



# THE ORATORY

## **TRANSPORT POLICY**

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## **A. GENERAL POLICY STATEMENTS**

### **1. Policy Statement**

This policy is acknowledged by the Head, Leadership Team and Board of Governors who all have a duty to ensure the related policies and procedures are properly implemented.

It is issued to ensure the promotion of road safety, fair competition and environmental protection. It is to be read and followed by anyone who drives a vehicle belonging to or hired or leased by the School (hereafter referred to as an "School vehicle"). All employees must co-operate with the policies and procedures within this document and must adhere to the duty of care they have to all passengers and other road users.

The School will use its best endeavours to ensure, so far as is reasonably practicable, that all School vehicles will be managed and maintained in compliance with all relevant legislation and that best practice is followed whenever possible.

The School will use its best endeavours to provide proper training and retraining of drivers and passenger assistants who drive its vehicles. It will also ensure the maintenance, repair, documentation and general administration of the vehicle fleet, including ensuring that all checks, inspections, and legislation compliance are undertaken in a timely and responsible manner. For the avoidance of doubt, the definition of driving at work includes any driving activity undertaken on behalf of the School on the instruction of an authorised person in support of the business activities or curriculum delivery but excludes journeys made to and from the normal place of work unless specifically authorised.

### **2. Aims and Objectives**

- To ensure compliance with all relevant legislation to ensure the promotion of road safety, fair competition and environmental protection.
- To undertake suitable and sufficient risk assessments to ensure the safe use of all School vehicles.
- To identify and implement practicable systems and procedures for the safe carriage of passengers who will include (but may not be limited to) employees and students of the School.
- To conduct regular checks, inspections and repairs as necessary to maintain the safety of any School vehicle.
- To provide suitable and appropriate training and regular updates and checks to ensure that all employees who drive School vehicles are competent persons to carry out their driving and/or escorting duties.

### **3. Responsibilities**

- The Head, Leadership Team and Board of Governors will ensure that the appropriate policies, procedures and audit protocols are in place, implemented and reviewed on a regular basis.
  - The Board of Governors will ensure that these policies, procedures and protocols are regularly reviewed and properly implemented by receiving regular reports from the Bursar at their Governors' meetings. Reporting to the Board may be by exception reporting and must not be on less than an annual basis.

- The Bursar will ensure that these policies, procedures and protocols are regularly reviewed and properly implemented by receiving regular reports from the Leadership Team.
- The Leadership Team will ensure that the policies and procedures contained herein are effectively communicated, implemented and adhered to in their respective areas of responsibility.
- The Heads of Department will ensure that the policies and procedures contained herein are effectively communicated, implemented and adhered to in their respective areas of responsibility.
- The Estates Manager is responsible to the Bursar for compliance with all relevant legislation and the safe operation of the establishment vehicle fleet and will ensure in conjunction with the Bursar that there is sufficient annual budget in place for this.
- All staff who drive establishment vehicles will ensure they observe and follow all policies and procedures contained herein to ensure the promotion of road safety.
- The Estates Manager and Bursar will ensure that regular audits and assessments are carried out to ensure the safe operation and driving of the vehicles.

#### 4. Authorisation and Training Arrangements

The Bursar will decide who is authorised to drive School vehicles in conjunction and consultation with the Estates Manager and Director of People. The Estates Manager will then ensure that all such authorised drivers receive appropriate assessment and/or training before they drive any such vehicles. A written record of that assessment and/or training will be kept and provided to any enforcement agency upon request.

All staff who will drive minibuses will be trained either by a qualified driving instructor or by a MiDAS Driver Trainer. All employees who will drive cars only will be assessed as recommended by the Estates Manager.

A register of those trained and/or assessed to drive School vehicles and/or have permission to transport pupils in their personal vehicle is to be maintained by the Director of People.

#### 5. Budget

The Estates Manager will provide annual budgetary requirements to the Bursar to ensure compliance with all relevant legislation and to include all running costs, maintenance, repair and replacement of the School vehicle fleet and for training and maintaining driver competency.

#### 6. Environmental Protection

The School will use its best endeavours to, where practicable, reduce carbon and noxious gas emissions thereby protecting the environment. It will ensure all vehicles are as fuel efficient as possible, maintained to manufacturers' recommendations and that vehicle engines are not left idling unless absolutely necessary. Alternative fuel sources will be used where practicable and possible. Vehicle movements will be reduced as much as possible and the use of group transport and vehicle sharing will be actively encouraged. All drivers are encouraged to drive in as fuel efficient way as possible.

#### 7. Vehicle Booking/Acquisition and use

- The Bursar has overall responsibility for the School fleet, the acquisition, sale and any vehicle hiring. This responsibility is delegated to the Estates Manager for the day to day running of the transport operation. Hire of a vehicle will only be authorised if no School transport is available with suitable authorisation coming from the relevant Heads of Department, Director of Sport, Assistant Head, Co-curricular or the Bursar for school trips. Any charges incurred in the hiring of vehicles will be debited from the user's budget if appropriate.
- Booking of all School vehicles (including the pool car) is done on the Oratory Vectare website. Any conflict of booking should, in the first instance be negotiated between the parties concerned and if there is still insufficient transport, Reception and/or the Estates Manager will source a suitable alternative.
- As part of the vehicle fleet the School provides a pool car for staff travelling for business purposes only. Drivers have to be an authorised driver with the School before using the School car.
- In certain circumstances it will be necessary to hire in a vehicle. This will be done by Vectare or Reception who will only use one of the School's nominated providers.
- It is important to note that it is illegal to drive a hired vehicle before the driver has completed all relevant documentation and insurance forms provided by the hire company. All hired minibuses (9 to 16 passenger seats) are to be treated as School vehicles and will require either a section 19 permit disc or a PSV operator licence disc to be displayed. Hired vehicles are subject to the same legislation and policies and procedures as School vehicles owned by the School.
- Booking of all coach transport is done by Vectare or Reception who will acquire quotes for the requested trip or journey and pass them on for authorisation to the staff member requiring the transport. Any special requirements must be identified in the initial request. and charges will be allocated as necessary. The requesting staff member can authorise a quote acquired through Vectare directly or can notify Reception to make the necessary booking.
- Vehicles belonging to staff can be used to transport students and used for School business on a **one-off basis** under the school's insurance.

## **B. THE ROLE AND RESPONSIBILITIES OF THE ESTATES MANAGER**

It is a legal requirement that all School vehicles, and not just those used for passenger transport, are safe, in a roadworthy condition at all times and carry all the required legal documentation

Generally the Estates Manager is responsible to the Bursar for the maintenance, repair, documentation and general administration of the vehicle fleet. This includes ensuring full compliance with the relevant legislation. The Director of People is responsible for the completion and safe retention of all driver and vehicle records and for their production to all relevant enforcement agencies including DVSA, the Police and the Health and Safety Executive as well as to the relevant regulatory body including the Traffic Commissioner.

The School is a Section 19 permit holder and therefore the legislation does not require the specification of a nominated Transport Manager. However, the School must still ensure compliance with the general legislation and the responsibility for this rests with the Estates Manager who ensures the safe operation of the fleet and will ensure that sufficient resource is provided accordingly.

In summary, the Estates Manager is responsible as follows –

1. to manage, audit and review compliance systems to ensure they are effective;
2. to review any shortcomings such as prohibitions and/or annual test failures;
3. to ensure that relevant changes are notified to the relevant authorities in accordance with legislative requirements;
4. to keep up to date on relevant changes in standards and legislation.

Specifically the duties of the Estates Manager, in conjunction with the Director of People as appropriate, are as follows –

#### *Drivers – administration*

- to ensure that drivers hold the appropriate licence for the vehicle they are driving (including non-GB vocational drivers from EU member states who are required to register their driving licences with DVLA within 12 months of being resident);
- to ensure that regular checks are carried out on the drivers' licences;
- to ensure that vocational drivers hold a valid driver CPC qualification (DQC);
- to ensure that all drivers hours records are kept for a period of no less than 12 months and are made available upon request;
- to ensure that all working time records are kept for a period of no less than 24 months and are made available upon request.

