



UNIVERSITY OF EXETER HEALTH AND SAFETY STANDARD

DRIVING FOR WORK

Date of Approval:	October 2022	Review Date:	October 2025
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Aims	<p>The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. This Standard sets out the process to appoint an employee as an 'Authorised Driver' and the safety rules to ensure that 'Authorised Driver's' carry out driving tasks safely.</p> <p>This Standard also includes the duty placed on the University to reduce the environmental impact in relation to driving and vehicle management.</p>		
Scope	<p>This Standard applies to all drivers that drive all types of vehicles for University business, who must follow the requirements of this Standard to become an 'Authorised Driver'.</p> <p>Listed below are the types of vehicles typically used by University staff for University business:</p> <ul style="list-style-type: none"> <li>• Business use of private vehicles (cars and motorcycles)</li> <li>• University van up to 3.5 tonne</li> <li>• University mini-bus 9-16 seats</li> <li>• Hire car</li> <li>• Hire van up to 3.5 tonne</li> <li>• Hire mini-bus 9-16 seats</li> <li>• University car scheme (i.e. University approved car lease provider)</li> <li>• University grounds machinery</li> <li>• University vehicle (i.e. other vehicles owned or leased and managed by the University)</li> <li>• Sustainable pool car rental</li> </ul> <p><b>NB:</b> Point 12 of this Standard contains hyperlinks to detailed information for each category of vehicle noted above to support the requirements of this Standard.</p>		
Definitions	<p><b>Employee:</b> includes staff and students that drive a vehicle for University business purposes</p> <p><b>Authorised Driver:</b> any employee who, following submission of the 'Authorised Driver' Registration Form has been approved by their manager / supervisor to drive a vehicle for work purposes</p> <p><b>Manager/Supervisor:</b> Academic or Professional Services staff that has management / supervisory responsibility for an 'Authorised Driver'</p>		
Relevant Legislation	<p>Health and Safety at Work Act 1974  Management of Health and Safety Regulations 1999  Driving at Work: Managing work related road safety 2014 (INDG 382)  Road Vehicle (Construction &amp; Use) Regulations 1986  Corporate Manslaughter and Corporate Homicide Act 2007  Provision and Use of Work Equipment Regulations (PUWER) 1988  Lifting Operations and Lifting Equipment Regulations (LOLER) 1988  Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations 2009  Road Traffic Act 1988  Highway Code</p>		

	Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 (SI 2002/1808)
Responsibility for implementation	Authorised Driver Manager / Supervisor Insurance Office Transport Manager Finance Office
Training availability:	Advice from the University's <a href="#">Transport Manager</a> is available

Standard to meet:	Accountability	Reference documents and more information
<p><b>1. Employees fitness to drive</b> Before driving a University vehicle, or drive a private vehicle for University business, an employee must be medically capable to do so.</p> <p>A person's ability to drive safely may be affected by medical conditions whether temporary such as colds, flu, migraine, hay fever, etc. or as a result of a range of long term and short-term medical conditions that could affect an individual's ability to drive safely (these include diabetes, heart conditions, stroke, epilepsy etc.).</p> <p>If an 'Authorised Driver' is suffering from, or is diagnosed with, any medical condition, the 'Authorised Driver' must seek advice from their doctor whether the condition will affect their ability to drive safely.</p> <p>The 'Authorised Driver' is responsible for checking if the DVLA needs to be informed (this notification being the responsibility of the driver, not the doctor).</p> <p>If a state of health changes, it is imperative that the 'Authorised Driver' informs their manager / supervisor as soon as possible.</p> <p>In the event that an employee is not fit to drive, the employee has a duty to report this to their manager / supervisor.</p> <p>Once notified, managers / supervisors must not allow an employee to drive for work.</p> <p>Managers / supervisors are responsible for making reasonable adjustments for employees that are not fit to drive whether short or long-term adjustments depending on circumstances are required e.g. changes to their role etc.</p> <p><b><i>NB: Managers / supervisors should liaise with Occupational Health for further advice on reasonable adjustments or fitness to work.</i></b></p>	<p>Authorised Driver / Manager / Supervisor / Transport Manager</p>	<p><a href="#">INS57P - Information on driving licences</a></p> <p><a href="#">Drivers eye test form (PD42)</a></p> <p><a href="#">Fitness to drive information (ROSPA)</a></p>

