



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN
ARDEN MULTI-ACADEMY TRUST**

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Lead	Alex Smith, Facilities Manager	
Governor Committee	Business & Personnel	
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HENLEY-IN-ARDEN
SCHOOL



Setting out the general approach and commitment together with the arrangements Arden Multi-Academy Trust (the **School** for the purposes of this policy) has put in place for managing health and safety whilst driving on work activities.

Legislation places a duty on Arden Multi-Academy Trust (AMAT) to provide a safe working environment, which also extends to driving on business. This handbook is applicable to all persons who drive a School vehicle.

Driving is one of the most dangerous activities that we do. Every year, over 20,000 people are seriously injured, and every day, 5 people die in road traffic incidents.

Driving for work is riskier than driving for private reasons. Up to a third of all road traffic accidents involve somebody who was using the road work purposes.

Knowing and applying the rules contained in this handbook and The Highway Code could significantly reduce road incidents, and the injuries and casualties that result. Cutting the number of deaths and injuries that occur on our roads every day is a responsibility we all share.

Driving responsibilities and standards

Responsibilities

When driving on School business, you are an ambassador for the AMAT. As such, you are expected to drive responsibly, showing courtesy to other road users, pedestrians and clients at all times.

Whenever driving a School vehicle or your own vehicle on School business, ultimate responsibility will remain with you the driver. Any offence committed will usually result in a fine and endorsement of the drivers licence.

Any offence or endorsement may also affect personal driving insurance and premiums. In addition prosecutions may be brought against the individual.

Highway Code

All drivers are expected to drive safely and take no unnecessary risks. You must never contravene the Highway Code when driving in the course of business and the School will not put you in a position where this would be necessary.

Driving licences

The School is required to establish a simple regime for the receipt, recording and retention of copies of the driving licences of all employees who drive a School vehicle. You may be asked to produce your licence during periodic audits – failure to do so may result in suspension of driving privileges.

NB. Any driving convictions incurred must be reported to your Associate Head Teacher and designated transport manager as soon as possible. This includes gaining points on your licence. Please also see later section entitled “Disqualification from driving”.

The use of a school vehicle requires the driver to have a full, valid UK licence for the category of vehicle to be driven (or a relevant international licence that is recognised by the UK).

The employee must have a minimum of 3 years driving experience and over 21 years of age to drive any School vehicle.

Only staff who have shown their original licence to their school transport manager and been authorised to drive will be permitted to use a School vehicle.

NB. Employees not approved by management must not be allowed to drive School vehicles – even if they have a valid licence.

Minibus Driver Awareness Scheme (MiDAS) training must be achieved and a valid certificate to be in date to drive any School minibus - certificates are valid for 4 years. MiDAS training will be provided by the School once the employee has been approved to drive by the Associate Headteacher of the school/academy. The Transport Manager will arrange training and update their records.

The School buses require a Permit 19 as the School is a non for profit organisation. Section 19 and section 22 of the Transport Act 1985 allow organisations that operate in GB without a view to profit to have a permit which exempts them from the need to hold a PSV operator's licence when providing transport for a charge. Under specified conditions, the drivers of certain vehicles are exempt from the need to have PCV entitlement on their driving licence.

NB. A requirement for permit 19 is to have a regular external safety check done every 10 weeks.

Transport Managers are responsible for ensuring drivers and vehicles within their school are suitable.

Insurance

Where an employee is authorised to drive a School vehicle, they and the vehicles they drive are insured for liabilities to any third parties by the School insurance. Any accidental damage incurred to our vehicles or other third party property will ultimately be paid for by the School.

Incidents involving our vehicles will be investigated by the School and possibly by our insurance agents. Please ensure that you drive and manoeuvre with appropriate care and treat the vehicle like it is your own.

The insurance covers external educational and charity use. This must be approved prior to use by the Transport Manager and Associate Headteacher.

NB. Other factors may restrict or prohibit external use such as vehicle lease agreements or driver suitability or requested usage etc.

Own vehicle use

Employees using their own vehicles for business journeys must ensure they have business insurance and an MOT or relevant vehicle test certificate, and maintain the vehicle in a roadworthy condition at all times. Drivers must provide details of their vehicles to the School on request.

