

Singleton C.E. Primary School



DRIVING POLICY

September 2023

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1. Aim of this policy

To provide a clear framework for ensuring that all employees who are required to drive for work are qualified and fit to drive, insured and competent to drive safely.

To ensure that vehicles used for work related journeys are suitable and roadworthy, and journeys are planned to be conducted safely.

To encourage a positive attitude towards safe driving at work through assessing travel related risks and taking steps to manage these accordingly.

To clarify the responsibilities of and expectations on individuals.

2. Scope of the policy

This policy applies to all school based employees. Specific arrangements relating to headteachers are shown in italics. The policy is consistent with the policy in place for West Sussex County Council (WSSCC) employees.

The Governing Body also has a duty of care to volunteers and agency staff/consultants who are not employees and who drive on our behalf and this policy also applies to them.

3. Policy Overview

The Governing Body recognises it has a responsibility not only for the health and safety of employees engaged in driving at work but also to all members of the school community, other road users and members of the public.

The Governing Body is fully committed to the principle that all its employees who need to drive as part of their job must be medically fit, qualified, insured and competent to do so. In order to meet this commitment:

- The Headteacher is responsible for checking eligibility to drive and insurance status (where appropriate) on appointment, or authorising an employee to drive for the first time (where not done at appointment), and when an employee changes their vehicle. A copy of the insurance documentation should be attached to the notification form.
- Eligibility to drive is to be verified by the Headteacher on an annual basis for all Vocational Drivers and on a spot check basis for all other drivers i.e. driving licence, insurance and car documents. This is set out at section 4.
- All Vocational and Other Drivers are subject to a risk management approach through their line manager/Headteacher (*Chair of Governors*) in order to ensure that those driving in higher risk situations are identified and are fit and competent to drive safely. Details are set out at sections 7, 8 and 9.

This policy is to be read in conjunction with the 'Quick Guide to the licensing, medical and training requirements for WSSCC drivers', the 'Driving at work' document produced by Health and Safety/Road Safety and the 'WSSCC Regulations and Notes of Guidance for Off-Site Activities'. These documents are on the West Sussex Grid for Learning.

Clarification of work related journeys is available in the 'Guidance on Work Related Journeys' document attached to this policy on the West Sussex Grid for Learning.

4. Qualification to Drive

All Other Drivers (refer to section 8) are required to:

- Provide their driving licence and car documents where applicable to the Headteacher for inspection on commencement of employment and comply with random spot checks, providing their driving licence and other documentation for inspection as required e.g. insurance certificate with business cover and valid MOT certificate when using a private vehicle for business use.
- Provide copies of their insurance certificates. These must be attached to form MT4 or MT4a when being authorised to drive on school business for the first time or when changing vehicles.

For further advice on the use of private vehicles on work related journeys and advice on the inspection of driving licences please refer to the file attachments on the West Sussex Grid for Learning.

6. Responsibilities

All employees who drive on behalf of the Governing Body are responsible for:

- Notifying their Headteacher of any fitness to drive problems or concerns or any other issues that may affect driving ability.
- Notifying the DVLA of any health issues affecting ability to drive. It is a criminal offence not to report to the DVLA any condition that affects ability to drive safely.
- Reporting any convictions for driving offences (including penalty points), periods of disqualification and work related traffic collisions or incidents to their Headteacher by the following working day.
- Employees who drive on behalf of the Governing Body are also encouraged to report any driving accidents, cautions or summons that occur outside work to their Headteacher in order to enable a discussion to take place around whether any help is needed to ensure that they do not re-offend and whether there are any work related factors to consider.
- Ensuring that eyesight is checked regularly by an optician (recommended at least every two years or sooner if required).
- Ensuring that their vehicle is roadworthy, safe to drive and not a danger to passengers, pedestrians and other road users.
- Driving within the law, safely and responsibly on work journeys. Further guidance is available within the 'Driving at work' document which is attached to this policy on the West Sussex Grid for Learning.

Headteachers are responsible for:

- Ensuring that the Driving Policy is adhered to and that driver medicals, training and assessments are completed as required.
- Ensuring that risk assessments are carried out for driving roles and drivers as required and associated actions are completed and reviewed periodically (refer to section 9).
- Ensuring that driving licences and documents are inspected as required (refer to section 4).
- Ensuring that all work related driving accidents and incidents are investigated and reported to the relevant Health and Safety Team.
- Adhering to the additional Line Manager responsibilities set out in the associated 'Driving at work' document attached to this policy on the West Sussex Grid for Learning.

The Governing Body has committed to provide:

- A positive environment in which employees feel confident that they can report health issues and their ability to drive safely, without fear of being treated unfairly.
- Appropriate risk assessment, driver assessment and training to help employees drive as safely as possible.
- A framework for managing the impact on employees no longer capable of carrying out a driving role - the employee will be managed under the Capability Policy.

8. Other Drivers

Other Drivers are those drivers who:

- Drive private cars on behalf of the Governing Body.
- Drive members of the school community in any of the above vehicles e.g. pupils, parents, governors, colleagues.

Other Drivers are subject to:

- A risk management approach in cases where there may be a higher level of driving risk determined by the employee or Headteacher in order to ascertain whether a driver medical and/or driver assessment/training is required. Details are set out at section 9 below.

9. Risk Assessments

The Headteacher has a duty to make an assessment of the risks to employees while at work and the risk to other members of the school community, and to take reasonably practicable steps to minimise these risks.

In cases where there is a higher level of driving risk, trained and competent staff are required to carry out a risk assessment, which may indicate a need for a driver medical and/or driver assessment/training.

Risk assessments are to be completed for the driving role and for the employee completing the role.

In addition, specific risk assessments will be required where:

- The driver is pregnant or nursing an infant.
- The driver has declared a disability or other factor that might affect their driving ability to their line manager.
- The driving role is assessed as higher risk.
- The driver performance is below the expected standard.

Instructions and examples on how to complete a risk assessment are contained in the Driving at work document attached to this policy on the West Sussex Grid for Learning.

10. Fitness to Drive

All those drivers identified as requiring a driver medical following a risk assessment must undergo medical examinations to the standard of those required for PCV/LGV licensed drivers at the following times:

- (a) On employment.
- (b) Within three calendar months of attaining age 45, 50, 55, 60.
- (c) If applicable, on reaching age 65 and annually thereafter.
- (d) At the discretion of the Occupational Health Physician, whenever a change in health is reported.

Medical examinations are undertaken by the Occupational Health Provider.

Employees are responsible for notifying their Line Manager/Headteacher (*Chair of Governors*) of any health issues or concerns affecting ability to drive.

The DVLA sets minimum medical standards for drivers, including conditions that must be reported to the DVLA. These include neurological disorders, cardiovascular disorders, diabetes, psychiatric disorders, visual disorders, renal disorders, respiratory and sleep disorders and other miscellaneous conditions. Full details are available at www.dvla.gov.uk. It is a criminal offence for a driver not to report to the DVLA any medical condition that affects their ability to drive safely.

Drivers who fail to meet WSCC driver medical standards will be managed under the Capability Policy.

9. Related Documents

All related documents are attached or linked to this policy on the West Sussex Grid for Learning –

File attachments –

- Schools Notification Form – Use of Private Motor Vehicles