

Health and Safety Code of Practice

SCP27 Driving at Work

Responsibility for Policy:	Finance Director & Deputy Chief Executive and University Secretary
Relevant to:	University Staff and students
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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
 - Corporate Manslaughter and Corporate Homicide Act 2008
 - Drug Driving Regulations 2015
 - Lifting Operations and Lifting Equipment Regulations 1998
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Safety Helmet Assessment and Rating Programme
 - Provision and Use of Work Equipment Regulations 1998
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Health and Safety (First Aid) Regulations 1981
 - The Road Traffic Act 1991
 - Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003
 - Working Time (Amendment) Regulations 2003
 - IND (G) 382 Driving at Work
 - Highway Code

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- SCP7 Reporting and Investigation of Adverse Events
- SCP18 Risk Assessment

**THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY
POLICY AND REPLACES ALL PREVIOUS ISSUES**

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1. INTRODUCTION

The University is committed to delivering its obligations under health and safety and road traffic legislation with regard to driving at work, and recognises that there are specific risks to staff, students and others who are driving on behalf of the institution.

Driving is the most dangerous work activity that the majority of people do. More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time (Source – Health and Safety Executive, 2014).

2. OBJECTIVE AND SCOPE

The objective of this Code of Practice is to identify and minimise risks and to actively encourage safe driving in order to reduce the number of accidents and to comply with the University's legal obligations. The University must be able to demonstrate that it has taken all reasonable steps to ensure the safety of its drivers and other road users as a result of its business driving activities.

It applies to all staff, students and others who may be driving for and on behalf of the University and those who may be affected by their activities.

The University will seek to ensure that:

- All statutory legislation relating to driving, the use of vehicles, and medical fitness to drive is complied with;
- The requirements of the Highway Code are complied with;
- Best practice in relation to driving standards, journey planning, rest breaks, and restrictions on the use of mobile communication devices such as radios and mobile phones is promoted;
- Adequate resources are made available for the implementation of this Code of Practice.

The Highway Code can be accessed free of charge at www.highwaycode.gov.uk. All vehicles and driving in the UK must at all times comply with the provisions of the Highway Code.

3. DEFINITIONS

For the purpose of this Code of Practice the following definitions apply:

University Driver – is any of the following:

- (1) A member of staff or a student who drives University-owned, leased or hired vehicles through a University contract and on University insurance;
- (2) A member of staff who is required by their job description or terms and conditions of contract to drive, as an integral part of their employment;
- (3) A member of staff or student who uses their own private vehicle for work-related driving;
- (4) A member of staff who drives vehicles with University colleagues and/or students as passengers, in connection with official journeys e.g. for fieldwork, organised group visits etc.
- (5) A University Driver must be approved

Approved Driver – is a University Driver who has been approved to drive on University business by completing the Driver Declaration Form (appendix 1) and sending it to the Post and Transport Manager.

University vehicle - any car, van, lorry, motorbike, scooter or personnel carrier that is provided by the University and used by staff or students driving for work purposes.

Private vehicle - a vehicle which a member of staff or student owns and runs privately and for which they have sole responsibility.

Driving at work - any works carried out on behalf of the University that involves the member of staff or student in time spent driving a vehicle and covers all journeys other than to and from the normal place of work.

Driving licence - a licence provided by the UK or other appropriate issuing agency for motor vehicles of the class and type to be driven.

Current Regulations - the Regulations relating to driving vehicles in force at the time within the UK or any country in which it is intended to drive the vehicle.

Minibus - any vehicle constructed and with seating for greater than eight but less than sixteen passengers and the driver not used for hire or reward.

Bus - any vehicle designed to carry greater than eight passengers used for hire or reward.

4. RESPONSIBILITIES

4.1 Directors and Heads of Service

Directors and Heads of Service are responsible for implementation of this Code of Practice in their areas of responsibility. They should give their full support to this Code of Practice to ensure that all practical measures are taken and appropriate resources in the form of finance, equipment, staff and time are made available in respect of enhancing safety whilst driving at work. Directors and Heads of Service are required to approve the Driver Declaration Form (please see Appendix 1).

4.2 Managers and supervisory staff

Managers and supervisory staff are expected to ensure that the areas they are responsible for comply with this Code of Practice. In particular, they must:

- Attend a workshop to be trained on their duty of care, legal responsibilities and the promotion of a safe driving culture.
- Identify all persons in their area who meet the criteria of a University driver.
- Ensure that University Drivers are entitled to drive the vehicle being used,
- Ensure that all University Drivers complete the Driver Declaration Form and that they are authorised to drive on University business via enquiries made of Estate Management
- Ensure drivers complete Occupational Health questionnaires and attend medicals, as applicable
- Ensure that all University Drivers of University owned and leased vehicles complete the on-line driver assessment and that they don't drive on University business unless they meet the required standard
- Bring this Code of Practice to the attention of all University Drivers they are responsible for and ensure that it is adhered to
- Undertake risk assessments of the task of driving at work within the areas they are responsible for as well as identifying individual risks to each specific driver and assist in the implementation of control measures. All relevant persons should be consulted when carrying out the risk assessment and must be informed of the findings
- Monitor the success of the control measures within their areas they are responsible for and liaise with the Health and Safety Unit and Estate Management, where University vehicles are involved, for the reporting of any incidents or accidents
- Ensure that staff or students under their control using their own vehicles for University business are covered by insurance, have a current MOT (vehicles over three years old) and a current licence
- Ensure University vehicles are maintained as directed by Estate Management

- Manage driving requirements and activities, considering staff, students and members of the public. Ensure vehicles are suitable for the proposed use and roadworthy
- Ensure that drivers are adequately qualified, trained and/or supervised (paying special attention to new or temporary drivers)
- Regularly monitor drivers' vehicle inspection sheets/safety checklists (where provided), which is required evidence for audit purposes
- Review permission to drive University vehicles if offences result in an endorsement accumulation that exceeds six penalty points
- Inform their P&OD Business Partner if any of their staff who is an approved driver is banned from driving

4.3 All University Drivers

Under the Health and Safety at Work etc. Act 1974 every member of staff has a duty to ensure the health, safety and welfare of themselves and others whilst at work.

University Drivers are expected to be familiar with and understand this Code of Practice and to ensure that they practice safe methods of driving at all times.

They must adhere to controls identified in the risk assessment (see section7) and follow the correct system of work. They also must inform their managers/supervisors of any concerns regarding existing controls, the system of work or new hazards.

Please note that drivers of all vehicles used on University business who contravene parking restrictions and exceed speed limits will be required to pay the appropriate fine.

