



# **Exeter College**

**VEHICLE AND DRIVER POLICY**

## 1.0 Policy Statement

Driving at work is one of the most significant risks faced by employees in the UK, and this policy covers the use of all Exeter College vehicles.

We are committed to the prevention of loss of life and property from driving accidents, through:

- Strict adherence to the Vehicle and Driver Policy
- Adopting other strategies which combine to minimise incident rates

All employees are considered ambassadors for the organisation, and their behaviour whilst driving reflects the Exeter College image. As such, drivers must be courteous and abide by the Highway Code and other traffic laws and regulations.

## 2.0 Aim of This Policy

- Make drivers aware of the main risks they face or create when driving at work.
- To ensure that employees who drive vehicles during their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all College vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users and reduce the impacts of College vehicles on the environment – this also applies to personal vehicles used for work purposes.

## 3.0 Code of conduct

The code of conduct for Exeter College states: While driving Exeter College vehicles or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in College vehicles will be viewed as severe breaches of conduct, and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving.
- Driving while disqualified or not correctly licensed.
- Reckless or dangerous driving causes death or injury.
- Failing to stop after a collision.
- Acquiring penalty points leading to suspension of licence.
- Any actions that warrant the suspension of a licence.

## 4.0 Responsibilities as an employee

### *Drivers of College vehicles*

The code of conduct for Exeter College states: While driving Exeter College Vehicles, Every driver of a College vehicle must:

- Make sure they hold a current driver's licence for the category of vehicle they are driving, and this licence is carried when driving a College vehicle.
- Immediately notify their supervisor or manager if their driver's licence has been suspended or cancelled or has had limitations placed upon it.
- Take time to familiarise yourself with the Vehicle and Driver Policy.

Every driver of a College vehicle must:

- Be responsible and accountable for their actions when operating a College vehicle or driving for the purposes of work.
- Carry out a full daily walk-around check before using the vehicle.
- Display the highest level of professional conduct when driving a College vehicle.
- Regularly check the oil, tyre pressures, radiator and battery levels of College vehicles they regularly use.

- Comply with the Rules of The Road and the Safe Vehicle and Driver Policy at all times.
- Assess hazards while driving and anticipate 'what-if scenarios.
- Drive within the legal speed limits, including driving to the conditions.
- Wear a seat belt and ensure all occupants wear their seat belts at all times.
- Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over-the-counter medication, if they cause drowsiness.
- Avoid distraction when driving – if you need to, adjust or set sat-navs/car stereos/mirrors before setting off. If you need to re-adjust whilst driving, pull over safely to do so.
- Report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy.
- Report vehicle defects before the subsequent vehicle use.
- Never carry any hazardous substances (COSHH). Dangerous goods may only be carried in full compliance with relevant legislation.
- Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments.

### **5.0 Drivers Using Their Own Car at Work**

If an employee is driving their own vehicle at work, the same policies apply.

- The employee must seek the employer's agreement before using their vehicle for work.
- The car must be legally registered, authorised and insured for the purposes of work – the employee must show evidence of this on request.
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts.

### **6.0 Excluded Drivers**

The following people are specifically excluded from driving Exeter College vehicles:

- Anyone not in possession of a full, valid UK licence for the category of vehicle being driven (or not in possession of a relevant foreign or international licence that would permit them to drive in the UK)
- Learner drivers
- Anyone under the age of 21
- Anyone who is known to be a dangerous or reckless driver
- Anyone who has been convicted of or who has pending any prosecution for a motoring offence in the following categories:
  - Dangerous driving, causing death by dangerous driving or manslaughter
  - Driving under the influence of drink or drugs
  - Failing to stop after an accident
  - Any other offence or combination of offences which has or might result in disqualification
  - Anyone who has been refused motor insurance (or renewal) or had a policy cancelled
  - Anyone with a condition that would disqualify them from holding or obtaining a relevant current driving licence.

