

DRIVING FOR WORK PURPOSES POLICY



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1 POLICY STATEMENT

Driving has the potential to cause death or serious injury. It is an activity that many staff undertake for work purposes, even if only occasionally. The Dominic Barberi Multi Academy Company (DBMAC) believes that managing risks arising from driving for work is the joint responsibility of the DBMAC and its employees

The DBMAC has a responsibility to ensure that persons who drive in connection with the business of any School to maintain a high standard of driving, in a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users. Staff and others have a responsibility for their own safety and that of other road users.

This policy applies to the use of School vehicles, lease and hire vehicles and private vehicles when used for work purposes. It covers work-related driving on and off site/school and between sites/schools. It does not apply to commuting to and from the normal place of work. However, all employees who drive are encouraged to familiarise themselves with the good practice guidance referenced in this policy.

The DBMAC will seek to ensure that:

- all statutory legislation relating to driving, the use of vehicles, driver training and medical fitness to drive is complied with
- the requirements of the Highway Code are complied with
- best practice in relation to driving standards, journey planning, rest breaks, and restrictions on the use of mobile communication devices such as radios and mobile phones is promoted
- adequate resources are made available for the implementation of the policy.

2 RESPONSIBILITIES

Overall responsibility for the implementation of this policy falls with the Directors who delegate it to the local academy committee, but the day to day management and control is delegated to the Operations Managers/Business Managers (or equivalent). This includes:

- a. identifying all persons in their School/Function/Unit who meet the criteria to be defined a “school driver” (see section 3)
- b. checking that School Drivers are entitled to drive the vehicle being used, covering:
 - valid driving licence (annual checks)
 - fitness to drive (self-declaration form, referral to Occupational Health if required)
 - road tax, insurance for business use, and MOT (where applicable to private cars)
- c. ensuring that School Drivers are provided with training appropriate to the risk (see section 3), information and supervision as appropriate so that they are able to drive responsibly and safely
- d. ensuring that vehicles owned or leased by their School/Function are suitable for the proposed use, and roadworthy (if applicable)

Operations Managers/Business Managers are responsible for appointing the Schools preferred supplier of hire vehicles.

The DBMAC Finance Manager is responsible for arranging appropriate insurance for School/DBMAC vehicles and hire vehicles where appropriate, and making details of the policy available to anyone driving on DBMAC insurance.

A request can be submitted to Occupational Health to assess drivers for fitness to drive, at the request of the Operations Managers/Business Managers, where required by legislation or in accordance with this policy.

The external health and safety adviser (currently Oxfordshire County Council) can advise on:

- a. providing guidance to the DBMAC on the safe use of vehicles on School business
- b. advise or facilitating the provision of training for School Drivers
- c. monitoring/auditing the management systems for use of vehicles on School business
- d. liaison with enforcement authorities in the event of an accident/incident.
- e. ensuring that road traffic accidents are investigated, where appropriate.

Employees and others who drive for work have a responsibility to co-operate and comply with this policy, and to take reasonable care of themselves and others. In particular all persons who drive on School/DBMAC business must:

- a. if driving a privately-owned vehicle, ensure that they have valid insurance for business use, and that the vehicle has valid road tax and MOT certificate where applicable
- b. ensure that they have a valid licence for the class of vehicle being driven
- c. observe the Highway Code and current driving legislation
- d. observe the law in relation to alcohol limits, drugs and medical fitness
- e. confirm that the vehicle is in a safe and legal condition to drive, by undertaking simple pre-use safety checks
- f. inform their manager if they are involved in a driving or traffic related accident whilst driving on School/DBMAC business.

Additional requirements for School Drivers are set out in Section 3.

3 THE DRIVER

3.1 Driving on School business

Driving on School/DBMAC business or in the course of work duties includes use of a School vehicle, hire or leased vehicle or an employee's own private vehicle. It includes all journeys made in connection with work or on behalf of the School, including, for example, driving to off-site meetings & conferences, training, visits to student placements, fieldwork, transportation of students, and journeys on and between sites/schools.

School business does not include commuting to and from the normal place of work.

