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Driving at work

A Brief Guide for Administrators and Managers

WEB VERSION

Occupational Health and
Safety Service
HSD130M (rev 4)



UNIVERSITY OF
CAMBRIDGE

Introduction

- The University has a responsibility under the Health and Safety at Work Act to manage the risks faced by staff who drive whilst at work.
- **All departmental administrators or managers have a responsibility to ensure that their drivers comply with any requirements for the use of vehicles on journeys made while at work.**
- Details of draft policy, driver documentation checks and an accident reporting form can be obtained from the Safety Office website.
- Departments and Faculties must have procedures for the use of vehicles, owned or hired, by members of their staff and students who are required to drive in the course of their daily duties.
- This guidance aims to encourage best practice and ensure legal conformity.

Driver Documentation

- All drivers are required to submit for inspection their licence and any other relevant documentation, such as their insurance policy and vehicle MOT/VOSA certificate. This should be checked and recorded by the department vehicle manager on an annual basis.
- Any employee, student or volunteer is responsible for any fines or tickets.
- Sports societies must liaise with the University Sports Syndicate and Physical Education Department (PED) if they use vehicles as part of their activities. PED have excellent guidance documents.
- Student societies must ensure compliance with legislation as a minimum.
- **Particular regulations apply to vans, minibuses and, towing ie trailers etc and to carrying waste or dangerous goods.** All drivers must know what these are prior to driving.

Risk Assessments

- Generic risk assessments, to be adapted to suit departmental needs, are available from the SO for journeys made using all forms of transport on University business.
- This applies to minibuses, cars, vans, motorcycles and bicycles used as part of a person's work duties.

Vehicles

- Must be safe, fit for purpose and regularly checked by a competent person
- Safety equipment must not be tampered with
- Any departments having vehicles should appoint a vehicle manager or supervisor to regularly check the vehicle and to maintain records

All ancillary equipment used in vehicles must be regularly serviced by a 'competent' person

Driver Training, Experience and Health (Competency)

- Checking competency is a vital part of the process to manage the risks faced by drivers.

- Departments have varying rules for assessing driver competency. Vehicle managers should be appointed to ensure compliance with regulations. More information on driver competency is available from the SO on request.
- Fitness to drive should be assessed in addition to competency.
- Ability to drive on the UK's congested roads should be taken into consideration.
- Records of training must be kept.
- No smoking policy applies.
- No mobile phone used while driving.

Own Vehicle Users and Hired Vehicles

- Own vehicles must be insured for 'business use'.
- Hire insurance must be taken up when hiring any vehicle.
- Driving related accidents resulting in any loss, injury or absence from work must be reported via the University accident reporting forms.

- For work-related cycling using either own or "pool" bikes individuals should consider having Personal Insurance.
- Pool bikes must be regularly inspected, maintained and serviced by a competent person. Risk assessments must be completed and the use of protective equipment encouraged.

If you have a query, contact the SO on who will, if necessary pass on your query to the appropriate division.

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