The vehicle users are responsible for ensuring that any person driving their vehicle is not excluded by virtue of any of the above exclusions.

The Buildings Manager and Health and Safety Maintenance Administrator should be contacted if in doubt.

### **7.0 Vehicle Maintenance**

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- Servicing the vehicles according to manufacturers' recommendations.
- Setting up procedures where employees check their vehicle's oil, water, tyre pressures and general cleanliness every month.
- Keep maintenance documents of all vehicles when the vehicles are serviced.
- Correct all vehicle defects as soon as possible, no matter how small.

At all times, it remains the responsibility of the usual driver of a College vehicle to ensure that the vehicle is correctly maintained and in a roadworthy condition. The vehicle should be kept clean, both inside and out. Any damage to the vehicle caused must be notified to the Buildings Managers and the Health and Safety Maintenance Administrator.

### **8.0 Seatbelts**

Use of seat belts by drivers and all vehicle occupants is a condition of employment. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants wear seatbelts.

### **9.0 Alcohol, Drug Abuse and Smoking**

Driving a vehicle while under the influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action, including termination of employment. Smoking is not permitted in College vehicles.

### **10.0 Mobile Telephones**

The use by the driver of a handheld communication device in a moving vehicle is illegal and will, under the terms of the Road Safety Bill, attract an increased fine and penalty points.

- Employees shall not initiate calls from mobile phones while driving, irrespective of the type of phone.
- If a phone call is received on a mobile phone while driving, and it is not a "hands-free" installation, the employee should not answer the call but should either allow the call to go to voice mail or, preferably, ensure the phone is switched off before the journey commences.
- The employee shall pull over at a safe, convenient, legal rest stop to collect voicemail messages and/or respond to them as required. Even with "hands-free" installation, studies show that calls can be a distraction, and consequently, it is strongly recommended that the conversation be continued from a safe rest stop.

### **11.0 Cars/ Vans**

Drivers must be 21 years of age or over and have a full and current driving licence. Drivers under the age of 21 may drive College vehicles provided:

- The usual driver of the vehicle accompanies them, or
- They have received express permission, and the Buildings Manager/ Health and Safety Maintenance Administrator has been informed.

### **12.0 Driving Standards**

Drivers must not take any instruction as a directive to break any Traffic Regulation. No one may instruct to break or ignore any Traffic Regulation. A survey of all incidents is done, and drivers involved in careless or repeated incidents will be required to take part in an assessment.

### **13.0 Legal Responsibilities**

- Drivers are legally responsible for their actions on the road and for complying with all traffic regulations.
- Drivers are responsible for reporting all vehicle defects.

- In case of doubt about the quality of the vehicle, it should only be driven on roads or public places after the problem has been resolved.
- Exeter College requires a person legally responsible for the standards of Exeter College vehicles.
- In case of a breach of regulations, the person in charge will investigate who is responsible and may be charged for the offence.
- In the event of a repeat offence, the license holder will be prohibited from driving Exeter College vehicles.

#### **14.0 Incident Reporting**

All accidents, whether occurring within working hours and including potentially serious 'near misses', must be reported to the line manager, the Buildings Managers and the Health and Safety Maintenance Administrator. It is the employee's responsibility to ensure that these parties are informed. In the event of an accident, drivers must follow the steps below:

- Apply the handbrake and switch off the engine.
- Switch on the vehicle's hazard warning lights.
- If the vehicle is on fire – get out immediately if it is safe.
- Help any injured people and call for assistance if needed.
- Try to get the following information:
  - Time
  - Witness
  - Position of vehicle(s)
  - Road and lighting conditions
  - Third-party vehicle registration and description
  - Third-party driver's name and address
  - Third-party insurers and policy number
  - Name and number of any attending Police Officer
  - Other relevant information

Failure to report damage or loss promptly may invalidate our insurance policy, in which case drivers may be held personally liable.

- Give your name and address, and College details.

If you damage another unattended vehicle, leave a note on the vehicle with your contact details. Contact the Manager:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be substantial.

