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DRIVING AND THE USE OF VEHICLES – POLICY & PROCEDURE

1. Scope and Purpose

1.1 This Policy & Procedure is for all BU staff, students, and all others who may have a need to drive on University business and who travel to and from work using a motorised vehicle or motorbike.

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, Driving and Riding safely for work 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 Unions, Safety Organisations, HSE and other government departments are actively involved in raising the awareness of employers and employees to their responsibilities to those who drive at work.

1.4 Road traffic law takes precedence over this Policy, the aim of which is to fulfil management 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) to be followed at all times.

2. Key Responsibilities

2.1 Whilst the Vice-Chancellor has the overall responsibility for ensuring the University complies with health and safety law, managers and/or those responsible for drivers shall give full support to ensure enforcement of the Policy and Procedures requirements in terms of practical measures and appropriate resources whilst also demonstrating leadership by example. Ultimately, all (staff & where applicable, students) must comply with arrangements for their own safety and the safety of others whilst driving on work related business.

2.2 Managers within Faculties and Professional Services (and/or other staff with responsibility for University owned, leased or hired vehicles) are reminded that they have duties in law. Managers also have a responsibility to ensure that others are not put at risk by employee's work-related driving activities. (Self-employed people also have a similar responsibility to that of employers.)

2.3 Under the Management of Health and Safety at Work Regulations 1999, Managers have a responsibility to manage health and safety effectively. Managers will need to carry out an assessment of the risks to the health and safety of employees for those they have line

management responsibility for while they are at work. The Regulations therefore require periodically reviewing the risk and recording it so that they remain appropriate with respect to any work related driving activities. (Annex B) (BU Risk Assessment).

2.4 Health and safety law does not however apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work, in which case then this Policy and Procedure would apply.

2.5 Health and safety law applies to on-the-road work activities as do all work activities and the risks should be effectively managed within a health and safety system. Road traffic law takes precedence over this Policy, the aim of which is to fulfil management duties to control risk as required by the Health and Safety for Work Act 1974 and associated Regulations.

3. Key Legislation

- The Health and Safety at Work Act 1974 (HASAWA)
- Management of Health & Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety (Offences) Act (2008)
- Provision and Use of Work Equipment Regulations (PUWER 1998)
- Road Traffic Acts (1988) & (1991) supported by the Highways Code
- The Road Safety Act (2006)
- Working Time Regulations (1998)
- Data protection act (DPA 2018)
- General Data Protection Regulation (GDPR 2018)

4. Links to Useful Guidance Documents

- HSE guidance - Driving and riding safely for work
- ACFO - http://www.acfo.org/
- Safe driving check list**-** http://www.hse.gov.uk/workplacetransport/checklist/index.htm
- Driving in Great Britain on a non EU Licence - https://www.gov.uk/driving-nongb-licence
- The Highway Code - https://www.gov.uk/highway-code
- DVLA - http://www.direct.gov.uk/motoring
- MOT & TAX on-line check https://www.gov.uk/check-mot-status
- Checking someone's driving information https://www.gov.uk/view-driving-licence
- https://www.gov.uk/check-driving-information
- Health and Safety Executive - http://www.hse.gov.uk/
- Road Safe - http://www.roadsafe.com/
- Road Safety GB - http://www.roadsafetygb.org.uk/
- ROSPA - http://www.rospa.com/
- Who can drive a Minibus - https://www.gov.uk/driving-a-minibus
- https://www.minibus-online.co.uk/canidriveaminibus.php

- Life Drive - Young Drivers 17-25 Training - https://lifedriveuk.org/home

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 to work.

- **Driving 'for work' journeys** - as journeys being carried out on behalf of the employer and covers all journeys other than ordinary commuting to/from the normal place of work.

5.2 At Bournemouth University we are committed to reducing the pressure on the local environment and road network by promoting environmentally friendly transport practices. A number of measures have been implemented which will encourage people to choose to walk, cycle, travel by public transport, car share or use other alternatives. By using alternate transport we also help Bournemouth University meet its carbon reduction agreement, as well as complying with the Sustainable Travel Hierarchy currently in place.

