



DRIVING AT WORK

1. OVERVIEW AND PURPOSE

- 1.1 This policy describes the university's health and safety arrangements for ensuring that occupational road risks are managed in accordance with legal standards.
- 1.2 Driving is, in many cases, one of the most hazardous activity you will undertake whilst at work, so it is essential that suitable systems are in place to ensure you are safe whilst driving for work.
- 1.3 The University of Sussex is required to manage the risk from driving at work under the **Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999** as well as the **Road Traffic Act 1988**. Vehicles provided for work are also covered by the **Provision and Use of Work Equipment Regulations 1998**.

2. SCOPE

This policy applies to the driving of any type of vehicle and applies to all staff or students who drive on university business. This will include:

- Employees who are required to drive vehicles as an integral part of their work, (e.g. Technical and Maintenance staff).

or;

- Employees or students who drive either university vehicles, their own vehicle or hired vehicles on a casual basis as part of their work or to carry out some aspect of the university's business, (e.g. staff attending meetings or conferences or events or travelling to off-site destinations for research or fieldwork or any other university business). This includes any work-related driving activities that may take place overseas.

- 2.1 **Commuting journeys between an employee's home address or place of residence and their contractual place of work fall outside of the scope of this policy.**

3. DEFINITIONS

- 3.1 **Work-related driving:** Any driving activity that is undertaken for or on behalf of the university by an employee or student. This definition excludes an employee's normal daily commute between their home and their normal contractual place of work.
- 3.2 **Approved Driver:** Any employee or student that carries out work-related driving for, or on behalf of, the university in a university owned, leased/hired vehicle or their own private vehicle. To be an Approved Driver, applicants must complete the Annual Drivers Declaration form, which is then reviewed and assessed by their Line Manager, who in turn, will approve or not approve the application to become an Approved Driver.

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- 3.3 **University Vehicle:** Any vehicle that is owned, leased or hired by the university.
- 3.4 **Private Vehicle:** Any vehicle used by an employee or student for university business which is not owned, leased or hired by the university.
- 3.5 **Minibus:** A vehicle that can carry between 9-16 passengers, (inclusive), at any one time in addition to the driver, (the driver's seat does not count for these purposes).

4. RESPONSIBILITIES

4.1 **The Vice-Chancellor, (VC),** has the overall day to day responsibility for health and safety matters at the university. The VC delegates responsibility for undertaking aspects of these duties through line management and identified roles. The following people are identified as having responsibilities, (in addition to any other responsibilities under other health and safety policy), for the management of work-related driving risks in those areas, and for those relevant persons, that fall under their control:

4.2 **Line Managers, (including members of Executive Committee, Heads of Department and Directors in their line management roles),** will be responsible, so far as is reasonably practicable, for:

- Promoting the use of public transport for work-related driving activities where this is viable.
- Implementing university systems to assure that:
 - Applications from staff or students to become an Approved Driver are reviewed and assessed.
 - Approved Drivers hold the necessary licences, training and qualifications to drive university owned or leased vehicles. Where an Approved Driver discloses that their licence has been revoked, suspended or withdrawn for any reason or discloses that they are not medically fit to drive then they must be relieved of their work-related driving duties until further advice has been sought from the university's Human Resources department.
 - University owned or leased vehicles managed by specific departments are maintained in a roadworthy condition that complies with relevant statutory requirements. Where vehicles are found or are suspected of not meeting the statutory roadworthiness requirements then these are taken out of use until such times as any defects can be remedied.
 - Ensuring that risk assessments of significant work-related driving risks are carried out and identified control measures are implemented. This could include promoting the use of alternative forms of transport, providing Approved Drivers with any necessary training, supervision and equipment, including personal protective equipment, in order to reduce significant risks to a tolerable level.
 - Work-related driving risk assessments are monitored and updated as necessary.

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- Ensuring that the university’s Insurance Manager is notified, in advance, of any proposals to purchase or hire of new vehicles.

4.3 **Employees and Students, (who have been designated as Approved Drivers),** who carry out work-related driving activities are responsible for ensuring that they:

- Complete and submit the Annual Driver Declaration form.
- Comply with local risk assessment and systems relating to work-related driving activities.
- Consider the use of public transport in preference to using their own vehicle or university owned or leased vehicle when travelling on university business.
- Are medically fit to drive and meet the vision standards required to drive, (or have and use the appropriate corrective appliances).
- Hold the appropriate licence, training or other qualification for the vehicle that they will be required to drive.
- Have a valid Ministry of Transport, (M.O.T.), certificate, where applicable, and the necessary “business use” insurance if they are using a non-university owned or leased vehicle for university business.
- Comply with any statutory requirements placed on them by road safety or other legislation including the wearing of seatbelts, not using hand-held mobile phones whilst driving and not smoking in university vehicles.
- Report any accidents or incidents that they are involved in when driving on university business.