All University Drivers must:

- Complete a Driver Declaration Form. See Appendix 1
- Complete a driver assessment, **if a driver of a University owned or leased vehicle**
- Not drive any University vehicles until they have received authorisation to do so
- Drive in a safe and competent manner, in accordance with UK driving laws
- Attend practical training, if under the age of 25, before they are allowed to undertake driving at work
- Use the driver ID fobs that they have been issued with when driving University owned and leased vehicles. Failure to do so could result in disciplinary action
- Ensure that they have a valid licence for the class of vehicle being driven
- Ensure they meet the relevant eyesight requirements for the Driving and Vehicle Licence Agency (DVLA) national driving test for the appropriate category of vehicle. Drivers must inform their Director of School/ Head of Service if they do not meet this standard and the advice of the Occupational Health Unit must be sought. All drivers are responsible for providing their own spectacles or contact lenses to enable them to meet the legal requirements
- Drive in accordance with any restrictions on their licence
- Tell their manager/supervisor, the DVLA and the Insurance Officer if they develop a notifiable medical condition or disability, and/or a condition or a disability that has worsened since they got their licence. Further information can be found at <https://www.gov.uk/health-conditions-and-driving>
- Complete Occupational Health questionnaires and attend medical referrals as requested
- Attend any training arranged for them, and practice the safe driving methods identified.
- Notify the University and relevant authorities of any accidents, breakdowns or damage to vehicles and follow the procedure for such incidents (please see Appendix 3)
- Inform their manager/supervisor if they are convicted of a driving related offence
- Inform their manager/supervisor of licence withdrawals, endorsements, collisions or health problems which may affect their ability to drive.
- Not consume alcohol or other mind altering and/or psychoactive substances as prohibited by law and University policy (some prescription drugs could adversely affect a

person's ability to drive. In such cases drivers need to be guided by the prescribing doctor). Please see section 4.3.1

- Carry out daily vehicle pre-use safety checks on University vehicles and complete all associated paperwork
- Promptly report all University vehicle defects to management, and cease/not commence driving any vehicle that they believe is unfit or not roadworthy.

No person may drive a vehicle **owned or operated by the University** on University business unless he/she is named on the Approved Driver List held by Estate Management, and:

- They have completed a Driver Declaration Form. See Appendix 1
- They are over 21
- If drivers of University owned and leased vehicles, they must have undertaken a driver assessment and been authorised and deemed a competent person to drive the type of vehicle to be driven
- If drivers of private vehicles, they must ensure that they have valid business insurance and an MOT certificate (if the vehicle is three years old), demonstrating compliance with this policy and the law. They must provide evidence of this to their Line Manager when requested
- They have signed for receipt of a Driver Safety Handbook which summarises the organisational policy and includes best practice advice on vehicle safety and safe driving
- They have no more than six current driving penalty points imposed by a United Kingdom or other court
- In the case of minibuses, hold a D1 classification on their licence and display a Section 19 permit (small bus permit) on the vehicle (available from Estate Management)

The University reserves the right to remove a driver from the approved list due to non-compliance with this Code of Practice.

4.3.1 **Becoming an approved driver**

All University Drivers must complete a Driver Declaration Form. Please see Appendix 1. The form is to be approved by the Director/Head of Service. The following administrative steps will be followed:

- (a) Upon receipt of the form, Estate Management will arrange for a driver briefing session and a driver assessment for drivers of University owned and leased vehicles. The Driver Safety Handbook will be issued.
- (b) Drivers will be issued with an Occupational Health questionnaire if they have answered yes to any of the following questions:
 - Are you required to drive minibuses, 4-wheel drive vehicles off road, or other special vehicles?
 - Do you have a notifiable medical condition or disability to the DVLA?
 - Do you drive other University colleagues or students as passengers as part of your daily duties (e.g. chauffeuring, driving postal and removal vans, driving students).

The Occupational Health Unit is responsible for managing any further interventions required following the completion of the Questionnaire.

- (c) The driver assessment will be carried out via an online module. If further practical training is required, this will be arranged with a registered driving instructor. At the end of the assessment the assessor may approve the driver or indicate that additional practice and familiarisation are required.

- (d) Drivers will be notified that they are an approved driver or not.
- (e) Estate Management will enter the name of any person to the Approved Drivers list and notify the Director/Head of Service.
- (f) Drivers of hired vehicles are required to complete a car hire checklist for the Insurance Officer through the i-buy system.

Drivers are not permitted to drive a University owned or leased vehicles without being an Approved Driver.

4.3.2 Mobile phones and driving

Mobile phones ('hands held' and 'hands free') and two-way radios must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.

Where a driver has been provided with a mobile phone for work, or the driver has his/her own mobile phone, he/she will be expected to stop at a safe place away from the main carriageway to make or take a phone call. It is strictly prohibited to make/receive calls or send a text message whilst driving.

Mobile phones may be left switched on in a vehicle in use but only to alert the driver that a message has been received. The phone should not be left in any position that is likely to be a distraction to the driver.

4.3.3 Drugs and alcohol

Whilst undertaking driving on behalf of the University persons must:

- Adhere at all times to the legal limits for the level of alcohol in the blood whilst driving including the "morning after" effects of intoxicating substances in the blood stream.
- Avoid driving whilst under the influence of illegal drugs or other intoxicating chemicals including prescription or non-prescription medication which may cause drowsiness and new psychoactive substances
- Take no alcohol during work or shift hours

4.4 University Drivers using University owned and leased vehicles

Such drivers must:

- Ensure there is no smoking in any vehicle being used on University business, except where it is a private vehicle being driven by the owner, with no passengers under the age of eighteen
- Ensure that University vehicles are not used for personal travel. Use of University vehicles for personal travel could not only result in disciplinary action but also the individual receiving an additional tax bill as a result
- Ensure that University vehicles are parked on University premises at all times when not in use for University business. In exceptional circumstances, with the approval of Estate Management, vehicles may be taken home when either a very early start or late finish is required (in such cases vehicles must not be used for personal use)
- Sign for receipt of a Driver Safety Handbook which will summarise the organisational policy and include best practice advice on vehicle safety and safe driving

If a vehicle is required at short notice outside of usual office hours (8.30am to 5.30pm) additional time needs will be taken into consideration to enable drivers to collect the vehicles from University premises. In some circumstances, due to the logistics involved, requests for

the vehicles at short notice may be denied and the individual requesting the vehicle will need to use alternative modes of transport. If a private vehicle is used, the driver must have business insurance.

4.5 University Drivers using their private vehicles

Drivers using their private vehicles must have a well maintained and roadworthy vehicle, be taxed, have insurance (use of vehicle for business use included) and have a valid MOT certificate if it is over three years old. Drivers should report all accidents to their own insurers, notifying also their line manager/supervisor if it occurred whilst driving for work or if the consequences are likely to impact on their duties to drive at work.

They must make their driving licence, insurance and, where applicable, MOT certificates available for inspection, as requested.