5.3 One of the basic principles of Health & Safety is that hazards should be eliminated wherever possible. Therefore, consider if your journey is necessary? Could you use video conferencing, Skype, telephone call, e-mail, fax, etc. instead of travelling? If not then prior to driving, especially between inter-campuses staff may wish to consider cycling or travel on the University Bus service free of charge which is available on the production of a BU staff ID card. The services run every 15 minutes during term-time and timetables are available from all main Reception desks. During vacation times a free shuttle bus is normally in operation and includes stops at Boscombe bus station, The Lansdowne, Cranborne House and the Talbot Campus. View the bus service for BU website.

6. Faculties and Professional Services - Line Manager Responsibilities

6.1 Faculties and Professional Services / Line managers are to ensure that a risk assessment (Annex C) is carried out for driving at work activities. A 'risk assessment for every journey' is not considered necessary, but there is a requirement for managers to undertake risk assessments, for drivers to be formally authorised (Annex A), and for risks associated with long business journeys or other unusual journeys to be considered.

6.2 This assessment must be made specific to the typical journeys carried out by staff, as per the University Risk Assessment procedure. If the only "at work" journeys carried out are simply travel between campuses or are journeys within the local area, then the driving risk assessment would simply address the basics of vehicle serviceability, driver capability and "normal" road driving conditions.

6.3 Line Managers in Faculties and Professional Services must ensure drivers, so far as reasonably practicable, plan and manage long journeys e.g. inclusion of rest periods, overnight stays, driver sharing as appropriate should be considered. (Annex B)

6.4 Line Managers in Faculties and Professional Services must ensure all employees required to drive in the course of business are competent and have the necessary qualifications i.e. a valid driving licence and experience to drive the vehicle. For example (having undertaken a MIDAS test prior to driving a mini bus), including driver capability, distances covered and hours of working.

6.5 Minibuses and Field work are an area where specific checks need to be carried out to ensure legal compliance. Guidance can be found at INF28-Driving a Minibus. / Guidance on H&S in Fieldwork. A Section 19 permit will also be required where there are more than 8 passenger seats within the vehicle. These are available from Poole House reception and need to be placed in the vehicle during use.

6.6 Line Managers in Faculties and Professional Services must ensure that the driver holds a current driving licence which is valid for use in the country driving in on behalf of Bournemouth University, and that it is checked at a period not exceeding 12 months.
Guidance can be found at
https://www.gov.uk/check-driving-information
https://www.gov.uk/view-driving-licence

For private vehicles where expenses are being claimed an MOT/Tax check is also required.

https://www.gov.uk/check-mot-status
https://www.gov.uk/check-vehicle-tax

6.7 Line Managers in Faculties and Professional Services need to be aware that foreign hire vehicles are insured using the hire company's insurance therefore they will need to check the country in which vehicle hire is going to occur as age restrictions will apply.

7. Employee Responsibilities

7.1 Employees must drive within the road traffic laws, safely and responsibly.

7.2 Employees should inform their line manager immediately of any driving accidents, or cautions, summons or convictions for driving offences.

7.3 Driving endorsements must be reported to your line manager and a review will be undertaken at 9 points if you drive University vehicles in the course of your duties. (This may also lead to disciplinary action.)

7.4 Employees are required to inform Line Management of any impending or current relevant legal action, which may be taken against them, such as summonses, speeding fines or court cases. The Line Manager, and HR Department must be informed within one calendar month of any license changes i.e. Address, name, medical problems, penalty points or disqualifications. Failure to comply with this request may result in a disciplinary procedure.

7.5 Drivers must cooperate with all monitoring, reporting and investigation procedures in relation to driving for work activities. This includes staff and students who hire vehicles for University use who become liable for any fines or charges in relation to the hire period (e.g. motoring offences, congestion charges, parking fines, driving in a bus lane etc).

7.6 The employee must declare any medical condition or medical treatment which may affect their ability to drive on behalf of the University; employees are required to inform their employer/line manager of such restrictions so that any constraints can be fully considered when compiling driving risk assessments. Drivers have a statutory duty to inform the Department of Transport Vehicle Licensing Agency (DVLA) of the onset or worsening of a disability or medical condition notified to them by a medical practitioner, which is likely to cause the driver to be a source of danger to the public, when in control of a vehicle.

7.7 All such information is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 which place restrictions on a person's ability to drive i.e. diabetes, epilepsy etc. and these restrictions may reduce the driving period and should be individually risk assessed).