Staff who use their own vehicles for convenience on a casual basis, in order to undertake some element of their role for the School, but who do not meet the criteria to be defined as a "School Driver" (see section 3.2), must comply with the personal responsibilities set out in

section 2 above. However the document checks, medical declaration and driver training that apply to School Drivers do not apply to such 'casual' drivers.

3.2 School Drivers

The risk to the DBMAC in terms of reputation, damage to School property and the safety of vehicle occupants may be increased by virtue of the type of vehicle being driven, inexperience with the vehicle, and frequency of driving. Where there are these increased risks, such drivers are classed as "School Drivers". They include:

Staff who drive School-owned or leased vehicles for work

Staff who frequently drive vehicles hired through a School/DBMAC contract and being driven on DBMAC insurance

Staff who are employed as drivers or who are required by their job description or terms and conditions of contract as an integral part of their employment to drive (e.g. maintenance staff, security staff)

Staff who drive vehicles with School students as passengers, in connection with official journeys e.g. for fieldwork, sports fixtures or events, organised group visits etc.

Management procedures need to be in place to protect both the DBMAC and a School Driver from the potential consequences of a serious road traffic accident. These include:

Completion of a Driver Record Form (Appendix 1) by School Drivers and their managers and a document check to confirm that a School Driver is entitled and fit to drive. Other documents (such as insurance certificates) will be checked and kept on file. It is recommended that such checks are repeated annually to confirm that the employee has a continuing entitlement to drive. The online [GOV.UK driving licence checking system](https://www.gov.uk/driving-licence-checking-system) will be used by the manager, alongside using the Driver Record Form.

Guidance:

A School Driver Record Form should be completed by the School Driver and sent for verification through DVLA. The mandate form is valid for 3 years..

If there is a risk that the driver may become ineligible to drive (e.g. through receiving further points on their licence, expiry of their photocard), more frequent checks may be recommended.

School Drivers must inform the Operations Manager/Business Manager if they:

Are convicted of a driving-related offence, including penalty points or disqualification

Have a medical condition that makes them unfit to drive (see Appendix 2).

3.3 Training for School Drivers

The table below gives details of what training is required for certain categories

Drivers of specialist vehicles (see Table 1).

Table 1 DBMAC Driver training requirements

TYPE OF VEHICLE DBMAC	TYPE OF TRAINING REQUIREMENT
Passenger car/MPV/4 wheel drive vehicle driven on road, including people carriers with up to 8 passenger seats.	No current training required
Minibus from 9 up to 16 passenger seats, maximum gross vehicle weight <u>below</u> 3.5 tonnes (see section 3.5 below)	All minibus drivers must attend and pass formal approved MiDAS training from an experienced training provider, including a theory session and practical on-road assessment
Minibus from 9 up to 16 passenger seats, maximum gross vehicle weight <u>above</u> 3.5 tonnes (see section 3.5 below)	All minibus drivers must attend and pass formal approved MiDAS training from an experienced training provider, including a theory session and practical on-road assessment. However if the driver has completed formal training in order to obtain a D1 driving licence in the last 5 years MiDAS training is not required, but good practice and recommended.
Any vehicle towing a trailer or other tow unit e.g. caravan, on public roads	New/inexperienced drivers must receive formal training from an experienced training provider, covering trailer and towing law and practical exercises. AND On-the-job practice/experience with the vehicle/trailer combination, under the supervision of an experienced driver. (note Minibus drivers without a D1 Licence driving under a Section 19 Permit cannot tow a trailer)

Driver training (minibus training) needs to be refreshed on expiry of licence to continue driving any school/DBMAC minibus.

3.4 Driving licences

Only valid full UK Drivers' Licences will normally be accepted to drive School and hire vehicles for work purposes. Managers and drivers should note that to be valid the licence must state the driver's current name and address and for photocards to have been issued within the last 10 years.

If a driver holds a licence which was issued abroad, a check should be made with the DBMAC insurers for further guidance on driving in the UK, and with the [GOV.UK web site](#). Managers must ensure that checks of “School Drivers” licences are carried out.

