
NEWMAN UNIVERSITY

Driving for Work Procedure

1 Introduction

This procedure details how Newman University complies with specific legal requirements namely the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, in addition to road traffic legislation in order to manage work related road safety.

Newman University employs a considerable number of staff who drive for business. These activities include staff visiting students on placement, managers and staff driving to conferences or meetings, staff driving transport owned by the University etc. Staff may drive on a regular basis or as a single event; indeed undertaking any task for Newman which involves driving is regarded as 'driving for work'. The only exceptions are the trips when staff commute directly to and from their registered place of work.

The purpose of this procedure is to ensure that adequate controls are in place to protect both the institution and the individual and to provide a set of standards which form a framework within which all parties may confidently operate. It has been estimated that a third of all road traffic collisions involve somebody who is technically at work at the time of the incident. The University recognises that it has a responsibility not only for the health and safety of staff engaged in driving for work but also to other road users and members of the public. It will therefore comply with all driving related legislation and endeavour to adopt best practice where practicable for those driving for business purposes.

2 Procedure Aims

- To raise staff awareness of the issues involved in driving for work.
- To help to prevent fatalities and serious injuries for staff and the general public.
- To reduce the liability of staff and the University in the event of a serious accident.

3 Use of Private Cars for University Business

The University believes in a green transport agenda and encourages its staff to use public transport whenever possible. Where staff use their own cars for University business, staff must ensure that:

- They hold a current and appropriate licence
- They have the appropriate insurance for business use driving
- The vehicle is in a good road-worthy condition and has the appropriate test certificates
- They are aware of the University's procedure on driving for work.

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The University will only pay mileage allowances on condition that staff have complied with the procedure and in signing the claim form for the allowance; staff are stating that they are compliant.

4 Qualified to Drive

All staff who drive on behalf of the University for business purposes, either as an essential part of their employment, or on a casual basis, or for convenience are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle in the UK.

5 Licences

Staff undertaking any driving for the University must have a full and current licence appropriate for the vehicle they are driving. Staff who drive vehicles owned by the University must have held a full valid driving licence for a minimum of three years and must be aged 25 years or over.

6 Insurance

The law requires all persons who drive on the public highway to be adequately and appropriately insured.

Before using their private cars for any driving connected with Newman, staff must ensure that they are covered by their insurance policies for business purposes. Staff who are involved in an accident while 'driving for work' but are not covered for such journeys will find themselves uninsured. In addition to the financial implications of driving without insurance, it is a criminal offence and can result in imprisonment.

Persons who drive University owned vehicles as an essential part of their employment are covered by the University Insurance policy.

7 Fitness to Drive

It is every individual's responsibility to ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so for social, domestic or pleasure purposes, or whether they are doing so as a work related activity.

Drivers of University vehicles must declare to their line manager if they are suffering from any medical condition which might adversely affect their ability to drive safely (e.g. epilepsy, diabetes, visual impairment.) The line manager will then liaise with the Human Resources Department who shall obtain advice from the Occupational Health provider. Whilst such advice is sought, the employee will be temporarily relieved of their driving duties and in consultation with the individual the line manager will identify alternative work activities.

8 Training

Staff may be required to undertake occasional training or driving checks identified by risk assessments or procedures. The payment of the mileage allowance is also conditional upon staff agreeing to do so.

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9 Minibuses

Please note the following legislation regarding the hire and driving of minibuses:

- If you hold a driving licence issued prior to 1st January 1997, permitting you to drive category A (or B for automatic) vehicles or have categories B and D1 on your licence, you can drive minibuses with up to 16 passenger seats in the UK.
- Drivers who passed their test after 1st January 1997 are **not permitted** to drive minibuses. Drivers are now required to pass a Passenger Carrying Vehicle (PCV) minibus theory, medical and practical test to obtain a D1 licence which will enable minibuses to be driven.