Please note the following:

- Drivers using their private vehicles are responsible for ensuring that their vehicle is taxed, have insurance (use of vehicle for business use included) and have a valid MOT certificate if it is over three years old
- Driving private vehicles on University business without being covered for business use on the vehicle's insurance invalidates the cover and so is illegal
- Business use cover is also a pre-requisite for vehicle mileage expense claims. The mileage allowance is generous in order to compensate for any additional costs arising from fuel, wear and tear and possible additional insurance premium for business use cover
- If a member of staff or students is injured while using his/her private vehicle on University business, he/she is not covered by University's Employer's Liability insurance. They would be covered by their own insurance, providing there is business use cover (which is a requirement)
- If a member of staff or student injures a third party while using his/her private vehicle on University business this would be covered by their own insurance, not the University's, providing there is business use cover (which is a requirement)
- If a member of staff or student's private vehicle breaks down on University business and incurs costs this would not be covered by the University's insurance
- If a member of staff or student's private vehicle is damaged, lost or stolen whilst on University business the individual's vehicle insurance would cover it, providing there is business use cover
- If an item was stolen from the private vehicle of a member of staff or student while he/she was using it on University business, this would not be covered by the University's insurance
- When driving private vehicles for journeys from home to the member of staff's normal place of work the University's personal accident insurance covers staff for a limited number of severe injuries

4.6 University Drivers using hire vehicles

For drivers using hire vehicles the following requirements apply:

- All hire vehicles are to be ordered via the i-buy system
- To obtain a hire vehicle staff are to supply details of their licence and driving history, complete a car hire checklist form and submit this with their online requisition. Please see Appendix 6
- Drivers must confirm they have read the hire vehicle procedures when submitting the online requisition
- For hiring minibuses, drivers should be over 25, with two years' experience for insurance purposes and hold a valid licence to drive minibuses (Category B and D1 (101)). They must also display a section 19 permit in the minibus. This is available from Estate Management. Please see Appendix 4 for more information concerning minibuses
- The Insurance Officer is to be notified if the vehicle is being hired over fourteen days
- Managers/supervisors must ensure that these vehicles are approved by the institution and that they are suitable for the use intended
- For hire vehicles being used abroad the insurance is not covered by LJMU and therefore insurance is to be agreed with the hire company
- Drivers are to undertake a pre-use check of the vehicle before driving. Any concerns regarding the safety of the vehicle are to be notified to their line manager/supervisor and hire company immediately. The vehicle is not to be driven under any circumstances
- The Insurance Officer is to be notified of all accidents.

4.7 University Drivers using minibuses

Drivers should be over 25, with two years' experience for insurance purposes and hold a valid licence to drive minibuses (Category B and D1 (101)).

Drivers of University or hired minibuses must attend a driving training theory session outlining the driver's legal responsibilities and pass a practical driving assessment.

Drivers of University or hired minibuses must complete an Occupational Health Questionnaire before they are approved to drive the vehicle.

Minibus driver information may be found in Appendix 4.

4.8 Driving of groups on University business

When driving groups of staff or students on University business the following requirements will apply:

- The vehicle must be appropriate for the journey to be undertaken taking account of the number of passengers and the risks involved. The vehicle capacity must never be exceeded
- Public Service Vehicles (PSV) are to be hired when driving groups of eight students or more
- University students are not to be passengers in private vehicles. University owned, leased or hired vehicles are to be used at all times
- Drivers are suitably licenced for the vehicle being driven.

4.9 Students as University Drivers

This Code of Practice recognises that students may be required to drive University owned, leased or hired vehicles, or their own private vehicles while on University business.

The University has a duty of care for all staff and students who undertake work related driving. Therefore, the requirements of this Code of Practice apply equally to all staff and students.

Managers/supervisors are advised to plan ahead to ensure that students who undertake work related driving fulfil the requirements of this Code of Practice.

4.10 Estate Management

The Director of Estate Management is primarily responsible for day-to-day implementation of the procedures associated with this Code of Practice in relation to University vehicles and for maintaining accurate records on those vehicles.

Estate Management will:

- Specify University vehicles that meet appropriate specifications for task
- Ensure that the driving entitlement of all staff and students that drive for work is validated
- Ensure all University vehicles are suitably maintained, as per manufacturer's instructions and in accordance with any relevant legislation specific to vehicle function for example Lifting Operations and Lifting Equipment Regulations
- Arrange training to managers/supervisors and drivers to ensure competence in driving and the use of any associated equipment
- Monitor systems to ensure correct driver and vehicle documentation is maintained
- Liaise with enforcement authorities in the event of an accident. Ensuring that road traffic accidents are investigated
- Conduct post collision and near miss interviews promoting the safe driving culture and reducing further risk

4.10.1 Driver briefings and assessment

Estate Management will ensure that driver briefings and assessments are properly conducted for drivers authorised to drive University owned and leased vehicles.

Line Managers are responsible for ensuring that drivers of private vehicles on University business are briefed regarding their responsibilities.

4.10.2 Periodic re-briefing

Authorisation of drivers will normally be for three years. Before three years have expired the Estate Management will send out a checklist. Any person who has not returned the checklist will not be permitted to drive University owned, leased or hired vehicles.

Additional driver training (e.g. Practical training, Advanced Driving, Defensive Driving or other certified course) will be arranged where the outcomes of the driver assessment identifies the need. The institution or person appointed to conduct this training should possess the necessary expertise, knowledge and qualifications to conduct the training.

The on-line driver assessment will be completed by all drivers of University owned and leased vehicles every two years. Refresher training will be provided as appropriate based on the outcomes of the assessment and risk management processes.

4.11 Fleet Safety Champion

The Associate Director, Estate Management is the Fleet Safety Champion, responsible for the implementation of the policy and the promotion of a safe driving culture.

4.12 Insurance Officer

The Insurance Officer will:

- Arrange insurance for all vehicles owned by or leased to the University
- Ensure University vehicles are listed on the Motor Insurance Database
- Liaise with the University insurers on aspects of insurance cover relating to driving at work
- Manage driving at work insurance claim processes
- Approve hire car requests on the i-buy system from an insurance perspective

4.13 Manager, Safety and Health Services

The Manager, Safety and Health Services will monitor the overall success of this Code of Practice, update the contents where appropriate and obtain its formal approval.

5. UNIVERSITY OWNED AND LEASED VEHICLES

5.1 Selection of University vehicles

Estate Management will be responsible for the selection of University vehicles, which will be chosen depending on their suitability for the purpose and meeting with the requirements of this Code of Practice.

Estate Management will maintain an inventory of all vehicles owned, leased, maintained or used by the institution. It will contain the following information:

- Vehicle make, model and registration number
- Results of any inspection prior to selection or delivery of the vehicle
- Details of the person responsible for the day to day running of the vehicle
- What the vehicle will be used for and any restrictions on its use
- Manufacturer's instructions for maintenance and servicing procedures and frequency
- Licensing and insurance requirements for the vehicle
- Procedures for handling defects and faults and for their reporting and recording
- Precautions to be taken by drivers when using, inspecting or maintaining the vehicle
- Testing and maintenance history

Every University vehicle has, contained in the vehicle, the following:

- Driver Safety Handbook
- Collision damage form
- Copy of insurance certificate
- Vehicle inspection form
- Detailed photograph of engine compartment which will include details of oil, fuel and windscreen washer points

All University vehicles will be covered by a fleet management system, providing information on vehicle location, speed, history and driver identification. Appropriate maintenance and records will be kept for vehicles with tail lifts, where the Lifting Operations and Lifting Equipment Regulations 1998 apply.

5.2 Vehicle records and staff details

Estate Management will compile and maintain the following records:

- . Records of University Drivers
- . Dates and outcomes of driver training
- . Driving licence checks.
- . Records of vehicle inspections

5.3 Inspection, testing and maintenance of University vehicles

Vehicle inspections and maintenance on University vehicles may only be conducted by qualified persons in order to take into account the manufacturers' recommended service intervals and warranties.

Inspections will be conducted by a competent person in order to ensure the on-going safety of the vehicle. When conducting the inspection, the following should be borne in mind:

- The manufacturer's instructions and requirements for conditions of vehicle use
- Any specific risks to the vehicle
- Intensity of use – maximum working limits
- The environment in which it is used
- The purpose for which it is used
- Risks to health and safety which could be caused by faults or failures
- Any restrictions on use

A maintenance log will be kept in each University vehicle containing all information relating to that vehicle. The servicing garage should update this after each service/inspection.

