

Driving for work



Management log

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1. Equality statement

1.1 SHINE Multi Academy SHINE (SHINE) is committed to promoting equal opportunities and all stakeholders¹ will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

2. Introduction

2.1 It has been estimated that up to a third of all traffic accidents involve someone who is at work at the time of the accident. SHINE require all staff to manage the health and safety risks associated with driving in a similar manner to the way other health and safety risks are required to be managed whilst on SHINE business.

3. Definition of driving on SHINE business

3.1 SHINE employees will be deemed to be driving on SHINE business if they are:

- travelling to and from a place of work where mileage is payable by SHINE
- driving pupils and other employees to/from school events/training
- driving a SHINE vehicle

4. Duties under the Law

4.1 The Health and Safety at Work Act 1974² requires employers to ensure, so far as reasonably practicable, the health and safety of all employees whilst at work. There is also a responsibility to ensure that other persons are not put at risk by driving activities associated with SHINE.

¹ SHINE defines stakeholders as anyone who is invested in the welfare and success of SHINE and its pupils, including premises staff, administrators, teachers, support staff, pupils, parents/carers, families, community members, businesses, and elected officials such as school board members, city councillors, and state representatives.

² <https://www.hse.gov.uk/legislation/hswa.htm>

4.2 Under the Management of Health and Safety at Work Regulations 1999³, SHINE has a responsibility to effectively manage health and safety risks associated with driving activities, and this is usually achieved through the risk assessment process.

Note: Health and safety law does not apply to anyone commuting to work, unless travelling from their home to a location which is not their usual place of work.

5. Objectives of the policy

5.1 To promote safe and healthy business travel on behalf of SHINE. This may include attending conferences/seminars, training, work placements, visiting other schools for monitoring.

6. Responsibilities

6.1 Ultimate responsibility for this policy rests with SHINE as the employer. SHINE require that the CEO and the headteachers ensure this policy is effectively applied and also have devolved responsibility for the application of this policy.

7. The management of driving at work

7.1 Leaders⁴ and line managers who authorise expenses are responsible for ensuring that suitable and sufficient risk assessments are completed for all driving activities.

8. Licences

8.1 Leaders and line managers must ensure that drivers have a valid driving licence for the types(s) of vehicles to be driven. Driving licences should be checked at least annually.

³ <https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

⁴ Leaders: CEO, headteachers, deputy headteachers, assistant headteachers

9. Insurance

9.1 SHINE insurance covers drivers when driving SHINE vehicles, however, leaders and line managers must ensure that all drivers using their private vehicles on SHINE business have the appropriate insurance cover. Insurance certificates / schedules should be checked at least annually.

10. Responsibility of staff

10.1 The effectiveness of this policy will depend on the full co-operation of every member of staff, without exception. Co-operation should be encouraged from the highest level. Complying with this policy and associated guidance must be regarded as a basic duty by all staff and an essential obligation for all leaders and line managers.

11. Areas to consider as part of the risk assessment will include the:

- **driver** – competency, training, fitness and health ref: [section 12 A](#) and [B](#)
- **vehicle** – suitability, condition, safety equipment, ergonomics ref: [section 12 C](#)
- **journey** – routes, scheduling, time, distance, weather conditions ref: [section 12 D](#)

12. Driving at work guidance – SHINE guidance

Section A Driver competency and health

A.1 Management responsibilities:

- (i) It is recommended that driving licences are checked at least annually
- (ii) SHINE insurers must be informed of any revoked driving licence or any licence holding seven or more penalty points, for staff driving SHINE vehicles
- (iii) SHINE insurers should be informed of any health issues (where known) which may affect an individual's driving competency. This includes the use of medication. For staff driving SHINE vehicles

A.2 Driver responsibilities:

- (i) The driver must inform management immediately of any changes in relation to Section A.1(ii)
- (ii) Drivers must ensure that any change in their medical circumstances or medication, which might adversely affect their driving capability, is brought to the attention of their line manager
- (iii) No vehicle, SHINE or private, should be driven by a person under the influence of alcohol or drugs. Note: this may include circumstances where alcohol was consumed during the previous night but is still present in the body
- (iv) As a SHINE vehicle is deemed a place of work, smoking is prohibited within the vehicle
- (v) Drivers, under no circumstances should drive and use their mobile phones, be it a work phone or their personal phone while on SHINE business
- (vi) Although drivers are permitted to use handsfree devices, whilst the use of such equipment is not prohibited by legislation, it is considered inadvisable by safety experts
- (vii) Drivers must operate SAT NAV before setting off on a journey. Attempting to change a SAT NAV while driving, it is considered inadvisable by safety experts.

Section B Vehicle use

B.1 Management responsibility:

- (i) SHINE must ensure that any SHINE owned vehicles are fit for purpose. This includes a documented service history, valid Ministry of Transport (MOT) certificate (where applicable) and current road tax.
- (ii) Hired or leased vehicles are deemed to be 'owned' by SHINE for the duration of the use. As such SHINE should ensure that any hired or leased vehicle is fit for purpose
- (iii) When private vehicles are to be used, SHINE must be satisfied that the vehicle is 'fit for use'

B.2 Driver responsibility:

- (i) The driver must ensure that the vehicle is 'fit for use and purpose', prior to using. This includes ensuring that the vehicle has no visible faults that may impair the safe use
- (ii) The driver should routinely check engine oil levels, windscreen washer fluid levels and water coolant levels prior to using the vehicle
- (iii) The driver should familiarise themselves with the vehicles controls and fuel type
- (iv) Other than in cases of extreme emergency, SHINE vehicles should only be driven on metalled roads
- (v) Drivers should consider adopting a driving position which is conducive with good ergonomic practice (advice; OSHEU)
- (vi) Vehicles must be driven commensurate with current legislation
- (vii) Drivers must report accidents to SHINE as well as their own insurers

Section C Insurance

- (i) The use of private vehicles whilst on SHINE business (including travel between schools) is deemed 'business use' and as such driver's personal vehicle insurance should reflect this
- (ii) Drivers of SHINE minibuses must be over twenty-five years of age

Section D Journey planning and considerations

D.1 To minimise the risks involved in travelling, consideration should be given to the following (not exhaustive):

- can the journey be avoided? e.g. video conferencing etc
- is public transport a practical alternative?
- can remote areas be avoided in event of a breakdown/incident?
- is the contact information known in the event of an emergency or breakdown?
- where long distances are involved should overnight stays be considered?
- is a break required before starting a journey (e.g. after a conference etc)
- are rest breaks planned into the journey?
- can travelling at peak times be avoided?
- has sufficient time for the journey been allowed (including allowance for unexpected situations?)

D.2 Route planning: Before undertaking a journey, the driver should plan the route to the exact destination. When estimating driving time to the final destination, factors such as 'rush hours', road works and weather conditions should be taken into account.

D.3 Driving time: The driver should not have more than 2-3 hours continuously driving without taking a comfort break. In addition, the driver should take a break if feeling fatigued outside the aforementioned timescale.

D.4 Travelling/working time: When working time (including travelling time) exceeds 12 hours in any one day, consideration should be given to:

- using alternative modes of transport
- travelling to the destination the day prior to commencement of SHINE work or travelling the day after the work has been complete. Should an overnight stay be expected, accommodation should be arranged in advance of travelling

D.5 Personal security: In the interests of personal security, the driver should not offer lifts to strangers and where possible should not park in secluded areas.

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