#### *Drivers – management*

- to ensure compliance with the driving hours rules (EU or Domestic Hours rules);
- to ensure that drivers are recording their duty, driving time and rest breaks on the appropriate equipment or in drivers' hours books and their records are being handed back for inspection as required;
- to ensure that drivers' hours records are retained and are available to be produced during the relevant period;
- to ensure that records are retained for the purposes of the Working Time Directive (WTD) and that they are available to be produced during the relevant period
- to ensure that drivers are adequately trained and competent to operate all relevant vehicles and equipment;
- to contribute to relevant training and subsequent disciplinary processes as required.

#### *Drivers – operations*

- to ensure that drivers are completing and returning their driver defect reporting sheets and that defects are recorded correctly;
- to ensure that all drivers and mobile workers take adequate breaks and periods of daily and weekly rest (as per the relevant regulations which apply).

#### *Vehicles – administration*

- to ensure that vehicle maintenance records are retained for a period of no less than 15 months and are made available upon request;

- to ensure that vehicles are specified as required and that section 19 permits or operator licence discs are current and displayed correctly;
- to ensure that vehicle payloads notifications are correct, height indicators are fitted and correct, and tachograph calibrations are up to date and displayed;
- to ensure that there are up to date certificates of insurance indemnifying company cars, commercial vehicles and plant;
- to ensure a suitable maintenance planner is completed and displayed appropriately, setting preventative maintenance inspection dates at least 6 months in advance and to include the Annual Test and other testing or calibration dates.

#### *Vehicles – management*

- to ensure that vehicles (and trailers) are kept in a fit and roadworthy condition;
- to ensure that reported defects are either recorded in writing or in a format which is readily accessible and repaired promptly;
- to ensure that vehicles (and trailers) that are not roadworthy are taken out of service;
- to ensure that vehicles and towed equipment are made available for safety inspections, service, repair and statutory testing;
- to ensure that safety inspections and other statutory testing are carried out within the notified section 19 permit maintenance intervals (ISO weeks);
- to liaise with maintenance contractors, manufacturers, hire companies and dealers, as might be appropriate and to make certain vehicles (and trailers) are serviced in accordance with manufacturer recommendations.

### **C. DRIVERS OF SCHOOL VEHICLES**

#### **1. Eligibility to drive – Section 19 permit holder**

Any employees (whether teachers or other post holders) who hold a D1 (101) licence may drive a School vehicle which carries between 9 and 16 passengers and may also be paid to drive.

Any employees who passed their car licence test on or after 1<sup>st</sup> January 1997 may drive a School vehicle which carries between 9 and 16 passengers provided only that they have held a full category B (car) licence for at least 2 years, that they do not receive payment or other consideration for driving other than out of pocket expenses, the vehicle has a maximum gross weight not exceeding 3.5 tonnes (4.25 tonnes including specialised equipment for the carriage of disabled passengers) and no trailer is towed.

#### **2 Driver Certificate of Professional Competence (DCPC)**

All drivers who drive a category D1, D1 & E (trailer), D or D & E (trailer) vehicle or vehicle combination authorised by a section 19 permit must have a DCPC, unless one of the exemptions applies. If this driving is required as part of the staff member's contract of employment a DCPC is required but if the staff member drives the vehicle/s of their own free will and not as part of their employment contract they may be considered to be a volunteer and so will not need a DCPC. If the DCPC is required for section 19 permit operations the driver must carry the DCPC with them at all times when driving.

### 3 DBS checks

As a matter of course all School staff are enhanced DBS checked on employment. Any person driving a vehicle on hire to the School must also be DBS Checked unless they will, at no time be left alone with students. If this is the case preferred transport providers and hire companies used by the School must provide evidence of DBS and employment checks for all drivers. If the vehicle hire is a one off occasion, a RA must be provided to the Bursar to include all supervision of the external driver.

### 4 Driver licences and MiDAS training

Employees who intend to drive a School vehicle must submit a copy of their current driving licence and provide a "Driver Licence Summary" from the DVLA website to the Estates Manager prior to driving. Any employee who fails to comply will not be authorised to drive School vehicles.

Every employee who drives such vehicles has a duty to and must inform the Estates Manager of any changes to their driving licence or ability to drive immediately as this may invalidate the vehicle insurance. The Estates Manager will ensure that their driver licences are checked against the DVLA database for any penalty points or disqualifications at least every 6 months. A record of that check will be kept and produced to any enforcement agency upon request.

Unless they already hold a D1 {unrestricted} or D vocational licence entitlement, employees who drive School minibuses must attend and successfully complete a MiDAS minibuses driving assessment course which includes written and practical assessments, before they are authorised to drive a School minibus . The courses are to be delivered by an authorised and fully qualified driving instructor or by a qualified MiDAS minibus driver trainer/assessor.

### 5 The obligations of drivers

Drivers of all School vehicles are responsible for the safe driving of the vehicle and also for ensuring its legal operation whilst being used on the public highway. This duty extends to the driver's actions, fitness to drive, vehicle roadworthiness and production and retention of relevant documentation.

#### a. General compliance with the legislation regarding driver licences and physical and mental health and fitness to drive

As stated above drivers of School vehicles must hold a valid licence to drive at all times and must notify their line manager and/or the Estates Manager of any material changes in this regard. All drivers of School vehicles must immediately inform their line manager and/or Estates Manager of any penalty points imposed on their licence or of any disqualification from driving on the public highway or any potential offence which might lead to a disqualification from driving. In the event that a disqualification order has already been made the employee will no longer be authorised to drive any vehicle. If penalty points have been or will be imposed (for example, by way of a fixed penalty notice) the Director of People and Estates Manager will decide in consultation with the employee if they remain authorised to drive and for what period of time.

In the event that the School receives a Notice of Intended Prosecution it will require a full explanation from the driver of the subject vehicle. The Director of People and Estates manager will then decide in consultation with the employee if they remain authorised to drive until the prosecution has taken place.

Employees are responsible for ensuring they are physically and mentally fit to drive. Should this change, their line manager and /or the Estates Manager must be informed as soon as



possible as these changes may invalidate the vehicle insurance as well as potentially compromising road safety. Drivers should note that some prescription drugs can and do cause drowsiness or adversely affect driver behaviour and the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving.

There is a specific requirement that no one shall drive if knowingly unfit, under the influence of drink or drugs or having consumed drink or drugs previously and not given sufficient time for their body to be free from the influence of drink or drugs. Drivers who are suspected of being unfit to drive due to the influence of alcohol or drugs (Illegal, prescribed or over the counter) or suffering from the adverse effects of other substances such as solvents or gasses WILL NOT under any circumstances be allowed to drive any vehicle and serious disciplinary action may be taken.

This decision will be taken by a senior manager taking account of a number of factors including (but not limited to) factors such as driver appearance, manner, demeanour, behaviour, and smell or as a result of a report from a third party.

All employees who drive School vehicles are required to complete a medical declaration (see Annex A) and a Driving Eyesight Check Form (see Annex B) before they are authorised to drive.

b. General compliance with the legislation regarding the domestic drivers' hours' rules – Section 19 permit holder

Employees who drive School vehicles are subject to domestic drivers' hours rules, as set out in the Transport Act 1968.

A summary of the Domestic Driver's Hours' Rules is below

**Maximum length of the working day – 16 hours**

**Maximum daily driving period – 10 hours**

**Minimum daily rest period – 10 hours**

**Continuous driving – 5 ½ hours driving followed by an immediate break of 30 minutes.** The break is a period during which the driver may not perform other work and is exclusively used for recuperation.

NOTE Drivers must not be required to supervise children during their break, as this would not be a rest for the driver.

c. Specific duties and responsibilities

In addition to the above requirements the School requires drivers of all minibuses to comply with the following requirements.

- I. The conduct of a full driver defect walk round check and the completion of a nil daily defect report on each occasion before they drive the vehicle using the Vectare app on the school mobile phone provided with each bus. It is imperative that drivers conduct an effective daily walk round check of their vehicle prior to the commencement of their journey. This check must be conducted correctly and systematically and any defects found must be reported immediately to the Estates Manager and recorded as a defect so that immediate arrangements can be made to rectify any problems found. The check must be at least 10 to 15 minutes long depending on the age and quality of the vehicle. Nil defect reports must be completed and submitted by drivers.