5.4 University vehicle safety equipment

Every University vehicle that is to be used for work purposes will contain equipment for the safety and security of staff and students. This equipment will be supplied by Estate Management upon issue of the vehicle. Equipment will include a suitable first aid kit and a high-vis jacket. Safety equipment suggestions for private vehicles may be found in Appendix 2.

6. DRIVING LICENCES

Only valid full UK Drivers' Licences will be accepted to drive University owned, leased and hired vehicles for work purposes. Managers/supervisors and drivers should note that to be valid the licence must state the driver's current name and address and for photo cards to have been issued within the last ten years.

If a driver holds a licence which was issued abroad, a check should be made with Estate Management.

The driver must have the appropriate category on their licence to drive the appropriate vehicle.

Drivers with restrictions on their licence will be noted. Drivers are responsible for ensuring that they drive in accordance with the licence restrictions at all times.

University Drivers' licences will be validated annually. For drivers of University owned and leased vehicles, a Driving Licence Mandate Form will be completed by the University Driver and submitted online for validation. The mandate form is valid for three years. Additional checks can be arranged on demand.

Line Managers are responsible for ensuring that drivers of private vehicles on University business have a valid driving licence.

If there is a risk that the driver may become ineligible to drive (e.g. through receiving further points on their licence, expiry of their photo card), this will be flagged up and more frequent checks will take place as follows:

- 2-4 points: biannually
- 5-6 points: quarterly

7. DRIVING RISK ASSESSMENTS

Driving risk assessments must be undertaken by the relevant manager/supervisor. The form provided with SCP18 Risk Assessment must be used to record the risk assessment, which will consist of three aspects:

- (1) The driver
- (2) The vehicle
- (3) The job/task/journey

The driver

The arrangements that the University has put in place in regard to on-line driver risk rating for the drivers of University owned and leased vehicles demonstrates that checks have been made. The risk assessor must record in the risk assessment that only drivers who have met the criteria will be permitted to drive, and the means by which confirmation of this will be obtained.

Line Managers are responsible for assessing any risks for drivers of private vehicles on University business.

The vehicle

In respect of University owned and leased vehicles, hire vehicles and minibuses the procedures detailed in this Code of Practice demonstrate that adequate precautions have been taken. The risk assessor must record in the risk assessment how those procedures will be enforced. In respect of private vehicles, the risk assessment must demonstrate that the vehicle is roadworthy and that vehicle checks have been made. The risk assessor must record, in the risk assessment, how these private vehicles are used.

The job/task/journey

The risk assessor must consider the nature of the job/task/journeys that will be required. Further detail is provided in the following sections.

7.1 Factors to take into account when assessing risks arising from the job/task/journey

Each job/task/journey which includes driving for work will be risk assessed by the line manager/supervisor and appropriate measures will be introduced.

The manager/supervisor will complete a risk assessment for each task in his/her area of control which involves driving for work, consulting with persons with experience of the job/task/journey to ensure all hazards are identified. Once completed, a copy of the risk assessment should be kept locally. Consideration should be given to the following in the risk assessment:

- Is the journey necessary?
- Is public transport a suitable alternative?

- Are routes planned to consider types of vehicles, roads used, possible congestion and overhead restrictions?
- Is there a need for reversing manoeuvres?
- Are work schedules realistic and allow for road conditions and possible driver fatigue?
- Have adverse weather conditions been considered and is the vehicle adequately equipped to deal with these conditions?
- Would the agreed arrival times encourage speeding?
- Have provisions been made for driver and passenger welfare e.g. facilities to access rest, food, drink and toilets?
- Is the driver aware of any specific additional passenger needs?
- Will the journey start from the home of the member of staff or student?
- Will the journey require an over-night stay?
- Have provisions been made for maintaining communications and tracking the journey?
- Does the journey require additional security arrangements?
- Will the journey include driving abroad?
- Is the driver aware of all actions required upon journey completion?

Please see Appendix 2, which provides more guidance.

7.1.1 Safe driving and journey planning

Drivers should adhere to safe driving guidance at all times and wherever possible plan a journey in advance to ensure they do not drive for any excessive period and have included provisions for regular rest breaks and their personal safety. Drivers should take a fifteen minutes rest for every two hours of driving time.

Statutory minimum breaks/rest periods must be taken. Driving at work counts towards the working time limits set out in the Working Time Regulations. Managers/supervisors must take all reasonable steps to ensure that drivers are not required to work more than an average of 48 hours a week, including time spent driving for work (but excluding home-to-work travel).

7.1.2 Lone working

Drivers who will be working alone need to:

- Ensure they have identified lone working on their individual risk assessment to determine control measures
- Follow the University's advice regarding lone driving

Please see Appendix 2.

8. REVIEWING DRIVING RISK ASSESSMENTS

The above risk assessments will be reviewed by the above assessors every 12 months, or sooner, if:

- A new type of vehicle is considered for purchase
- There is a change in a member of staff's responsibilities that results in a significant change in the amount of driving required
- There is an accident, near miss or breakdown or other significant occurrence
- There is a significant change in the environment in which the vehicles are used
- There is any change in the driver's circumstances that may affect his/her ability to drive

Once completed, a copy of the reviewed risk assessment should be kept locally.

When considering a change to an existing role or the requirement for a member of staff to take up a role involving driving, the manager/supervisor will ensure a driver online assessment takes place.

9. ACCIDENTS AND EMERGENCIES

Anyone driving for or on behalf of the University must report all work-related accidents, near misses and incidents, including damage only, to their line manager/supervisor as soon as possible.

The Insurance Officer is to be notified of all accidents. Please see Appendix 5 for details of the University Motor Insurance Policy and claims procedure.

9.1 Action to be taken by drivers

1. **Always stop** – it is an offence to leave the scene of an accident.
2. Check the condition of any passengers and any third party.
3. If someone is injured call an ambulance.
4. If there is damage to any property (other than third party vehicles) or injuries to any person the Police must be informed immediately.
5. Remove the vehicle from the road or carriageway if it is possible and safe to do so.
6. Avoid admitting liability at this stage. Obtain details from third parties:
 - a. Name and address
 - b. Vehicle make, model, registration number
 - c. Name and address of Insurance Company
 - d. Insurance policy number
7. If recovery or repair of the vehicle is required, contact the relevant breakdown recovery service. This information is contained within the vehicle.
8. Report the incident to your manager/supervisor by telephone as soon as possible.
9. Contact the Insurance Officer during working hours, or the out of hours emergency claims line. Please see Appendix 5 for further information regarding the claims procedure.
10. For accidents involving private vehicles, please contact your insurance company.
11. Complete the accident report form and submit to the line manager/supervisor as soon as possible.