7.8 The employee must ensure they are insured for business use if using their own vehicle for University business and be aware of the driving policy and risk assessments for driving for work.

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 and be suitably maintained by competent persons in line with manufacturer's guidelines.

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 doubt exists over the ability to drive on University business the employees' line manager must be consulted.

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

8. Insurance

8.1 The University's 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 against the driver's departmental budget.

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 by the University's Insurance Officer.

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 University's insurance policy can be found at. https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/financeandperformance/insurancetaxandcompliance/. Please note the University insurance only covers University owned, leased or hired vehicles and not individuals who use their own vehicle for University business.

8.5 The University's current motor insurers are: Equity Redstar – Policy No. FP-4199032. Contact numbers: During normal working hours BU Insurance Officer, Drusilla Joyce: (01202)961227 or djoyce@bournemouth.ac.uk. Outside normal working hours Equity Redstar: (0844).8001937

8.6 In the event of an accident whilst driving a vehicle insured under the University's motor insurance cover, the driver should complete a motor accident report form and e-mail it to BU Insurance Officer, Drusilla Joyce as soon as possible after the accident. Employees need to be aware that accidents/incidents which occur whilst driving University insured vehicles can have an impact on their personal insurance in the same way as if they were driving their own vehicle would.

9. Driver Training

9.1 Each Faculty and Professional Service will ensure that suitable and sufficient driver training is completed (this will vary within the different areas within the University). Driver training will be provided for employees when identified by risk assessment. For example SportBU requires all students to attend a young driver's course (for vehicles under 8 seats).

9.2 If staff/students are required to drive a mini bus it is advisable that they attend Driving Assessment Training which can be arranged through the Student Union or other approved providers. Line managers should decide if and what training is required dependant on the level of risk identified during the risk assessment. MiDAS is a recommended form of training for mini buses that is used in Higher Education and Universities.

9.3 Line managers may also need to consider other types of training for larger or speciality vehicles.

10. Drivers in Higher Risk Categories

10.1 Bournemouth University considers that drivers who fall into one or more of the following categories may be of a higher risk to the business and therefore liable to extra scrutiny or training.

- High Mileage Drivers (over 25,000 miles a year)
- Drivers with previous convictions for alcohol/drugs above legal limit or dangerous driving.
- Drivers with 9 or more current driving penalty points
- Young and inexperienced drivers (under 21 or licence held less than 12 months)
- Multi-incident/accident drivers
- Specialist Vehicle drivers

11. Driving abroad

11.1 Driving in countries that use the right hand side of the road poses an increased risk compared to the UK. Therefore, alternatives to driving should be used (e.g. a coach and driver hired or the train) whenever it is financially viable to do so

11.2 Staff and students must familiarise themselves with the equivalent of the Highway Code in the country in which they are to drive.

11.3 Staff and students must comply with the road traffic legislation of the country they are driving in.

12. Eye Tests and Prescribed Spectacles

12.1 Prescribed driving glasses must be worn as directed in the Highway Code legal eyesight requirement Rule 92. Drivers are responsible for regular eye checks and wearing the appropriate eye wear.

12.2 Eye care vouchers for driving are available from the Health Safety & Wellbeing Team for those staff who drive University vehicles as part of their day to day job role (in their job description) and the test should be verified by the driver's line manager.

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 :- Using mobile phones when driving.

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.

16.3 Employees must ensure that they are covered by an insurance policy to drive whilst at work. Individuals should be reminded that even travelling between sites during the day could be considered by insurance companies as business use. It is important that staff check they have sufficient cover.

17. Driving Hours, 'for Work' and Commuting

17.1 Commuting is not classified as an 'at work' activity. Bournemouth University recognises that excessive commuting, whether in terms of travel distances or time is an increased risk to the health and safety of its staff.

17.2 Considerations to reduce risks must include alternative locations, flexible start/finish, working from home, practicality of public transport, payment for occasional overnight accommodation, and limiting the duration of posting. The final arrangements must be both acceptable to the University and reasonable to the individual.

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 for breakdown emergencies (but not as an extension of the office when driving).