Guidance:

Further information on driving licence entitlements is given on the GOV.UK web site at <https://www.gov.uk/driving-licence-categories>.

Drivers who drive a hired vehicle on an occasional basis, and who do not meet the definition of a “School Driver” must present their photocard licence to the hire company for checking to ensure that they have a valid entitlement to drive. The hire company may require a DVLA on-line check to be carried out, in which case the driver must consent to this.

3.4.1 Licences for towing

This document provides a brief summary of DVLA driving requirements for towing. The individual driver is responsible for checking that they have a legal entitlement to drive any specific vehicle/trailer combination. Information on the driving licensing requirements for towing trailers is available on-line on the [GOV.UK web site](#).

Drivers who passed a driving test on or after 1 January 1997 are required to pass an additional DVLA driving test in order to tow trailers with a maximum authorised mass (MAM) greater than 750 kg, unless the combined weight of the trailer and towing vehicle is no more than 3,500kg (3.5 tonnes).

All drivers who passed a car driving test before 1 January 1997 retain their existing entitlement to tow trailers until their licence expires. This means they are generally entitled to drive a vehicle and trailer combination up to 8.25 tonnes MAM. They also have an entitlement to drive a minibus with a trailer up to 750kg Maximum Authorised Mass.

3.4.2 Licences for other vehicles

Drivers who passed a car test on or after 1 January 1997 are required to pass an additional DVLA driving test in order to be able to drive Category B+E (motor vehicles with a MAM of up to 3,500 kg and a trailer over 750kg) and all larger vehicles. Entitlement to drive on the public road must be checked before driving.

See section 3.5 below for minibus driving licence requirements.

3.5 Minibus drivers

3.5.1 Minibus driving licence requirements

A minibus is a vehicle that can carry between 9 – 16 passengers. All drivers of School or hired minibuses (but not driving for hire or reward) must:

be age 21 or over

hold a Category B car licence and have held it for at least two years in order to drive a minibus with a maximum gross vehicle weight of less than 3.5 tonnes. However the gross vehicle weight can be up to 4.25 tonnes where there is a need to carry persons with disabilities and therefore the carriage of specialist access equipment is necessary.

hold a UK Category D1 minibus driving licence if driving a minibus with a maximum gross vehicle weight above 3.5 tonnes.

attend a MiDAS approved driver training theory session or D1 training outlining the driver's legal responsibilities and attend and pass an approved practical driving assessment (see Table 1 above).

meet the required medical standard if aged over 70

Anyone that has valid MiDAS approved driver training can only drive a minibus with a valid permit. If your permit expires, you must attend a refresher course.

If training is required to pass a D1 driving test for larger minibuses, the costs must be borne by the School/Function.

Guidance:

If a driver passed their car driving test before 1 January 1997 their licence will include an entitlement to C1, C1E (8.25 tonnes), D1 and D1E (not for hire or reward).

MiDAS training is recommended and good practice for anyone who passed their test prior to 1 January 1997 or attend regular refresher training.

Minibuses can only be driven under the following restrictions:

a section 19 permit (small bus permit) must be displayed in the vehicle if used for hire

it can only be driven within the UK, in accordance with current DVLA regulations for minibuses driven on a section 19 permit

the driver cannot receive any payment or consideration for driving the vehicle other than out-of-pocket expenses

the minibus must be driven for staff, students, volunteers events or educational purposes only

the service is available to the DBMAC only, members of the public must not be carried

Further information on section 19 permits is given in section 4.

3.5.2 Minibus driver hours

Drivers must ensure that they take sufficient rest periods to ensure that they do not drive when tired. Under domestic drivers' hour's rules, a driver must take a break of at least 30 minutes after 5 hours of driving. Under EU rules a break of at least 45 minutes must be taken after 4 hours. See Section 5.6 on Fatigue and journey planning which also apply to minibuses drivers.

3.6 Eyesight standards

All persons who drive on School business must meet the relevant eyesight requirements for the Driver and Vehicle Standards Agency national driving test for the appropriate category of vehicle. School Drivers must inform their Head of School/Department if they do not meet this standard and the advice of Occupational Health must be sought. All drivers are responsible for providing their own spectacles or contact lenses to enable them to meet the legal requirements.

