



the *King's*
school

specialising in maths and computing

Use of own Vehicle Policy

Committee: Health & Safety

Use of Own Vehicle Policy

1.0 Introduction

The health, safety and welfare of any employee who works away from the School is governed by the Health and Safety at Work Act 1974. This is because the employee is still “at work”, irrespective of whether they are on a course, at a meeting or driving between School and any given venue.

The school recognises the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks.

The School accepts it has a responsibility to manage the risk encountered by its employees and volunteers when they use the road as part of their School duties. The School will do all it can to reduce this risk to a minimum and to provide a safe service for students and safe working conditions for staff and volunteers.

The School recognises that the use of motor vehicles on School business requires additional Health and Safety measures to protect both employees and third parties. The School recognises that the occupational risks associated with driving are related to a wide range of factors including:

- Driver competence
- Vehicle fitness for purpose
- Working hours
- Lone working
- Nature of loads carried.

The School is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on School business.

This policy applies to any members of staff who may be engaged in business on the School’s behalf.

2.0 Journey

- 2.1 Where a journey must be undertaken, consideration should be given to alternative modes of transport e.g. bus, train.
- 2.2 Members of staff should seek approval of Line Manager before using their own vehicle on School business.
- 2.3 Where it is not feasible to use alternative transport the driver must ensure his or her own vehicle is capable of completing the journey safely.
- 2.4 Any vehicle with any known faults likely to affect the safe driving must not be used on School business.

3.0 Documents

- 3.1 Employees driving on official business for the School must ensure that the vehicle they are driving/travelling in has a valid MOT, is fully licensed, maintained and insured. The Pontefract Academies Trust has occasional business use insurance cover in place that

covers all schools within the Trust. The driver must hold a current UK driving licence which is valid at the time of the journey. All employees will be requested to provide evidence of these documents and **any employee that does not meet any one of these requirements must not undertake any driving on official school business.**

The School will request information to support this position as part of an annual internal check process initially and then at the time of renewal of relevant documents.

4.0 Mobile Phones

- 4.1 Although it is legal to receive mobile phone calls with a hands free kit, it is recommended that you should ignore the call and only call back once you have parked somewhere safe. You should not make a call on a mobile phone as the driver of a vehicle, unless parked in a safe place.
- 4.2 No Line Manager shall require an employee to receive a call on a mobile phone whilst driving.
- 4.3 Contravention of these requirements will be regarded as a serious disciplinary matter.

5.0 Accidents and Breakdowns

5.1 Accidents

- All accidents must be reported to School as soon as it is safe to do so.
- Do not admit liability.

5.2 Breakdowns - Members of staff must:

- Ensure adequate breakdown cover for vehicle.
- Inform School in the event of breakdown.
- Arrange repair/recovery of vehicle.

6.0 Responsibilities

Employer

- Check that the relevant documents are in place and checked by an appropriate member of staff on an ongoing basis.
- Inform employee of any subsequent changes.

Employee

- Ensure roadworthiness of any vehicle being used.
- Comply with Road Traffic Act and the Highway Code.
- Ensure any changes in documentation are notified to their Line Manager.
- Ensure the vehicle is maintained as per manufacturer's instructions.
- Pay any fines incurred for motoring or parking offences.
- The driver will be responsible for the security of any School equipment whilst away from the School.

The vehicle owner must ensure:

- The vehicle is insured to fully comprehensive level.
- Where a Ministry of Transport [MOT] test is required a certificate is obtained.
- That copies of appropriate insurance cover, driving licence and MOT documentation if required is presented by the appropriate member of staff on an ongoing basis. An employee that can't provide copies of these documents must not undertake any driving on official business.

7.0 Parking of own vehicle

Any vehicle is parked on the school property at the owner's risk. The school cannot be held responsible for any damage sustained to the vehicle whilst parked in the school.

8.0 Speed limit

There is a speed limit for the entire site of 10mph. Any vehicle driven within the school grounds shall not exceed the site speed limit. Members of staff should not attempt to leave the school site in their vehicles between 15.10 to 15.25 as this may endanger students leaving the premises at the close of the school day.

9.0 Mileage Allowance

Reimbursement for legitimate business expenses will be made in accordance with the Pontefract Academies Trust Travel and Subsistence Policy and Procedures.

10.0 Publicity

This policy will be available as hard copy on request from the school and will also be available on the network Shared (G) drive of the School's IT Network.

11.0 Monitoring and Evaluation

Bi-annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.