Occasional business use

Employees can use their own vehicles with the School business Insurance for one-off journeys. The journey must not be a requirement of the employee's role or a regular planned event. The Transport Manager must be informed of the journey as to record it for Insurance purposes.

Disqualification from driving

Employees who drive School owned or leased vehicles as an essential part of their employment are duty bound to inform their line manager immediately of disqualification from driving on the public highway. That person will be relieved of all driving duties with immediate effect and in consultation with the individual employee the most appropriate course of action determined. Each case will be dealt with on its own merits.

Offences and fines

Responsibility for parking offences and other road traffic offences remain the responsibility of the driver.

Loaning out vehicles

The School vehicles can be loaned out providing that the users are either educational or a registered charity. The use of the vehicle must comply with this policy and all drivers are checked in line with this policy: in short, they hold a MiDAS certificate; have 3 years driving experience; are aged over 21; and hold a valid driving licence with less than 6 points on the licence.

The Transport Manager is to confirm the vehicle/s are eligible to be used, for example the bus lease agreement allows and the busses are not needed for School use.

The Associate Headteacher and Transport Manager has to agree for the external use prior to booking.

Donations are welcome to cover the wear and tear of the vehicles.

Fitness to drive

General

The driver of a motor vehicle is the most important component. The driver decides which way to turn, when to use the accelerator and when to use the brakes. Drivers need to see and react to changing conditions very quickly. Drivers need to be alert and in control of the vehicle at all times. Drivers need to be FIT TO DRIVE.

Any person who is required to drive as part of their employment, or as part of an approved activity, must declare to the employer any medical condition which adversely affects their ability to drive safely (all information provided will be treated as confidential).

Any person who is required to drive a School vehicle, as part of their employment must complete an 'Employee Health Survey Form for School Vehicle Drivers.' These will be reviewed annually.

NB. You must also inform the School if a declared medical condition becomes worse. Do not wait until the Health Survey is reviewed.

It is your responsibility to ensure that you are fit to drive when taking a vehicle onto the public highway.

Eyesight

You must be able to satisfy the requirements of local traffic laws when driving. Be aware that eyesight standards are different for differing categories of vehicle, and can be checked on the DVLA website.

You must wear glasses or contact lenses every time you drive if you need them to meet the 'standards of vision for driving'.

As part of the competency framework you may be asked to take a simple test requiring you to read a number plate from a specified distance during your time as driver of School vehicles.

Drugs and alcohol

Drivers must not drive under the influence of drugs or alcohol (including prescription drugs which may affect your ability to drive).

You must also be aware of the morning-after effects associated with alcohol consumption. You have a responsibility to inform your manager if you are unfit to drive for the stated reasons. Driving on School business while under the influence of alcohol or drugs will lead to disciplinary action.

If taking prescription medicines or drugs, check with your doctor regarding possible side effects.

Medical conditions

Some medical conditions may make you unfit to drive. If this applies to you, you must inform your line manager and in many causes you will also need to tell the Drivers' Medical Unit at DVLA Swansea.

If you have a medical condition that may affect your ability to drive then you should obtain medical advice; do not place your own safety or that of others at risk. Example of medical conditions for which the above applies, include but are not restricted to:

- Epilepsy/fits or blackouts
- Diabetes controlled by insulin or tablets
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Persistent alcohol/drug misuse or dependency
- Any chronic neurological condition
- A serious problem with memory
- Serious psychiatric illness or mental ill-health
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Pre-use of vehicles

Route Planning

Planning your journey in advance will make it safer and less stressful, especially where the drive is long or on unfamiliar routes. Before driving, ask whether the journey is necessary – can the outcome be achieved via telephone or video conferencing? Or can the journey reasonably be made via public transport?