2.	<p><b>Eyesight tests</b></p> <p>Under the requirements of the University’s Health Surveillance Standard, employees who are solely employed as drivers (such as, minibus driver, courier, executive driver etc.) are required to have their eyesight tested every 2 years.</p> <p>The cost of the eyesight test is funded from the Health &amp; Safety budget.</p> <p>‘Authorised Drivers; can request eyesight test vouchers by completing a Drivers eye test form (PD42).</p> <p>Driver eyesight tests require managers / supervisors’ approval prior to the request being processed.</p> <p><b>NB:</b> Driver eyesight test voucher can be purchased from Specsavers. The Health and Safety Team can provide the Specsavers Account Manager details</p> <p>‘Authorised Drivers’ who are not directly employed to drive, though driving is part of their role, are encouraged to have their eyesight checked regularly (at least every two years). These ‘Authorised Drivers’ will be responsible for paying for the eyesight test.</p> <p>Managers / supervisors are responsible for checking that their employees have regular eyesight tests.</p>	<p>Authorised Drivers / Managers / Supervisors / Health &amp; Safety Team</p>	<p><a href="#">Drivers eye test form (PD42)</a></p>
3.	<p><b>Gaining authorisation to drive vehicle for University business</b></p> <p>Employees will only be authorised to drive vehicles for University business in the categories stated on their driving licence.</p> <p>To become a University ‘Authorised Driver’, employees must complete the ‘Authorised Drivers Registration Form’ (DRF01), obtain a driving licence summary sheet (using the Gov.UK website) and give a copy of each to their manager / supervisor along with their photo card driving licence.</p> <p>A copy of the registration form and driving licence will be taken and kept by the ‘Authorised Drivers’ manager / supervisor and the College / Service Finance and Administration Support Teams (where applicable).</p> <p>‘Authorised Drivers’ are responsible for informing their manager / supervisor of any changes to their driving licences or other documentation and their capability to drive e.g. medical condition (<i>see point 1 above</i>).</p> <p>All managers will inform ‘Authorised Drivers’ of the University requirements to drive on University business as noted in this Standard.</p>	<p>Authorised Driver / Manager / Supervisor / Transport Manager</p>	<p><a href="#">Driving licence information</a></p> <p><a href="#">Authorised Driver Registration Form</a></p> <p><a href="#">Driving licence categories</a></p> <p><a href="#">Changes to driving licence categories (pre 2013)</a></p> <p><a href="#">Driving licence codes</a></p>