- II. **This check must include the following inspections** to ascertain
  - a. any interior or exterior vehicle damage
  - b. that tyres are properly inflated, have at least 3mm tread and are free from cuts and damage. Drivers must know the location of the spare wheel and jack.
  - c. that all lights are undamaged, clean and all working correctly.
  - d. that the windscreen wipers are working and in good condition and that there is sufficient washer fluid in the reservoir.
  - e. that engine oil and coolant levels are satisfactory.
  - f. That the horn is working, the mirrors are intact and adjusted correctly and all doors open and close securely.
  - g. that the first aid kit, strap cutter/emergency hammer and fire extinguisher are all in place, in date and serviceable.
- III. If the vehicle is found to have any defect it must not be driven until it has been signed as fit for service by the Estates manager or other designated person.
- IV. Drivers must not use any mobile telephone or other hand held device whilst driving an School vehicle (or their own vehicle on School business). If the emergency services need to be contacted the vehicle must be stationary.
- V. Drivers can use a mobile telephone or other hand held device when the vehicle is legally and safely parked and the engine is switched off. In addition drivers can answer the phone when using the hands-free equipment provided by the School.
- VI. Drivers must check at the start of every journey that a valid Section 19 permit identity disc is displayed in the windscreen.
- VII. Drivers must ensure that the number of passengers does not exceed the legal maximum limit allowed for the vehicle. Only one passenger is allowed per seat and no standing of passengers is allowed.
- VIII. Drivers must ensure that seatbelts are correctly fitted and worn by all passengers at all times whilst the vehicle is in motion.
- IX. Drivers must ensure that any luggage is securely stowed away, ensuring that exits and gangways are kept clear to the exits at all times. Luggage on any roof-rack must be properly secured to prevent movement and must not overload or interfere in any way with the stability of the vehicle.
- X. Drivers must ensure they complete **an entry in the driver's log at** the start and end of the journey. This confirms they have checked the vehicle and is their authority to drive.
- XI. Drivers must leave at least ½ a tank of fuel at the end of each journey unless there are exceptional reasons why this cannot be done (for example, if a vehicle returns to base very late at night or very early in the morning).
- XII. Drivers must use their best endeavours to monitor the discipline and good behaviour of the passengers so that the driver's concentration and the safety of the passengers are not endangered. Passenger behaviour reflects directly on the School.

- XIII. Drivers must ensure the interior is cleared of rubbish and all passengers have their removed their belongings at the end of the journey.
- XIV. Drivers must co-operate with any enforcement agency checks and must notify the Estates manager if one has taken place during the journey. The driver should record the name, rank and collar number of the agency officer. Drivers must comply with all reasonable and lawful requests of an agency officer and if in doubt they must contact the Estates manager by telephone. Drivers are entitled to ask (and should do so if in any doubt) to see confirmation of the identity of the officer.
- XV. If a driver is called in to a DVSA road side check or sift, they must inform the Estates manager and if they are handed a form PG9, PG35DN or a TE160DH indicating either a defect or the fact that no defects have been found or a driver's hours offence has been committed or a warning issued, this form must be handed to the Estates manager on return to the School.
- XVI. Drivers are required to be fully aware of the Highway Code and must abide by it at all times.

The School will not be held responsible for any traffic offences, fines, penalty points, or convictions committed or incurred by a driver whilst driving a vehicle on behalf of the School.

#### **D. THE ROADWORTHINESS OF THE SCHOOL FLEET**

As stated above, it is vital that all School vehicles are safe, in a fit and roadworthy condition at all times, **are not overloaded** and carry all required legal documentation. It is also essential that all relevant vehicle documents are retained and can be provided to relevant enforcement agencies at any time.

Consequently the Estates manager will ensure the following tasks are undertaken with regard to the School vehicles –

1. That they are subjected to regular safety inspections by a qualified vehicle technician, that any defects found at these inspections are rectified by a qualified vehicle technician before the vehicle is put back into service. Inspections are done every 6 weeks for minibuses more than 12 years old and every 10 weeks for younger minibuses.
2. That proper records of these are kept at the School for a period of no less than 15 months and can be provided to the relevant enforcement agency upon request.
3. That drivers conduct a daily driver defect walk round check prior to driving any such vehicle and that a record is kept of this check.
4. That any defects found during that check are reported promptly to the Estates manager and the vehicle is not driven until the defect has either been rectified or certified as fit for service by the Estates manager or a qualified vehicle technician.
5. That the completed driver defect reports are kept at the School for a period of no less than 15 months and can be provided to the relevant enforcement agency upon request.

6. The Estates manager holds a small amount of spare parts (e.g. light bulbs) to maintain the roadworthiness of the vehicles and has the necessary experience and knowledge to carry out minor running repairs.
7. That the vehicles are subjected to annual MOT tests and to roller brake tests 4 times a year once to include the annual MOT test.
8. That drivers ensure that the vehicles do not exceed the statutory Gross Vehicle Weight once all passengers and kit are included. A schedule of the weights and suggested passenger numbers are provided in each of the buses.

## **E. VEHICLE INSURANCE & PROCEDURES TO BE FOLLOWED IN AN EMERGENCY**

The School has a fully comprehensive vehicle insurance policy including a collision and breakdown recovery element for the whole vehicle fleet. It also has an occasional use policy covering the use of private vehicles on School business. These policies cover drivers between the ages of 21 and 70 and some restrictions apply to drivers under the age of 25. The School also has public liability insurance.

### **1. Vehicle collision, breakdown or fire procedures**

All drivers must ensure they know the procedures to follow in the event of a collision, breakdown or fire. In that event once the immediate dangers have been dealt with and all parties are safe the Estates manager and insurance and/or breakdown help line must be contacted. Drivers must understand the importance of minimising road traffic collisions and must take great care when driving company vehicles to ensure driver and public safety and to ensure that vehicles are constantly available. All collisions and/or damage will be investigated and if the driver is found to be responsible due to driver fault, negligence or misuse of vehicles then disciplinary action may be taken. It is therefore imperative that drivers are aware they are accountable for their actions when driving School vehicles.

All collisions and/or damage no matter how minor are to be reported to the Estates manager immediately.

Drivers must understand the importance of daily checks for reporting damage to vehicles. Any significant or new vehicle damage identified must be reported to the Estates manager before driving has commenced. Any damage must be noted on the driver daily walk round check report. Incident Reports must also be completed for any damage caused.

### **2. Vehicle collision procedure**

- If a vehicle is involved in a collision drivers MUST STOP. The driver is only required to give their name, the name and address of the vehicle owner, and the registration of the vehicle they are driving, to anyone having reasonable grounds to request the information. If for any reason these particulars cannot be exchanged the driver has a legal duty to report the collision to the Police as soon as possible and in any case within 24 hours and inform the Estates manager as soon as possible.
- In the event of a collision drivers can contact the help line which is on the card kept in the vehicle and complete the Incident Report Form included in the **Vehicle Emergency Envelope (see below)** held in each vehicle. This is self-explanatory but at no time should a driver make any admission of liability for the incident. Inform the Bursar/Estates Manager of the situation as soon as practically possible and at least on return to the School.

- Remember passengers may panic, and the driver will also experience some shock. The driver must stay calm, reassure the passengers and take control of the situation. The driver can only exchange the necessary details when the passengers and any third parties are safe and the vehicle is not posing a road safety threat to other road users.
- In any event the driver must:-
  - Stop! This may seem obvious but it a legal requirement.
  - Not move the vehicle unless it would be dangerous to leave it where it is. It may be taken to the side of the road.
  - Safely immobilise the vehicle, apply the handbrake, put the vehicle in a high gear and switch off the engine. Isolate any supplementary fuel or electrical switches.
  - Phone the emergency services (if required).
  - Assess the situation. Check for any injuries amongst the passengers and the driver. If required administer first aid as necessary and then call the emergency services in the normal manner. Remember that shock can be life threatening and not always obvious.
  - If there are no severe casualties evacuate the passengers if there is risk of fire or further accident to a safe place away from the vehicle. Take great care when doing so.
  - Switch on the vehicle hazard warning lights and at night switch on other lights including interior lights. Take care at night that no one walks behind the vehicle and obstructs the lights.
  - If the vehicle has a warning triangle it should be positioned at least 50m behind the vehicle on the same side of the road, if safe to do so.
  - Keep the passengers informed of what is going on and as comfortable as possible.
  - Control traffic (or if appropriate ask a passer-by to do so)
  - Get as many witnesses' details as possible. If anyone says anything you think may help then take a note.
  - Obtain the name address and insurance company details of the other driver/s.
  - The Police may require a statement – but speak to the Estates manager first – you may need to speak with a solicitor or other legal adviser.
  - Await instructions from the Estates manager on recovery – in serious cases it is not unusual for the Police to recover and retain a vehicle for examination.
  - Complete an accident form or contact Breakdown assistance who will talk the driver through the situation.
  - Make notes as comprehensively as possible, even conversations heard that may help.

