ON DIPSTICK AND TOP UP IF NECESSARY

CHECK TYRE PRESSURE AND INFLATE AS PER INSTRUCTIONS WITH VEHICLE

INSPECT TYRE CONDITION AND REPORT ANY THAT ARE NEAR OR BELOW LEGAL LIMIT

(LEVEL WITH THE GUIDE BAR ON WITHIN THE TYRE TREAD)

CHECK BRAKE's are in working order

CHECK ALL LIGHTS are clean and working: -

HEADLIGHTS

SIDELIGHTS

BRAKELIGHTS

INDICATORS

REVERSING LIGHTS

FOG LIGHTS – WHERE FITTED



CHECK BODYWORK FOR RECENT DAMAGE Including Windscreen and Windows are

Not damaged

Check all Mirrors are correctly positioned

ENTER CURRENT MILEAGE.....

INSPECT GENERAL CONDITION OF THE VEHICLE AND REPORT ANY PROBLEMS TO YOUR SUPERVISOR

WHEN REFILLING THE WATER-WASH BOTTLE, SCREEN WASH SOLUTION MUST BE USED TO THE CORRECT MANUFACTURES DILUTION.

FILL IN THE WORK SHEET AND RETURN TO THE HEALTH & SAFETY SUPERVISOR FOR FILING.

SIGNATURE.

PRINT NAME

DATE.

TIME.

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