

Hoo St Werburgh
Primary School

&

The
Marlborough



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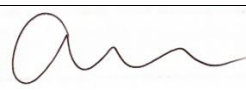
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The Marlborough

Driving at Work Policy: Managing Work Related Road Safety

February 2025

Signatories

Head of School	Mrs L Boffa	
Executive Head	Mrs E Poad	
Chair of Governors	Mrs A Costidell	

Members of Staff Responsible:

Mrs L Boffa	Head of School
Mrs L Kennett	Head of School – The Marlborough

Review

Dated	February 2025
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Next Review	2 Years – February 2027
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Hoo St Werburgh Primary School & The Marlborough

DRIVING AT WORK: MANAGING WORK RELATED ROAD SAFETY

Introduction - Health and Safety and Driving

Driving at work remains one of the most common causes of serious injury and death at work. The legislation and obligations associated with driving are aimed at promoting road safety. This policy identifies the obligations placed on managers and employees in order to identify and minimise associated risks.

What and who does this policy cover?

Health and safety legislation requires employers to ensure, as far as reasonably practicable, the health, safety and welfare of all employees, and to safeguard others who may be put at risk from their work activities. This includes all driving while at work.

Health and Safety legislation does not apply to commuting to and from home unless the employee is travelling to a location which is not their usual place of work, including to training courses.

The Council employs both vocational drivers whose main job is to drive vehicles and also others who need to drive in order to do their jobs. This policy is relevant to both groups of staff; however, vocational drivers and those trained for emergency driving will also be subject to additional assessments and checks and more detailed guidance which will be provided by relevant managers.

This policy covers driving cars – whether private or Council provided, minibuses, motorcycles and bicycles.

Aims of this Policy

This policy sets out responsibilities, which aim to:

- Minimise the risk to drivers' health and safety.
- Minimise the risk to other road users.
- Minimise the risk to any passengers.
- Investigate reported accidents and incidents so that any necessary additional precautions can be implemented to avoid recurrence.

Employees' Responsibilities

An employee must, if using a vehicle for work or to travel to locations other than their normal place of work for work purposes, including training courses, ensure that he/she:

- Adheres to the Highway Code and Health & Safety Legislation.
- Confirms with his/her insurance company that the vehicle is insured for business use (note: vehicles used for business use must be insured for that purpose, not just commuting to and from work; this includes travel to locations other than their normal place of work for work purposes, including training courses).

- Checks the car used has a road fund licence, is roadworthy and has a current MOT (if more than 3 years old).
- Checks he/she has a current full driving licence, appropriate to the vehicle being driven.
- Checks the following are satisfactory - oil, water, washer fluid, wipers, lights, horn, tyre condition and pressures and properly functioning seat belts.
- Checks the vehicle is properly maintained and suitable and fit for its purpose and expected mileage.
- Advises his/her manager if he/she is charged with any motoring offence or he/she incurs any penalty points on his/her driving licence or if he/she becomes disqualified from driving (Note more than 6 points will affect the County Council Insurance for driving a County Council vehicle.) Failure to do so may result in disciplinary action.
- Reports any accidents arising in the course of employment to his/her line manager and also through the on-line Accident and Incident reporting system. Failure to do so may result in disciplinary action.
- Always wears a seat belt or an appropriate cycle helmet.
- Ensures that appropriate safety measures have been implemented following a risk assessment and if transporting children/pupils/students or vulnerable adults in vehicles that all appropriate equipment and arrangements have been put in place including restraints, escorts, locking of doors, and considerations relating to challenging behaviour whilst driving.
- Ensures that all equipment carried should be secured to prevent any movement likely to endanger driver and/or passenger/s.
- Ensures that adequate time is available to make journeys safely with appropriate rest breaks being taken. (The Highway Code advises a 15 minute break every 2 hours).
- Advises his/her line manager if he/she has a disability or medical condition that could affect his/her ability to drive or if he/she believes he/she is unfit to drive for any reason.
- Never drives under the effect of drugs or alcohol or if otherwise not in a fit state – e.g. after receiving a shock or while very upset.
- Never uses any interactive communication device when driving or the engine is switched on e.g. mobile phone, BlackBerry etc– hands free devices must also not be used (please note that ‘driving’ includes when the vehicle is stopped e.g. at traffic lights or during other hold-ups).
- Smoking is not allowed in County Council vehicles.
- Advises his/her manager/colleagues where they are going and expected return time.
- Ensures that all appropriate checks, insurance and permissions are in place before driving any vehicle belonging to a client or contractor.

