# DRIVING AND THE USE OF VEHICLES POLICY & PROCEDURE

#### 1. Scope and Purpose

- 1.1 8c 49.68 5 cTdC 3.04 Tf64d76 (I)-2.999 (VI)-2.999 (N)3.996 (G)-10.997 5.32 841.Ta05.92 T2 11.04 Tf85
- 1.2 Driving is the most dangerous work activity that most people do. Research indicates that about 20 people are killed and 250 seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work purposes. HSE Guidelines for employers, <u>Driving and Riding safely for work</u> state that health and safety law applies to on-the-road work activities and the risks should be effectively managed.
- 1.3 The Health and Safety at Work Act requires employers to ensure the safety of employees whilst at work, this includes driving. Driving at work journeys are defined as journeys being carried out on behalf of the employer where the employee is eligible for reimbursement of costs. Trade olic, the aim of which is to fulfil ma

duties to control risk as required by the Health and Safety at Work Act 1974 and associated Regulations. Bournemouth University expects the Highway Code (available online at (www.roads.dft.gov.uk) -f002 (m)-2.68cso.004 (C)5 t&b and5Tfies8o

## **Policy & Procedure**

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#### 5. Policy guidance & procedures

- 5.1 This Policy & Procedure applies to:
  - Company University Vehicles any car, van, lorry, mini bus, coach or any other road vehicle that is provided by Bournemouth University (including vehicles hired and leased by the University) and used by employees or others, e.g. students and/or agency staff driving on Bournemouth University business.
  - Private Vehicles a car which an employee owns and runs privately, and has insured for business use, and where expenses are claimed or it is used in relation to2.tspc6ec[998 ()k(v)10.996 (

6.5 Minibuses and Field work are an area where specific checks need to be carried out to ensure

- 7.9 Employees should participate in driver assessment and training programmes as and when deemed necessary by the risk assessment process.
- 7.10 Employees must plan and manage long journeys to include rest periods and overnight stays.
- 7.11 Employees must follow the restrictions applied to the use of mobile phones whilst driving. If driving, your phone must not be answered and if urgent then a safe place should be identified to pull over to use the phone safely. Further guidance can be found at the DVLA website Using Mobile Phones when driving.
- 7.12 Employees must familiarise themselves with the controls of any vehicle owned, leased or hired by the University under their control and the vehicle must comply with legislative requirements
- 7.13 Employees must not use any University owned or hired vehicle/s for private use, or carry individuals (such as family members) who are either not insured or covered under the appropriate risk assessment.
- 7.14 Employees that are required to drive University owned / hired or private vehicles in the course of their duties are required to refrain from the consumption of alcohol during the working day, or the taking of non-prescribed or prescribed medication that affects their ability to drive. If any

be consulted.

7.15 If employees are unsure about their medication, they must ensure they follow the government Drugs and Driving

#### 8. Insurance

- 8.1 The annual insurance premium takes into account the number of accidents in which BU insured vehicles are involved, the cost of repairs, compensation for injury and steps taken by BU to control and contain these. The excess on the current fully comprehensive motor insurance policy is set at £500 for individuals over 25 years of age having held a licence for over a year, and £800 for individuals under 21 years of age or for people over 25 who have only held a licence for less than a year being £800 for each accident. In the event of motor accidents involving third parties, efforts will be made to recover the excess where it can be demonstrated that the third party was to blame for the accident. In cases where the excess is irrecoverable, this may be charged again
- 8.2 The University reserves the right to recover from employees the amount of any irrecoverable excess where accidents have occurred in circumstances where the driver has been found to be negligent and/or has blatantly failed to take reasonable care in the use of BU owned, leased or hired vehicles. This will be looked at on a case by case basis where the need arises
- 8.3 Approval is required from the insurance company before a driver with previous driving with alcohol/drugs above legal limit or dangerous driving endorsements is allowed to drive a University owned or hired vehicle, therefore such convictions must be declared to the University (see 7.3 and 7.4).
- 8.4 Details of the insurance policy can be found at. <u>https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/financeandperformance/insurancetaxandcompliance/.</u> Please note the University insurance only covers University owned, leased or hired vehicles and not individuals who use their own vehicle for University business.

