

Driving Policy for all school based employees and volunteers

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 Head Teachers are shown in italics. The policy is consistent with the policy in place for West Sussex County Council (WSCC) employees, including West Sussex Fire & Rescue Service 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.

Employees who hold an LGV/HGV or PCV/PSV licence are subject to a medical examination and driving assessment as part of licensing arrangements. The additional requirements within this policy also apply to these employees.

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:

- ☛ Managers/Head Teacher (*Chair of Governors*) are 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 and submitted to Staff Travel.
- ☛ Eligibility to drive is to be verified by Line Managers/the Head Teacher (*Chair of Governors*) on an annual basis for all Vocational Drivers and on a spot check basis



for all Non-vocational Drivers i.e. driving licence, insurance and car documents. This is set out at section 4.

- ☛ Driver Awareness Training is compulsory for drivers who meet key triggers. These triggers are set out at section 5.
- ☛ All Vocational Drivers are required to meet minimum driver medical standards and undergo driver medical examinations. These examinations can be undertaken by the employee's GP or through the Occupational Health Service. A medical must be conducted on employment and at regular intervals thereafter. Driver medicals are at the same standard as those required for PCV/LGV licensed drivers. Further information is set out at section 10.
- ☛ Vocational Drivers are required to undertake regular driving assessments and driver training as required. Details are set out at section 7.
- ☛ All Vocational and Non-vocational drivers are subject to a risk management approach through their line manager/Head Teacher (*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.
- ☛ Vocational Minibus Drivers and Occasional/Volunteer Minibus Drivers are required to obtain and renew a Minibus Permit in order to drive on behalf of the Governing Body. Details are set out at section 8.

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

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

4. Qualification to Drive

All Vocational Drivers (refer to section 7) are required to:

- ☛ Provide their driving licence to their Line Manager/Head Teacher (*Chair of Governors*) for inspection on commencement of employment and on an annual basis in order to prove eligibility to drive.

All Non-vocational drivers (refer to section 8) are required to:

- ☛ Provide their driving licence and car documents where applicable to their Line Manager/Head Teacher (*Chair of Governors*) 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 linked to this policy on the West Sussex Services for Schools.

5. Driver Training / Assessment Triggers

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

- ☛ Has two or more blameworthy accidents in an eighteen-month period whilst driving on behalf of the Governing Body.
- ☛ Travels in excess of 10,000 business miles per year.
- ☛ Is identified as high risk following a risk assessment.
- ☛ Drives a School Vehicle and has up to 6 points on their licence.

The Road Safety Education, Training and Publicity Team will contact those employees requiring training in line with the above triggers. Training will be funded by the school.

Please note that all employees are eligible to attend Driver Awareness Training. Any driver interested in attending the training should speak to their Line Manager/Head Teacher (*Chair of Governors*) in the first instance.

6. Responsibilities

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

- ☛ Notifying their Line Manager/Head Teacher (*Chair of Governors*) 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 Line Manager/Head Teacher (*Chair of Governors*) 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 Line Manager/Head Teacher (*Chair of Governors*) 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 Services for Schools.

Line Managers/Head Teachers (*Chair of Governors*) 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 Services for Schools.

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.
- ☛ Vehicles that are roadworthy and safe to drive.
- ☛ 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.

7. Vocational Drivers

Vocational Drivers are those drivers who:

- ☛ Drive as their substantive role e.g. Minibus Drivers, Driver/Carers, Couriers.

Vocational Drivers are required to:

- ☛ Undertake a driver medical on employment and at specified triggers. These are set out at section 10.
- ☛ Complete a driving assessment every three years (Minibus Permits for Minibus Drivers) and any subsequent follow up driver training as required or, other

measures put in place by the school, provided these are sufficient to manage the risks.

Driving assessments and training are carried out by the Road Safety Education, Training and Publicity Team and the cost will be funded by the school.

A risk assessment must be carried out to identify additional risks faced by pregnant women who drive and those with disabilities who drive to ensure that their needs are met, and may be necessary in cases where there is a higher level of driving risk. Details are set out at section 9.

8. Non-Vocational Drivers

Non-Vocational Drivers are those drivers who:

- ☛ Drive private cars, pool cars or lease cars on behalf of the Governing Body.
- ☛ Occasionally drive other school vehicles as a means of transport.
- ☛ Drive members of the school community in any of the above vehicles e.g. pupils, parents, governors, colleagues.
- ☛ Drive minibuses to transport members of the school community on a volunteer/occasional basis e.g. ad hoc trips/outings.

Non-Vocational 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 Line Manager/Head Teacher (*Chair of Governors*) in order to ascertain whether a driver medical and/or driver assessment/training is required. Details are set out at section 9 below.
- ☛ A requirement when driving a minibus on a volunteer/occasional basis, to obtain and maintain a Minibus Permit through undertaking a driving assessment every three years. The Minibus Permit Scheme is administered by the Road Safety Education, Training and Publicity Team and will be funded by the school.

9. Risk Assessments

Line Managers/the Head Teacher (*Chair of Governors*) have 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 does not hold a clean licence
- ☛ The driver performance is below the expected standard.

10. Fitness to Drive

All Vocational Drivers (see Section 7) and 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 must notify their Line Manager of any health issues or concerns affecting their ability to drive. This can include notifying the line manager when any of the following list of drugs are prescribed by the employee's GP or NHS consultant.

- ☛ amphetamine, eg dexamphetamine or selegiline
- ☛ clonazepam
- ☛ diazepam
- ☛ flunitrazepam
- ☛ lorazepam
- ☛ methadone
- ☛ morphine or opiate and opioid-based drugs, e.g. codeine, tramadol or fentanyl
- ☛ oxazepam
- ☛ temazepam

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.

11. Related Documents

All related documents are attached or linked to this policy on the [West Sussex Services For Schools](#)

File attachments -

- ☛ Schools Driving Policy Quick Guide
- ☛ Schools Guidance on Work Related Journeys
- ☛ Guidance for Schools on Driving Licence and car Document Checks.
- ☛ How to Check a Driving Licence
- ☛ Schools Notification Form – Use of Private Motor Vehicles
- ☛ Schools Notification Form – Change of Private Motor Vehicle

Related links -

- ☛ Driving at work document
- ☛ WSCC Regulations and Notes of Guidance for Off-Site Activities
- ☛ Litigation, Insurance & Risk Management Services Insurance Guide
- ☛ a sign post to the WSCC guidance on educational visits (minibus drivers etc.)

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