NOTE: In addition to the above legislation, staff may not drive a minibus for the transport of staff or students unless they have received specialist minibus driver training satisfactorily completed within the last five years provided by Newman University. Training will be organised by HR on request and staff must ensure their driving licence is presented for inspection at the time of training.

10 Alcohol and drugs

Drivers must not drive under the influence of alcoholic drink, intoxicating drugs or other substances which are likely to impair judgement or the ability to react quickly and appropriately to road conditions or circumstances.

Driving for work under the influence of alcohol or drugs constitutes gross misconduct and will be treated as a disciplinary offence.

11 Safe Driving, Care and Attention

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use.

In addition to asking staff to confirm that their vehicle is in good condition when claiming for mileage allowance, the University will seek to provide advice and guidance about keeping a motor vehicle in good condition.

In the case of employees who use their own private vehicle for the purposes of work, it is their responsibility to ensure that the vehicle has a valid MOT certificate (where applicable), and is properly maintained and roadworthy.

Newman University wants its staff to drive safely both for their own safety and for the well-being of other road users. Under the Health and Safety at Work Act 1974, employees also have the responsibility not to put themselves at risk. While driving for work, University staff should ensure that they are driving within the law and in accordance with the Highway Code.

In the event of adverse road conditions (eg. during severe weather), employees should balance the risks and the necessity of the journey through a dynamic risk assessment and reach a common sense decision as to whether to drive. The University does not expect employees to put themselves in danger and will accept the decision made. Please refer to Appendix A for Winter Driving Tips.

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The Road Safety Act 2006 has created an offence of Death by Careless Driving. The use of mobile phones, eating, drinking, tuning the radio, smoking, watching or adjusting satellite navigation systems etc are all activities which are regarded as providing dangerous distractions when driving and can lead to penalties. Drivers who have a fatal crash while undertaking these activities can be charged with Death by Careless driving and could face a custodial sentence. Staff driving for work should avoid distraction at all times.

Account should be taken of the total number of hours worked and not just the number of hours behind the wheel when planning driving schedules. According to statistics, driver tiredness causes 1 in 5 motorway crashes and 300 people are killed every year as the result of drivers falling asleep at the wheel. Staff should plan longer journeys in advance allowing for peak traffic, weather conditions, road works and overall distance to be travelled. Staff must take a break of 15 minutes every two hours and never drive for more than 9 hours in any working day or 12 hours in a 24 hour period. The University encourages staff to take appropriate breaks at motorway or other services and to use overnight accommodation whenever a journey is too lengthy or to be undertaken late at night. Additional expense claims for these services will be accepted.

12 Alternative Modes of Transport

Newman University continues to encourage all staff and students to use alternative modes of transport (through the Travelwise scheme) including taking public transport where possible.

If anyone wishes to join a car sharing group, they are encouraged to visit www.liftshare.com for further information.

Additional information can also be obtained from the Estates & Environmental Officer.

13 Pre-Use Checks

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.

As such, it is strongly recommended that any University employees intending to drive vehicles on University business should undertake appropriate checks prior to using the vehicle, for example;

- Tyre tread
- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Mirrors adjusted/adjustable

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These are tasks that do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for longer journeys might usefully include;

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

It remains the responsibility of the driver to ensure that a vehicle is roadworthy. When a University vehicle is driven, the driver's log must be completed in full.

Where an employee uses vehicles owned, leased or hired by the University, appropriate servicing and maintenance arrangements will be established in accordance with the manufacturer's recommendations, to ensure that the vehicle is fit for use.

14 Support for Employees

For members of staff who are involved in, or cause, a fatal accident while driving for work, this is likely to be a traumatic event. The police treat fatal crashes as murder. The University will regard the event as a major incident under its disaster recovery strategy and will seek to provide support and guidance to the member of staff involved.

