WORKPLACE TRANSPORT POLICY

Introduction and General Statement

This policy applies to all employees of Lews Castle College who require to drive vehicles as part of their paid employment. The policy applies to any vehicles whether owned by the College or hired for College business. It is College policy to take all reasonable steps to manage the health and safety of those staff who drive on College business.

This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work related driving, but details what we expect from our employees, both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from our own car drivers, as well as basic guidelines on driver health.

Legal Position

We have a duty under the Health and Safety at Work Act 1974 to take steps, as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their work. In order to comply with the duties, we will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated. These will be identified by carrying out a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended). Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1988.

Drivers

All drivers must be approved and authorised by the Principal and Chief Executive and must be in possession of a valid full driving licence for the vehicle being used.

The LCC Form “Approval of Drivers to Drive Vehicles while on Lews Castle College Business” must be completed for this purpose.

Special conditions apply to the drivers of minibuses.

Only employees of the College may drive College vehicles or vehicles hired for College business. An employee of the College is any person being officially paid by the College for the time they are driving on the College’s behalf.

Persons being paid a fee to drive for short periods such as the duration of a field trip are considered College employees, however, such persons must meet all the other requirements of this policy.

It will be necessary for Lews Castle College to check driver’s licence details and for this to be done each driver must give their written consent to view their licence details online.
A register of current competent and authorised drivers will be maintained and updated on a regular basis by the Administration Office.

The register of authorised drivers can be found at Annex A – Competent Persons Register Authorised Drivers”.

It will be the responsibility of individual drivers to inform Lews Castle College regarding any subsequent convictions or any physical or mental disability, which might affect their fitness to drive any vehicle.

**Driving Licence Categories**

Generally, other than in very exceptional circumstances staff members of Lews Castle College will not be expected to drive vehicles other than those listed below.

**Category B**

You can drive vehicles up to 3.500kg Maximum Authorised Mass (MAM) with up to 8 passenger seats (with a trailer up to 750kg)

**Category B Auto**

You can drive a Category B automatic vehicle only.

**Category B & E**

You can drive a Category B vehicle with a trailer where they have a combined weight over 3.500kg.

**Category C1**

You can drive vehicles weighing between 3,500 and 7,500kg.

**Category C1 & E**

You can drive a Category C1 vehicle with a trainer over 750kg, but the trailer – when fully loaded, cannot weigh more than the vehicle. The combined weight of both cannot exceed 12,000kg.

**Minibus**

**Category D1**

You can drive a mini-bus with:

- No more than 16 passengers seats
- A maximum length of 8 metres
- A trailer up to 750kg
- Be in possession of a current MiDAS certificate
Category D1 & E

You can drive D1 category vehicles with a trailer over 750kg, but the trailer, when fully loaded, cannot weigh more than the vehicle. The combined weight of both cannot exceed 12,000kg.

It will be each individual drivers responsibility to ensure that they only drive vehicles that their driving licence entitles them to drive.

If drivers are required to drive other vehicle categories they must inform the Finance Office at Lews Castle College to ensure that adequate insurance cover is in place as well as ensuring that suitable and sufficient risk assessments have been carried out.

NOTE: All drivers are required to inform the DVLA in Swansea of any physical or mental disability, which might affect their fitness to drive a vehicle.

Road Worthiness of Vehicles

All vehicles owned by Lews Castle College must be regularly maintained and kept in a roadworthy condition. It is the responsibility of the Head Janitor to ensure that all vehicles are regularly inspected, serviced and maintained to comply with the requirements of the manufacturer’s service handbook.

Before taking over responsibility for any vehicle, all drivers must conduct pre-journey checks or satisfy themselves that such checks have already been carried out by the operator prior to handing the vehicle over.

This can be substantiated by checking the daily Drivers Defect Report Book. Do not assume that these checks have been carried out by the previous driver.

The following checks are to be carried out at the beginning of each working day:

(a) Brakes and steering operate correctly.

(b) There is adequate supply of water in the windscreen wash reservoir, that windscreen and wipers function correctly and all windows are clean in order to ensure good all-road visibility.