Only move the vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous for others to keep it at its current location.
- You know that the Police have not been called to the scene.
- Any damage is only slight, and leaving the vehicle where it was would cause serious inconvenience to other road users.
- It is safe to do so, and you have already provided your name and address and the name and address of the vehicle's owner, registration and insurance details. important If the vehicle cannot be driven, arrangements must be made for its removal. All valuables should be secure.

#### **15.0 Data on Collisions and Incidents**

It is the responsible of the Health and Safety Administrator to collect and collate statistics on incidents, collisions and their causes, including:

- The number of collisions
- Who was thought to be at fault
- the probable causes of the collisions and other contributors, such as unrealistic work schedules
- The financial cost of all collisions
- The number of prosecutions
- The number of near-miss events
- Other costs, such as downtime, compensation claims, temporary workers and lost productivity

### **16.0 Safe Driver Behaviour**

The College encourages safe driving behaviour by:

- Not paying employees' speeding or other infringement fines
- Forbidding the use of mobile phones in vehicles while driving (including hands-free)
- Providing taxis and designated drivers to and from work social events
- Providing food and non-alcoholic drinks at work functions
- Making sure the employer is informed if existing employees become unlicensed

### **17.0 Ergonomics & Driver Comfort**

It is the responsibility of employees to make sure that they carry out correct adjustment of the seat, head restraint and positioning of major controls are essential to minimize the risk of personal injury in the event of an accident and to ensure good posture to prevent back problems and fatigue. Essential considerations are these:

- Seat height adjustment
- Seat tilt
- Seat rake
- Distance from major controls
- Lumbar support
- Head restraint adjustment
- Seatbelt adjustment
- Steering wheel adjustment

### **18.0 Stand Alone Mobile Phone Policy**

The law regarding the use of mobile phones whilst driving a vehicle changed on December 1, 2003. From that point on, it is an offence to speak or listen to a phone call whilst the driver is holding a handset or to use any device interactively to access any data. It is also illegal to merely hold a handset whilst driving or make a call with a hand-held phone whilst stationary, e.g. at traffic lights, unless it is to alert the emergency services for genuine reasons.

This legislation does not supersede that which is already in place. Drivers can already be prosecuted for failing to adequately control their vehicles if it is believed that the distraction of being engaged in any form of a phone call has been a contributory factor to a crash.

Although the latest legislation does not effectively outlaw the use of all mobile phones whilst, on the move, research has conclusively proved that using mobile phones of any sort whilst driving dramatically increases risk. The use of a mobile phone whilst driving has been proven to be the equivalent of four times over the UK drink drive limit, so we would always recommend that phones be switched off whilst at the wheel. It is far safer to use the voicemail facility, and once you have found a safe place to park, retrieve the message.

**19.0 Car Park**

Parking is a vital traffic area to minimize dangerous hazards. One of the main and most frequent risks in a parking lot is the collision of two vehicles. Failure to comply can lead to severe accidents. Essential considerations are these:

- The lighting is adequate and maintained. The College shall regularly adjust any lighting to account for seasonal changes in daylight and promptly repair faulty lights.
- Regularly maintain the parking lot's drainage systems to prevent flooding during periods of heavy rain.
- To better prevent freezing conditions, whenever possible, grinding is performed before freezing conditions.
- Have clear, well-maintained parking spaces and pedestrian zones so drivers don't get confused.
- Walkways should be easy for pedestrians to locate and should be prevalent throughout the site so that vulnerable pedestrians, such as the elderly or disabled, have no problem finding where to walk.

POLICY TITLE:	<b>VEHICLE AND DRIVER POLICY</b>
APPLICABLE TO:	All employees
DATE ISSUED:	May 2023

By College Order 23/049, this policy was approved by Governing Body on 17<sup>th</sup> May 2023 with immediate effect, and is to be reviewed by 30<sup>th</sup> June 2026, and was also approved for display on the website.