

Lavington Park Federation

## *Driving Policy*



Reviewed by

Breege Jinks

Signature

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*Approved by*

*Full Governing Body November 2022*

Next Review

November 2025

This policy is based on the West Sussex County Council model policy for schools.

## **1. Purpose of the policy**

The purpose of this policy is to clarify the responsibilities and expectations of all school based employees and volunteer drivers.

- To provide a clear framework for ensuring that all employees who are required to drive for work are qualified and fit to drive, insured and competent to drive safely.
- To ensure that vehicles used for work related journeys are suitable and roadworthy, and journeys are planned to be conducted safely.
- To encourage a positive attitude towards safe driving at work through assessing travel related risks and taking steps to manage these accordingly.

## **2. Scope of the policy**

This policy applies to all school based employees. Specific arrangements relating to head teachers are shown in italics. The policy is consistent with the policy in place for West Sussex County Council (WSCC) employees.

The Governing Body also has a duty of care to volunteers and agency staff / consultants who are not employees and who drive on our behalf, and this policy also applies to them.

Employees who hold an LGV/HGV or PCV/PSV licence are subject to a medical examination and driving assessment as part of licensing arrangements. The additional requirements within this policy also apply to these employees.

## **3. Policy Overview**

The Governing Body recognises it has a responsibility not only for the health and safety of employees engaged in driving at work but also to all members of the school community, other road users and members of the public.

The Governing Body is fully committed to the principle that all its employees who need to drive as part of their job must be medically fit, qualified, insured and competent to do so. In order to meet this commitment:

- The School Business Manager is responsible for checking eligibility to drive and insurance status (where appropriate) on appointment, or authorising an employee to drive for the first time (where not done at appointment), and when an employee changes their vehicle. A copy of the insurance documentation should be attached to the notification form and submitted to the School Office/Staff Travel.
- Eligibility to drive is to be verified by the School Business Manager on an annual basis for all Vocational Drivers (see section 7 below) and on a spot check basis for all other drivers i.e. driving licence, insurance and car documents. This is set out at section 4.
- Driver Awareness Training is compulsory for drivers who meet key triggers. These triggers are set out at section 5.

- All Vocational Drivers are required to meet minimum driver medical standards and undergo driver medical examinations by the Occupational Health Service on employment and at regular intervals thereafter. Driver medicals are at the same standard as those required for PCV/LGV licensed drivers. Further information is set out at section 10.
- Vocational Drivers are required to undertake regular driving assessments and driver training as required. Details are set out at section 7.
- All Vocational and Other Drivers are subject to a risk management approach through their line manager/Head teacher in order to ensure that those driving in higher risk situations are identified and are fit and competent to drive safely. Details are set out at sections 7, 8 and 9.
- Vocational Minibus Drivers and Occasional/Volunteer Minibus Drivers are required to obtain and renew a Minibus Permit in order to drive on behalf of the Governing Body. Details are set out at section 8.

This policy is to be read in conjunction with the

- 'Quick Guide to the licensing, medical and training requirements for WSCC drivers'.
- 'Driving at work' document produced by Health and Safety/Road Safety
- 'Guidance on Occupational Road Risk' document produced by Health and Safety/Road Safety.
- 'WSCC Regulations and Notes of Guidance for Off-Site Activities'.

These documents are all available on the West Sussex County Council Services for Schools website.

Clarification of work related journeys is available in the 'Guidance on Work Related Journeys' document also available on the West Sussex County Council Services for Schools website.

#### **4. Qualification to Drive**

All Vocational Drivers (refer to section 7) are required to provide their driving licence to the School Business Manager for inspection on commencement of employment and on an annual basis in order to prove eligibility to drive.

All Other Drivers (refer to section 8) are required to:

- provide their driving licence and car documents where applicable to the School Business Manager for inspection on commencement of employment, and comply with random spot checks, providing their driving licence and other documentation for inspection as required e.g. insurance certificate with business cover and valid MOT certificate when using a private vehicle for business use.
- provide copies of their insurance certificates. These must be attached to form MT4 or MT4a when being authorised to drive on school business for the first time or when changing vehicles.

For further advice on the use of private vehicles on work related journeys and advice on the inspection of driving licences please refer to the file attachments linked to this policy on the West Sussex County Council Services for Schools website.

## **5. Driver Training/Assessment Triggers**

Driver Awareness Training and assessment is compulsory for any employee driving on behalf of the Governing Body who:

- has two or more blameworthy accidents in an eighteen-month period whilst driving on behalf of the Governing Body
- travels in excess of 10,000 business miles per year
- is identified as high risk following a risk assessment.

The Road Safety Education, Training and Publicity Team will contact those employees requiring training in line with the above triggers. Training will be funded by the school.

Please note that all employees are eligible to attend Driver Awareness Training. Any driver interested in attending the training should speak to the School Business Manager in the first instance.

## **6. Responsibilities**

All employees who drive on behalf of the Governing Body are responsible for:

- notifying the School Business Manager of any fitness to drive problems or concerns or any other issues that may affect driving ability
- notifying the DVLA of any health issues affecting ability to drive. It is a criminal offence not to report to the DVLA any condition that affects ability to drive safely
- reporting any convictions for driving offences (including penalty points), periods of disqualification and work related traffic collisions or incidents to the School Business Manager by the following working day.
- ensuring that eyesight is checked regularly by an optician (recommended at least every two years or sooner if required).
- ensuring that their vehicle is roadworthy, safe to drive and not a danger to passengers, pedestrians and other road users.