19. Breakdowns

If a vehicle breaks down, the driver is required to think first of other road users, their own personal safety and that of their passengers (if applicable):

- Get the vehicle off the road if possible.
- Warn other traffic by using hazard warning lights if vehicle is causing an obstruction.
- If available wear a high visibility jacket before exiting the vehicle. The high visibility jacket needs to be stored within the glove compartment.
- Place warning triangle on the road at least 45 metres (147 feet) behind broken down vehicle, on the same side of the road, or use other permitted warning devices if available. Always take great care when placing them; never use warning devices on motorways.
- Keep sidelights on if it is dark or if visibility is poor vehicle lights. Where still functioning ensure hazard warning lights are switched on.
- Ensure all persons are out of the car and located in a place of safety away from other traffic.

20. Adverse Conditions/ Winter Driving

Prior to setting out in adverse conditions, risk must be assessed to ascertain if the journey is safe. All employees must contact their line manager if they have concerns in regards to safely being able to drive to/at work.

General advice

- Moderate driving speed in accordance with the weather conditions.
- Don’t be hurried into driving faster by other drivers.
- Conditions mean that more time and distance is needed to pull up safely or steer around a potential accident.
- Look out for possible trouble ahead, e.g. black ice is usually indicated by a lightness of feeling control in the steering.
- Look ahead for vehicles that are stationary, broken down or involved in an accident.
- Ensure the windscreen is clean and cleared of ice or snow before setting off (winter sun is low and also can increase the hazard of glare).
- Ensure the vehicle is cleared of snow (Police can issue 3 points for snow on a vehicle roof).
- Carry a blanket/spade/food & drink and any medication.
- Ensure mobile phones are fully charged in case of emergency.

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 University's vehicles insurance policy. The onus is on individuals to take full responsibility for any personal possessions left in their vehicles. Employees are reminded that they should perhaps seek either to cover personal effects through their own household/travel insurance or ensure that they are removed from the vehicle when unattended.

22.2 University property is covered by a special "goods in transit" policy. All reasonable steps must be taken to minimise the likelihood of theft of/from cars. This includes concealing personal effects and University property out of sight, ensuring that vehicles are securely locked when unattended and taking precautions when parking, such as avoiding likely situations where theft or damage might occur.

22.3 The University's "goods in transit" insurance policy states that no claim will be considered for theft in respect of property left in or on any unattended vehicle for the night except when such vehicle is either garaged in a building which is securely closed and locked or parked in a compound secured by locked gates.

23. Accidents

23.1 In the event of an accident the Guidelines in the event of a road traffic accident are to be followed. An accident claim form Equity accident report form will also need to be completed and returned to the BU Insurance Officer.

Accidents and/or any injury sustained should also be reported to the University's Health, Safety & Wellbeing Team.

24. Vehicle handover or return

24.1 At the time of internal handover (or return to the leasing company) it is essential that each vehicle is presented in a clean and undamaged condition. Where vehicles being returned are in poor or damaged condition, the leasing company will charge BU for any damage.

Note: - Any damage sustained could impact on the hirer's personal insurance at renewal.

25. Vehicle Management/ Maintenance

25.1 Faculties and Professional Services are responsible for maintaining University vehicles owned or operated by them. They must be subject to both a daily 'visual' and a weekly 'physical' check by the driver or nominated person who is suitably trained/competent to carry out vehicle checks. Details of the checks must be logged by the driver and recorded with a robust process to report and attend to any safety issues or items requiring immediate attention. If a defect affects the legal compliance or safe operation of the vehicle e.g. worn tyre, the vehicle must be removed from operation immediately (Road Traffic Act) and the relevant manager informed. Reports on problems identified and how they were fixed must be kept on file for at

least 15 months. Example forms for these checks are contained in (Annex D). These can be used to evidence compliance that checks have been carried out.

25.2 Managers are responsible for ensuring the administration of vehicle servicing/tax for all University owned/leased vehicles. Owned vehicles should be fully managed and maintained by the Faculty or Professional Service using them, ensuring vehicles are serviced in accordance with the manufacturers recommended intervals. There should also be a robust system to record vehicle mileage and service intervals to inform Managers when a service is due. The system should also facilitate a record of the service details. This includes renewing tax and cooperating with leasing companies who manage the requirement to ensure leased vehicles remain road legal. Tax discs are no longer required to be displayed in vehicles. Vehicles that do not have a current MOT certificate (where required) for any reason must be removed from operations (Road Traffic Act) and the supplier informed if the vehicle is leased.