3.7 Health conditions

All School Drivers must declare any health condition which may affect their ability to drive safely. Guidance should be sought from Occupational Health if an employee has a medical condition or disability that may affect their ability to drive, or have restrictions placed on their driving by the DVLA, and they are required, or wish to, continue to drive on School business.

3.8 Convictions / penalty points / disciplinary procedures

Employees are responsible for all fines relating to speeding, parking and road traffic act offences that they have committed. If prosecuted for a road traffic offence, employees will be responsible for legal costs.

School Drivers MUST inform Operations Manager/Business Manager of any road traffic offence and penalties received, regardless of whether or not the offence was committed when driving on School business.

Offences, where a reckless wilful disregard for the DBMAC Driving for Work Purposes Policy is apparent (such as Drink Driving and Reckless or Dangerous Driving) could lead to disciplinary action, including dismissal. The right to drive on School/DBMAC business will be removed regardless of any disciplinary action.

3.9 Alternative work

If a School Driver receives a driving ban or is considered medically unfit for driving, consideration will be given to adjusting their duties or offering alternative work within the School or across the DBMAC. Human Resources should be consulted.

3.10 Alcohol & drugs (legal/illegal)

Employees must not drive whilst under the effects of drugs or alcohol. Guidance will be made available to staff who have an identified substance abuse problem, in accordance with any School or DBMAC procedures.

4 THE VEHICLE

If a vehicle is not considered roadworthy then it must not be used. Drivers are legally responsible for the roadworthiness of the vehicle once they have taken possession of it.

4.1 Use of privately owned vehicles for work purposes

If an employee uses their own vehicle for work purposes, he or she must ensure that it is roadworthy, is fit for purpose, has a valid road tax and a current MOT certificate where required, and is insured for business use.

A declaration of this is required on the Travel Expenses Claim for mileage allowance before payment can be made. These responsibilities remain, regardless of whether or not mileage allowance is claimed.

Managers may periodically ask drivers to produce documentary evidence of the above.

The School or DBMAC will not pay any costs associated with obtaining car insurance for business use; this is considered to be covered by the payment of the mileage allowance.

Guidance:

The majority of insurance companies will extend 'Social, Domestic and Pleasure' car insurance to include business use at no cost, if this is requested at the time of annual renewal.

4.2 Additional equipment in School/DBMAC vehicles

All School/DBMAC owned or leased vehicles must be equipped with a first aid kit and high visibility vest. Where identified by risk assessment, a fire extinguisher should be provided e.g. when carrying flammable substances.

Where additional equipment is fitted to School/DBMAC vehicles (e.g. satellite navigation), the equipment must not interfere with the driver's concentration or control of the vehicle. Staff must be advised about safe use of the equipment.

4.3 Minibuses

If the local academy committee allow for a School/DBMAC minibus to be hired, it MUST display a SECTION 19 MINIBUS PERMIT (also known as a "Small Bus Permit").

Guidance:

Organisations that provide transport on a 'not-for-profit' basis can apply for permits under Section 19 or Section 22 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's license.

Minibus section 19 permits are valid for five years and have the expiry date written on the permit. It is the responsibility of the School/Function to ensure that minibus permits for their vehicles are renewed.

The DBMAC Finance Team will organise the purchase of the Section 19 Permits on request.

Permits issued under the previous scheme (with no expiry date) ceased to be valid after 6th April 2014.

All minibus passengers must by law wear a seat belt whilst travelling, where seatbelts are fitted – this must be brought to the notice of passenger, either verbally or by means of a notice within the vehicle.

There is a legal requirement for all minibuses to carry a fire extinguisher of water or foam with a minimum test rating of 8A or 21B. If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment. Drivers and passenger assistants should be shown how to use a fire extinguisher.

There is a legal requirement for minibuses to be equipped with a first aid kit.

The driver and passenger assistant(s) must know where the emergency equipment is kept in the vehicle and how to use it. The driver should check all the items are present before each trip.

