

Ormiston Academies Trust

Ormiston SWB Academy Driving at Work policy

Policy version control

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1. Introduction and Context

- 1.1. The Royal Society for the Prevention of Accidents (ROSPA) has identified that driving is one of the most dangerous things that most people do as part of their job. About 20 are killed and 250 are seriously injured every week in crashes involving someone on the road for work purposes. It is therefore important that anyone driving on OAT business follows the guidance contained within this policy and its associated documents. The policy must be used in conjunction with the minibus guidance where applicable.
- 1.2. This Policy does not duplicate the general health and safety requirements as stated within the OAT health and safety policy

2. Scope

- 2.1. This policy is applicable to all full-time, part-time and supply staff, students, volunteers and work placement students and to all OAT academies.
- 2.2. This Policy is applicable to all areas and activities of OAT (this excludes our employee(s) commute to their normal place of work).

3. Definitions

- 3.1. **Academy vehicle:** “Any vehicle owned, leased or hired by the academy (e.g. Minibus)”
- 3.2. **Private vehicle:** “Any vehicle used by a person driving on academy business which is not owned, leased or hired by the academy.”
- 3.3. **Driving on academy business:** In summary this includes the following journeys:
 - Driving to and from premises other than your permanent place of work for the purposes of work.
 - Driving between different academies for the purpose of undertaking work at the destination site (including making deliveries).
 - Travelling to and from any other location in connection with academy business, for example to attend conferences, meetings, training courses and away days etc.
 - Driving an academy vehicle.
- 3.4. Please note that journeys between home and your permanent place of work are considered to be private journeys.

4. Responsibilities

4.1. Responsibilities of the principal

- 4.1.1. The Principal has the overall responsibility to ensure that hazards are identified, risks are assessed, and that suitable and sufficient control measures are implemented to

reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

- 4.1.2. Ensure the academy hold current copies of staff driving licenses and insurance certificates who drive as part of their role. This must be done annually. Drivers who reach 70 must renew their driving license which is a requirement from the DVSA (Driver Vehicle Standards Agency). A copy of any renewals must be provided to the Academy.

4.2. Responsibilities of senior teaching and support staff (Academy Vehicle)

- 4.2.1. Senior teaching or support staff will conduct a generic risk assessment of the minibus service, including supervising drivers, parental consent, journey planning, accident procedures. This will be reviewed annually and following any breakdown or accident.
- 4.2.2. Additional risk assessments/in house vehicle checks are completed prior to a journey taking place. Refer to OAT additional guidance for minibuses.

4.3. Responsibilities of the transport coordinator (Academy Vehicle)

- 4.3.1. It is a requirement that each establishment identifies a senior manager / Education Visits Coordinator (EVC) to act in the capacity of a Transport Coordinator, who will have the responsibility for ensuring that all arrangements for the use of the minibuses are implemented in compliance with this document and using the related documents listed below including:

- Ensuring that a full MOT is carried out, on all relevant academy vehicles, by the required date. Additional vehicle checks must take place before any journey commences refer to the OAT minibus guide.
- Providing appropriate tax and licensing for the minibus.
- Ensuring that the minibus is appropriately insured, and roadside assistance is organised.
- Ensuring that all accidents / incidents that occur whilst driving at work are reported using the accident reporting database on OATnet.

4.4. Responsibilities of the driver

- 4.4.1. While driving on academy business, drivers are required to:

- Ensure that they are eligible to drive as per the eligibility requirements outlined in this policy.
- Adhere to the Road Traffic legislation and the Highway Code published by HMSO.
- Drive with due care and consideration for themselves and other road users.
- Adhere to academy traffic rules when driving on academy sites. These rules include requirements relating to speed limits, permits, roadworthiness and parking.
- Be aware of insurance and breakdown service contact details if driving an academy vehicle.
- Ensure that when driving a privately owned vehicle it is roadworthy, has a current MOT where applicable, is insured for business use and has a valid road fund license.
- Possess a valid license to drive the vehicle.
- Not use hand-held mobile phones whilst driving.