	<p>'Authorised Drivers' will be expected to commit to the rules imposed on them by their manager / supervisor as part of the authorisation process.</p> <p><b>NB:</b> Records may be inspected (with seven days' notice) by members of the Health &amp; Safety Team, Insurance Office, Transport Office or the University's internal auditors.</p>		
4.	<p><b>Vehicle registration</b></p> <p>The 'Authorised Driver' must provide a written declaration that their private vehicle is suitable for the intended purpose ('Authorised Driver' registration form (DRF02)) to their manager / supervisor.</p>	Authorised Driver	<a href="#">Vehicle Registration Form</a>
5.	<p><b>Vehicle inspection, maintenance, servicing, MOT &amp; Vehicle Excise Duty</b></p> <p><u>Privately owned vehicles</u> Employees intending to use their own private vehicle for business use must evidence that their vehicle is maintained, serviced and legally roadworthy.</p> <p><u>University owned vehicles</u> College / Service managers that are responsible for University vehicles must inform the Transport Office that their College / Service owns a vehicle(s) using the University vehicle register (DRF02), to ensure that the vehicles are inspected, maintained, serviced, have a valid MOT (where required) and Vehicle Excise Duty (road tax) is current.</p> <p>The Transport Manager will hold a central record of all University owned vehicles and will inform Faculty / Service managers when maintenance, servicing, MOT's and Vehicle Excise Duty are due for renewal.</p> <p>The Transport Manager will also support Faculty / Service managers responsible for University vehicles in ensuring that the additional specific codes of practice according to vehicle type are conducted – <i>see point 19 below for full details.</i></p>	Transport Manager / College/ Service Managers	<a href="#">University vehicle register</a>
6.	<p><b>Vehicle roadworthiness</b></p> <p>Under the Road Traffic Act (1991), it is the driver's responsibility to ensure that any vehicle they are driving is roadworthy.</p> <p>To implement the 'Act', the University requires drivers to carry out a 'walk around' vehicle check prior to driving any University vehicle using the vehicle inspection checklist and report vehicle faults found on University owned vehicles to their line manager / supervisor.</p> <p>Where employees private vehicle is defective it must not be used for University business purposes and alternative arrangements must be made i.e. hire vehicle via a University approved supplier.</p> <p>Drivers should always ensure they are familiar with all the vehicle controls such as lights, indicators, etc. before driving any vehicle.</p>	Authorised Driver	<a href="#">Vehicle Inspection Checks (outside)</a> <a href="#">Vehicle Inspection Checks (inside)</a> <a href="#">Highway Code</a>

	Drivers must also familiarise themselves and comply with all of the requirements of the Highway Code.		
7.	<p><b>Vehicle insurance</b></p> <p><u>Privately owned vehicles</u> All 'Authorised Driver's using their private vehicle on University business will ensure that they have appropriate "business use" included on their vehicle insurance policy.</p> <p><i><b>NB:</b> University business includes driving between different University managed premises e.g. campuses, other UK destinations and overseas</i></p> <p><u>University owned vehicles</u> The University maintains comprehensive cover for its fleet vehicles.</p> <p>Fleet vehicle insurance details must be inserted into the Drivers Handbook in each vehicle.</p> <p>In the event of an accident, details of the University's insurer (or own insurer) should be provided to the other parties involved and if requested, the Police.</p> <p><i><b>NB:</b> If in doubt, managers / supervisors can contact the Insurance Office for advice.</i></p>	Authorised Driver / Insurance Office	<p><a href="#">Car insurance classes of use explained</a></p> <p><a href="#">Insurance office</a></p> <p><a href="#">Motor insurance</a></p>
8.	<p><b>Driver capability assurances and authorisation</b></p> <p>On receipt of a request from an employee to drive for work, managers / supervisors will, once satisfied that the employee(s) has confirmed and evidenced that they are:</p> <ul style="list-style-type: none"> <li>• Fit to drive</li> <li>• Have the correct driving licence for the intended vehicles</li> </ul> <p>For business use of private vehicles that the employee's vehicle is maintained and roadworthy and has a:</p> <ul style="list-style-type: none"> <li>• Valid MOT (where applicable)</li> <li>• Current Vehicle Excise Duty etc.</li> </ul> <p>All relevant completed forms will be countersigned by the manager/supervisors, documented in the employee's personnel file and copies sent to the College / Service Finance and Administration Support Teams (where applicable).</p> <p><i><b>NB:</b> Finance Infrastructure and Commercial Services (FICS) employees will also need to send copies of the Authorised Drivers form (DRF01) and the DVLA Summary document to the Transport Office.</i></p> <p>For employees that drive University owned/leased vehicles, managers / supervisors may be required to arrange specific driver training e.g. minibus drivers and those that tow trailers to ensure that each driver has the required competency to safely carry out the driving task.</p>	Authorised Driver / Manager / Supervisor / Transport Manager / Finance Team	<p><a href="#">Transport Manager</a></p>