(c) There are correct fluid levels in hydraulic systems, and the engine oil level is correct.

(d) There is an adequately stocked first aid kit, any items used from the kit should be replaced without delay.

(e) There is a vehicle fire extinguisher mounted in an easily accessible position.

(f) Tyres are inflated to the correct pressure and are free of dangerous cuts or cracks and tread depth is at least 1.6mm and wheel nuts are tight.

(g) The spare wheel is also in good condition and correctly inflated. If a spare wheel is not designed to be carried, then a temporary puncture repair aerosol must be carried.

(h) Emergency exit doors open effectively.
(i) All lights including brake lights operate effectively.

(j) The horn operates effectively.

(k) That the body interior/exterior is in good condition.

The Driver’s Defect Report checklist must be completed at the beginning of each working day and any defects reported to the Head Janitor.

Any faults must be rectified or the vehicle taken out of service without delay. It will be the responsibility of the Head Janitor or his representative to secure the keys of defective vehicles to prevent their use in a defective and possibly unroadworthy condition.

Any driver who has any doubt regarding the road worthiness of a vehicle must not attempt to drive the vehicle.

**Provision and Use of Work Equipment Regulations**

Vehicles and trailers are included in the list of equipment that are classed as items of work equipment under the Provision and Use of Work Equipment Regulations.

It is therefore necessary to maintain all vehicles and trailers in an efficient state, in efficient working order, and in good repair.

All vehicles and trailers owned by Lews Castle College will be included in the Register of Plant and Equipment and will therefore be subject to routine periodic maintenance.

The pre-arranged maintenance schedule will comply with that laid down in the manufacturer’s service manual.

**General Driving Legislation**

The requirements of legislation governing driving must be observed at all times. When driving abroad the legislation of the country to be visited should be checked for local variations from the UK.

In the UK adherence to the “Highway Code” is essential, but drivers should pay particular attention to:

(a) Seat belts must be worn at all times. The driver is to ensure that all passengers wear seatbelts at all times.

(b) The driver must not use a mobile phone or engage in any other activity that may distract his/her attention while driving.

(c) Smoking is banned in all enclosed places of work in the UK – this includes vehicles in use for business purposes. Accordingly, smoking is banned in all vehicles being used for Lews Castle College business even if the driver is the only occupant.
Consumption of Alcohol, Drugs and Medication By Drivers

Blood alcohol level should be zero during all driving activities. It is an absolute rule that a driver does not consume alcohol during, or for any appropriate period before any driving is undertaken.

Rule 96 of The Highway Code has been updated (2 March 2015)

You MUST NOT drive under the influence of drugs or medicine. For medicines, check with your doctor or pharmacist and do not drive if you are advised that you may be impaired.

You MUST NOT drive if you have illegal drugs or certain medicines in your blood above specified limits. It is highly dangerous so never take illegal drugs if you intend to drive, the effects are unpredictable, but can be even more severe than alcohol and result in fatal or serious road crashes. Illegal drugs have been specified at very low levels so even small amounts of use could be above the specified limits. The limits for certain medicines have been specified at higher levels, above the levels generally found in the blood of patients who have taken normal therapeutic doses.

If you are found to have a concentration of a drug above its specified limit in your blood because you have been prescribed or legitimately supplied a particularly high dose of medicine, then you can raise a statutory medical defence, provided your driving was not impaired by the medicine you are taking.

Drugs and Driving: The Law

It’s illegal to drive if either:

- You’re unfit to do so because you’re on legal or illegal drugs
- You have certain levels of certain drugs in your blood (even if they haven’t affected your driving)

Legal drugs are prescription or over-the-counter medicines. If you’re taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional. If the police stop you and think you’re on drugs they can do a “field impairment assessment”. This is a series of tests, like asking you to walk in a straight line. If they think you’re unfit to drive because of taking drugs, you’ll be arrested and will have to take a blood or urine test at a police station. You could be charged with a crime if the test shows you’ve taken drugs.
Prescription Medicines from March 2015

From March 2015 it will be illegal in England and Wales to drive with certain legal or illegal drugs above certain levels in the blood, even if you are not unfit to drive. The law does not cover Northern Ireland and Scotland but you could still be arrested if you are unfit to drive. Talk to your doctor about whether you should drive if you have been prescribed any of the following drugs:

- Clonazepam
- Diazepam
- Flunitrazepam
- Lorazepam
- Methadone
- Morphine or opiate and opioid-based drugs
- Oxazepam
- Temazepam

You can take these drugs and drive as long as:

- You have been prescribed them and taken them as advised by a healthcare professional.
- They do not cause you to be unfit to drive.