- Notes should include:
  - Names and addresses of any person involved, including witnesses.
  - Registration numbers, types of vehicles and insurance details of other vehicles involved.
  - Time of the incident and, if possible, a diagram of what happened including weather and road conditions.
  - All this information can be completed on the accident form included with the vehicle documentation which you will require when you complete an accident form on return to the School. Make sure a copy of any statement made to the police is made.
- If practicable take photos (or do a sketch) of any damage caused by the collision (the School vehicle, other vehicles or property)
- Inform the School as soon as possible and anyone else who may be expecting to use the minibus.
- Once any injuries have been dealt with and the vehicle is roadworthy, the journey can be continued or terminated as appropriate. If the vehicle cannot be moved then the breakdown service must be contacted if they have not been already.
- DO NOT Under any circumstances:
  - Admit liability
  - Discuss the accident with anyone at the scene except the police.
  - Visit other parties involved in the accident.
  - Talk to the media.

### 3. Vehicle breakdown procedure

The insurance company provide vehicle breakdown cover which covers all School vehicles. In the event of a breakdown drivers can contact the help line number which is on the **card kept in the vehicle and complete the Incident Report Form included in the Vehicle Emergency Envelope (see below).**

In the event of a breakdown: -

#### On Motorways

- Pull safely off the carriageway onto the hard shoulder trying to stop near an emergency phone if possible.
- Park as close to the near-side of the hard shoulder as possible without obstructing the opening of the side door, with the nose of the vehicle and the front wheels turned towards the kerb and apply the handbrake.
- Switch on the vehicle hazard warning lights and at night switch on other lights including interior lights. Take care at night that no one walks behind the vehicle and obstructs the lights.
- Evacuate the vehicle of all passengers via the near side exits only if at all possible. Ensure that high visibility jackets are worn by as many passengers as possible.

- Keep passengers in a safe area away from the carriageway and behind the safety barrier.
- Do not cross the carriageway.
- If the vehicle has a warning triangle position it 150m behind the vehicle on the hard shoulder if safe to do so.
- Phone the Police for assistance using the nearest emergency phone or a mobile phone. Let them know of any particular needs that the passengers or driver may have. Follow their instructions (the assistance sheet may be needed).
- Return to the passengers and wait for assistance to arrive. Tell the passengers there is no need for them to phone their family as this will worry them unnecessarily and as the situation is under control.
- Phone the School and notify them of the situation.

#### On Single or Dual Carriageway Roads.

- Pull off the road to the left (near side) as far as possible and apply the handbrake. If possible make sure the vehicle is not in a position that represents a hazard to other road users.
- Switch on the vehicle hazard warning lights and at night switch on other lights including interior lights. Take care at night that no one walks behind the vehicle and obstructs the lights.
- Evacuate the vehicle of all passengers via the near side exits only if at all possible. Ensure that high visibility jackets are worn by as many passengers as possible.
- Keep passengers in a safe area away from the carriageway.
- Do not cross the carriageway.
- If the vehicle has a warning triangle it should be positioned at least 50m behind the vehicle if safe to do so.
- Contact Breakdown Assistance using a mobile or public phone. The contact number help line and **details are in the Vehicle Emergency Envelope. They** will need to know:
  - the name of the School;
  - the make, model, colour and registration number of the vehicle;
  - the location of the vehicle;
  - a description of what appears to be wrong with the vehicle; and
  - any particular needs that the passengers or drivers may have.
- Return to the passengers and wait for assistance to arrive. Tell the passengers there is no need for them to phone their family as this will worry them unnecessarily and as the situation is under control.
- Phone the School and notify them of the situation.

#### 4. Vehicle fire procedure

The procedure to follow when dealing with a vehicle fire is essentially the same as for a collision BUT there is a greater need for controlled urgency in the event of a fire. A vehicle can be burnt out completely in 3 to 4 minutes, so do not waste time trying to put the fire out. Get out and get everyone out. Remember that smoke generated by vehicle fire can be highly toxic, and any actions drivers take must not endanger the passengers, the public or the driver.

In the event of a vehicle fire: -

- Stop the vehicle immediately if it has not already come to a halt.
- Switch off the engine, apply the handbrake and select a high gear, in case of accidental reignition.
- Engage any fuel or electrical cut-off switches.
- Take control and calmly and authoritatively explain the situation and ask the passengers to undo their seat belts and leave the vehicle as quickly as possible by the nearest safe exit.
- Assist the passengers to leave and assemble in a safe area away from the vehicle closing doors behind them.
- Conduct a head count to ensure everyone is out of the vehicle.
- Call the emergency services.
- Only if it is safe to do so and if you have time remove the ignition key and pick up the fire extinguisher.
- On arrival of the emergency services advise them of any possible hazardous load e.g. Camping Gas cylinders etc.

#### 5. Vehicle windscreen damage

In the event of any vehicle glass being damaged the insurance company has a contract with an auto-glass repairer. All breakage must be reported directly to the Estates Manager so that repairs can be arranged. In urgent cases contact can be made directly with the auto-glass repair company using the card the in vehicle or in the Vehicle Emergency Envelope.

#### 6. Vehicle Emergency Envelope

The contents include a Claim form, collision assistance notes, action in the event of a Breakdown/collision, Certificate of Insurance, driver's responsibilities and emergency contact numbers.

### **F. MANAGING ROAD RISK**

The School is committed to achieving continuous improvements in standards of Health and Safety at work and will use its best endeavours to reduce the risks that all passengers face and /or create when they are using School vehicles.

#### 1. General Principles

The School will achieve improved road safety by:

- encouraging staff to prepare a safe journey plan for all journeys.
- encouraging staff to adopt safe, defensive driving techniques whilst on the road. Additional training is provided where individual staff members request/require it. The



contents of this training will be discussed with the staff member concerned to ensure that it meets their individual needs.

- ensuring that when vehicles are hired for School business they are appropriate for the task, in a safe condition and meet the needs and capabilities of the driver.
- ensuring vehicles owned by staff and used on School business, are appropriately taxed, insured and have a current MOT certificate (if appropriate). The Director of People will maintain a record of the driving licences of all staff driving on School business and Self Certification Forms for those who use their own vehicle, and will review all driving licences annually.

The School will endeavour to avoid or reduce travel by road wherever possible by making effective use of other modes of transport

The Head, Leadership Team and Heads of Department will ensure that they lead by example, including the way they drive themselves, by always challenging unsafe attitudes and behaviours and encouraging safe driving amongst all staff.

The Estates Manager will make periodic checks to ensure that procedures for work related road safety are being followed and that staff are adopting safe driving practices.

The Estates Manager will use their best endeavours to ensure that risks on the road are minimised as far as is reasonably practicable. Staff should be informed and reminded periodically of their responsibilities set out in this policy.

The Estates Manager must ensure that the risks involved when staff are driving as part of their work, are properly assessed so that the need to travel by road can be minimised where appropriate

Where driving cannot be avoided steps must be taken to reduce risks and deal with any emergencies.

Drivers are encouraged to report road safety problems, including near misses, to the Estates Manager. This information will be used to identify possible training needs of drivers and as a part of a review process for the policy on driving.

All collisions in School vehicles or in personal vehicles used for School business must be reported to the Estates Manager along with full information about such incidents. This information may be used in the event of any claim against the School and for monitoring purposes to try and prevent any such incidents happening again.

Drivers involved in a vehicle incident may have their driving reassessed, if deemed necessary by the Estates manager (in consultation with the Bursar and Director of People), before they can resume driving on School business. This assessment is to confirm the driver still meets the required safety standards and to identify any potential shortfall or skill fade that may have occurred.