This Driving for Work procedure supersedes all previous Driving for Work procedures and shall be reviewed at no less than 3 yearly intervals

Authorised By: Chair of Health & Safety Committee	Signature:	Issue Date: February 2020
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Appendix A**Winter Driving Tips**

Driving in the winter is very different than in other times of the year. Adverse weather and longer periods of darkness (especially after the clocks go back at the end of October) makes driving more hazardous. Sometimes conditions can be extreme, with prolonged periods of heavy snow and floods.

In very bad conditions, avoid driving completely, unless you absolutely have to have to make the journey and driving is the only option.

Different weather conditions create different hazards throughout the Winter and in different areas of the country at different times. A single journey may take us into very different weather, road and traffic conditions, so we need to be prepared for each one. This means that we need to adapt the way we drive to the conditions.

Prepare your Vehicle

It's a good idea to have your vehicle fully serviced before winter starts and have the antifreeze tested. If you can't have it serviced, then do your own checks. In particular, check:

- Lights are clean and working
- Battery is fully charged
- Windscreen, wiper blades and other windows are clean and the washer bottle filled with
- Screen wash
- Tyre condition, tread depth and pressure (of all the tyres, including the spare)
- Brakes are working well
- Fluids are kept topped up, especially windscreen wash (to the correct concentration to prevent it freezing), anti-freeze and oil

Emergency Kit

When extreme weather is possible, keep an emergency kit in your car, especially if you're going on a long journey. If you must go on a long journey, it is recommended you carry:

- Tow rope
- A shovel
- Wellington boots
- A hazard warning triangle
- De-icing equipment
- First aid kit (in good order)
- A working torch
- A car blanket
- Warm clothes
- Emergency Rations (inc hot drink in a flask)

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- Mobile Phone (fully charged)

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Prepare your Journey

Listen to local/national weather broadcasts and travel bulletins – especially for the areas you will be driving through. As conditions can change rapidly, check them regularly and be prepared to change your plans if conditions on your route worsen.

If conditions are very bad, and the emergency services are recommending that people don't travel, then avoid making your journey unless it is absolutely necessary. Can you postpone your trip? Can you travel by other means, or avoid the need for the journey completely by using the phone or email?

Of course, what's 'essential' to one person may not be to another; we each have to make our own decisions according to our circumstances. But, try to be realistic about which journeys are essential and which ones could be postponed

If you decide you really must travel:

- Let someone know where you are going and what time you hope to arrive, so that they can raise the alarm if you get into difficulties.
- Plan alternative routes in case your main choice(s) becomes impassable.
- Keep your fuel tank near to full to ensure that you do not run out.
- Make sure you have a fully charged mobile phone, so you can call for help or alert someone if you're delayed – it could be a long walk to a phone, if you don't have a mobile phone.
- If you don't have an emergency kit in your vehicle, at least take extra warm clothes, boots and a torch. Consider keeping a couple of long-life energy bars in the glove box.
- Clear your windows and mirrors completely of snow and ice before you set off (make sure the heater is blowing warm air before setting off – it will keep your windscreen clear.)

Prepare Yourself

Most of us have very little experience of driving in extreme conditions, such as snow, so take some time to consider how it affects your driving. Don't just drive as normal.

Driving in Snow or Ice

If you find yourself driving in snow or on icy or snow covered roads, adapt your driving to these conditions:

- Reduce your speed. The chances of skidding are much greater and your stopping distance will increase massively.
- Only travel at a speed at which you can stop within the distance you can see to be clear. Speed limits are the maximum in ideal conditions; in difficult conditions, they can often be too fast.
- Avoid harsh braking and acceleration, or sharp steering.
- Always reduce your speed smoothly and in plenty of time on slippery surfaces.