Managers' Responsibilities

Managers are responsible for the following:

- Ensuring that any requirements for driving are set out and checked as part of the recruitment process, including making specific mention of this in reference requests and during the induction process.
- Preventing staff from driving if they are known to be mentally or physically unfit to drive.
- Carrying out an annual check and recording that:
 - the employee's insurance covers the required level of business use
 - there is a valid MOT certificate
 - the employee holds a valid driving licence, including whether any penalty points have been awarded that have not previously been reported (see below for action in these circumstances).
- Considering the implications for any driver with penalty points, or who has been convicted of any driving offence. See Paragraph 6 below. Managers must inform the insurance section of any employee who has penalty points and drives a County Council vehicle. If a driver incurs a driving disqualification of more than a month, then on the return of their licence the County Council requires them to complete 2 year's endorsement free driving before the Council's insurers will review the position with regard to driving a Council vehicle.
- Examining the driving licence of staff hiring a vehicle on county council business and send a copy to the Insurance Team if there are any endorsements (points) on the licence.
- Undertaking a risk assessment of all hazards associated with driving in your team, school or setting's activities and reviewing these annually. The need for appropriate escorts and the safeguarding concerns of transporting lone pupils/students or vulnerable people should also be addressed when private vehicles are being used for such purposes (see Appendix A for copy of risk assessment form).
- Ensuring that all driving accidents and incidents are reported on the online incident reporting system and to the Insurance team if involving a County Council vehicle.
- Investigating any driving related incidents or accidents at work and take appropriate action (see below for action in these circumstances).
- Drawing to the employee's attention any issues arising from driving on Council business and take appropriate action if required.
- Carry out the check of employee's driving licence in accordance with the contents of Appendix B.

Motoring Offences

If a driver receives 12 points or more, within a 3 year period, he/she will receive an automatic ban. For first time offenders this ban will be for a minimum of 6 months, but for drivers who have received a 'totting up' disqualification in the past 3 years, the ban will be for a minimum of 1 year.

Courts have the discretion not to disqualify, or to reduce the period of disqualification, when they consider that mitigating circumstances exist. Drivers can also face disqualification if they have less than 12 points in some circumstances, for example because of drink driving or dangerous driving.

New drivers who reach 6 or more penalty points within the first 2 years of passing their driving test will automatically have their driving licence revoked until they pass both the theory and practical driving test again.

Where the Council becomes aware that an employee has committed a motoring offence a letter on road safety and a copy of the Council's policy will be issued to the employee.

If an employee receives any penalty points the manager will consider:

- (i) Whether a breach of health and safety rules has occurred amounting to misconduct or gross misconduct and whether disciplinary action is necessary.
- (ii) Whether this has any impact on the employee's ability to drive safely.
- (iii) Whether this has any impact on the employee's ability to transport others safely.
- (iv) Whether the reasons for receiving penalty points are as a result of any behaviour that is likely to bring the County Council into disrepute.
- (v) Whether this has any implications for the Council's insurance policy (6 points or more).

If an employee is banned from driving, as well as considering (i) - (iii) above an assessment will also need to be made about whether an employee can continue to carry out his/her job role.

In cases where disciplinary action follows the HR Management Advice Team or Schools HR Team should be consulted to ensure all cases are dealt with consistently and in accordance with County Council policies and procedures.

Monitoring of this Policy

Random checks will be carried out to ensure that this policy is being operated in accordance with legislation and best practice. This will require staff to provide a copy of all relevant driving documents when requested.

Further Advice

Further advice on transport/driving issues is available from the Health, Safety and Wellbeing team or Insurance team.

Ownership and Review of Policy

The Head of Human Resources is responsible for this Policy, which will be reviewed every two years. School Governors will also review this Policy every two years.

There are other policies and guidance that may be useful to check when considering the content of this policy.