ar Policy No. FP-4199032. Contact (ni)5.900

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8.6 In the event of an accident whilst driving a vehicle insured under the insurance cover, the driver should complete a

#### 13. Seatbelts

- 13.1 Seatbelts must be worn at all times. If a driver is carrying passengers the driver must ensure all persons have put their seatbelt on prior to setting off.
- 13.2 Any persons removing their seatbelt whilst the vehicle is in motion is risking the lives of others as well as their own, and is breaching University policy and legal requirements.

#### 14. The use of mobile telephones

- 14.1 Drivers must exercise control of their vehicles at all times. It is illegal to use a hand held mobile phone when driving, including sending or receiving text messages. Using a hands free device is not illegal however a substantial body of research shows that using a hands-free device while driving is a significant distraction and an individual is four times more likely to crash; injuring or killing themselves and/or other people. (see 7.11)
- 14.2 Employees should be encouraged to switch mobile phones off when driving. They can be switched on and check for messages when stopped for a break or upon reaching final destination. Further guidance can be found at :- <u>Using mobile phones when driving</u>.

#### 15. Satellite Navigation

15.1 Satellite navigation systems must not be programmed whilst the vehicle is in motion. The correct placement of the unit in the vehicle is vital to ensure it does not block or obscure your vision. It is illegal to have items positioned in the sweep of the wipers as a clear view out of the car needs to be ensured. The following must be adhered to:

Choose a location within your line of sight, so you can easily glance at the screen without having to take your eyes off the road for a long period of time.

Avoid placing the unit next to the A-pillar/rear view mirror.

Most modern vehicles have an airbag system if an airbag was to deploy in line of your satellite navigation system it could become a deadly projectile in the confined space of the vehicle.

#### 16. Use of own vehicle

- 16.1 Employees may be required to use their own vehicle, subject to line manager approval, to undertake driving for University business. Where the journey is substantial, e.g. over 100 miles round trip, a hire car should be used.
- 16.2 The use of a privately owned vehicle is always subject to the vehicle being roadworthy, of a suitable type, taxed and insured for business purposes. Line managers reserve the right to make periodical checks to provide assurance that the relevant documentation is in order.

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17.3 Employees should not have to work more than an average of 48 hours a week over a 17-week rolling period. This includes driving on University business (Working Time Regulations 1998).

#### 18. Personal Safety

The following advice should be considered when driving on University business, in own cars or BU hired or leased vehicles:

Carry up to date maps and directions to avoid asking directions of strangers. Ensure driver has breakdown details i.e. Automobile Association (AA), Royal Automobile Club (RAC), etc. Do not give lifts to strangers. Beware of other drivers or pedestrians signalling you to stop. Do not engage in confrontation with other road users. Lock your doors in between refuelling and paying at a pay desk. Park in well-lit areas. Wear seat belts. Mobile phones are useful for4.0for4.0l(e phon)4.004 (es ar)-4.004 (e use)11.005 (f)-4.004 (u)12.998d

#### 21. Smoking/Eating or Drinking whilst Driving

- 21.1 It is advised not to smoke, eat or drink whilst driving. For reasons of safety both hands must be free; drivers **MUST** be in full control of their vehicle.
- 21.2 It is illegal under the Health Act 2006 (and regulations made under that Act) to expose a person in an enclosed or a substantially enclosed workplace or an enclosed vehicle to second-hand smoke; therefore smoking is prohibited in any part of a University or leased vehicle at any time. All BU vehicles require no-smoking signs displayed at all times and are no smoking areas.