## 2. Drivers employed by the School

The School uses contracted qualified drivers to manage driver risk where possible. These drivers are not included in student /teacher ratios for trip/activity supervision allowing them to rest and maintain driver's hours. These drivers must observe the requirements of this policy when driving on behalf of the establishment.

### Responsibilities of supervising staff on school transport

It is the responsibility of the staff member escorting the passengers to ensure their safety and good behaviour. This guidance applies to all vehicles used on School business, whether operated by the School or by a third party. The following procedures must be followed by supervising staff.

- Arrive on time allowing the vehicle to stop safely when it arrives.
- Direct passengers to their seats quickly and quietly without pushing, ensuring all passengers wear seat belts.
- Ensure all passengers stay seated when the vehicle is moving.
- Ensure that bags, luggage and any equipment does not block gangways and exits, or take up seats.
- Only speak to the driver when they are not driving, or in an emergency. Distracting the driver can be very dangerous.
- Ensure passengers do not throw things about the vehicle or out of the vehicle windows.
- Ensure passengers do not distract the driver or distract or insult other road users.
- Remind passengers not to operate or play with door handles or emergency exits while the vehicle is moving.
- Wait until the vehicle has stopped completely before allowing passengers to remove their seat belt and getting up to leave.
- Ensure all passengers take belongings with them when leaving the vehicle, except in an emergency when the directions of the driver must be followed.
- Make sure the vehicle is left in a clean a tidy condition, disposing of all rubbish correctly.
- Take care if returning to the vehicle after getting off as the driver may be pulling away.
- Ensure all passengers behave sensibly and responsibly at all times.

Poor behaviour on any transport reflects badly on the School as well as presenting an unacceptable risk to road safety. Poor behaviour by students is not acceptable and will be treated as a serious offence. Unnecessary damage to a vehicle may result in an invoice being raised.

The necessity for a passenger supervisor must be determined by Risk Assessment taking into account the age and vulnerability of the passengers being carried and the journey to be undertaken. It will be necessary to carry out a risk assessment for each journey.

### 3. Seat belts

It is School policy that seat belts must be worn by everyone travelling in School vehicles, any vehicle hired by or to the School for any purpose and also when using private motor vehicles for School business. The Motor Vehicle (Wearing of Seat Belts) (Amendment) Regulations 2006 require that seated rear passengers in a bus or coach or car must use a seat belt if one is installed. Earlier regulations already require drivers of any vehicle (and front seat passengers seated parallel to the driver) to use seat belts where fitted.

The Regulations also require that the operators of buses and coaches, where seat belts are fitted, must take reasonable steps to notify passengers of the need to use seat belts. This should be by:-

- ✓ an official announcement made when the passenger joins the bus or within a reasonable time of them doing so.
- ✓ signs prominently displayed at each passenger seat equipped with a seat belt.

Additionally the seat belt must fit correctly and hence a booster seat or cushion may be necessary. Failure to wear a seatbelt will incur a fine of up to £500 for a person 14 years or older or for the driver if the person is 13 years or younger

#### 4. Fatigue and Driving hours

No employee should drive while tired or fatigued. They have a specific duty of care to ensure they are not over-tired at the start of a journey and that they do not drive excessive hours. Driver fatigue is a serious problem resulting in many unnecessary and unavoidable road collisions each year. These collisions are more likely to result in death or serious injury as they tend to be high speed impacts because a driver who has fallen asleep cannot brake or swerve to avoid or reduce the impact.

Sleepiness reduces reaction time. It also reduces vigilance, alertness and concentration so that the ability to perform attention-based activities such as driving is impaired.

Remember, collisions caused by tired drivers are most likely to happen:

- on long journeys on monotonous roads, such as motorways;
- between 2am and 6am;
- between 2pm and 4pm especially after eating;
- when the driver has had less sleep than normal;
- after drinking alcohol or taking drugs;
- if taking medicines that cause drowsiness (e.g. codeine); and
- after long working hours or on journeys home after long shifts, especially night shifts.

#### Sleep Disorders

Anyone who suffers from a sleep disorder that prevents them from getting sufficient sleep is likely to be excessively tired during their waking hours, and so to be at higher risk of falling asleep when driving. This type of medical condition is often undiagnosed, and some drivers may be unwilling to seek help because they fear losing their driving licence. However, there are now established treatments for sleep apnoea which allow drivers to retain their licence. Anyone suspecting that they have a sleep disorder is asked to contact their GP and to keep the School informed.

#### 5. Speed and Speed limits

No member of staff should ever driver faster than the road, traffic or vehicle conditions safely allow. Any driver found to be speeding or driving without due care and attention or dangerously must notify the Estates Manager immediately. Drivers convicted of a traffic offence will be required to undertake a reassessment of their driving prior to further driving on School business.

The School will ensure that all vehicles which have a legal requirement for their maximum speed to be restricted will conform at all times. All regular vehicle journey routes will be

timetabled to allow sufficient time for drivers to drive at the appropriate speeds to complete the journey safely.

Drivers should also remember that vehicle stopping distances are a combination of thinking distance (the driver's reaction time) and the actual physical distance it takes for the vehicle to brake to a stop.

Drivers should drive at a speed that will allow them to stop well within the distance they can see to be clear. Drivers should :-

- Leave enough space between them and the vehicle in front so they can pull up safely if it suddenly slows down or stops. The safe rule is never to get closer than the overall stopping distance.
- Allow at least a two-second gap between the driver's vehicle and the vehicle in front on roads carrying faster-moving traffic and in tunnels where visibility is reduced. The gap should be at least doubled on wet roads and increased still further on icy roads or when driving in fog.
- Remember, large vehicles and motorcycles need a greater distance to stop. If driving a large vehicle in a tunnel, the driver should allow at least a four-second gap between you and the vehicle in front.
- If a driver has to stop in a tunnel, the driver should leave at least a 5-metre gap between the driver's vehicle and the vehicle in front.

The current UK national speed limits (mph) are: -

	<b>Built-up area</b>	<b>Single carriageway</b>	<b>Dual carriageway</b>	<b>Motorway</b>
Cars	30	60	70	70
With Trailers	30	50	60	60
Vans	30	50	60	70
With Trailers	30	50	60	60
Minibuses not more than 12 metres overall length	30	50	60	62
With Trailers	30	50	60	60
Buses, coaches & minibuses more than 12 metres overall length, towing caravans and trailers	30	50	60	60

## 6. Cyclists

A cyclist has a much higher risk of being killed or seriously injured when in collision with a bus, coach or minibus compared to being in collision with a car. A large proportion of lorry/cyclist collisions particularly in urban areas happen at junctions particularly roundabouts and left hand turns. Analysis of these collisions shows that a great deal of these resulting in a cyclist's death were during left turning manoeuvres at junctions.

In nearly all of these cases the driver failed to see the cyclists or provide enough room.

## The Causes:

<b>PSV Drivers</b>
Failure: To check mirrors To allow enough room To control speed To concentrate To be fit to drive

<b>Cyclists</b>
Failure: To ride rationally To heed warnings To see and plan ahead To assess the risks To hear or concentrate

Take Responsibility. Cyclists have a right to be on the road and drivers should always make allowances for them. The fact that cyclists can move at speed means they are more of a potential hazard. Be extra careful when the cyclist is young or elderly, as they may not be in full control of their cycle.

- Make eye contact with cyclists if you can so they see the driver of the coach, bus or minibus.
- Remember cyclists may not hear the vehicle; they may be deaf or using audio equipment.
- Keep calm and let them go.
- Overtaking - because a cyclist rides close to the edge of the road they may swerve to avoid a drain or pothole. This can be dangerous when being overtaken by a car or other vehicle so when overtaking a cyclist try and leave as much space as possible. This will also decrease the power of the wind the vehicle makes.
- In slow moving traffic a cyclist may overtake on the inside so drivers must make sure they check their left mirrors before pulling into the kerb or turning left.
- At roundabouts cyclists will often feel safer staying in the left hand lane when turning right. Give them the space and time to be safe.
- Left turns – drivers must never overtake a cyclist just before a left turn so that they have to cut in front to make the turn. If a driver sees a cyclist on their approach to a left turn the driver must reduce their speed and let the cyclist make the turning first.
- Country lanes - be mindful of cyclists whilst driving on country lanes. These lanes have twist and turns that can easily conceal a cyclist.
- At night - although cyclists should have lights turned on at night and at dusk not all of them do so. It is also possible for their lights to be drowned out by the much more powerful lights of cars and other vehicles.
- In windy weather - strong winds can make it difficult for cyclists to keep going in a straight line so always leave them more space when overtaking them.
- Cycle lanes - remember you must not drive or park in a cycle lane marked by a solid white line during the times of its operation. You can park or drive in a cycle lane that is marked by a broken white line but only do so if you have to. Do not assume that cyclists will keep to a cycle lane. Sometimes they may use the road as it may be safer for them.
- Do not enter advanced stop lines at junctions.