- Disciplinary Procedure
- Drugs and Alcohol
- Transport Safety – Transporting Children in Vehicles

Appendix A – Risk Assessment Form

Health and safety law applies to on-the-road work activities as it does to all work activities, and the risks should be effectively managed within a health and safety management system.

Undertake a risk assessment using the following advice and guidance and decide whether existing precautions are adequate or whether further actions are needed.

If so:

- Record significant findings
- Share all findings of the risk assessment and any control measures in place with employees/teams
- Review risk assessment periodically and where necessary communicate amendments

What are the potential work related hazards that might occur whilst driving in the course of work?

Hazards:

Are drivers instructed to take short breaks if the journey is long or stressful?
(15 minute break for every 2 hours driving as recommended in the highway code)

Yes/No N/A

Are drivers advised to seek alternative method of transport if undertaking long journey e.g. trains?

Yes/No N/A

Does the journey involve passengers who may require the provision of an escort or additional appropriate adult?

Yes/No

Are drivers advised to plan the journey safely?

Yes/No

Are drivers advised to carry out regular basic maintenance checks?

Yes/No

Have you advised the driver that if they have a medical condition or feel unwell that they should consider not driving?

Yes/No

Have you advised drivers undertaking long journeys that arrangements for overnight accommodation may be required or alternative means of transport used?

Yes/No N/A

Have you directed staff to other relevant Health & Safety information?

Yes/No

Have drivers read the Driving at Work Policy?

Yes/No

Appendix B - Drivers licence checklist – for all posts which include any driving as part of the job role.

This check needs to be done before appointment.

Name:..... Post:.....

Date:.....

Is name & address on licence correct? (If photocard, check counterpart too)	Yes/No
Do vehicle category codes provide eligibility for vehicle that will be driven?	Yes/No
Has the driver ever been banned or been refused motor insurance? If yes, give details below and contact the County Insurance team. Details:	Yes/No
Is it a full licence, without any restrictions? (e.g. age/provisional)	Yes/No
Are there any endorsements?	Yes/No
If yes: What are the endorsements?	Yes/No
Does this present an unacceptable risk?	Yes/No
Can recruitment proceed?	Yes/No
If yes do any adjustments/monitoring arrangements need to be put in place? Please specify:	

Non-British Driving Licences

Is the driver on a visitor's visa or are they resident in Great Britain?	Visitor / Resident
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If an EC/EEA licence this provides minimal restrictions on driving in GB for cars & light vehicles, it can be exchanged for a GB licence. Some restrictions are in place for heavy vehicles and vocational licences.

If a designated country licence is held this provides a 12 month limitation on existing licence for cars and light vehicles, it must be exchanged for a GB licence within 12 months, vocational drivers are required to pass a GB test for medium sized or large vehicles or passenger vehicles (with some exceptions).

For licences outside EC/EEA and designated countries a 12 month limitation on existing licence and light vehicles is in place, a GB driving test must be taken within 12 months but can drive on a GB provisional licence without the usual restrictions, vocational drivers are required to pass a GB test for medium sized or large vehicles or passenger vehicles (with some exceptions).

Can recruitment proceed?	Yes/No
If yes do any adjustments/monitoring arrangements need to be put in place? Please specify :	

HOO ST WERBURGH PRIMARY SCHOOL & THE MARLBOROUGH

Use of Minibus Risk Assessment

2022

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Key	
Likelihood (L)	Scored 1-3 : 1=highly unlikely, 2=unlikely, 3=likely
Severity (S)	Scored 1-3 : 1=slightly harmful, 2=harmful, 3=extremely harmful
Risk rating (L X S)	6: risks are high; action imperative to reduce/eliminate risk(s) 3 or 4 : risks are medium; controls should be in place to reduce risks 1 or 2 : risks are trivial to low; no immediate action necessary

Hazard : Injury whilst boarding & disembarking the minibus	
Who might be harmed and how? What are the effects?	All
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks - All passengers should not remove seatbelts or stand until the driver has confirmed the vehicle has stopped and it is safe to move. - Children should always board and disembark from the minibus onto a pavement / traffic free zone. If this is not possible adults with high vis jackets should stand at the door and escort children to safety. - Adults to ensure all students are waiting in an orderly manner whilst waiting to board the minibus.	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2