9.2 Action to be taken by management

1. When the manager/supervisor receives the accident report form he/she must send this to the Health and Safety Unit.
2. The accident will be investigated in line with the University Code SCP7 Reporting and Investigation of Adverse Events.
3. The Health and Safety Unit will determine the appropriate course of action for an investigation. Reportable accidents will be notified to the Health and Safety Executive.
4. Any time off or inability to carry out normal duties must be reported to the Health and Safety Unit as soon as possible.
5. The Health and Safety Unit will notify the HSE of accidents reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
6. In the event of injury the member of staff or student involved in the accident must attend a medical examination with their own GP as soon as practicable following the accident.
7. Where required the member of staff or student will be offered counselling via the University's insurers or Counselling Services.

A copy of the University's guidelines on accidents and emergencies should be kept in the vehicle at all times and are to be followed in the event of an accident/emergency.

Estate Management and the Manager, Safety and Health Services will review the accident reports and recommend any improvements to this Code of Practice or general safety measures as a result.

10. BREAK-INS/THEFTS

If a break-in/theft occurs whilst the vehicle is being used for work purposes the driver should contact the police and his/her manager/supervisor, complete the accident/incident report form and pass it to the manager/supervisor. The University's insurers must be notified of all accidents and so a claim form must be completed and sent to the Insurance Officer. Further guidance is contained in Appendix 3.

11. BREAKDOWNS

If the vehicle breaks down whilst being used for work purposes the driver should remove the vehicle from the carriageway (if both safe and practicable to do so), contact the appropriate Breakdown Recovery Service and contact their manager/supervisor. Further guidance is contained in Appendix 3.

12. CONVICTIONS, PENALTY POINTS AND DISCIPLINARY PROCEDURES

Employees are responsible for all fines relating to speeding, parking and road traffic act offences that they have committed. If prosecuted for a road traffic offence, employees will be responsible for legal costs, except in exceptional circumstances.

Drivers must inform their manager/supervisor of any road traffic offence and penalties received, regardless of whether or not the offence was committed when driving on University business.

Drivers who exceed six penalty points will have their authorisation to drive at work reviewed.

Offences, where a reckless disregard for the University Driving Policy is apparent (such as Drink Driving and Reckless or Dangerous Driving) may lead to disciplinary action.

If a driver receives a driving ban or is considered medically unfit for driving, consideration will be given to offering alternative work within the University where possible.

13. MONITORING AND REVIEW OF THE COMPONENT PARTS OF THIS CODE OF PRACTICE

Estate Management will monitor compliance with this Code of Practice for vehicles under its control and will conduct audits on a regular basis. They will issue reports to Line Managers/supervisors and Senior Managers, highlighting areas of concern and recommending actions.

Line Managers/supervisors will monitor compliance with this Code of Practice. They will act on areas of concern and issues of non-compliance immediately. Line managers/supervisors will discuss at work driving, including vehicle suitability and conditions, with their drivers during the PDPRs and team meetings.

The Manager, Safety and Health Services will formally review and update this Code of Practice in accordance with the Strategic Plan, or sooner if deemed appropriate, or by reasonable request. Any significant amendments will require approval by SMT.

APPENDIX 1

DRIVER DECLARATION FORM

Personal Details	
Driver's full name	
E mail address	
Date of birth	
Home address, including postcode	
Phone number	
Please indicate if you are a member of staff or a student	
Faculty/ School/ Department	
Academic programme if applicable	
Emergency contact number	
Emergency contact name	
Licence details	
Driving licence number	
Type of licence	
Date of driving test passed	
Country of issue	
Driving information	
Do you drive University owned and/or leased vehicles?	
Are you required to drive minibuses, 4-wheel drive vehicles off road, or other special vehicles? (Please state)	
Do you have more than six penalty points currently in force?	
Do you have any notifiable medical condition/ disability to the DVLA that may affect your ability to drive? For more information see https://www.gov.uk/driving-medical-conditions/telling-dvla-about-a-medical-condition-or-disability	
Have you been prohibited from driving due to a medical condition?	
Are you taking any medication that may affect your driving?	

Have any driving conditions been placed on you by the DVLA?	
Do you drive other University colleagues or students as passengers as part of your daily duties? (E.g. chauffeuring, driving postal and removal vans, driving students).	
Do you have any eyesight defects that cannot be corrected with the aid of glasses or contact lenses?	
When did you last have your eyes tested by a qualifying optician?	
Please provide details of driving accidents and claims in the last five years	
<p><u>Declaration:</u></p> <p>I declare that the information given above is, to the best of my knowledge and belief, correct and complete in every detail; that the driving licence details I have submitted is my true and original licence. I will advise the University immediately should I incur more than 6 points on my licence, develop a medical condition or have an existing medical condition worsen which would affect my ability to drive a vehicle and is notifiable to the DVLA under the Highway Code.</p>	
Dated:	Signature of the Driver:
Dated:	Signature of the Director/Head of Service:

Please download and complete.

Signed declaration forms are to be returned to Jerry Crayden, Post and Transport Manager, Estate Management. E-Mail J.Crayden@ljmu.ac.uk.

APPENDIX 2

SAFE DRIVING, JOURNEY PLANNING AND MOTORCYCLE SAFETY - GUIDANCE

There are many factors which contribute to road accidents; most of them can be controlled to some extent. The following guidance will help to control them.

Vehicle condition and road worthiness

The driver is responsible for ensuring the vehicle is road worthy. He/she should do this by:

- Keeping the vehicle clean and well maintained at all times
- Keeping the vehicle legal – condition, taxation, insurance, MOT
- Checking it regularly – before significant journeys and as part of its general upkeep
- Ensure there is range of safety equipment appropriate to the journey in the vehicle

Safety equipment suggestions

- Warning triangle, spare tyre, fire extinguisher, first aid kit, torch, driver safety information, driver guidelines for accidents/incidents, map, spare bulbs, spare fuel or fuel carrier, de-icing equipment – spray de-icer, ice scraper, jump leads, washer fluid

Driver condition

Every driver is responsible for ensuring they are physically fit enough to drive before they drive. This is not just legally competent (free of intoxicating drugs and alcohol) but also:

- Medically fit – free from an illness/medical condition that may cause a problem. Where medication has been prescribed for any ailment, ensure this does not cause drowsiness. Consult with your GP if you are unsure
- Mentally fit and alert – free from undue stress or anxiety that may prove a distraction
- Good eyesight – using corrective appliances where needed
- Well rested

The residual effects of alcohol from the previous evening may still affect the speed of your reaction, judgement or co-ordination, even if you are legally within the drink-driving limit.

The current legal alcohol limits are:

In England, Wales and Northern Ireland:

- 80 milligrams of alcohol for every 100 millilitres of blood in your body
- 35 micrograms of alcohol for every 100 millilitres of breath
- 107 milligrams of alcohol for every 100 millilitres of urine

In Scotland:

- 50 milligrams of alcohol for every 100 millilitres of blood in your body
- 22 micrograms of alcohol for every 100 millilitres of breath
- 67 milligrams of alcohol for every 100 millilitres of urine

Your mood, physical well-being and the amount you have eaten can all affect your ability to handle alcohol. Keeping to the legal limits for drink driving is no guarantee of fitness to drive or safety when driving.

Posture and driving comfort

It is important that the driver's back, circulation and safety are protected. However, it is equally important not to become too comfortable, otherwise you may become drowsy!