Bournemouth University

Annexe A

Driver Declaration & Authorisation Form

To be completed before driving on University business

Name:	**Faculty/Professional Service:**
Date:	**Driving Licence No:**

I can confirm that I hold the following documents and that my private vehicle is regularly serviced and maintained in a roadworthy condition: (*Question 2 - 4 to be completed if private vehicle use is to be authorised for driving at work*)

1. Current Driving Licence suitable for the class of vehicle being driven ☐ (See 6.6 and attach copy)
2. Valid MOT Certificate & Road Tax (for private vehicles if required) ☐
3. Insured for 'Business Use' (for private vehicles) ☐
4. Registration number (for private vehicles) ☐☐☐☐☐☐☐

I understand that I must inform my Line Manager if my licence is withdrawn, or I have breached section 7 of the BU Driving & Use of Vehicles Policy and Procedure.

I have read and understood the Driving & Use of Vehicles Policy and Procedure and agree to comply with the requirements within it.

Signed (Employee / Student):

Dated:

To be completed by Line Manager / Supervisor

I have checked the above documents and confirm that (*Insert name***)_____ is authorised to drive the following vehicles:** (*please tick*)

☐ **Private Vehicle** ☐ **Hire Vehicle** ☐ **BU Vehicles** ☐ **Minibus** ☐ **Other**

Signed (Line Manager / Supervisor): **Name:**

Date:

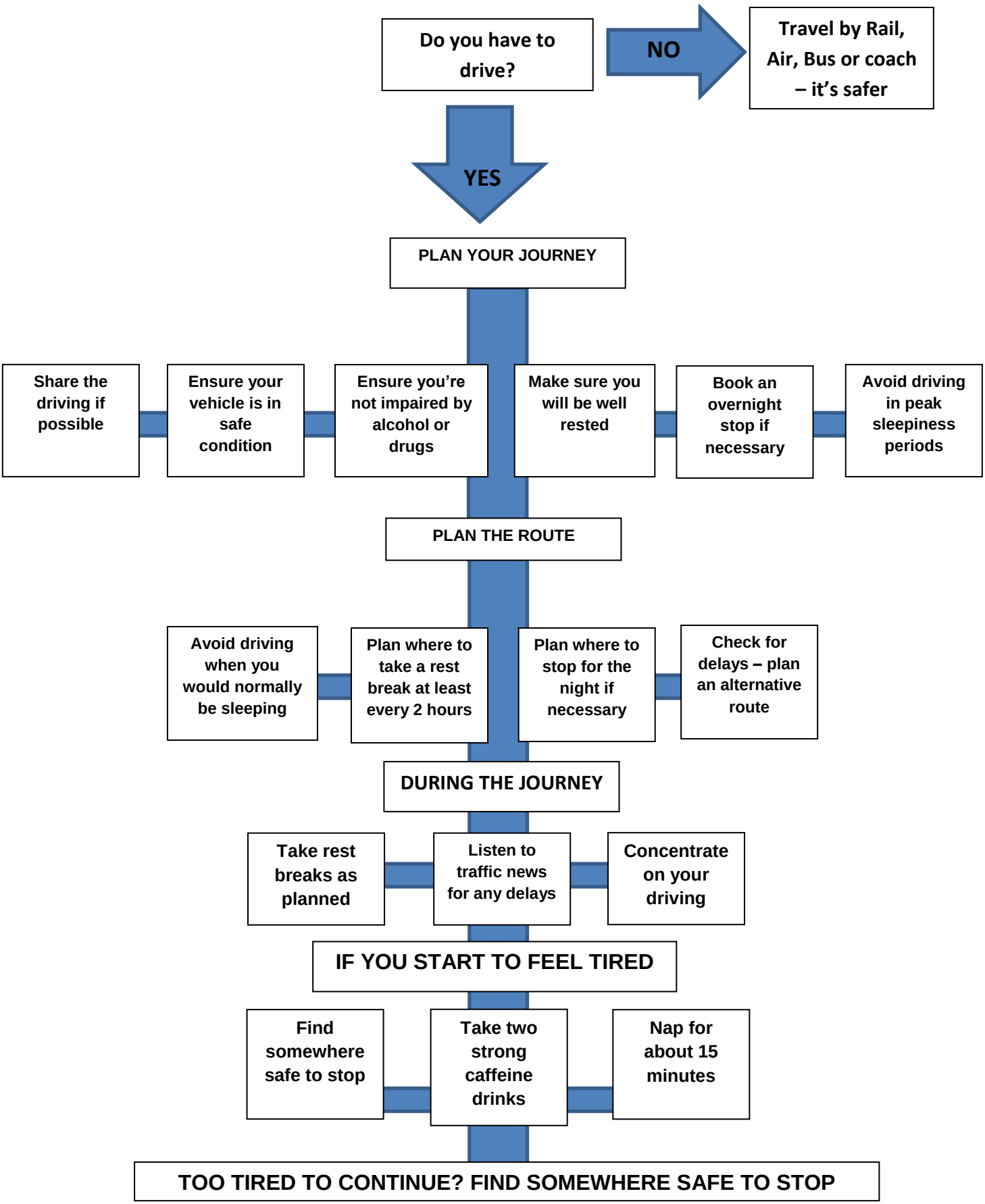
Note:- A DVLA licence check should be reviewed annually and re-authorised by the Line Manager