If the journey is necessary, the following guidance applies:

- Plan your route before you set out. Estimate how long the journey will take, and schedule intended rest stops where needed. Leave plenty of time for the journey.
- Check weather forecasts and traffic reports before you set off. Be aware of potential adverse weather conditions during the journey and consider the actual need to make the journey, e.g. in difficult winter conditions (see the 'Driving in poor weather' section in this booklet).
- Avoid the most dangerous times. Where possible avoid driving at night - especially after a long shift, or after drinking alcohol or taking medicine that makes you drowsy.
- Make sure you are well rested. Avoid driving when you would normally be asleep, and make sure you get plenty of sleep before a long drive. Keep meals light during or immediately before you drive. Heavy meals can make you drowsy.

Care and condition of vehicle

The driver is responsible to ensure the vehicle is kept clean and presentable both inside and out.

Comfort whilst driving

Before setting off, take the time to position yourself correctly in the vehicle. Make sure the seat provides support for the small of your back. Adjust the fore and after movement of the seat so that you can reach pedals and steering wheel without stretching. The knees should be slightly bent and the thighs supported by the seat cushion. Ensure the seat belt goes comfortably across your body. Keep your hands a comfortable distance apart on the steering wheel and your arms slightly bent. Check the interior and exterior mirrors every time you enter the vehicle to provide the best possible backward views.

Roadworthiness of the vehicle

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

The School will ensure that vehicles owned or leased for use by employees, are properly serviced and maintained in accordance with the manufacturers recommendations. However, because the law still holds the driver responsible for making sure that the vehicle is roadworthy – it is recommended that appropriate driver checks are undertaken before taking the vehicle on the road.

Recommended pre-use vehicle checks

Drivers of School vehicles must carry out regular checks as listed. Owner drivers are recommended to carry out similar checks to their vehicles:

- Tyres are undamaged (no cuts or bulges), are at the correct pressure and have enough tread depth.
- There are no signs of vehicle damage.
- Oil, coolant and windscreen wash levels are correct (check when cold).
- Brakes are working.
- Lights and indicators are working.
- Windscreen and windows are not damage - washers and wipers are working.
- Mirrors are correctly positioned.

Pre-use checks, vehicle defects and damage and safety checks for larger multi-use vehicles

Weekly and daily maintenance checks by the driver and or site teams for the School.

Before driving the vehicle, drivers are responsible for carrying out checks to ensure the vehicle is safe to drive. The driver defect sheet in the relevant log book must be completed daily on all larger vehicles (e.g. vans & minibuses).

All faults must be listed, no matter how trivial. If the driver rectifies a minor fault it will still require recording and an explanation given of what has been done to resolve the fault. If no faults are found a record should be made as “nil faults observed”.

Faults that require an approved repairer are to be notified to your transport manager, who will arrange for that work to be carried out in due course. Any faults that are of a safety or legal nature will be rectified immediately.

A detailed vehicle inspection (minibuses and School vehicles only) will be carried out on a fortnightly basis. A smaller simpler pre-use checklist will be completed pre-use by the driver, and located in the log book.

An outline of the maintenance method and records:

- Driver pre-use check
- Fortnightly checks done by approved employees
- 10 week external approved vehicle safety check
- Annual MOT

Loading and unloading at locations

All opportunities should be taken to unload in as safe a location as possible, i.e. a flat, well-lit area where access to pedestrians is restricted. An ideal location for an exiting a vehicle is a car park or driveway.

You must also consider where the vehicle is parked during unloading and not stop on the road in a dangerous position such as on an unsighted bend or opposite another vehicle.

Ensure a safe area is found for the loading and unloading of children and passengers to School vehicles. Children, passenger, and your safety is paramount. If you feel it is unsafe to unload, then continue to locate a safe place to do so.

Aggressive behaviour

Try to ensure you are in a calm, whilst driving. Plan time into journeys in case you are delayed by traffic; this can help to relieve the pressure you feel when running late. Be tolerant towards others – shouting at another driver after their mistake or poor driving will not change anything, but anger will affect your judgement for some time after. Accept that drivers (including you!) make honest mistakes and have lapses in concentration. Be courteous and thank others for their courtesy.

First Aid

First Aid kit must be present and complete within each vehicle. Kits are checked regularly by the appointed person from each school, however it is still the responsibility of the driver to ensure its present and correct.

