

Driving for Work Policy

The health and safety of employees whilst at work is a matter of the utmost importance. It is the duty and responsibility of each employee to familiarise him/herself with, and to comply with, the Employer's health and safety policies and procedures. [These are available for inspection from your manager or the Human Resources department.] Under the Health and Safety at Work etc Act 1974, you are responsible for taking care of yourself and other persons who may be affected by your acts or omissions at work.

It is an overriding consideration that, wherever possible, public transport is considered to be the safest and most efficient form of transport and shall be used wherever possible.

The Company shall take all reasonable measures to reduce the risks to staff, other road users and the public resulting from driving to as low as is reasonably practicable.

The Company takes a holistic view of the risks associated with travelling by car by considering both the skills required and behaviour whilst driving, with particular regard to those travelling long distances or during unsocial hours.

At all times while driving employees shall conduct themselves in accordance with the Highway Code and the Company's policy, using their own judgment to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable.

Procedure wording: Each school head will:

- ensure so far as possible that all drivers employed, or acting on behalf of the Company, behave in a safe and considerate manner, obeying all applicable road safety legislation and showing respect for other road users;
- ensure that evidence is provided by all drivers that they hold a full current licence for the class(es) of vehicle(s) that they drive on Company business;
- ensure that evidence of suitable insurance is demonstrated for all privately owned vehicles used for Company business;
- ensure that all drivers of their own vehicle on Company business provide evidence of a current MOT for the car;
- ensure that all drivers advise the School Head (in confidence) of:
 - all endorsements to their driving licence or disqualification from driving;
 - any change of a privately owned vehicle used for Company business; and
 - any change to insurance conditionsas soon as is practicable after the penalty is imposed or any change occurs;
- The Company shall not provide or operate company vehicles;

- encourage all drivers to try to improve their driving skills, for example by taking the Institute of Advanced Motorists' Advanced Driving Test or achieving the RoSPA Bronze, Silver or Gold Driver's Standard.

Employees will:

- be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles);
- ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
- ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys;
- take breaks every two hours when driving, especially on long-distance trips, to ensure that they do not suffer fatigue;
- wherever possible, share driving on journeys of over two hours' duration;
- not drive more than a maximum distance of 250* miles in a normal working day;
- not allow travel plus working time to exceed 9* hours per day.
- plan their journeys to avoid travel in adverse weather and excessive hours;
- if necessary, due to adverse weather, journey length or the number of hours worked, make use of overnight accommodation arranged at the Company's expense at the discretion of the driver;
- report promptly any problems with the condition of hired vehicles to the supplier and also inform the head of school;
- not use mobile telephones while driving, instead switching to a message service and picking up messages when taking breaks from driving;
- find a safe place to park to make telephone calls or receive messages;
- on a long journey take regular breaks to help relax and reduce tiredness;
- not stop on the hard shoulder of a motorway except in an emergency.

*These figures should be reduced during poor weather or if the situation is likely to continue for extended periods.