Record of licence check re-authorisations

Date	**Details of any changes or comments**	**Line Manager Signature**

Annexe B

Journey Planner



Annexe C

TASK RISK ASSESSMENT
Driving on University Business

Task Element	Hazard & harmful effect	Likelihood Info	Initial risk level			Control measures to reduce likelihood	Controlled risk level		
			Severity	Like-lihood	Risk level		Severity	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*	***4M***	• Line Managers only authorise procurement of Hire / University vehicles suitable for purpose. • Line Managers only authorise use of employee's own vehicles when suitable for purpose. • Consider selecting vehicle with good occupant crashworthiness rating.	*2*	*1*	***2L***
Loading of vehicle & carriage of goods	Overloading of vehicle effecting handling and breaking causing (RTA) and injury. Unsecured items striking vehicle occupants	Not generally part of job to carry equipment but this does happen when travelling across campuses or preparation for events/shows	2	2	**4M**	• Vehicle with separate loading compartment capable of stowing equipment securely. • Loose items to be secured/restrained. • Vehicles not to be overloaded. • Ensure goods & equipment are clean and cannot contaminate the vehicle.	2	1	**2L**
Driving	Inappropriate use of speed causing RTA and fatality / serious injury	Statistics show that this is one of most likely cause of RTA fatalities	3	3	**9H**	• Employees to drive at speeds appropriate to vehicle, road and weather conditions.	3	2	**6H**
	Falling asleep at wheel, causing RTA and fatality or serious injury	Accidents associated with fatigue and concentration whilst driving are not uncommon. University drivers are likely to drive long distances to attend meetings etc.	3	3	**9H**	Employees should where possible: • Avoid driving between the hours of midnight and 6am. • Allow for appropriate breaks during journeys. • Ensure the working day, which includes driving and general University business does not exceed 12 hours. • Those who drive Passenger Carrying Vehicles (PCV) must comply with specific restrictions.	3	3	**3M**
Driving continue	Poor posture – upper limb pain	Similar issues to that associated with DSE workstations	2	2	**4M**	• Comply with requirements for restricting length of time driving. • Employees to adjust seat to a safe and comfortable position.	2	1	**2L**
	Use of mobiles phone – loss of attention, loss of control of vehicle – road traffic accident	It is common for people to have a mobile phone	2	3	**6H**	• Employees not to make calls while driving a vehicle. • Employees to only answer incoming calls if it is safe and legal to do so. • Employees not to use hands free facility for long, complicated calls.	2	2	**4M**