## 7. Vulnerable road users

The following road users are considered to be vulnerable –

- pedestrians (drunk or sober), particularly children and older people;
- joggers;

- those with physical or mental disability (including dementia);
- cyclists (see above);
- motorcyclists particularly due to their lack of physical protection;
- horse riders and animals on the carriageway whose behaviour is exceptionally hard to predict;
- new and old drivers;
- drivers of unusual vehicles;
- electric wheelchair users;
- emergency service drivers on their way to an emergency incident are also vulnerable to the activities of the regular driver given their speed and avoidance of stationary traffic;
- lorry drivers with abnormal loads and vehicles of a huge size again become vulnerable to often hard to predict, erratic or careless drivers; and
- all drivers can become vulnerable given their mental condition whether it is tiredness, anger or depression.

The Highway Code has a section devoted to 'Road users requiring extra care'.

### Pedestrians

- Be aware that pedestrians can be unpredictable, especially young and elderly ones or those under the influence of drink and/or drugs.
- Whenever drivers are likely to meet pedestrians, in residential areas, for example, drive carefully and slowly.
- Elderly people may have difficulty estimating the speed of traffic, and may overestimate their ability to cross a road. They may move more slowly and take longer to cross the road.
- Children are more likely to move quickly and run into the road from nowhere. Pre-adolescent children have not developed the ability to judge speed accurately, and may think they have plenty of time to cross the road when they do not.
- Take extra care when passing parked vehicles, as there is always the danger that a pedestrian could suddenly step out into the road without looking. Places of extra concern are near:
  - Bus stops and stations.
  - Schools.
  - Playgrounds.
  - Ice cream or burger vans.
  - Roundabouts.
  - Large junctions.

### People with Physical or Mental Disability

- A visually impaired pedestrian may be carrying a white stick or accompanied by a guide dog, which will have a distinctive loop type harness. Their ability to see vehicles will obviously be impaired.

- A pedestrian with hearing difficulties may be difficult to identify and they may not be aware of a vehicle approaching. If a pedestrian fails to look at the vehicle, this may indicate that they have not heard it. A guide dog with a yellow or burgundy coat, tells you the handler is deaf.
- Pedestrians who are visually impaired and who have hearing difficulties should carry a white cane with a red band or may be using a guide dog with a red and white harness.

### Small Powered Vehicles and Slow Moving Vehicles

- These small, slow moving vehicles, which have a maximum speed of 8 mph, are used by elderly and disabled people. They can be used on the pavement and the road.
- When passing them, drivers must slow down and allow plenty of room. If they hold a driver up, the driver must be patient and wait for a suitable time to pass.

### Motorcyclists

What has been said about cyclist is also relevant for motorcyclists. They are vulnerable because they are much smaller than most other vehicles on the road and so are much more difficult to see. The fact that they travel much faster than cycles, however, means any potential hazard they are involved in will develop much more quickly than one involving a cycle.

Pay special attention when:

- emerging at a junction - an approaching motorcycle may be difficult as it may be hidden in traffic, or behind signs, trees and other obstacles.
- turning right into a road - a motorcycle may be following, overtaking or meeting you.
- changing lanes or moving out to overtake slower-moving traffic.

### Animals

Drivers should look out for animals in the road. In residential areas drivers may come across pets running into the road, in rural areas, livestock and birds can be a problem. In areas where animals are seen in the road, road signs should give drivers advanced warning.

Whether to swerve, stop or continue ahead is always a difficult and split second decision, so drivers must remember that swerving or performing an emergency stop may put another person as well as the driver and passengers in danger.

Horse Riders - when approaching a horse rider, drivers must slow down and proceed with caution, giving them as much room as possible when passing them, continuing slowly ahead until the horse is a good distance behind. Drivers should not sound the horn or rev the engine, as this will frighten the horse and rider. A horse rider, who is turning right at a roundabout, may take the left-hand lane instead of the usual right-hand lane.

### Learner Drivers or Elderly Drivers

Drivers should understand why learner drivers and elderly drivers need to be shown extra consideration. Their lack of experience and their slower reaction times makes them more vulnerable on the road. When driving close to them, drivers should be aware that they may:

- Hesitate at junctions.
- Stall their car.

- Pull out too early.
- Signal incorrectly.
- See hazards late and so react suddenly and dramatically.

Often, they can hold up the flow of traffic, so drivers must always show patience and understanding.

### Emergency Service Vehicles

Drivers of emergency service vehicles when responding to an incident become very vulnerable, due to their speed and methods of avoiding congestion and stationary traffic and they often have a serious incident on their mind as well as other road users. Drivers should therefore –

- Indicate their intentions as soon as possible so they can understand.
- Pull over and if necessary – Stop.
- Give Way where possible.
- Be Predictable – Be Safe.

### Road Rage

The criminal courts regard road rage behaviour as very serious and so drivers are required and expected to remain calm at all times. In the event drivers are confronted by another driver or pedestrian (or indeed a passenger) they must remain calm, do all they can to make them calm and then when it is safe to do so make a written note of what happened. Report the matter to the School.

### 8. Trailers

In the event a trailer is required to be drawn by a School vehicle the following points are to be taken into account: -

- a. The maximum gross vehicle weight and total vehicle train weight.
- b. The maximum gross trailer weight.
- c. The driver's licence.
- d. The type of vehicle.
- e. The use of the vehicle at the time of towing the trailer.

In any event if the vehicle is to carry passengers and the rear door is an emergency exit, then the trailer must not obstruct its opening in any way as to prevent egress in an emergency. A trailer is available for use with certain vehicles. Contact the Estates Manager for suitability and training.

### 9. Alcohol and Drugs

- Alcohol and drugs impair driving ability and it is the drivers' responsibility to ensure they are in a safe, fit and legal state of health to drive a vehicle on School business. Drivers must ensure they allow sufficient time for any alcohol consumed or drugs taken to leave their system prior to driving. Drivers are also reminded that certain medications can also impair driving ability and must check side effects. The taking of any non-prescribed drugs is totally forbidden and may result in disciplinary and /or legal action being taken.



- Every year around 100,000 people are convicted of drinking and driving, and face a driving ban of at least 12 months, a large fine and possible imprisonment. More importantly, thousands of people are killed and seriously injured in road collisions as a result of drivers being unfit to drive due to the adverse influence of drink and/or drugs. It is also an offence to drive or be in charge of a vehicle whilst unfit through drink, even if below the legal limit, or drugs. The penalties are the same as for the 'over the limit' drink offence. Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It also slows their reactions, increases stopping distances, affects judgement of speed and distance and reduces the field of vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely.
- Alcohol is absorbed into the bloodstream very quickly; drinkers cannot be sure how much alcohol they are consuming because the alcoholic strength of drink varies enormously, as does the size of measures in pubs, bars and restaurants. Drinks poured at home are usually larger than ones bought in a pub or restaurant. It is also difficult to know the alcoholic strength of a drink without seeing the bottle. The speed with which alcohol is absorbed into the bloodstream also varies depending on a person's size, age, weight and gender. The same amount of alcohol will give different blood alcohol levels in different people.
- Many people who drink alcohol are still over the legal limit the morning after they have been drinking. As it takes several hours for alcohol to disappear from the body, someone who was drinking late the previous evening is very likely to still be over the limit when they drive a vehicle the next morning. Even if they are under the limit, their driving ability will still be affected by the alcohol in their body.
- Driving while unfit through drugs, whether illegal or prescribed or over-the-counter medicines, is an offence that carries the same penalties as drink driving. The Police can, and do, conduct roadside tests to help them assess whether a driver's ability to drive may be impaired.
- Around 18% of people killed in road collisions have traces of illegal drugs in their blood, with cannabis being the most common.
- The effects can last for hours or days, and vary from person to person. They can be difficult for an individual to detect and in some cases can be detected in blood samples weeks after the event.
- For many medications it is difficult to predict whether how, when and for how long they will affect a person's ability to drive safely. A driver may not even notice they have been impaired until it is too late. The effects depend on how much, how often and how a medicine is used, plus the psychological and physical attributes of the person taking it.
- A person's driving ability can also be affected by the medical condition for which they are taking the medicine. Many over-the-counter medicines, including remedies for coughs, colds, flu and hay fever, cause unwanted drowsiness which might impair driving. Warnings about drowsiness are not always clear so, for example, if the label says "may cause drowsiness", assume that it will do so.