Things to do:

- Remove bulky outer clothing
- Adjust the seat position – backrest, lumbar support, height
- Adjust the steering wheel position (where available) - raise/lower or draw the wheel closer to you so that when your hands are in the 10" to 12" (25-30cm) position the shoulders are relaxed, and the height of your hands is a little lower than the height of your shoulders
- Set the head rest – which is not provided to rest your head on whilst driving, but to protect your neck from a whiplash injury in the event of an accident. Depending on the design the base of the restraint should be in line with the bottom of your skull where it meets the top of your neck
- Adjust the seatbelt restraint up or down until you can feel a firm, but not excessive pressure over the top of your shoulder, with no gap between the belt and the front of the shoulder
- Do not leave heated seats on – this may cause drowsiness or affect your blood circulation and cause stiffness
- Set the interior temperature – don't have the temperature too warm
- Keep both hands on the wheel when driving
- Avoid leaning on the gear lever, door or resting an arm over the passenger seat when driving. Apart from reducing your control over the vehicle you may induce a lateral curve of the spine, possibly also slight rotation which can lead to back ache
- Do not smoke when driving. Lighting a cigarette, cigar or pipe can be hazardous as you are momentarily distracted, the lighted end is a fire hazard and in the event of an accident collision with the steering wheel could force a pipe into the mouth and throat not to mention the explosive hazard should there be a fuel spillage
- On long journeys take regular breaks. Ideally limit period of continuous driving to two hours. Not only will this assist in reducing drowsiness but will allow you to stretch and loosen stiff muscles and promote circulation by walking around.

Manual handling

If the driving task involves significant manual handling ensure that a task risk assessment has been completed and that you follow the safety control measures identified, including using any equipment provided.

A common manual handling problem is reaching from the driving position behind the seat to retrieve an item. The movement involves twisting, stretching and grasping an awkward load with an extended arm - all highly undesirable and which may cause a muscular strain.

Care should also be taken when lifting items in or out of the boot. You may over-reach with a bulky package and cause a strain. If you cannot easily manage the load, seek assistance.

Driver stress and road rage

Stay calm and patient - give yourself time and space to react to others and their mistakes:

- Keep your distance
- Do not retaliate to erratic behaviour – either verbally, with gestures or by accelerating, braking or swerving
- Avoid eye contact with aggressive drivers
- If you make a driving error, acknowledge it with a wave or say sorry
- If you need to stop, stay in the car, lock the doors and keep the engine running. Drive on as soon as possible
- If you fear assault or think an aggressive driver is following you, go to a public place and flash your lights and sound your horn to attract attention
- Never rise to any challenges when driving – stick to the speed limit
- If you see another vehicle in difficulty, note their position and report it by telephone as soon as you are able, but not while you're driving. Do not risk your personal safety by offering direct assistance
- If you believe you have been involved in a road rage incident contact the Police

Driving when pregnant

An assessment of risks to the driver needs to be undertaken and adjustments may be necessary.

For example:

- Is the journey necessary?
- Is public transport a suitable alternative?
- Review the distance that a pregnant woman should be expected to drive, particularly during the later stages of pregnancy
- Can a mobile phone be provided where it is not already allocated?
- Consider using devices to fix to the seat belt to adjust the pressure points
- Adjust journey plans to take account of the need for increased rest breaks

Weather conditions

The driver can control his/her actions in adverse weather conditions, as follows:

- Think twice about making the journey
- Ensure the car is equipped and fully fuelled for the journey
- Moderate your driving style to fit the legal requirements *and* the road conditions
- Use fog lamps
- Use screen demisters
- Review the safety equipment you carry and adjust it to suit the adverse weather, for example carry a car blanket or warm clothing in winter
- Installing a hand free set is an option however the University does not advocate use whilst driving. Evidence suggests that phone calls can be distracting whilst driving

Speed limits and stopping distances

You **MUST NOT** exceed the maximum speed limits for the road and for your vehicle (see the table below) or drive at an inappropriate speed.

Speed Limits

Type of vehicle	Built-up Areas*	Elsewhere		Motorways
	MPH	Single Carriageways	Dual Carriageways	MPH
Cars and motorcycles (including car derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (including car derived vans and motorcycles)	30	50	60	60
Buses and coaches (not exceeding 12 metres in overall length)	30	50	60	70
Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	30	50	60	70**
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30	40	50	60

These are the national speed limits and apply to all roads unless signs show otherwise.

* The 30 mph limit applies to all traffic on all roads in England and Wales (only Class C and unclassified roads in Scotland) with street lighting unless signs show otherwise)

** 60 mph if articulated or towing a trailer

The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions can be dangerous. You should always reduce your speed when:

- The road layout or condition presents hazards, such as bends
- Sharing the road with pedestrians and cyclists, particularly children, and motorcyclists
- Weather conditions make it safer to do so
- Driving at night as it is harder to see other road users

Stopping distances

Drive at a speed that will allow you to stop well within the distance you can see to be clear. You should:

- Leave enough space between you and the vehicle in front so that you can pull up safely if it suddenly slows down or stops. The safe rule is never to get closer than the overall stopping distance
- Allow at least a two second gap between you and the vehicle in front on roads carrying fast traffic. The gap should be at least doubled on wet roads and increased still further on icy roads
- Remember, large vehicles and motorcycles need a greater distance to stop

Safe vehicle loading

When you are carrying equipment in your vehicle, you must ensure that it is secured in the boot or other dedicated storage areas. Do not leave items unrestrained in the passenger compartment as in an impact these objects may well be thrown forward at high speed. These projectiles may cause serious or even fatal injuries.

- Ensure that heavier loads are stowed as low as possible
- Use tie down points for large objects
- Load guards/cages will be fitted where necessary
- Ensure that you do not exceed the maximum gross weight of your vehicle
- If in doubt bring any concerns to the attention of your line manager/supervisor

Journey planning

Accidents occur when a driver becomes drowsy. Drowsiness may be caused by:

- Lack of sleep before a journey
- Long, monotonous journey
- Consuming alcohol before a journey/after effects of the 'night before'
- Journey home after night shifts or after long hours at work
- After taking medication
- At certain times of the day, for example very early mornings

Apart from losing complete control of the vehicle if the driver actually falls asleep, the level of risk is heightened when the driver is tired, for example reaction times are slower; crucial decision making may be impaired; alertness/concentration affected.

Before you start:

1. Calculate how long a journey will take then include additional time for rest breaks and unexpected delays for example traffic jams. When possible avoid driving too early in the morning or late at night, particularly after a long shift.
2. Ensure you have had a normal amount of sleep prior to commencing the journey. Plan rest breaks, ideally within two hours or sooner if feeling tired.
3. Plan the route and write out simple instructions that are easy to follow. Consider noting an alternative route in the event of a major delay.

4. Carry out safety checks on the vehicle, ensuring that everything is functioning: wipers, washer, lights and that there is sufficient fuel and water for the journey.
5. Ensure that someone has a copy of your journey plan and knows what time you are due to arrive.

Lone driving

A lone driver, male or female, should consider extra personal safety measures in addition to the suggestions listed above to minimise the risk whilst driving for work:

- Ensure you have a fully charged mobile phone with you, with emergency contact and breakdown company numbers already programmed in
- Report to your manager or other appointed person regularly during the course of the driving activity
- Carry simple, clear route instructions to ensure there is no need to map read whilst driving
- Whenever you stop choose a safe, well-lit and public place
- Avoid conflict on the road
- Never pick up hitchhikers
- Keep the doors locked when driving
- If approached by any person, do not get out of the car – lock the doors and conduct the conversation through a small gap in the window
- If you are stopped by the police you are entitled to verify their identity before exiting the vehicle. Contact their police station and check their ID number

Vehicle inspection

For the driver's own safety, as well as to meet legal requirements, the following checks should be made.