TASK RISK ASSESSMENT
Driving on University Business

Task Element	Hazard & harmful effect	Likelihood Info	Initial risk level			Control measures to reduce likelihood	Controlled risk level		
			Severity	Like-lihood	Risk level		Severity	Like-lihood	Risk level
	Lack of competence/ inadequate licence cover – legal breach		2	3	**6H**	• Only employees authorised by their Line Manager can drive on University Business. • Employees aware of the requirements of 'Safe Driving on University Business' Policy. • Line Managers check all users' licences annually.	2	1	**2L**
	Adverse weather conditions effecting handling, braking distances and poor visibility – RTA causing serious injury	University employees driving all year round	2	2	**4M**	• Employees should avoid where possible journeys in adverse weather conditions, such as snow, ice and thick fog etc. • Where the journey is absolutely necessary employees should utilise the safest route possible, allow additional time for the journey and carry warm clothing/blanket in case of emergency.	2	1	**2L**
Driving continued	Poor roadworthiness of vehicle effect on handling, braking distances and visibility – RTA causing serious injury	Additional driving, particularly M25 motorway driving	2	2	**4M**	• Employees to ensure that that vehicle is in a safe and roadworthy condition. • Employees to undertake periodic visual checks on the vehicle to ensure it is in a roadworthy condition (and also following incidents where damage may have occurred – e.g object striking windscreen. • Respond to warning lights on vehicle instrument panel • Ensure vehicle is maintained at appropriate intervals as specified in manufacturer's handbook'.	2	1	**2L**
	Driving under influence of alcohol or drugs – RTA fatality	If incapacitated, the likelihood of an accident is significantly higher	3	2	**6H**	• Employees must not drive under the influence of alcohol or drugs. • Employees to ensure that any medicines taken will not affect fitness to drive.	3	1	**3M**
Parking	Road traffic accident or injury Personal security	A large number of accidents recorded are "hit whilst unattended" or when at low speed	2	2	**4M**	• Park in designated parking space wherever possible. • Employees provided with personal safety guidance.	2	1	**3M**

Annexe D

Bournemouth University

DRIVERS DAILY/WEEKLY JOURNEY LOG & CHECK LIST

(Return to Line Manager at end of week)

Vehicle Name/Type _____ **Vehicle Registration** _____ **Department** _____

Fuel Card No (if applicable) _____ **Fuel Type** Diesel/Petrol/Electric/Other **Mileage (from previous week)** _____

ALL VEHICLE USE MUST BE FOR APPROVED UNIVERSITY BUSINESS ONLY

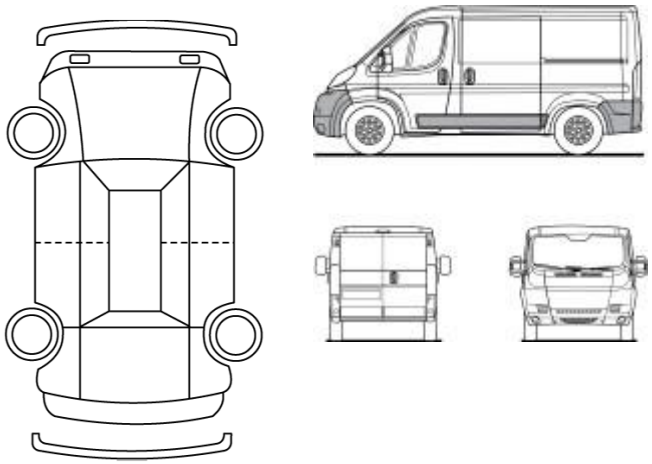
Date	**Time**		**Mileage**		**Journey Details**	**Fuel In (Litres)**	**Driver**		**Daily Check Complete**
	Start	End	Start	End			Name	Signature	

Daily Checks - All lights working; Tyres safe and legal; Windscreen undamaged and clear to drive; Bodywork and trim secure; Tail lifts working, Windscreen wipers & washers working; Brakes and steering operating effectively.

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

Date of Check: _____ Name: _____

Mark each item as: ✓ Satisfactory X Defective/Missing N/A Not Applicable

Fluids		Lights/Electric		External Condition		Internal Condition	
Engine Oil		Indicators		Door/Wing Mirrors		Seat Belts	
Brake		Side Lights		Wiper Blades		First Aid Kit	
Clutch		Headlights (Dipped)		Screen Washers		Fire Extinguisher	
Power Steering		Headlights (Main)		Tyre Pressure		Head Restraint Adjustment (working)	
Auto Transmission		Number Plate		Tyre Wear		Torch (working)	
Screen Wash		Reversing		Tyre Damage		Warning Triangle	
Fuel (Min ¼ full)		Warning Lights		Spare Wheel		General Bodywork	
Coolant		Horn		Cleanliness of number plate, windows, lights		Guidelines in the event of a road traffic accident	
		Windscreen Wipers		Security of roof-rack, tail lift, winch, refrigeration etc		A copy of the Equity accident report form	
		Battery		Door Locking		Section 19 Permit present (Mini Buses)	

Comments: Damage noted, repairs due etc Mark on diagram any damage and date noted.