- Refrain from smoking in academy vehicles and in any other case whilst travelling with others in the vehicle on academy business.
- Ensure that all passengers are wearing seatbelts.
- Conduct additional safety checks on vehicles before travelling.
- Provide a copy of their driving license and insurance certificate for staff who drive as part of their role. This must be done annually to the SLT.
- Drivers who reach 70 must renew their driving license which is a requirement from the DVSA (Driver Vehicle Standards Agency). A copy of any renewals must be provided to the Academy
- Ensure the driver hour regulations are followed <https://www.gov.uk/drivers-hours>
- Frequent breaks are required on long journeys and no driver should drive continuously for more than 2 hours without a break away from the vehicle of a minimum of 15 minutes.
- Drivers who travel for 50 miles or more each way must be allowed adequate time off from any other work so as to be properly rested before commencing the journey. This should be particularly noted for driving late evening.

4.4.2. The Trust does not advocate or condone illegal parking or driving in excess of speed limits. Payment of any fines or court costs resulting from these activities is the driver's responsibility and will not be met by the Trust.

4.5. Responsibilities of all other staff

4.5.1. All other staff members are responsible for:

- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers maintain good levels of behaviour and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus.
- Ensuring that there is at least one first aider on the minibus.

4.6. Responsibilities of passengers

4.6.1. All passengers are responsible for:

- Following all instructions issued by the driver and supervisors.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour, and not distracting the driver.
- Conducting good levels of behaviour towards drivers in other vehicles.

5. Eligibility (Academy Vehicle)

5.1. To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement. Academies must refer to the guidance below under related documents.

- 5.2. All drivers of the minibus must be between at least 21 and 70, any persons over 70 will have to complete a D2 and D4 from the DVLA (the D4 has to be completed by their GP), copies must be given to a member of SLT.
- 5.3. Before any individual is permitted to drive the minibus, they are required to provide their driver's license to the Transport Coordinator/EVC who will record confirmation of this and make a photocopy for school records.
- 5.4. If the EVC/Transport Coordinator is not satisfied that the driver's license is sufficient, they will inform the driver that they are not eligible to drive the minibus.
- 5.5. Drivers of the minibus are required to have at least two years' experience as a qualified driver.
- 5.6. Drivers with more than three points on their license will not usually be eligible to drive the minibus.
- 5.7. All drivers are required to successfully pass a driving competency course, (either the assessment run through the LEA or the MIDAS) before they are eligible to drive the minibus. Refer to links below for use of minibuses and all academies should be referring to the Evolve system for off site visits. Section 19 permit is required for use of minibuses.
- 5.8. Drivers will be subject to a re-assessment at least once every four years, or in response to any incidents.

6. Related documents

- 6.1. For further information regarding driving minibuses, please refer to the links below for use Minibuses.
- 6.2. This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:
 - Road Traffic Act 1988 (As amended)
 - Motor Vehicles (Driving Licenses) Regulations 1999 (As amended 2015)
 - Health and Safety at Work etc. Act 1974
- 6.3. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
 - <https://www.gov.uk/vehicles-can-drive>
 - <https://www.gov.uk/drivers-hours>
 - <https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport>
 - <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>
 - <https://oeapng.info/downloads/download-info/4-5b-transport-in-minibuses/>
 - Health and Safety at Work etc. Act 1974

- OAT minibus guidance
- Management of Health and Safety at Work Regulations 1999 (as amended)
- DVSA (Driver Vehicle and Standards Agency)
- ROSPA Minibus Safety Code of Practice

7. Monitoring and review

- 7.1. This policy will be reviewed every three years by OAT Head Office; any changes made to this policy will be communicated to all members of staff.
- 7.2. This policy will also be reviewed in response to any serious incidents or accidents that occur.
- 7.3. All drivers and supervisors are required to familiarise themselves with the procedures and additional guidance in this policy when planning a journey.