4.4 **Approved Drivers** are additionally responsible for ensuring that they:

- Provide the university with their driving licence details, (or access to the appropriate DVLA resources), so that these can be checked periodically.
- Bring to the immediate attention of their Line Manager any information on disqualifications or convictions for driving offences or any suspension or revocation of their licence, for example due to a health condition that legally prevents them from driving on a public highway.
- Carry out appropriate user checks of university vehicles prior to driving on university business.
- Inform their Line Manager of any vehicular faults that they identify as a result of their user checks. If as a result of any user-checks a vehicle is considered to be unsafe then it must not be driven on university business.

4.5 **Employees and Students** who drive vehicles, on university owned or managed property are required to:

- Observe all road traffic signs and to comply with all relevant driving instructions, (e.g. speed limits), whilst driving on university property.
- Report any accidents or incidents they are involved in when using a vehicle on university owned or managed property.

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4.6 **Director of Estates & Facility Management** is responsible for ensuring that an appropriate system is in place to co-ordinate the management of university vehicles and Approved Drivers in accordance with the requirements of this policy.

In addition to any other duties described in this policy, for ensuring that a suitable and sufficient risk assessment is made of the significant risks associated with campus roads, pavements and carparks and that:

- Appropriate control measures are identified and implemented to reduce risks to a tolerable level.
- Arrangements for securing health and safety in relation to these areas are communicated as appropriate to other members of the campus community.

This requirement will include the risk assessment of routine operational risks and also foreseeable ad hoc risks such as managing risks associated with winter weather, movement and operation of large or tall vehicles on and around campus and the management of events where additional car parking or increased vehicular and/or pedestrian movements are foreseeable.

4.7 **The Insurance Manager** is responsible for:

- Arranging suitable insurance cover for all vehicles owned by or leased to the university.
- Ensuring university vehicles are listed on the Motor Insurance Database.
- Liaise with the university insurers on aspects of insurance cover relating to driving at work.
- Managing the driving at work insurance claim processes.

4.8.1 **Head of Health and Safety** is responsible for:

- Monitoring the overall effectiveness of this policy and associated guidance document.
- Updating the contents where there has been changes in legislation or in the university's organisational structure or procedures.

5. **POLICY**

5.1 The University of Sussex will manage, so far as is reasonably practicable, the risks associated with work-related driving activities falling under its control in such a way as to reduce the risks to drivers and other people potentially affected by work-related driving activities to a tolerable level.

5.2 The university will achieve this by:

- Promoting the use of public transport where this is practical.
- Assessing significant risks associated with work-related driving activities and implementing control measures to reduce these risks to a tolerable level.
- Only allowing people with the necessary competence to drive university owned or leased vehicles.
- Supporting people who drive their own vehicles to do so legally by the provision and signposting of relevant advice and guidance.

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- Managing university owned and leased vehicles to ensure that these are kept in a serviceable working condition in accordance with statutory requirements.
- Where vehicles fail to meet this standard they will be taken out of use until such time as any defects are remedied.
- Prohibit the use of hand-held mobile phones by Approved Drivers when they are carrying out work-related driving activities.
- Providing advice and guidance to drivers to meet the legal responsibilities placed on them by relevant legislation.
- Managing university owned roads and car parks to reduce the risks to drivers, other road users and pedestrians to a tolerable level.

6. LEGISLATION AND GOOD PRACTICE

6.1 The applicable legislation and standards include:

- [The Health and Safety at Work Act 1974 \(Section 2\)](#)
- [Management of Health and Safety at Work Regulations 1999 \(Regulation 3\)](#)
- [Corporate Manslaughter and Corporate Homicide Act 2007](#)
- [Provision and Use of Work Equipment Regulations \(PUWER 1998\)](#)
- [Road Safety Act 2006](#)
- [The Road Traffic Act 1988](#)
- [The Road Traffic Act 1991](#) (supported by [The Highway Code](#))
- [The Data Protection Act 2018](#)
- [Driving at Work – Managing work-related road safety \(HSE, DfT, RoSPA\)](#)

Review / Contacts / References	
Policy title:	Driving at Work
Date approved:	
Approving body:	
Last review date:	
Revision history:	
Next review date:	
Related internal policies, procedures, guidance:	<i>[Link to location where documents can be found on University website]</i>
Policy owner:	<i>[Division/area of University]</i>
Lead contact / author:	<i>[By role – e.g. Information Manager, Head of Finance, etc]</i>

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