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- Slow down in plenty of time before bends and corners.
- Braking on an icy or snow covered bend is extremely dangerous. The centrifugal force will continue to pull you outwards and the wheels will not grip very well. This could cause your vehicle to spin.
- To brake on ice and snow without locking your wheels, get into a low gear earlier than normal, allow your speed to fall and use your brakes gently.
- Increase the gap between you and the vehicle in front. You may need up to **TEN TIMES** the normal distance for braking.
- Keep your vehicle well-ventilated. The car heater turned up full can quickly make you drowsy.
- In snow, stop frequently to clean the windows, wheel arches, lights and number plates.
- Visibility will probably be reduced, so use dipped headlights.
- During wintry weather, road surfaces are often wet and/or covered in frost and ice or snow, but this does not occur uniformly. A road will often have isolated patches of frost or ice after most of the road has thawed – this commonly occurs under bridges.

If you get stuck in snow:

If you get stuck in snow, revving your engine to try to power out of the rut will just make the rut worse. Instead, move your vehicle slowly backwards and forwards out of the rut using the highest gear you can.

If this doesn't work, you may have to ask a friendly passerby for a push or get your shovel out.

If you get caught in a snow drift:

- Don't leave your vehicle
- Call your breakdown service or the emergency services and let help come to you.
- Don't run the engine to keep warm

Rain

Rain reduces your ability to see and greatly increases the distance required to slow down and stop. Remember that you will need about **TWICE** your normal braking distance. Use windscreen wipers, washers and dipped headlights; drive smoothly and plan your moves in plenty of time

Aquaplaning

Aquaplaning is caused by driving too fast into surface water. When the tyre tread cannot channel away enough water, the tyre(s) lose contact with the road and your car will float on a wedge of water. Aquaplaning can be avoided by reducing speed in wet conditions. Having the correct tyre pressure and tyre tread depth will maximise your tyres' ability to maintain their road grip. If it happens, ease off the accelerator and brakes until your speed drops sufficiently for the car tyres to make contact with the road again.

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Flooded roads

- Avoid the deepest water – which is usually near the kerb.
- Don't attempt to cross if the water seems too deep. If you are not sure of the water's depth, look for an alternative route.
- If you decide to risk it, drive slowly in first gear but keep the engine speed high by slipping the clutch – this will stop you from stalling.
- Be aware of the bow wave from approaching vehicles – operate an informal 'give way' with approaching vehicles.

Remember to test your brakes when you are through the flood

Fog

Avoid driving in fog unless your journey is absolutely necessary.

Fog is one of the most dangerous weather conditions. An accident involving one vehicle can quickly involve many others, especially if they are driving too close to one another.

If you must drive:

- Follow weather forecasts and general advice to drivers in the local and national media
- Allow plenty of extra time for your journey
- Check your car before you set off. Make sure everything is in good working order, especially the lights
- Reduce your speed and keep it down
- Switch on headlights and fog lamps if visibility is reduced
- If you can see the vehicles to your rear, the drivers behind can see you – switch off your rear fog lamps to avoid dazzling them
- Use the demister and windscreen wipers
- Do not 'hang on' to the rear lights of the car in front as you will be too close to be able to brake safely
- Switch off distracting noises and open the window slightly so that you can listen for other traffic, especially at crossroads and junctions
- Beware of speeding up immediately visibility improves slightly. In patchy fog you could find yourself 'driving blind' again only moments later
- If you break down, inform the police and get the vehicle off the road as soon as possible. Never park on the road in fog and never leave it without warning lights of some kind if it is on the wrong side of the road

Strong Winds

- Hold on tight
- Avoid bridges
- Do not drive a high-sided vehicle

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Low Sunshine

Ironically, having talked about all these poor winter weather conditions, winter suns can also cause difficulties. In Winter, the angle of the sun in the sky will frequently be too low for your visor to help. If blinded by glare:

- Reduce your speed
- Reduce the effect of glare by keeping both the inside and outside of your windscreen clean and grease free.
- If you wear sunglasses (with prescription lenses if necessary) take them off whenever the sun goes in. They should not be worn in duller weather or at night as they seriously reduce the ability to see.

If the Worst Happens:

- If you get stranded, don't panic.
- Stay with your vehicle and call the Emergency services on your mobile phone