### Signs of Alcohol, Substance & Drug Misuse

The information below is not exhaustive and individuals will react differently and display different symptoms if misusing alcohol, drugs and substances.

### Psychological Signs

- Unexplained change in personality or attitude.
- Sudden mood swings, irritability or angry outbursts.
- Period of unusual hyperactivity, agitation or giddiness.
- Lack of motivation – may appear lethargic.
- Drop in performance.
- May appear fearful, anxious or paranoid with no reason.

### Physical Signs

- Bloodshot eyes or pupils which are bigger or smaller than usual.
- Changes in appetite or sleep patterns.
- Sudden weight loss/gain.
- Deterioration of physical appearance and personal grooming habits.
- Unusual odours on breath, body or clothing.
- Shaking, slurred speech, impaired co-ordination.

### Behavioural Signs

- Change of behaviour - changes in friends, routines and hobbies.

### Alcohol with Drugs

Taking alcohol and drugs together is even worse as their effects combine and impairment can be multiplied.

Staff members who drive School vehicles (or their own vehicles for work) must:

- Never drive while under the influence of alcohol, drugs or substances.
- Avoid consuming alcohol, illegal drugs or take any substances during any period of the working day, especially if they know they will be driving later.
- Be aware that they may still be over the limit, or affected by alcohol the morning after they have been drinking.
- Be aware that prescription drugs or over-the-counter medicines can affect driving and can cause sleepiness.
- Report drug and alcohol problems, including cautions, summons or convictions for alcohol or drug related offences, to their line manager.
- Co-operate with monitoring, reporting and investigation procedures.

Drivers who are suspected of being unfit to drive due to the influence of alcohol or drugs (illegal, prescribed or over the counter) or suffering from other substances such as solvents or gasses WILL NOT under any circumstances be allowed to drive any vehicles and serious disciplinary action may be taken. The Police may also take action through the courts.

If anyone is concerned that they or a colleague is becoming overly dependent on alcohol or drugs please contact the Director of People in confidence who will arrange to provide help and assistance including counselling. The GP/doctor should also be contacted as they should be able to offer a number of options to treat the problem.

## 10. Smoking

Drivers are reminded that they must **never** smoke in any vehicle or around passengers and that if they do smoke they must only do so within designated smoking areas either at the

School premises or at external venues. Failure to comply with this direction will result in disciplinary action being taken.

### 11. Mobile Phones

Staff may be required to carry a mobile phone for work purposes but they must not make or receive a call on a mobile phone in a vehicle unless it is stationary and parked in a safe place. No other staff shall require a staff member to make or receive a call on a mobile phone while driving.

It must also be noted that a telephone conversation is distracting from the driving task at hand and so staff must not make or receive any phone calls whilst driving even if a hands-free kit is available.

Drivers should note that using any mobile phone (whether issued by the School or not) whilst driving (whether using a hands-free device or not), will be considered as gross misconduct and will lead to a disciplinary investigation and action.

The School will not be liable for any fines, penalties or costs incurred for any illegal use of a mobile phone and any such prosecution or identification of a driver breaching this policy will be considered as gross misconduct and will lead to a disciplinary investigation and action.

### 12. Driving outside the UK

The D1 (not for hire or reward) licence category on UK driving licences does not cover driving outside the UK. Therefore no staff are to drive any minibus outside the United Kingdom unless they have the full D1 licence and the vehicle is operated under the authority of a PSV operator licence (which none of our vehicles have). In addition, if the vehicle is authorised by a section 19 permit it cannot travel outside the United Kingdom.

### 13. Adverse Weather and driving conditions

- Preparation

Driving in the winter, darkness and adverse weather conditions requires the use of much greater care than in the summer, the light and good weather conditions. Adverse weather and darkness make driving more hazardous. Weather conditions can be extreme with prolonged periods of heavy snow, dense fog, ice and rain. Different weather conditions create different hazards throughout the year and in different areas of the country at different times. Different weather, road and traffic conditions can all occur during a single journey, so good preparation is required. If the journey has to be undertaken in severe adverse weather conditions, in addition to the usual driver daily walk round check drivers must ensure they have a good supply of de-icer, screen wash and emergency weather kit to include a shovel, torch, blankets, hot drinks in flasks and some food such as chocolate and/or cereal bars. Drivers should listen to local/national weather broadcasts and travel bulletins. As conditions can change rapidly, drivers should check them regularly and be prepared to change plans if conditions on the route worsen.

If conditions are very bad, and the emergency services are recommending that only essential travel is undertaken heed the advice and avoid making the journey unless it is absolutely necessary. If that travel is necessary drivers must ensure that the Estates manager or Bursar is notified of the departure place and time and the anticipated time of arrival and intended destination. Drivers should plan an alternative route in the event the first choice(s) becomes impassable. Drivers should ensure that the fuel tank is kept as full as

possible and that there is a fully charged mobile phone, in case help needs to be summoned.

- Driving generally in adverse conditions

When driving in any adverse weather including fog and when driving in darkness the following must be noted.

- ✓ Speed must be reduced. The chances of skidding are much greater and stopping distances will be much longer. Only travel at a speed at which the driver can stop within the distance that can be seen to be clear.
  - ✓ Always reduce speed smoothly and in plenty of time on wet/icy/slippery surfaces.
  - ✓ Braking on an icy or snow-covered bend is extremely dangerous. The centrifugal force will continue to pull the vehicle outwards and the wheels will not grip well. This could cause the vehicle to spin.
  - ✓ To brake on ice and snow without locking the vehicle wheels, get into a low gear earlier than normal, allow the speed to fall and use the brakes gently.
  - ✓ Increase the gap between the vehicle and the vehicle in front. In poor driving conditions such as fog, ice, snow and rain the normal stopping distance can be increased ten times.
  - ✓ Remember that road conditions will vary along the route and that one road may be safe in parts but not in others. A road can often have isolated patches of frost or ice after most of the road has thawed – this commonly occurs under bridges.
  - ✓ In snow, stop frequently to clean the windows, wheel arches, lights and number plates
  - ✓ Slow down in plenty of time before bends and corners.
  - ✓ Avoid harsh braking and acceleration, or sharp steering.
  - ✓ Keep the vehicle well-ventilated as if the vehicle interior is too warm it can make the driver drowsy.
  - ✓ Use dipped headlights where visibility is reduced.
  - ✓ If the vehicle becomes stuck in snow do not rev the engine to try to power out of the rut as this will just make the rut worse. Instead, move the vehicle slowly backwards and forwards out of the rut using the highest gear available. If this does not work, use the shovel to clear as much of the snow as possible and, if necessary, help may be sought from a passer-by to help to try to push the vehicle out of the rut. If the vehicle is caught in a snow drift do not leave the vehicle and call the breakdown and/or emergency services and let help come to you. Do not run the engine to keep warm.
- Driving in strong winds
  - ✓ Keep both hands on the steering wheel at all times.
  - ✓ Expect sudden gusts of wind, especially when passing high-sided vehicles.
- Driving in rain and wet conditions
  - ✓ This reduces a driver's ability to see and greatly increases the distance required to slow down and stop. The safe stopping distance in rain or wet conditions is at least twice that needed in dry conditions as the tyres have less grip on the road.