	<p>Managers / supervisors are authorised to make decisions on their employees' suitability to drive for University activities (including use of own personal vehicle for work purposes).</p> <p><b>NB:</b> <i>If in doubt, managers / supervisors should contact the Transport Manager for advice.</i></p>		
9.	<p><b>Responsible driving</b></p> <p>All 'Authorised Drivers' when driving on University business will be expected to drive according to the road conditions and environment and not exceed the speed limits imposed on them whether in the UK or abroad.</p> <p>When in control of a vehicle 'Authorised Drivers' are required to turn vehicle engines off when stationary (not in traffic).</p>	Authorised Driver	<p><a href="#">UK Speed Limits</a></p> <p><a href="#">Speed Limits Abroad</a></p>
10.	<p><b>Driving hours</b></p> <p>Managers/supervisors and authorised drivers must factor in the need to incorporate sufficient time for rest breaks when planning working days that involve driving for University business.</p> <p>As a minimum a rest break after 2 hours of driving should be taken or sooner if the Authorised driver is feeling fatigued whilst driving.</p> <p>When driving more than 4 hours in any day the GB Domestic Driving Rules will apply.</p>		<p><a href="#">ROSPA Road Safety Advice - Driver Fatigue</a></p> <p><a href="#">GB Domestic Driving Rules</a></p>
11.	<p><b>Safe journey</b></p> <p>'Authorised Drivers' and their managers / supervisors must ensure that for all journeys made for work purposes i.e. standard journeys (e.g. to / from Cornwall or Exeter, local properties etc.) are assessed to ensure that, so far as is reasonably practicable, risks are reduced to the lowest level possible.</p> <p>Where risks are identified, managers / supervisors will be required to implement risk reduction controls such as:</p> <ul style="list-style-type: none"> <li>• shared driving</li> <li>• ensuring a passenger is on board to support the journey</li> <li>• additional driver training</li> <li>• ensure regular stops are made during the journey</li> <li>• consider overnight accommodation</li> </ul>	Authorised Driver / Manager / Supervisor / Transport Manager	
12.	<p><b>Driving outside the UK</b></p> <p>All 'Authorised Drivers' driving for work outside the UK e.g. fieldtrip/work must ensure that they are familiar with and adhere to the country's driving rules and regulations. This may include specific requirements such as lights, safety equipment, driving hours and rest breaks etc.</p> <p>In the interest of best practice, in relation to driving hours and rest breaks, where there are no equivalent rules for non-UK countries the GB Domestic Rules should be applied.</p> <p>Refer to the driving abroad link for more information.</p>	Authorised Driver / Manager / Supervisor / Transport Manager	<a href="#">Driving abroad</a>

	Managers / supervisors are responsible for ensuring that 'Authorised Drivers' who are required to drive outside the UK have the appropriate driver licence/permit and equipment to meet the requirements of the country's driving rules and regulations.		
13.	<b>Smoking and vaping rules</b> All 'Authorised Drivers' will adhere to the University's Smoking and Vaping Standard which prohibits smoking and vaping in any University managed vehicle or vehicle hired for business purposes. These restrictions also apply to private vehicles used for University business when there is more than one person being carried in the vehicle.		<a href="#">UoE Smoking Standard</a>
14.	<b>Security – vehicle and contents</b> In the interest of vehicle security all Faculty / Professional Services should have arrangements in place to secure all vehicle keys when not in use in a safe location with a signing out procedure in place.  'Authorised Drivers' must take reasonable steps to ensure the safety/security of vehicle(s) and its content(s) while in their charge.		<a href="#">Vehicle Security</a>
15.	<b>Loading &amp; unloading</b> When loading and unloading vehicles 'Authorised Drivers' and other employees accompanying them must take reasonable steps to do so safely.		<a href="#">Safe Loading and Unloading of Vehicles</a>
16.	<b>Parking</b> All 'Authorised Drivers' are required to adhere to vehicle parking rules whether on campus grounds or on the highway.  The employee is responsible for payment of any parking fines posed on them which cannot be claimed via expenses.		<a href="#">Campus Car Parking</a> <a href="#">Highway-code Parking</a>
17.	<b>Expenses (Mileage Claims)</b> Prior to an employee using their own or leased vehicle (including motorbike) for University business purposes, they must have completed an 'Authorised Driver' Registration form and provided a copy of their current and valid motor insurance policy to their manager / supervisor and Faculty / Service Finance and Administration Support Teams (where applicable).  This vehicle insurance policy must include "business use" ( <i>see vehicle insurance - point 7 above for details</i> ).  To claim mileage for use of a vehicle for business please use the appropriate expenses claims section within T1.	Authorised Driver	<a href="#">UoE Expenses Policy</a> <a href="#">Car insurance classes of use explained</a> <a href="#">MOT explained</a>
18.	<b>Incidents and accidents</b> All vehicle accidents, however minor must be reported to the Transport Manager and Insurance Office using the University incident Reporting Form.  By law any driver involved in a collision must always stop. Failure to stop after an incident or failure to report an incident could lead to a fine, penalty points or even disqualification.	Authorised Driver / Manager / Supervisor / Transport Manager	<a href="#">UoE Incident report form</a> <a href="#">Insurance Office</a> <a href="#">Transport Manager</a> <a href="#">UoE Motor claim notification form</a>