#### 22. Theft

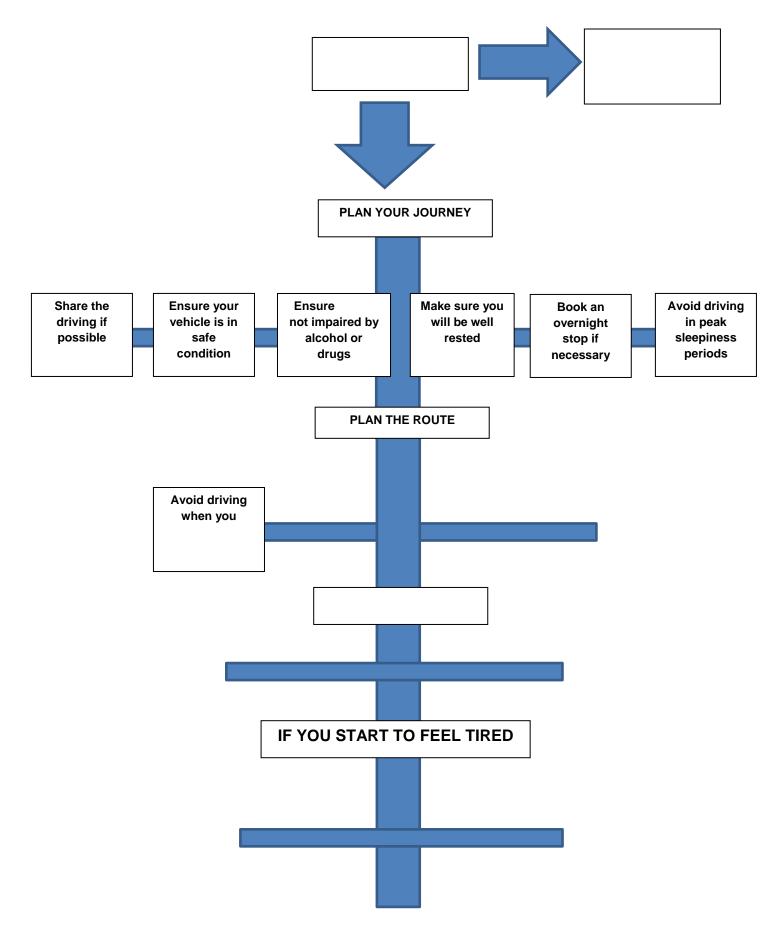
22.1 Personal effects are not covered under the

vehicles insurance po2 11.04 Tf39.23 602.47 Tc

### Annexe A

Name:	Faculty

# Journey Planner



## <u>Annexe C</u>

TASK RISK ASSESSMENT Driving on University Business										
			Initial risk level					Controlled risk level		
Task Element	Hazard & harmful effect	Likelihood Info	Severity	Like- lihood	Risk level		Control measures to reduce likelihood		Like- lihood	Risk level
Selection of vehicle	Vehicle unsuitable for task leading to accident/injury	There are very few University owned vehicles. Most drivers are using their private vehicles	2 2 <b>4M</b>		` < 、	Line Managers only authorise procurement of Hire / University vehicles suitable for purpose.	2	1	,	
						<	vehicles when suitable for purpose. Consider selecting vehicle with good occupant crashworthiness rating.			

# TASK RISK ASSESSMENT Driving on University Business

		Likelihood Info	Initial risk level				Controlled risk level		
Task Element	Hazard & harmful effect		Severity	Like- lihood	Risk level	Control measures to reduce likelihood	Severity	Like- lihood	Risk level
	Lack of competence/ inadequate licence cover legal breach		2	3	6Н	<ul> <li>Only employees authorised by their Line Manager can drive on University Business.</li> <li>olicy.</li> </ul>	2	1	2L
	Adverse weather conditions effecting handling, braking distances and poor visibility RTA causing serious injury		1	ſ	I		I		

## The following vehicle checks are to be undertaken on a weekly basis for use of the first working day.

Fluids		Lights/Electric		External Condition	Internal Condition
Mark each item as:	9	Satisfactory	Х	Defective/Missing	N/A Not Applicable
Date of Check:			Name	:	