A qualified first aider must be present in each vehicle for medium or long planned journeys.

Fire Extinguishers

Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a British Standard fire extinguisher of water or foam. If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment.

Speed limits

Make sure you know the speed limit of the roads you are using, always stay within the limit (including variable limits and temporary limits at roadworks) even if you think the limit is too low.

Also be aware of the vehicles restrictions on the road such as size or speed limiter if it is equipped with one.

Smoking, vaping and e-cigs

Smoking, vaping and the use of e-cigs are prohibited within School vehicles at all times. Smoking is illegal (in School vehicles) and a disciplinary offence.

Mobile phones

It is very useful to have a mobile telephone when making journeys. However, it is essential that drivers do not make or receive calls while they are driving, as the distraction this causes (even if it is a hands-free phone) significantly increases the risk of a crash. The mobile phone should only be used by the driver when stopped in a safe place. Operators or Managers should not expect to be able to contact a driver while she or he is driving.

Drivers may be stopped by the police and be fined or prosecuted for breaking this legislation. The School is not liable for your actions in neither this regard nor any subsequent fine. You should also be aware that if you have an accident whilst driving you may be prosecuted for driving without due care and attention.

Seat belts

It is a legal requirement that seat belts are worn by drivers and vehicle occupants. It is the responsibility of the driver and also any School employee in the vehicle to ensure that seat belts are worn at all times whilst the vehicle is being driven.

For smaller passengers use of booster seats is recommended but where they are not achievable, adjustable seat belt device must be used. This device is on the seatbelt to change the height of the diagonal belt to suit the passenger (so to provide chest support as intended).

Reversing

Whenever you are reversing take extreme care. Unless you are a lone worker you must use a reversing assistant to guide you through the manoeuvre. There is no shame in getting help but plenty if you hit something or someone; you will have to live with the consequences.

Recognising fatigue

Falling asleep at the wheel is most likely to occur when:

- On long journeys on monotonous roads for example motorways
- Between 2am and 6am

- Between 2pm and 4pm (especially after eating)
- Having less sleep than normal
- After drinking alcohol
- If taking medicines that cause drowsiness
- On long journeys home after night shifts

It is important to plan your journey suitably and ensure you get adequate sleep before starting to drive. It is important you recognise signs of fatigue. These include:

- Constant yawning
- Drifting over lanes
- Sore eyes
- Trouble keeping your head upright
- Delayed reactions
- Daydreaming
- Difficulty remembering driving the last few miles
- Variations in driving speed

If you feel tired, pull over into a services and have a powernap, otherwise you may experience microsleeps which are dangerous while driving. Once you are fatigued the only cure is to stop and take a break.

Microsleeps:

- Are when you nod off for unintended periods of light sleep that last a few seconds or several minutes. You may just lose attention and stare blankly or even close your eyes and your head might snap up.
- Are dangerous when driving. During a 4 second microsleep a car travelling at 65 mph will travel 111m while completely out of the driver's control.
- Usually occur at times when you would normally be asleep or when you are tired and trying to stay awake.

How do I avoid fatigue?

- Get enough quality sleep before you begin driving. Be sure to have 7 to 8 hours of uninterrupted sleep before your trip.
- Avoid driving at night. The chances of crashing are much higher late at night and early morning. The worst time to begin your trip is after work you will be tired already even though you do not realise it.
- Take regular 15 minute breaks at least every two hours. Get out of the car, get some fresh air and some exercise. Never drive for more than 4½ hours without taking a 45 minute break.
- Eat well balanced meals at your usual meal times. Avoid fatty foods which can make you feel drowsy.
- Avoid alcohol and medicines that can cause drowsiness.

Will coffee cure fatigue?

In the short term coffee may be of some benefit but its effects wear off and you are likely to suffer from sleep rebound putting you at risk of crashing. The only cure for fatigue is sleep.

Will fresh air and loud music stop me from feeling fatigued?

Playing music will only have a short-term benefit in keeping you alert. Fresh air will also only have short-term benefits in keeping you alert. The only cure for fatigue is sleep.