If in doubt – don’t drive

Loads and Cargo

It will be the responsibility of the driver to ensure that all loads and cargo being transported are properly secured before commencing their journey.

Restrictions apply to specific hazardous cargo such as those covered by the Dangerous Substances and Explosive Atmospheres Regulations and Control of Substances Hazardous to Health Regulations.

This includes LPG, argon, acetylele and oxygen cylinders as well as petrol and diesel containers.

Drivers must also ensure that weight limits for vehicles and trailers are complied with.

First Aid and Emergency Procedures

(a) Make sure all passengers are safe and if necessary, summon the emergency services for assistance.

(b) Obtain the registration number(s) and insurance details of any other vehicle(s) involved.

(c) Take the names, addresses and if appropriate vehicle registration numbers of any witnesses and the number and base station of any Police Officer who attends.
(d) Write down as soon as possible after the accident all relevant details in a precise manner.

(e) Report all the above details to the Finance Office and Health and Safety Adviser as soon as possible.

(f) If appropriate complete and submit an LCC Accident Report or Near Miss Form.

Documentation

Drivers should carry their driving licences whenever possible. Hire agreements and insurance certificate should be kept by the Finance Office.

The driver should carry details of the insurance policy in order to exchange the information required in the event of an accident occurring.

Overseas Travel

There are likely to be special insurance requirements for those who require to travel overseas and drive in overseas countries. Drivers must check to ensure that appropriate insurance is in place prior to driving in overseas countries and consult with the hire operator and Finance Office at Lews Castle College.

Security Of Valuables

Always remove all valuables from sight and preferably out of the vehicle altogether when parking up.

Insurance

All queries regarding insurance should be directed to the Finance Office, or Health and Safety Adviser, Lews Castle College.

Minibuses

Definition

Minibuses are defined as vehicles “constructed or adapted to carry more than eight, but not more than sixteen passengers, in addition to the driver”.

There are complex driving licence and “hire and reward” permit requirements for the use of minibuses.

Only those employed by Lews Castle College and fulfill the following criteria will be authorised and permitted to drive minibuses as part of their paid employment.

(a) Have an entitlement D1 to drive minibuses on their UK full driving licence and be aged 25 years or over.

(b) Be in possession of a current Minibus Driver Awareness Scheme (MiDAS) certificate.

(c) Have obtained approval from the Principal and Chief Executive to drive minibuses while on College business.
(d) Comply with the guidance provided in the Minibus Driver Awareness Scheme Minibus Drivers Handbook (dated 2005 edition).

**Trailers**

Before towing a trailer the following checks must be carried out to ensure that the vehicle being used is appropriate for this use:

(a) That the gross weight of the vehicle plus the trailer is within the vehicle gross weight limit.

(b) That the kerbside weight of the towing vehicle is clearly marked on the front nearside of the vehicle.

(c) That the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer.

(d) That the axle loads of the towing vehicle are not exceeded.

(e) That a breakaway chain is in use, which will activate the handbrake should the coupling break. Advice on this matter should be sought from the trailer manufacturer or approved dealer.

(f) That the unladen weight of the trailer and trailer tyre pressures are clearly marked on the trailer.

(g) That the total gross weight (trailer weight plus maximum load to be carried) is clearly marked on the front of the trailer.

(h) That the trailer handbrake/overrun brake functions properly.

(i) That the trailer lights and indicators work.

(j) That the load is securely lashed to the trailer body or frame.

(k) That there is suitable marking of any rear overhang greater than one metre by using a “Long Vehicle” sign or other approved method (eg. warning tape) or an approved light in hours of darkness or bad weather.