4.4 Suitability of School/DBMAC vehicles & hire vehicles

The suitability of all vehicles with regard to passenger/load safety, ease of loading/unloading, weight restrictions, NCAP rating, and driver welfare must be considered when purchasing, leasing or hiring a vehicle for the School/DBMAC.

4.5 Maintenance and user checks for School/DBMAC and hire vehicles

School/DBMAC owned or leased vehicles must have a provider in place who is responsible for servicing, maintenance and repairs. Eg St Gregory The Great School have a Service / MOT and inspections contract with Oxford City Council Direct Services. This is the responsibility of Operations Manager/Business Manager.

Pre-use checks (walk-rounds) must be carried out by drivers of all vehicles driven on School business. Hire vehicles must be checked on collection/delivery and any faults must be notified to the hiring organization immediately. Appendix 4 Minibus walk-around check sheet.

Pre-use checks of School vehicles must be conducted at the start of each usage. In addition, journey details and the name of each driver must be logged.

Regular safety checks of School vehicles must be carried out and recorded regularly and done at least once every 12 weeks. Any defects must be reported immediately to the relevant manager. Managers must monitor to ensure that checks are completed and that any defects found are rectified promptly or notified.

5 THE JOURNEY

5.1 Carriage of passengers/goods

Carrying of students or pupils in your own private vehicles is generally prohibited. Only under exceptional circumstances where by the permission is granted from the safe guarding team/lead person, Head Teacher/Principal and consent from parents has been received. Exact details of the journey should be documented and the time frame confirmed by the responsible staff listed above.

All goods being carried must be securely restrained in and on the vehicle. The vehicles must be suitable for the load being carried (e.g. number of passengers; weight; hazardous substances).

Equipment/loads which could cause injury to passengers in the event of sudden braking, collision, or other incident must not be carried in the passenger compartment. Passengers must not be carried in the load areas of vans or in other vehicles which are not designed to carry passengers.

In the unlikely event of dangerous goods being carried, the School/Function must ensure that the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007 are met. This may require them to obtain specialist advice from the DBMAC Health and Safety advisors.

5.2 Sharing transport

Where there is opportunity to use school/DBMAC minibuses to transport staff to or from School events or meetings outside of your normal workplace (providing a school driver is available) The Operations Manager/Business Manager or event organiser will circulate suitable communication with the transport arrangements. Only in exceptional circumstances will expenses be paid should you make your own transport arrangements. This must be agreed and permission granted from The Operations Manager/Business Manager or event organiser.

5.3 Preparing for a school trip

Before leaving the school, depending on the type of trip you're planning, it is important that you've covered a number of planning and preparation points. These include organising trip packs, planning off site trips documents, risk assessments, consulting the educational visits officer, emergency plans, specific plans for any medical needs or requirements etc For full details, see educational visits policy.

5.4 Child Car Seats

If you undertake any journey that requires child seats or booster seats. School Drivers must follow the strict guidelines provided on Gov.uk website – The rules for child seats and booster seats.

Guidance:

Dangerous goods include explosives; gases; flammable liquids and solids; oxidising substances; toxic substances; radioactive material; corrosive substances; miscellaneous dangerous goods. Further information on the transport of gas cylinders is given in Safety Code of Practice 46 Part 2. Guidance on the carriage of petrol is set out in Safety Note 71 Transportation, storage and use of Petroleum.

5.2 Towing and loading

Any driver towing a load must have the necessary licence requirements to tow.

They must have received training in towing from an approved supplier.

Drivers are responsible for ensuring that vehicles are not overloaded.

Managers are responsible for ensuring that drivers are made aware of any load limits that apply to particular vehicles, including cars, vans, minibuses and trailers, and for ensuring that any necessary load checks are carried out.

