



Nourishing the fitrah of each unique child

Driving Policy

"...and do not harm yourselves...."
(Surah Baqarah 2:195)

Updated: January 2024	Review date: January 2025	Health and Safety Officer: School Administrator
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Driving Policy

The aim of this policy is to reduce at-fault crash costs and injuries of staff by promoting a safe driving culture within the school.

Objectives

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all school vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of school vehicles on the environment – this also applies to personal vehicles used for work purposes.

Code of Conduct

Whilst driving school vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits'.

The following actions in school vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence

Responsibilities of an Employee

Every driver of a school vehicle will:

- ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a school vehicle
- immediately notify their Headteacher if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a school vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a school vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of school vehicles they regularly use
- comply with traffic legislation when driving
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- report infringements to a Headteacher at the earliest opportunity

- report vehicle defects to a manager before the next vehicle use

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight if driving time and non-driving duties exceed 10 hours in one day.

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- the employee must seek the employer's agreement before using their vehicle for work
- the car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)

Responsibilities as an employer

The employer will take all steps to ensure school vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by undertaking the following tasks:

Giving priority to safety features when selecting new vehicles, including:

- choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags
- only buying and/or hiring vehicles that are light coloured
- fitting all vehicles with a first aid kit, fire extinguisher, reflective vest, torch and emergency triangle

The person/position responsible for ensuring this is followed is School Administrator

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- setting up procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles' manuals
- setting up a procedure to identify and rectify faults as soon as practicable

The person/position responsible for ensuring this is followed is School Administrator.

Collecting and collating statistics on incidents, crashes and their causes, including:

- the number of crashes
- who was thought to be at fault
- the probable causes of the crashes and other contributors, such as unrealistic work schedules
- the financial cost of all crashes
- the number of prosecutions
- the number of near-miss events
- other costs, such as downtime, ACC compensation claims, temporary workers and lost productivity

The person/position responsible for ensuring this is followed is School Administrator.

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- recommending staff to have 10 hours' minimum continuous rest and 11 hours' maximum driving time every

24 hours

- requiring non-commercial drivers to take 10-minute breaks every two hours of driving

The person/position responsible for ensuring this is followed is School Administrator.

Taking into account individual drivers' needs by:

- requiring staff to keep driving logs that are regularly checked by a supervisor or manager.

The person/position responsible for ensuring this is followed is School Administrator.

Identifying driver training needs and arranging appropriate training or retraining, including providing:

- a thorough induction to the school's road safety policies and procedures
- driver training opportunities to all staff
- driver assessment and required training as part of all staff inductions
- advanced driver training or specific practical training as required and identified
- regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- driver training log updates on personnel files

The person/position responsible for ensuring this is followed is School Administrator.

Encouraging safe driving behaviour by:

- not paying staff speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving
- encouraging regular breaks while driving
- providing taxis and designated drivers to and from work social events
- providing food and non-alcoholic drinks at work functions
- encouraging the use of taxis and buses whenever necessary
- ensuring the employer is informed if existing staff become unlicensed

The person/position responsible for ensuring this is followed is School Administrator.

Encouraging better fuel efficiency by:

- setting up and promoting a car pool scheme for work car use
- setting up and promoting a workplace travel plan
- providing training on, and circulating information about, travel planning and efficient driving habits
- encouraging the use of other transport and/or remote conferencing whenever practical

The person/position responsible for ensuring this is followed is School Administrator.

What employees are to do if there is a crash in a school vehicle

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information:

- your name and address and school details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police if:

- there are injuries
- there is a disagreement over the cause of the crash
- you damage property other than your own
- damage to the vehicle looks to be worth more than £2,500

Follow-up

If there is an injury or major damage, report the crash to the Headteacher as soon as you can.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- the number of crashes involving school vehicles
- the number of at-fault crashes involving school vehicles
- the number of traffic infringements received
- the costs of repairs and maintenance
- other financial costs associated with vehicle use
- the average cost of vehicle-related workers' compensation claims

Policy review

This policy will be reviewed after its first year and every year thereafter.