Working hours

Working long hours, which includes long distance driving, can increase the possibility of accidents. This is especially so in poor driving conditions such as those caused by adverse weather conditions. For commercial vehicle drivers this is recognised in the law that restricts and controls drivers' working hours. It is School policy that similar standards should also apply to the use of School business.

For Drivers of cars

The working day, including driving, should not normally exceed 10 hours; and during the day they should not drive for more than 9 hours. The 10-hour working day limit may be increased to 12 hours under special circumstances, e.g., when required to travel to attend meetings or training sessions. Overnight accommodation should always be considered if the total travel time and working day exceeds 12 hours. If an overnight stay is expected, accommodation should be booked in advance.

The Drivers' Hours Regulations require;

- A daily driving limit of 9 hours. This may be extended to 10 hours no more than twice per week.
- A 45 minute breaks in or immediately following 4½ hours accumulated or total driving time. This break can be divided into an initial break of at least 15 minutes followed by another break of at least 30 minutes. The breaks must be taken in that order and you must never exceed the 4½ hour driving limit.
- In any consecutive 2 week period the driving limit is 90 hours.
- In any week the maximum driving time must not exceed 56 hours.
- A daily rest break of 11 hours must be taken. A reduced daily rest of 9 hours may be taken up to 3 times between any two weekly rest periods.
- There should be a regular weekly rest period of 45 hours. This can be reduced to a minimum of 24 hours in every other week. Rest taken as compensation for a reduced rest period must be made up by the end of the third following week and attached to a rest period of at least 9 hours.
- Where a vehicle has two or more drivers they must each obey the limits for continuous driving, breaks and total daily driving. Their daily rest requirements are different; in the 30 hour period starting with the end of the last daily (or weekly) rest they will have a new rest period of 9 hours minimum.

Minibus Drivers

For journeys that are not governed by Drivers' Hours rules, it is strongly recommended that drivers do not exceed the limits in the table below. The limits for drivers who do other work (for example, supervise children at a destination) should be reduced.

Recommended Driver Hours for Drivers

	Driving only	Driving + Other work
Max. length of working day*	13 hours	10 hours
Of which, spent driving	9 hours	4 hours
Maximum time driving without a break from work	2 hours or sooner if tired	2 hours or sooner if tired
Minimum length of break	15 minutes	15 minutes
Daily rest period	11 hours	11 hours
Weekly rest period	45 hours	45 hours

* Taking account of other work undertaken before starting a journey.

** After 4 1/2 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

Travelling alone

- Always try to travel on main or well used roads.
- If travelling after dark make sure someone knows your destination, estimated time of arrival and your planned route.
- Keep doors locked in towns. Unlock on open roads as in the event of an accident it is easier for a rescuer to get into the vehicle.
- Park in well-lit areas.
- Never put possessions on the passenger seat when travelling in town. They may be snatched at traffic lights.
- Always lock your vehicle.
- If your vehicle develops a fault, stop in a well-lit or well used area.
- Ensure that you have charged your mobile phone before setting off and carry it on all journeys.

Road Traffic Collisions (RTCs)

Drivers of School owned or leased vehicles involved in any form of road traffic collision must stop at the scene or as close as is safe to determine the extent of any injuries to individuals involved and damage to both vehicles and should:

- Contact the emergency services if anyone requires medical assistance.
- Under no circumstances apologise, admit blame or accept liability.
- Record as far as able, the details of the RTC including exchanging details with other relevant parties.
- Contact rescue services or recovery services as appropriate.
- You must report the accident as soon as possible to your manager and complete an accident / near miss form as necessary.

Ensure that you collect the following information at the scene:

- Details of other vehicle(s) (vehicle registration no, make and model)
- Name, address and contact details of other driver(s)
- Name and address of any witnesses
- Name of other parties insurer and their policy number
- Description of incident (location, speed, weather conditions, visibility, causative factors if known, etc.)

- If you have a camera or mobile phone capable of taking (time dated) pictures of the accident scene do so before any of the vehicles are moved from the roadway.
- Take pictures of the damage to your vehicle from all angles, damage to other vehicles, pictures of the intersection, roadway, road signs, in general take pictures of all aspects of the accident and the surrounding scene.