5.3 Fatigue and journey planning

Driving when you are tired greatly increases your accident risk. The Highway Code (Rule 91) should be followed for all School Drivers. This covers:

Being adequately rested and stopping in a safe place to take a caffeinated drink and/or short nap if you feel tired

Avoiding undertaking long journeys between midnight and 6am, when natural alertness is at a minimum

Planning your journey to take sufficient breaks. A minimum break of at least 15 minutes after every two hours of driving is strongly recommended

5.4 Accidents and incidents

Anyone driving for or on behalf of the School/DBMAC must report all work-related accidents and incidents, including damage only, to the Operations Manager/Business Manager and the central Finance office for Insurance purposes.

The School is responsible for providing breakdown cover for all school/DBMAC owned vehicles and detail should be kept in each vehicle.

5.5 Mobile phones and other devices

The driver must have proper control of their vehicle at all times. This means avoiding distractions. Therefore mobile phones ('hands held' and 'hands free') and two-way radios must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.

Mobile phones may be left switched on in a vehicle in use but only to alert the driver that a message has been received. Drivers must stop in a safe location to collect any messages and respond. If a driver needs to be contacted, staff must leave a brief message asking the driver to call back.

5.7 Risk assessment

A generic risk assessment is available on the DBMAC web site. Where there are other significant risks from driving activities or journeys, a specific risk assessment must be conducted.

5.8 Speed

The DBMAC considers breaking speed limits to be unacceptable. Any drivers found habitually using inappropriate speed whilst driving for work purposes may face disciplinary action. Drivers must obey School or Site speed limits.

5.9 Smoking policy

Smoking is prohibited in all School/DBMAC vehicles or any vehicle being used on School business, except where it is a private vehicle being driven by the owner, with no passengers.

5.10 Driving abroad

Drivers must make themselves aware of, and comply with:

- the national driving laws that apply
- licence requirements
- insurance requirements
- vehicle requirements, including any requirement for additional equipment and tachographs or vehicle adaptation.
- drivers hours

Custom, practice and driving standards abroad may be very different to the UK. Where it is safer to use alternative means of travel, this will be supported.

5.11 School/Site roads

Road design and layout can affect the risk of a road accident on campus. The DBMAC is committed to maintaining School/Site road systems in a safe condition and will take account of the safety and needs of all users when designing the road and path infrastructure..

6 FURTHER INFORMATION AND GOOD PRACTICE GUIDANCE

[The Highway Code](#) forms part of road traffic legislation in the England, Scotland and Wales. It is essential reading for everyone and must be complied with.

GOV.UK web site has essential information on the law relating to driving, some of which is not covered by this policy e.g. child car seats.

[Medical Rules/Guidance](#) for driving

[General motoring](#)

[Child car seats](#)

The following web sites and publications provide useful safe driving guidance for all drivers. All persons who drive on School business are encouraged to familiarise themselves with this guidance.

[RoSPA Road Safety](#)

Department for Transport '[ThinkRoadSafety](#)' campaign

[Brake](#) (road safety charity)

Institute of Advanced Motorists 'How to be a better driver'. ISBN 978-0-9562239-0-6,

Published by Institute of Advanced Motorists.

[The AA motoring advice](#)

[Driving for Better Business](#)

Roadcraft: The Police Driver's Handbook. Published by the Police Foundation.

[The BVRLA Guide to Driving a Minibus in the UK and Abroad](#)'. British Vehicle Rental and Leasing Association, March 2009

[Legal Framework Construction and Use Regulations for Minibuses](#). Community Transport Association:

The following forms are attached to this document

Appendix 1: School/DBMAC Driver Record Form

Appendix 2: Medical Conditions

Appendix 3: Fire Extinguishers

Appendix 4: Minibus Walk-around Check Sheet

Appendix 1: School/DBMAC Driver Record Form

PART 1A: To be completed by the Licence Holder	
Driver's full	
Date of	

Note: This form should only be completed for School Drivers i.e. employees who:

- Drive School/DBMAC owned or leased vehicles or frequently drives hire vehicles on School business;
- OR are employed as drivers or are required to drive by their job description or terms & conditions of contract, as an integral part of their employment;
- OR frequently drive School students on official journeys;

Forms do not need to be completed for employees who use their own vehicles or hire cars for convenience on a casual basis, in order to undertake some element of their role for the School/DBMAC, and who do not meet the conditions set out above.