- ✓ Use windscreen wipers, washers and dipped headlights; drive smoothly and plan your moves in plenty of time.
- ✓ Aquaplaning is caused by driving too fast into surface water. When the tyre tread cannot channel away enough water, the tyre(s) lose contact with the road and the vehicle will float on a wedge of water. Aquaplaning can be avoided by reducing speed in wet conditions. Ensuring the correct tyre pressure and tyre tread depth will also maximise the vehicle tyres' ability to maintain their road grip. If aquaplaning occurs, ease off the accelerator and brakes until the vehicle speed drops sufficiently for the tyres to make contact with the road again.
- ✓ If the roads are flooded avoid the deepest water which is often near the kerb. Do not attempt to cross if the water seems too deep. Look for an alternative route if there is any doubt about the depth of the water. If it is safe to driver through the water, drive slowly in first gear but keep the engine speed high by slipping the clutch to stop the vehicle from stalling. Be aware of the bow wave from approaching vehicles and operate an informal 'give way' with approaching vehicles. Remember to test the vehicle brakes when the vehicle is on dry land again.
- Driving in fog
  - ✓ Avoid driving in fog unless the journey is essential and absolutely necessary. Fog is one of the most dangerous weather conditions. An accident involving one vehicle can quickly involve many others, especially if they are driving too close to one another.
  - ✓ If the vehicle must be driven in fog always follow the weather forecasts and general advice to drivers in the local and national media.
  - ✓ Allow plenty of extra time for the journey.
  - ✓ Always drive at a low speed with the vehicle headlights and fog lamps switched on unless the driver can see the vehicles to the rear in which case switch off the rear fog lamps to avoid dazzling the drivers of those vehicles.
  - ✓ Use the demister and windscreen wipers.
  - ✓ Do not 'hang on' to the rear lights of the vehicle in front as this will prevent a safe braking distance.
  - ✓ Open the window slightly to listen for other traffic, especially at crossroads and junctions.
  - ✓ Beware of speeding up immediately visibility improves slightly. Fog is often patchy and so fog could be encountered again seconds or minutes later.
  - ✓ If the vehicle breaks down, inform the Police and get the vehicle off the road or as close to the nearside as possible as soon as possible. Ensure the warning lights are switched on.
- Driving in bright sunshine
  - ✓ Low and/or bright sunshine can and do present a driving hazard.
  - ✓ In winter, the angle of the sun in the sky will frequently be too low to enable the sun visor to reduce glare.
  - ✓ If there is glare caused by the sun reduce the vehicle speed and reduce the effect of glare by keeping both the inside and outside of the windscreen clean and grease free.

- ✓ Only wear sunglasses (with prescription lenses if necessary) when the sun is shining and remove them when the sun goes in. They should not be worn in duller weather or at night as they seriously reduce the ability to see.

### **G. Procedure to follow for the evening bus run**

1. Drivers use the Vectare app to record who has got on the bus. Students expected to be on the bus are automatically available to the drivers on this app.
2. The buses will leave promptly at the pre-arranged time and it is the responsibility of pupils to ensure that they are there at this time. (We do on occasion delay the departure time when we are made aware of a late return from a school fixture but this is very much an exception.)
3. Should a pupil miss the bus then they should make their way to Reception where an alternative means of getting home can be arranged or a boarding room organised.

## ANNEX A

### DRIVER LICENCE NOTIFIABLE MEDICAL CONDITIONS DECLARATION

**It is a criminal offence (punishable by a fine of up to £1,000, and possible disqualification from driving, for a person to fail to declare a new notifiable medical condition or a worsening of an existing condition to DVLA (and to their employer). It is also a criminal offence to make a false declaration regarding a medical condition.**

**ALWAYS CONSULT YOUR DOCTOR IF YOU ARE UNSURE.**

TO BE COMPLETED FOR ALL licence holders (including vocational licence holders):

I hereby declare that since completing my previous health declaration that I have had no change in my health, which could or would affect my entitlement to drive. In particular I hereby confirm that I have not, since I completed my previous health declaration suffered from any of the following conditions:

- an epileptic event (seizure or fit);
- angina (heart pain) whilst driving;
- any heart condition or heart surgery;
- severe mental handicap;
- repeated and/or sudden attacks of disabling giddiness, fainting or blackout ( that prevents me from functioning normally);
- diabetes controlled by insulin and/or other medications;
- an implanted cardiac pacemaker;
- an implanted cardiac defibrillator (ICD);
- an implanted anti-tachycardia device;
- dependence on or the misuse of alcohol, illegal drugs and/or chemical substances within the past 3 years – NOTE – drink driving prosecutions need not be reported
- Parkinson's disease
- narcolepsy or sleep apnoea syndrome;
- any form of stroke, recurrent 'mini strokes' and/or TIAs (Transient Ischaemic Attacks);
- any type of brain surgery;
- severe head injury involving hospital inpatient treatment;
- brain tumour;
- any other chronic (long-term) neurological condition;
- other chronic tumour or cancer conditions;
- certain cancer conditions;
- a serious problem with memory or episodes of confusion;
- severe learning disability;
- any kind of serious psychiatric illness or mental ill health;
- visual problems affecting either or both eyes;
- total loss of sight in one eye
- any visual disability that affects both eyes, or the remaining eye only (not including short or long sightedness which has been addressed by glasses, or colour blindness);
- any condition affecting my visual field (the surrounding area that can be seen when looking directly ahead);
- severe spinal injury or condition;
- continuing or permanent difficulty with the use of arms and/or legs;
- any persistent limb problem for which my driving has to be restricted to certain types of vehicles or those with adapted controls.

I hereby confirm that if any of the above conditions affect me I will inform my employer as soon as I become aware of any and I also understand that I have a legal duty to inform DVLA forthwith by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from [www.direct.gov.uk/driverhealth](http://www.direct.gov.uk/driverhealth)). Further information can be obtained from Occupational Health Specialists and GPs as well as by visiting the DVLA website <https://www.gov.uk/driving-medical-conditions>

I understand that failure to do so is a criminal offence punishable by a fine of up to £1,000.

I have read and fully understand the above and will comply with what is requested of me.

I understand that it is a criminal offence to make a false declaration.

DRIVER NAME:

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SIGNED:

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DATE:

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**ANNEX B**

**Driving Eyesight Check Form**

To ensure the safety of the School and other road users and the public from occupational and lifestyle related health issues in respect of eyesight it undertakes eyesight checks of all work-related drivers of all School vehicles on commencement of employment and **at least every 12 months**.

Checks will be conducted by either, reading an independent and random vehicle number plate from a distance of 20 metres or using Vutest online. Drivers who fail the check will be instructed to attend an optician and report back on their eyesight condition.

Where drivers are required to wear prescription glasses whilst driving (driving licence code 01) the eyesight check must be carried out with the prescription glasses being worn. If 01 is denoted and no glasses are being worn the reason must be established and verified by the relevant manager.

**DRIVER NAME**

**DATE OF EYESIGHT TEST**

**LICENCE NUMBER**

**CODE 01 YES/NO**

**MEANS OF EYESIGHT TEST USED**

**INDEPENDENT RANDOM VEHICLE NUMBER PLATE FROM 20 METRES/VUTEST  
(delete as appropriate)**

**REGISTRATION NUMBER RECORDED**

**TEST SATISFACTORY YES/NO**

**IF NO DEFINE ACTION TAKEN –**

**NEXT 12 MONTHLY EYESIGHT TEST**

**SIGNED (driver).....**

**SIGNED (tester).....**

## Annex C - Bus capacities

<b>Vehicle/model</b>	<b>Quoted maximum passengers</b>	<b>Licence required</b>	<b>Numberplate</b>	<b>Maximum average weight to enable bus to accommodate quoted maximum passengers</b>	<b>Assuming 100kg per passenger Max number of passengers</b>
Ford Transit minibus	16	D1	HN74GBX	109	16
Ford Transit minibus	16	D1	HN74GBU	109	16
Ford Tourneo custom eco blue (Normal car licence)	8	B	YR74VKO	105	8
Ford Transit Minibus	16	D1	CU04 HLD	73	11
Ford Transit Minibus	16	D1	BG12 HMA	73	11
Ford Transit Minibus	16	D1	YK07 YOF	73	11
Ford Transit Minibus	16	D1	YS07 YVU	73	11
Ford Transit Minibus	16	D1	CP08 MWJ	73	11
Ford Transit Minibus	16	D1	CV59 XFZ	73	11