A **daily inspection** should be carried out to check that:

- There are no obvious faults
- There has been no damage to the vehicle
- Mirrors are in the correct position
- The fuel level is sufficient for the journey
- Windows are clean and undamaged
- Brakes are working

A **weekly inspection** to check that:

- Tyre pressures are correct (refer to the manufacturer's handbook)
- Tyre tread is within legal limits (1.6mm across the central three-quarters of the tyre tread width and around the entire outer circumference)
- Tyres should be free from cracks, worn patches and bulges, particularly on the sides
- Lights, windscreen washers, wipers and indicators are in working order
- Oil, coolant and water levels are satisfactory
- Any service/maintenance requirements have been complied with

A **pre-journey** check should be made to ensure that the vehicle is safe and equipped for the journey. Use the daily inspection checklist before each journey. Ensure the vehicle is not overloaded. Your owner's manual will give you instruction on how to carry out routine safety checks for your vehicle.

Maintenance

The driver is responsible for ensuring that the vehicle is serviced at the manufacturer's recommended service intervals by a reputable organisation.

Once the service has been completed the driver should:

- Ensure the service book is completed, signed and stamped

- Ensure any maintenance or repair item that has not been completed during the service is rescheduled and completed as soon as practical

Ask the servicing garage some key questions to satisfy yourself that the service has been conducted appropriately:

- Has the wheel alignment been checked?
- Have the brake pads been checked and are they being replaced? If not, will they last until the next service?
- Has the vehicle been checked for evidence of leaks?
- Have the other safety-critical components been checked, for example brake systems including brake fluid, shoes, discs, cylinders, callipers, hoses?
- Are manufacturer-approved parts being used?
- What are the qualifications and experience of the mechanics working on the vehicle?

Smoking

Smoking is prohibited in all University vehicles or any vehicle being used on University business, except where it is a private vehicle being driven by the owner, with no passengers under the age of eighteen.

Driving abroad

Drivers must make themselves aware of, and comply with:

- The national driving laws that apply
- Licence requirements
- Insurance requirements.
- Vehicle requirements, including any requirement for additional equipment. ~~and~~
- Tachographs
- Driver's hours

Custom, practice and driving standards abroad may be very different to the UK. Where it is safer to use alternative means of travel, this is advised. Drivers should consult the AA website for further information at http://www.theaa.com/motoring_advice/overseas/compulsory_equipment.html.

Motorcycle safety

As well as staying with the legal speed limits and driving responsibly, there are other measures motorcyclists can take to reduce the chances of having an accident and protecting themselves if they do.

The following tips and advice may help motorcyclists to stay safe:

- Riding a motorcycle is physically demanding and involves a high level of concentration. Ensure you are fit and healthy and that you are strong and confident enough to manage your motorcycle. Do not ride if you feel tired and have been drinking alcohol or taking medication that could impair your judgement or responses
- Learn how to handle the power of your motorcycle. An advanced motorcycle course will not only improve your safety but could result in a discount on your insurance premiums
- Be aware of road signs and be careful on bends. Don't overtake if you can't see the road ahead. Don't succumb to peer pressure when riding in groups and don't do anything outside your riding capabilities or take unnecessary risks
- Get to know your braking and the best combination of front and back brakes to stop in an emergency without skidding or going over the handlebars

- Do not carry passengers if you're not an experienced rider and if your bike isn't fitted with a suitable seat and foot pegs
- Regularly check the condition of your motorcycle's frame, forks and shock absorbers, and check the chain tension, lubrication and wear
- Check that your tyres are properly inflated to the correct pressures and regularly check for wear and any objects embedded in the tread
- Regularly check oil and fluid levels for brakes, coolant and clutch levels; check hoses and reservoirs for leaks
- Check all levers, cables and hoses to make sure they are in good working order and will not interfere when riding. In addition, make sure that your throttle moves freely
- Check lights and electrics and make sure the battery terminals are clean, electrolyte fluid is sufficient and the battery is properly secured. Check that all the lights work properly and look out for frayed or cracked wires
- Ensure you wear the correct protective clothing. A helmet is a legal requirement and crucial protection against head injury. The [Safety Helmet Assessment and Rating Programme \(SHARP\)](#) is an initiative from the Department for Transport to reduce the number of deaths through head injuries - check out the safety rating for your helmet
- The right type of boots can help avoid foot and ankle injuries. Boots should be made of tough but flexible material and have rigid soles with good grip
- Motorcycle jackets and trousers should be made of nylon, leather or Kevlar and include heavy padding. Additional spine protectors can also be worn.

By adopting responsible riding behaviour, carrying out regular maintenance and wearing protective clothing you will help reduce your chances of having an accident and reduce injuries in the event of an accident.

APPENDIX 3

THEFT AND BREAKDOWNS - GUIDANCE

Theft

Random theft at traffic lights has become a concern; therefore, think about your personal safety in relation to such incidents:

- Keep valuables out of sight when driving
- Lock doors if driving alone, particularly at night
- Have keys in your hands and check the vehicle's interior before entering
- Park in an official car park, preferably one that is staffed, or a brightly lit public place
- Ensure the vehicle is fitted with an audible alarm and immobilising equipment
- Use a steering wheel, gear stick or pedal anti-theft lock that can be fitted once the vehicle has been parked
- Display anti-theft warning stickers on the vehicle
- Have all windows etched with the registration number?
- Install radio/cassette/CD players that have a removable front for security
- Never leave the vehicle unlocked, even when leaving it unattended for a brief time for example paying for petrol, outside a familiar place (home or office)
- Never leave valuable or tempting items on view. Remove vehicle documents from the vehicle or if they have to be left inside, lock them in the glove box
- Lock valuables such as briefcases and laptops in the boot

In the event of theft from or theft of a vehicle the driver should:

1. Contact the Police immediately.
2. Contact the manager and give details of incident.
3. Complete the accident/incident/theft form and submit to their manager at the earliest opportunity.
4. The manager will make arrangements for a hire car should this be necessary.

Break-downs

Regular maintenance and inspection will reduce the likelihood of a vehicle failure but the unexpected could still happen. A regular check may also highlight a problem before it escalates to a major fault that costs more to rectify (failure of one component could destroy another part of the engine; replacement vehicle costs will be higher due to length of time required for major repair; lost working time due to an unplanned incident).

Breaking down on a Motorway

Motorway hard shoulders are for emergency use only. You should only stop if it is a real emergency and you have no other choice. It's best to try to drive to a safer place off the motorway if you can rather than stopping on the hard shoulder.