DRIVER ASSESSMENT

Tick which categories apply to you:

1	Drive School/DBMAC owned, or leased/hired vehicles.	
2	Employed as a driver or required by my job description or contract of employment to drive as an integral part of my employment.	
3	Drive School students on School related journeys e.g. Sports fixture or event.	
4	Drive minibuses, or other special vehicles.	

If 4 is ticked, the driver may be required to attend special training – see Table 1 in the Driving for Work purposes policy document.

5	Have more than 6 penalty points currently in force.	
6	Have had a road traffic accident when driving on School/DBMAC business, within the	

If 5 or 6 are ticked, the driver may be subject to further checks and risk assessed.

MEDICAL HISTORY

7	Do you have any medical condition/disability that may affect your ability to drive? (See Driving for	
8	Have you been prohibited from driving due to a medical condition?	
9	Have any driving conditions been placed on you by the DVLA?	
10	Are you taking any medication that may affect your driving?	
11	Do you have any eyesight defects that cannot be corrected by glasses or contact	

IF ANY OF Q7-11 ARE TICKED, THE MANAGER SHOULD SEEK ADVICE FROM OCCUPATIONAL HEALTH

I declare that the information provided for the completion of this form is, to the best of my knowledge correct. I will immediately inform my Manager of any changes to the information provide. I am aware that a failure to do so may result in disciplinary action against me. I consent to a DVLA licence check being carried out

Signed (Licence holder):		Date	
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DRIVERS LICENCE AND VEHICLE DOCUMENT CHECK

It is recommended that driving licences for School/DBMAC Drivers, and MOT Certificates and insurance certificates for vehicles where relevant, are checked annually.

12	Driver No: National Insurance Number:	<i>Both are required to do a Driving licence check on the DVLA website</i>	
13	Has the licence been checked as valid with DVLA?		
14	Is the category of licence appropriate for the vehicle to be driven?		
15	Note category of licence	Cat	
16	Does the driver have more than 6 points on their licence? If yes, Discuss further with management		

IF THE ANSWER IS 'NO' TO ANY OF QUESTIONS 13- 16, YOU NEED TO CONSULT THE OPERATIONS MANAGER/ BUSINESS MANAGER

PRIVATE VEHICLES USED FOR WORK PURPOSES (if applicable)

Tick if

Yes

17	Is the MOT certificate valid (where appropriate)?		
18	Does the insurance cover include business use?		
19	Is the insurance certificate up-to-date and valid for the driver and vehicle?		

IF THE ANSWER TO QUESTIONS 17 - 19 IS 'NO', THE DRIVER MUST NOT USE THEIR PERSONAL VEHICLE FOR WORK

DRIVER RECORD

If answered yes to questions 5 or 6 above (please attach risk assessment) and forward paperwork to The Operations Manager/Business Manager for decision on driving for work is permitted.

Signed		Date	
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22	Is further or special training required? <i>(Towing, carriage of dangerous goods, minibuses etc.)</i>	
Type:		
Date		
23	Is advice required from Occupational Health?	
Specific requirements or restrictions:		

Signed: (Manager/Administrator):	
Name:	
School/Function:	
Date:	

Date reviewed:	
Review comments:	
Name/signature:	

It is recommended that documents are checked annually.

Form to be retained by School

Appendix 2: Medical conditions

Those who suffer from a medical condition likely to cause a sudden disabling event at the wheel or who are unable to safely control their vehicle from any other cause, should not be a School/DBMAC Driver.

Full guidance is available from '[At a Glance Guide to Medical Standards of Fitness to Drive](#)' published by the DVLA. The information below summarises the more common conditions only.

If any of the following conditions apply to a School/DBMAC Driver, they must be assessed by Occupational Health. Depending on the Occupational Health assessment, the driver should be advised to notify DVLA of a medical condition. If classed as unfit to drive the School/DBMAC will withdraw authorisation to drive on School/DBMAC business.