Contact the police:

- If there are injuries;
- There is a disagreement over the accident;
- If you damage property;
- If you feel unsafe;
- To get the incident reference number.

Draw a diagram of the scene of the accident. Include, if possible, an outline of the roads, including junctions, relevant signage etc and an indication of speed, direction and positions of persons and vehicles involved in the RTC.

Theft of vehicle and or contents

If your vehicle is broken into, stolen or vandalised the circumstances must be immediately reported to the police. A Vehicle Damage Report and a crime number must be forwarded to the responsible person.

Whenever a School vehicle is left unattended it must be locked and all alarms, immobilisers and any available anti-theft devices must be fully used. Under the terms of the insurance policy private items may not be covered whether on or in the vehicle.

Valuable items including mobile telephones, computers, briefcases, handbags, jackets etc. must not be left on display whilst the vehicle is unattended. Where possible they should be removed from the vehicle or placed in the boot.

When refuelling and the vehicle is unoccupied ensure that all windows are closed, keys are removed from the ignition and all doors are locked.

All drivers of School vehicles should ensure that spare wheels, ladders etc. are secured in position by a security device and tools/equipment shall not be left in vehicles when parked overnight.

Winter driving precautions

During winter additional driving hazards have to be considered. These include adverse weather (rain, snow, frost, standing water) and longer hours of darkness. Following the advice given below will help to ensure your safety when driving in these conditions:

- Make sure you have plenty of fuel.
- Allow extra time for the journey and reduce speed.
- Increase the distance between your vehicle and the vehicle in front – in ice and snow stopping distances are ten times larger.
- In reduced visibility such as driving in rain or fog, use dipped headlights and rear fog lights. Use the windscreen wipers to keep the windscreen clear, even in fog.
- Remember to turn fog lights off when no longer required as they can distract other road users in normal visibility.
- Remember snow is visible but ice, especially black ice, is often invisible.

- Avoid sudden braking or harsh acceleration or steering manoeuvres.
- Keep all windows and mirrors clean, clear of snow and ice and free of mist. Keep lights and indicators clean.
- Carry a torch, a spade, extra warm clothing, Wellington boots, a blanket, a snack and a hot drink, especially if you are driving through isolated areas.
- If you are planning a long journey advise someone of your destination and approximate expected arrival time. If you have one, carry a mobile phone with you, ensuring it is fully charged. Remember not to use it while driving however.
- If you feel unsafe or uncomfortable driving in adverse weather conditions, consider whether your journey is necessary at that time or whether it can be postponed. Consider whether an alternative method of transport would be better.
- If stranded by bad weather try to ensure that you are not blocking access for emergency vehicles. Remain with the vehicle unless there is shelter nearby. Maintain your circulation by moving your body. If you can, use the engine to keep warm; but do not use the engine if the exhaust cannot vent safely. If you are snowed over ensure that an airway is maintained.

Fuel

Always make sure you have sufficient fuel for the journey you intend to make.

Always ensure you know what fuel the vehicle you are driving takes.

If you are unsure how to fill the School vehicle up, please request a demonstration from the transport manager or Site team or your line manager.

Satellite navigation equipment

Drivers may use private satellite navigation equipment but should always programme their satellite navigation equipment before they set off, and not input instructions whilst driving. Drivers can be prosecuted for operating satellite navigation equipment if they are not in proper control of their vehicle while doing so. If settings require adjusting during a journey, drivers should pull over to a convenient safe location. Drivers should check the route the satellite navigation chooses, to make sure it is practical. Planning a journey in advance can reduce the driver's reliance on the satellite navigation at dangerous times, and will also prompt drivers to think about issues such as fatigue and the best time to do the journey.

Drivers should ensure that satellite navigation equipment is kept updated with new maps, new road layouts and new one way systems to prevent it from going out of date.

The satellite navigation should be positioned out of the way of airbags, in the line of sight but must not obstruct the driver's vision.

If the satellite navigation unit is detachable, drivers should always take it out when they leave the car. Thieves know that when people remove them they tend to keep them in the car, so mounts or suction cap marks also attract thieves.