When towing a trailer drivers must be very cautious about the vehicle speed. Vehicle/trailer combinations can become unstable at speeds below the legal maximum, particularly when being passed by fast moving large vehicles, in windy conditions, or when manoeuvring. On long journeys the trailer and vehicle should be checked at least once every two hours of travel.

Users of boat trailers are strongly advised to refer to the Amateur Rowing Association’s booklet “Towing of Boat Trailers”.

All trailers are classed as items of work equipment and must be maintained and inspected to comply with the Provision and Use of Work Equipment Regulations.
Legal Requirements For Providing Information After Any Accident

The information below is taken from the Highway Code

If you are involved in an accident which causes damage or injury to any other person or other vehicle, or any animal, (horse, cattle, ass, mule, sheep, pig, goat or dog) not in your vehicle or roadside property:

You Must:

(a) Stop

(b) Give your own, and the vehicle owner’s name and address and the registration number of the vehicle to anyone having reasonable grounds for requiring them.

(c) If you do not give your name and address at the time of the accident, report the accident to the police as soon as reasonably practicable, and in any case within 24 hours.

(d) If any other person is injured and you do not produce your certificate of insurance at the time of the accident to the police or to anyone who with reasonable grounds has requested it.

You Must Also:

(a) Report the accident to the police as soon as possible and in any case within 24 hours.

(b) Produce your insurance certificate to the police when reporting the accident or within seven days at any police station you select.

Staff Using Private Vehicles for College Business Purposes

Staff who have reason to use their private vehicles for College business purposes must ensure that their insurance policy explicitly covers business travel.

If staff intend to use their own vehicle on College business they should ensure that their insurance policy includes “use for business purposes”. Staff will not otherwise be insured for College journeys.

In order for the College to comply with its legal duties, staff members using their own vehicles for College business will be required to produce their driver’s licence for inspection.

It will be the employee’s responsibility to ensure that their vehicle is roadworthy, is properly insured, and if the vehicle is more than three years old, the MOT certificate is current.

A declaration will be included in the Lews Castle College “Claim Form for Refund of Expenses” to confirm that, employees and others having reason to claim expenses:

- Are in possession of a valid full driving licence for the class of vehicle being used
- That their vehicle is in a roadworthy condition, is properly insured for business use, and if the vehicle is more than three years old, the MOT certificate is valid
Refund of mileage expenses must be pre-arranged with the respective Head of Department prior to journeys being undertaken.

**Traffic Management at Lews Castle College Premises**

The attention of all drivers is drawn to the importance of driving in a safe and considerate manner at all Lews Castle College premises.

Drivers must adopt a proactive approach and comply with all traffic management systems and restrictions that may be in place.

Where staff are responsible for taking delivery of materials and orders they must ensure that a suitable and sufficient risk assessment has been carried out to ensure safe delivery.

A speed limit of 10 MPH is in place in all LCC car parks.

Drivers should be particularly vigilant for people with a disability who may be moving between vehicles and buildings.

**Breakdown Recovery**

In the event of a College owned or hired vehicle being involved in an accident or breakdown, drivers and staff members must not attempt to repair or recover the vehicle, or attempt to change punctured wheels.

The contact details for recovery arrangements can be found in ANNEX B "Breakdown Recovery Arrangements".
Breakdown Recovery Arrangements

In the event of a College owned or hired vehicle being involved in an accident or breakdown or suffering a punctured tyre, drivers or staff members must not attempt to repair or recover vehicles or change punctured wheels.

Arrangements are in place with the following breakdown recovery contractors to provide this service on the Colleges’ behalf.

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<th>Contractor</th>
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<th>Mobile:</th>
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<td>Isle of Barra</td>
<td>01871 890 366</td>
<td>07854189379</td>
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<td>Roddy Macdonald</td>
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<td>30 Eoiligarry, Isle of Barra</td>
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<td>Benbecula and Uist’s</td>
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<td>Lewis and Harris</td>
<td>01851 710 500</td>
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Please ensure recovery contact details are obtained on receipt of vehicle.

Please refer to pack held in glove compartment.

If you break down
Tel: 0800887766