Neurological conditions, including :

- Epilepsy

- Loss of consciousness, fits, blackouts

- Multiple sclerosis, motor neurone disease, Parkinson's

- Stroke

- Brain surgery, brain tumour, severe head injury, haemorrhage

- Serious memory problems, episodes of confusion or cognitive impairment

Psychiatric conditions

Dependence on or misuse of alcohol and drugs

Vision problems

- Any visual condition which affects both eyes (not including short or long sight or colour blindness) or complete loss of vision in one eye

Diabetes

- Heart conditions

- Angina (heart pain)

- Implanted pacemaker, defibrillator or other implants

- Disturbance of heart rhythm that causes dizziness, collapse or loss of consciousness

- Any other cardiovascular disease, including hypertension if side effects from medication interfere with driving

Respiratory and sleep disorders

- Conditions that cause excessive daytime or awake time sleepiness, giddiness, fainting or loss of consciousness

Cancer

- If the illness or medication affects the nervous system, prevents normal daily activities, or causes side effects likely to affect safe driving

Appendix 3: Fire Extinguishers

Where fire extinguishers are supplied, they should be of the following types:

VEHICLE	TYPE OF FIRE EXTINGUISHER NEEDED
Cars	2kg Dry powder fire extinguisher with transit bracket to be purchased and fitted to vehicle.
Minibuses	BS 5432 or BSEN3 equivalent fire extinguisher with a fire test rating of 8A or 21B containing water or foam, not a dry powder

Emergency procedure for a vehicle fire

Basic guidance in what to do in the event of an emergency is set out below:

If the fire is inside the car, for example, smoke coming from behind the dashboard, stop immediately, turn off the ignition and get out of the car as quickly as possible.


If the fire is under the bonnet:

- Choose a safe place to stop, away from places where the fire could spread if the car burns out
- Switch off the engine, release the bonnet catch and get out of the car, but **DO NOT OPEN THE BONNET**
- If you have a fire extinguisher, loosen the bonnet just enough to aim it underneath.
- If you can't do this, get far away from the vehicle and stay away, keep onlookers and others away, and phone 999 for assistance from the Fire Service.

Appendix 4: Minibus Walk-Around Check Sheet

Vehicle Registration Number		Mileage		
Check Items				Tick
In-Cab Checks				
1	Good visibility for driver through bus windows and mirrors. All required mirrors fitted and adjusted correctly.			
2	Driving controls, seat and driver safety belt adjusted correctly.			
3	Windscreen washer, wipers, demister and horn operating correctly.			
4	Tachograph calibrated with correct hours. Speed limiter plaque displayed. (if applicable)			
5	All instruments, gauges and other warning devices operating correctly (including ABS/EBS in-cab warning lights).			
6	No air leaks or pressure drop.			
Internal Checks				
7	Fire extinguisher, first aid kit, emergency hammer (if applicable) in place and serviceable.			
8	Passenger safety belts, seats, handrails, walkways, lighting and luggage racks in good condition.			
9	Emergency exit door and buzzer working correctly. Emergency signs in place.			
External Vehicle Checks				
10	Vehicle sitting square and not leaning to one side.			
11	Insurance document (if applicable) present and valid. Number plates clearly visible.			
12	Wheels in good condition and secure. Tyres undamaged with correct inflation and tread depth.			
13	All lights and reflectors fitted, clean and in good condition.			
14	Exhaust secure with no excess noise or smoke.			
15	Vehicle body work in good condition, fuel cut off working.			
16	Vehicle access, steps, handholds and surfaces in good condition.			
17	Air suspension correctly set (if fitted).			
18	Engine oil, water, windscreen washer reservoir and fuel levels checked and no leaks (including fuel			
Prior to Leaving Depot				
19	Steering and brakes operating correctly.			
20	Luggage door secure.			
On-the-Road				
21	Tachograph (If applicable), speedometer and speed limiter operating correctly.			
22	ABS/EBS warning lights off.			
Defect Details				
Signed		Date		
Name		Job Title		

Last Updated February 2017

Signature: 

Position; Chair of Directors

Name David Forster

Date 1st March 2017

Signature:

Position:

Name

Date

Review Date: February 2018