



# **West Sussex Alternative Provision College**

## **DRIVER POLICY**

**(Currently under Review)**

## **WSAPC DRIVER POLICY**

WSAPC has a responsibility not only for the health and safety of staff engaged in driving at work but also towards pupils and members of the public.

### **Aim of this Policy**

- To provide a clear framework for ensuring that all employees who are required to drive for work are fit, qualified, insured and competent to drive safely.
- To encourage a positive attitude towards safe driving at work through assessing travel related risks and taking steps to manage them accordingly.
- To clarify the responsibilities and expectations of individual drivers.

### **Qualification to drive**

Vocational drivers must provide their driving licence to Line Manager/Head of Centre for inspection on commencement of employment and annually thereafter to prove their eligibility to drive.

Line Manager/Head of Centre must ensure that all Vocational Mini Bus Drivers and Occasional/Volunteer Mini Bus Drivers obtain a Mini Bus permit from County in order to drive WSAPC vehicles.

### **Driver Training / Assessment Triggers**

Driver Awareness Training and assessment is compulsory for any employee driving on behalf of WSAPC who:

- Has two or more blameworthy accidents/ incidents in an eighteen – month period whilst driving on WSAPC / County business.
- Or travels in excess of 10,000 business miles per year.
- Or is identified as high risk following a risk assessment by the Line Manager.

**The County Road Safety Education, Training and Publicity Team will contact these employees requiring training in line with the above triggers. Training is charged to individual service unit budgets.**

### **Responsibilities**

**All employees who drive on behalf of WSAPC are responsible for:**

- Notifying their line manager of any problems relating to their fitness to drive or any concerns or issues that may affect their ability to drive.
- 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 Line Manager by the following working day.
- Ensuring that eye sight is checked regularly by an optician (recommended at least two years or sooner if required)
- Driving within the law (in accordance with the Highway Code) safely, responsibly and looking after the vehicle.

(If any of the above is not adhered to it could result in disciplinary action).

- Drivers must make sure they understand all the driving information they are given or referred to.

***Drivers should not do the following whilst driving***

- Read or navigate a map.
- Write, eat, drink or smoke.
- Use a handheld mobile or use text messaging
- Allow themselves to be distracted by others

**Line Managers are responsible for:**

- Ensuring the WSAPC driving policy is adhered to and that the driver's medicals, training and assessments are completed as required.
- Ensuring that Risk Assessments are carried out for driving roles and drivers as required.
- Ensuring that driving licences and documents are inspected as required.
- Ensuring that work related driving accidents and incidents are investigated and reported.
- Ensuring vehicles are roadworthy and safe to drive.
- Ensuring driver assessment and training is given to help employees to drive as safely as possible.
- Completing specific risk assessments for drivers with a disability, where the driving role assessed has a higher risk or the driver performance is below the expected standard.

## **Vocational Drivers**

Vocational Drivers are those drivers who:

- Drive as their substantive role, eg: minibus drivers employed by WSAPC for this purpose.

Vocational drivers are required to:

- Complete a driving assessment every three years and any subsequent follow up driver training as required.
- A risk assessment must be carried out to identify additional risks for pregnant women who drive for WSAPC to ensure that their needs are met.

## **Driving Licences**

**Information to note** – Name, date of birth, Address, signature provision entitlement and any endorsements.

### **Photo Cards**

The Provisional licences are green. A full photo card licence is pink. A green and pink counterpart is issued at the same time. The licence must be renewed every ten years.

### **Driving Licence held before 1<sup>st</sup> January 1997**

Additional automatic entitlement to drive a minibus with seating 9 to 16 passengers is given, provided that it is not used for hire or reward and provided they meet the following criteria:

Car drivers whose licence entitlement is group A (B for automatics) on old licences or car drivers whose licence entitlement is B and D1 (not for hire or reward on new licences).

Car drivers aged 21 or over who have held a category B licence for at least 2 years.

### **Driving Licence issued after 1<sup>st</sup> January 1997**

Drivers may only drive vehicles with 8 passenger seats or less. To drive vehicles with between 9 and 16 passenger seats, drivers need to apply for a PVC licence through the DLVA, which involves meeting group 2 medical standards and passing an appropriate DVLA test.

## **Exemptions**

If the driving licence does not allow the driver to drive a mini bus, there are certain circumstances where they may still be able to do so. They may be able to drive a minibus with up to 16 seats provided:

- They drive on behalf of a non-commercial body for social purposes but not for hire or reward, unless operating a permit.
- They are aged 21 or over.
- They have held a driving (category B) licence for at least two years
- They are providing the service on a voluntary basis
- The mini bus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers
- If they do not tow a trailer.

When driving a minibus under these conditions they may not receive any payment or consideration for doing so other than out of pocket expenses, they may only drive mini buses in this country.

### **Guidance on Work Related Journeys:**

Work is defined as any task where you are engaged in your employers business and not free to pursue your own interests.

### **Work Related Journeys Can Include:**

- Transporting goods or materials on behalf of WSAPC.
- Transporting people on behalf of WSAPC, this includes providing a lift to a colleague on a work related journey.
- Driving from your place of work to another place where you will continue to work.
- Driving directly from your residence to a place of work other than your normal place of work.
- Transporting goods and materials to or from your home if you normally work at or from your home.

### **Journeys That Are Not Work Related Can Include:**

- Driving between your place of residence and your normal place of work.
- Providing a lift to a colleague to or from your normal place of work.
- Transporting goods or materials to or from your home if it is to work at home for your own convenience.

## **Use of Private Vehicles**

**If you drive on work related journeys in your own private vehicle you need to ensure that you have the appropriate business insurance and have provided a copy of this, your driving licence and car MOT to your line manager for verification.**

**Line Managers** should ensure that these documents are checked on a yearly basis.

**Drivers** have a responsibility to ensure any traffic offences and subsequent points are reported to their line manager.