Hazard: Slips, trips & falls	
Who might be harmed and how? What are the effects?	All
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks • Adult to stand by the door during boarding and disembarking to aid students stepping on and off the bus. • No drinks to be opened on the minibus to avoid spillages. If spillages do occur they should be cleaned up by staff at the first possible safe point using paper towels carried in sick bucket before students move from seats to disembark. • No passengers to stand whilst vehicle is moving. • All gangways & exits to be kept clear of bags etc throughout journey. This should be checked by supervising staff before disembarkation.	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2

Hazard: Travel sickness

Who might be harmed and how? What are the effects?	All
Likelihood	3
Severity S	1
Risk Rating (L X S)	3
Control measures in place to reduce, mitigate or eliminate risks • Staff aware of any students who are known to suffer from travel sickness and ensure any medication has been taken before departure (only medication that has permission from parents should be given). • Bucket / sick bags & cleaning materials to be carried in each minibus at all times. • Driver to ensure they are driving in a smooth manner to limit movement of vehicle.	
Revised likelihood (with control measures in place)	2
Severity S	1
Revised Risk Rating (L X S)	2

Hazard : Fingers being trapped in doors

Who might be harmed and how?
What are the effects?

All

Likelihood (prior to control measures) L

2

Severity S

2

Risk Rating (L X S)

4

Control measures in place to reduce, mitigate or eliminate risks

- On departure all students to be seated and belted before doors are closed.
- On arrival all students to remain seated and belted until doors are open and staff instruct them to begin moving.
- Only staff to open and close doors.
- Staff to ensure doors are locked in place once open and unable to slide closed.
- Where possible staff member to sit in seat closest to side door.

Revised likelihood (with control measures in place)

1

Severity S

2

Revised Risk Rating (L X S)

2

Hazard : Breakdown	
Who might be harmed and how? What are the effects?	All
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks • School minibus policy to be followed prior to use of minibus in regard to safety checks & maintenance to limit the chances of a breakdown. • In the event of a breakdown school minibus policy part 7 (breakdowns) should be adhered to at all times. • Passenger should be removed from the vehicle to a safe place if it is possible to do so in the event of a breakdown. • Children should all be wearing hi visibility jackets – staff to ensure enough are provided for the number of children on the mini-bus.	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2

Hazard : Road Accident

Who might be harmed and how?
What are the effects?

All

Likelihood (prior to control measures) L

2

Severity S

3

Risk Rating (L X S)

6

Control measures in place to reduce, mitigate or eliminate risks

- Drivers should only drive the minibus if they are legally allowed / licensed / trained & competent and insured to do so and agree to adhere to all the guidance outlined in the school minibus policy. By only allowing fully trained drivers this should reduce the risk of accident.
- Passengers to be properly supervised by a member of school staff in addition to the driver allowing driver to be able to fully concentrate on driving.
- Drivers should not drive / continue to drive if they feel unwell / have been taking medication etc as per school minibus policy.
- Driver to follow guidance in School minibus policy ref rest time on longer journeys.
- All passengers to wear a seat belt at all times. Staff to check these are on before disembarking and throughout journey.
- Children should not sit in the front cab of the minibus.
- School minibus policy section 8 to be followed in the event of an accident occurring.
- All exits should be kept clear to allow for safe and quick disembarkation in an emergency.
- Driver to ensure back doors are physically unlocked and can be used as an emergency exit if needed.

Revised likelihood (with control measures in place)

1

Severity S

3

Revised Risk Rating (L X S)

3

Hazard: Child protection at rest stops.

Who might be harmed and how? What are the effects?	Students
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Likelihood (prior to control measures) L	2
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Severity S	2
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Risk Rating (L X S)	4
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Control measures in place to reduce, mitigate or eliminate risks

- Ensure children are all properly supervised when using public toilets by members of staff.
- On long journey rest stops should be planned for at regular intervals using sites that are easy to supervise.

Revised likelihood (with control measures in place)	1
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Severity S	2
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Revised Risk Rating (L X S)	2
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