	<p>The emergency services should be called if anyone is injured or there is serious damage to vehicles or property.</p> <p>All University fleet vehicles will carry an accident pack containing instructions on what to do in the event of an accident/incident - details can be found in the associated Drivers Handbook (see hyperlinks for further detail).</p> <p><b>NB:</b> 'Authorised Drivers' must always ensure that accident packs are checked regularly and replenished after use.</p>		
19.	<p><b>Specific codes of practice according to vehicle type</b></p> <p>Dependant on the type of vehicle the 'Authorised Driver' has been approved to drive, the manager /supervisor and employee should review the codes of practice and implement the requirements:</p> <ul style="list-style-type: none"> <li>• <a href="#">Business use of private vehicles</a></li> <li>• <a href="#">University van up to 3.5 tonne</a></li> <li>• <a href="#">University minibus 9-16 seats</a></li> <li>• <a href="#">Hire car</a></li> <li>• <a href="#">Hire van up to 3.5 tonne</a></li> <li>• <a href="#">Hire minibus 9-16 seats</a></li> <li>• <a href="#">University car scheme (i.e. lease cars provided through Lombard Vehicle Management)</a></li> <li>• <a href="#">University grounds machinery</a></li> <li>• <a href="#">University vehicle e.g. car fleet or other type of vehicle owned or leased and managed by the University</a></li> </ul>	<p>Authorised Driver / Manager / Supervisor / Transport Manager</p>	

### Standard Monitoring and Measurement Criteria

The Standard Lead will review key aspects of compliance as below. A compliance and performance report will be submitted to the H&S Committee. Where necessary a corrective action plan will be put into place where performance in the policy monitoring indicates improvements are needed. Specifically the following will be measured:

1.	<p>Health &amp; Safety Team will request evidence that:</p> <ol style="list-style-type: none"> <li>a) Employees that drive vehicles on University business have completed an 'Authorised Drivers' form</li> <li>b) Employees that drive their own personal vehicles for University business have got 'business use' vehicle insurance</li> </ol>
2.	<p>Transport Manager will provide evidence that:</p> <ol style="list-style-type: none"> <li>a) Faculties / Services have registered their vehicles with the Transport Manager using the 'University vehicle registration' form</li> <li>b) Faculty / Service owned vehicles are regularly inspected, maintained and serviced</li> <li>c) Faculty / Service owned vehicles have a valid MOT (where required)</li> <li>d) Faculty / Service owned vehicles have current Vehicle Excise Duty (road tax)</li> </ol>
<p><u>List of consultees during approval process</u></p>	



Version control:

Version 1 – July 2016 – July 2019

Version 2 – July 2019 – July 2022

Version 3 – October 2022 – October 2025 (new faculty restructure changes)