If an emergency forces you to stop:

- Pull on to the hard shoulder and stop as far to the left as possible with the wheels turned to the left
- Leave your sidelights on and turn on the hazard warning lights
- Get out of the vehicle by the left-hand door and make sure that all your passengers do the same
- Leave animals in the vehicle or in an emergency, keep them under proper control on the verge
- If you have reflective jackets in the vehicle wear them – do not use a warning triangle on the hard shoulder
- Make sure that passengers keep away from the carriageway and hard shoulder and children are kept under control – it is best to retreat up the bank, or behind a barrier if this is possible
- Don't attempt even simple repairs

Breaking down at night

- If possible, keep driving until you can stop in a well-lit area
- If the area is dimly-lit make sure your hazard lights are on
- When making a call for help make it clear you are lone drive, particularly emphasise this if you are female
- Use street names, pub, restaurant or shop names to assist the breakdown service in finding you
- Ensure you carry a functioning hand torch in the car
- A mobile phone is particularly useful in the event of a breakdown – remember to contact anyone who may be expecting you and let them know where you are

APPENDIX 4

MINIBUS DRIVER INFORMATION

Please read in conjunction with section 9.2 of this Code and note the requirement that drivers should be **over 25, with two years' experience for insurance purposes and hold a valid licence to drive minibuses (Category B and D1 (101))**.

Drivers of University or hired minibuses must attend a driving training theory session outlining the driver's legal responsibilities and pass a practical driving assessment.

Drivers of University or hired minibuses must complete an Occupational Health Questionnaire before they are approved to drive the vehicle.

A minibus is a vehicle that carries between 8 and 16 passengers (unless specifically adapted for reduced capacity for example to carry wheelchairs). Anyone who drives or operates one has a legal duty to ensure all reasonable precautions have been taken.

Routine maintenance checks

Each minibus must be serviced at set intervals in accordance with the vehicle manufacturer's recommendations. Adapted minibuses with up to 8 passenger seats require a first MOT inspection 3 years after the date of first registration and thereafter each year. Those with 9-16 passenger seats require their first MOT test one year after the date of first registration and thereafter each year. Service and maintenance records should be retained.

Seating and seat belts

Conventional forward or rear facing seats should be fitted, where possible, with high-back seats or seats with headrests. Drivers should ensure seats are secure, particularly if they are removable in 'accessible minibuses'.

Seat belts must be installed and display the approved British or European standard mark. A three-point belt will offer the greatest level of protection (the minimum requirement is to fit a lap belt). Specialist belts and fixings for severely disabled persons may require 4 point belts and a head restraint. It is the driver's responsibility to ensure that all children under the age of 14 wear a seat belt; passengers aged over 14 years are personally responsible.

Wheelchairs, lifts, hoists and ramps

Guidance for wheelchairs and hoists is available from the Department of Transport. All equipment should be checked as part of driver pre-use safety checks. Wheelchairs should be suitably secured into position using floor clamps. Lifts and hoists should be maintained in accordance with manufacturer's recommendations. Person lifts must be examined every six months in accordance with the Lifting Operations and Lifting Equipment Regulations and operators must receive training in their correct use.

Signage

The following should be displayed:

- A notice indicating the maximum number of passengers for vehicles with nine or more passenger seats must be at the rear of the vehicle (outside or inside) and clearly visible from the outside
- Signage indicating that seat belts must be worn
- No smoking signs

Trailers and roof racks

The use of trailers should not be encouraged if they block the rear door, therefore preventing escape in an emergency. An approved towing bracket must be fitted to the vehicle when a trailer is used. Drivers unfamiliar with towing trailers should undertake suitable training/instruction in correct manoeuvring

techniques. Trailers must be suitably maintained and regularly inspected as part of driver pre-use safety checks. Drivers must obtain a D1 and an E category if the trailer load exceeds 750kg.

Lower speeds apply when towing:

- 50 mph maximum speed limit must be observed when towing on a single carriageway
- 60 mph maximum speed limit when towing on a dual carriageway or motorway

Minibuses are prohibited from using the outside lane of a three or more lane motorway when towing. Roof racks must be secure and safely accessible. Too much weight will alter the centre of gravity and affect the vehicle's road handling ability.

Emergency equipment

Drivers and escorts should know where the emergency equipment is located in the vehicle and its correct use/operation. The driver should check all items are present and serviceable before each trip.

The Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a E.U. Standard fire extinguisher, two must be carried if there are passengers in wheelchairs (one of which must be kept in the passenger area). All vehicle fire-fighting equipment should be serviced as part of the premises/facility fire equipment servicing schedule.

Minibus driver licence and competency requirements and vehicle requirements

The following requirements must be met:

- Driver must be over 25, have two years' experience for driving purposes and under 70 years of age (licence entitlements must be re-applied for after 70 years of age)
- The vehicle must have maximum capacity of up to 16 passengers
- Hold a valid licence to drive minibuses (**Category B and D1**)
- Preferably have completed MiDAS driver training and assessment (Minibus Driver's Awareness Scheme)
- Be medically fit to drive
- Be competent to drive the minibus type
- The vehicle displays a Section 19 Permit (small bus permit) available from the Postal, Print and Transport Services Manager

Endorsement of driving licences

A minibus driver who is convicted of an offence or offences that result in penalty points should expect to have their permission to drive a minibus reviewed.

A driver whose licence is endorsed with 3 or more penalty points will be removed from the Approved Driver List and will not be permitted to drive minibuses on behalf of the University.

Driving hours

The British Domestic and EC Drivers' Hours Rules specify the maximum hours for professional drivers. Rules on drivers' hours must be followed at all times. More information can be found at <https://www.gov.uk/drivers-hours/overview>.

APPENDIX 5

UNIVERSITY MOTOR INSURANCE POLICY AND CLAIMS PROCEDURE

Liverpool John Moores University Motor Insurance Policy (FP-4199013/31/07)

Cover applies to all staff/students licensed to drive over the age of 21 (for minibuses, drivers must have a D1 classification on their driving licence; this will be automatic if you passed your driving test before Jan 1997).

Any driver/potential driver with any of the following must be referred to the Insurance Officer, Rachael Smith on extension 6431, before being allowed to drive:

Medical Conditions such as:

Epilepsy, Diabetes and/or any other conditions notifiable to DVLA.

Driving Convictions bringing the driver's **total penalty points to 7 or more.**

You are required to declare all of the above on an annual basis and also notify Rachael Smith of any relevant changes.

Claims procedure

In the event of an accident during normal working hours please call Rachael Smith direct on extension 6431. Out of hours please call the 24 hour emergency claims line on 0845 6023367 and quote the policy number above. You should provide as much information as possible about the incident, including passengers in other vehicles and any witness details. If possible, and safe to do so, please take photographs of damage to the vehicles involved and the scene of the accident. You should also notify the hire company.

If the vehicle's windscreen is damaged, please call the 24 hour helpline on 0845 6023378.

It is a legal requirement that all staff/students driving fleet or hire vehicles adhere to the above procedures.

If you have any queries, please discuss with the Insurance Officer.

APPENDIX 6

CAR HIRE CHECKLIST FOR LJMU INSURANCE OFFICER

This form is to be submitted with the on-line requisition.

Driver's name

.....

Driver's age

.....

When driver passed Driving Test

.....

Does the driver have any medical conditions notifiable to the DVLA? (Yes / No) – If yes please detail

.....

Number of points on the driver's licence?

.....

Please confirm the driver has read the LJMU motor Insurance policy summary – FP-4199013/13/07

.....

Duration of vehicle hire for this requisition

.....

Please note that driving licences are now validated online on an annual basis.