Employees who drive on behalf of the Governing Body are also encouraged to report any driving accidents, cautions or summons that occur outside work to the School Business Manager in order to enable a discussion to take place around whether any help is needed to ensure that they do not re-offend and whether there are any work related factors to consider

Driving within the law, safely and responsibly on work journeys : further guidance is available on the West Sussex County Council Services for Schools website.

<https://secure2.sla-online.co.uk/v3/Resources/Page/1316>

The School Business Manager is responsible for:

- ensuring that the Driving Policy is adhered to and that driver medicals, training and assessments are completed as required
- ensuring that risk assessments are carried out for driving roles and drivers as required, and associated actions are completed and reviewed periodically (refer to section 9)
- ensuring that driving licences and documents are inspected as required (refer to section 4)
- ensuring that all work related driving accidents and incidents are investigated and reported to the relevant Health and Safety Team
- adhering to the additional Line Manager responsibilities set out in the associated document available on the West Sussex Services for Schools website and here on the Governors' One Drive.
- [Schools driving at work guidance.pdf](#)
- [Driving at work generic risk assessment.docx](#)
- [Driving at Work Corporate Guidance July 2022 v2.0.docx](#)

The Governing Body has committed to provide:

- a positive environment in which employees feel confident that they can report health issues and their ability to drive safely, without fear of being treated unfairly
- appropriate risk assessment, driver assessment and training to help employees drive as safely as possible
- vehicles that are roadworthy and safe to drive
- a framework for managing the impact on employees no longer capable of carrying out a driving role - the employee will be managed under the Capability Policy.

## 7. Vocational Drivers

Vocational Drivers are those drivers who drive as their substantive role e.g. Minibus Drivers, Couriers etc.

Vocational Drivers are required to:

- undertake a driver medical on employment and at specified triggers. These are set out at section 10
- complete a driving assessment every four years (Minibus Permits for Minibus Drivers) and any subsequent follow up driver training as required or, other measures put in place by the school, provided these are sufficient to manage the risks.

Driving assessments and training are now carried out by MIDAS (through Midhurst Rother College) and the cost will be funded by the school.

A risk assessment must be carried out to identify additional risks faced by pregnant women who drive and those with disabilities who drive to ensure that their needs are

met, and may be necessary in cases where there is a higher level of driving risk. Details are set out at section 9.

## **8. Other Drivers**

Other Drivers are those who:

- drive private cars, pool cars or lease cars on behalf of the Governing Body
- occasionally drive other school vehicles as a means of transport
- drive members of the school community in any of the above vehicles e.g. pupils, parents, governors, colleagues
- drive minibuses to transport members of the school community on a volunteer/occasional basis e.g. ad hoc trips/outings.

Other Drivers are subject to a risk management approach in cases where there may be a higher level of driving risk determined by the employee or School Business Manager in order to ascertain whether a driver medical and/or driver assessment/training is required. Details are set out at section 9 below.

## **Risk Assessments**

The School Business Manager makes an assessment of the risks to employees while at work and the risk to other members of the school community, and takes all reasonable steps to minimise these risks.

In cases where there is a higher level of driving risk, trained and competent staff are required to carry out a risk assessment, which may indicate a need for a driver medical and/or driver assessment/training.

Risk assessments are to be completed for the driving role and for the employee completing the role. In addition, specific risk assessments will be required where:

- the driver is pregnant or nursing an infant
- the driver has declared to their line manager a disability or other factor that might affect their driving ability
- the driving role is assessed as higher risk
- the driver performance is below the expected standard.

Instructions and examples on how to complete a risk assessment are contained in the guidance on the West Sussex Services for School website.

## **10. Fitness to Drive**

All Vocational Drivers (see Section 7) and those drivers identified as requiring a driver medical following a risk assessment must undergo medical examinations to the standard of those required for PCV/LGV licensed drivers at the following times:

- (a) on employment
- (b) within three calendar months of attaining ages 45, 50, 55, 60
- (c) if applicable, on reaching age 65 and annually thereafter

- (d) at the discretion of the Occupational Health Physician, whenever a change in health is reported

Medical examinations are undertaken by the Occupational Health Provider.

Employees are responsible for notifying the School Business Manager of any health issues or concerns affecting their ability to drive. This can include notification when any of the following list of drugs are prescribed by the employee's GP or NHS consultant.

- amphetamine, eg dexamphetamine or selegiline
- clonazepam
- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs, eg codeine, tramadol or fentanyl
- oxazepam
- temazepam.

The DVLA sets minimum medical standards for drivers, including conditions that must be reported to the DVLA. These include neurological disorders, cardiovascular disorders, diabetes, psychiatric disorders, visual disorders, renal disorders, respiratory and sleep disorders and other miscellaneous conditions. Full details are available at [www.dvla.gov.uk](http://www.dvla.gov.uk). It is a criminal offence for a driver not to report to the DVLA any medical condition that affects their ability to drive safely.

Drivers who fail to meet WSCC driver medical standards will be managed under the Capability Policy.

## 11. Related Documents

All related documents are available on the West Sussex Services for Schools website :

- Schools Driving Policy Quick Guide
- Schools guidance on work related journeys
- Guidance for schools on driving licence and car document checks.
- How to check a driving licence
- Schools Notification Form - use of private motor vehicles
- Schools Notification Form - change of private motor vehicle

Related links :

- Guidance on Occupational Road Risk document
- WSCC Regulations and Notes of Guidance for Off-Site Activities
- Litigation, Insurance & Risk Management Services Insurance Guide