

The **co-operative** academies trust

Driving at Work Policy

**Approved by Trust Board on 24 April 2017
Applicable from 01 June 2017**

Driving at Work Policy

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Driving at Work Policy

1.0 Purpose

This policy outlines the Co-operative Academies Trust's ("the Trust") driver risk management arrangements, and provides general guidance / procedures to follow and sample document templates, in relation to managing the risks associated with employees and authorised volunteers who use academy owned/leased vehicles, or their own vehicle, or to carry out academy related business activities.

The guidance is designed to ensure we comply with (as far as is reasonably practical) the general principles of the Health & Safety at Work (1974) Act and the Management of Health and Safety at Work Regulations (1999).

2.0 Applicability

This policy applies to all individuals, whether employees, volunteers, or governors, who are:

- **Driving academy owned or leased¹ vehicles**, whether empty or to transport people or equipment between locations (including as part of education visits)
- **Using privately owned vehicles to transport students** to and from academy related activities. In line with Guidance for Safer Working Practice, wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

For the Trust's policy in relation to using privately owned vehicles for other business use e.g. travel to meetings / training events, or working in other locations, please see Annex 3.

3.0 Roles & Responsibilities

Individual staff members who drive in work time, whether using an academy owned/leased vehicle or a private vehicle to transport students, are responsible for reading and adhering to this policy. Colleagues using their own vehicles for other business use are responsible for reading & adhering to Annex 3.

Headteachers / Principals (academy based staff) and Director of the Trust (for central team) are responsible for ensuring that this policy is communicated and implemented.

This includes:

- Establishing local academy operating procedures for practical implementation of the policy
- Ensuring that relevant staff are aware of this policy and local academy operating procedures
- Maintaining records which demonstrate that necessary checks (etc.) have taken place.

Academies should also ensure that the Educational Visits and Safeguarding / Child Protection policies are adhered to, if applicable to the journey being undertaken.

4.0 Legal Duties Summary

Each driver has the following legal responsibilities, to:

- Ensure their vehicle is in a roadworthy condition by undertaking regular and routine vehicle checks
- Hold a current valid driving licence suitable for the vehicle to be driven

¹ This policy does not include use of salary sacrifice lease cars, obtained under the Trust's lease car scheme – other than if they are being used to transport students.

- Ensure the vehicle has a current road fund licence (and if applicable) section 19 permit disc displayed correctly on the windscreen.
- Arrange appropriate insurance (for privately owned vehicles) including use of the vehicle on academy/trust business
- Arrange an MOT test (for privately owned vehicles) at the appropriate times and hold the relevant certificate
- Abide by appropriate legislation, regulations and guidance contained within the highway code, a copy of the highway code can be downloaded from: www.gov.uk/highway-code
- Drive in a safe and courteous manner ensuring any passengers are wearing seatbelts and any cargo is appropriately and safely secured
- Ensuring any fines, penalties or parking violations incurred whilst driving on academy/trust business (whether in a academy or personally owned vehicle) are paid by the driver who has incurred them, reimbursement will NOT be made by the academy/Trust
- To notify their academy immediately of any significant changes in their ability and or status to drive.

Under the Trust's Staff Code of Conduct colleagues whose work involves driving must declare any motoring offences to their Headteacher/Principal (academy based staff) or Director of the Trust (central team).

5.0 Requirements in relation to driving on academy business

Before driving on 'academy business' (as defined in section 2.0) for the first time a member of staff or volunteer will need to complete the **Driving at Work Request Form** (Annex 2) and be authorised by the Headteacher/Principal or Director of the Trust (or their nominated delegate, e.g. Business Manager). This will include providing all relevant documentary evidence requested, so appropriate checks can be undertaken, and copies of related information retained by the academy. Local academy operating procedures should be clearly set out and communicated.

Thereafter, it is recommended that academies choose a date in the year when all staff who use, or may use, a vehicle during the year are asked to submit all their documents. They can also be re-issued with the relevant policy documents, and asked sign to say they understand all responsibilities.

5.1 Qualified to drive

All persons who drive on academy business should present their **driving licence** for inspection by a designated member of staff **on an annual basis**.

These checks are to ascertain an individual's continued qualification to drive. In the event of any changes to their licence during the interim, it is the individual colleague's responsibility to notify the academy as soon as practical, so relevant information can be updated. Any endorsements added to the licence will be reviewed in respect of their nature and a decision taken with regard to the continued suitability of the individual to drive on academy related business, taking in to account the safety of staff and students alike. Any such information will be treated in confidence and held securely by the academy at all times.

Drivers who have 7 points or more on their licence will not be allowed to drive the academy minibus and/or transport students in their own vehicle, unless this is agreed by exception with the Director of the Trust.

5.2 Road Fund Licence and Insurance

All vehicles irrespective of ownership, must have a current valid Road Fund Licence.

All persons who drive academy owned vehicles (e.g. the minibus) are automatically covered by the academy insurance policy, providing they are registered as an authorised academy driver, have an appropriate licence and meet the other criteria as set out in section 5.4 below.

The law requires all persons who drive on the public highway to be adequately and appropriately insured. Colleagues using their own vehicle to transport students must ensure their motor insurance policy covers them for this, and provide a **copy of a valid insurance certificate** evidencing this on an **annual basis**.

5.3 Fitness to drive

It is every individual's responsibility to ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so as an individual for social, domestic or pleasure purposes, or whether they are doing so as a work-related activity.

Drivers of academy vehicles, or using their own vehicle to transport pupils/students, **must** declare to the Headteacher/Principal if they are suffering from any medical condition which might adversely affect their ability to drive safely (e.g. epilepsy, diabetes, visual impairment). Such staff may be referred to Occupational Health for an assessment in order to advise the individual concerned and the Trust regarding the correct course of action and available alternatives (where applicable). Further guidance on health & driving is available at www.gov.uk

The academy will seek to support individuals, wherever practical, to ensure that fitness to drive is maintained, where the person drives on behalf of the academy either as an essential part of their employment, or where driving is a regular part of an approved activity they undertake (e.g. driving an academy minibus).

Drivers are required to have adequate eyesight. If you need to wear glasses, contact lenses, etc. then these must be worn to drive. If you have any concerns about your eyesight, it is your responsibility to arrange a test and to follow the advice given. The NHS recommends that most people should have an eye sight test every 2 years.

5.4 Minibus drivers

Colleagues should only be required to drive an academy/Trust minibus if they volunteer to do so, or it is a requirement of an advertised role.

A minibus is a passenger carrying vehicle with a minimum of 9 and a maximum of 16 passenger seats (plus the driver's seat). The passenger limit for the vehicle must not be exceeded.

UK law requires all minibus drivers to:

- be over 21 years of age
- have held a UK car Licence for 2 years
- have an entitlement to drive the minibus in question (*this depends on when someone took their driving test, whether they have taken any additional tests, the weight of the vehicle, and whether or not a trailer is being towed*).

Further guidance can be found here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_academy_minibuses_and_advice_for_academys_and_local_authorities.pdf

In addition, **in order to comply with the Trust's insurance policy** anyone driving one of the Trust's vehicles must also:

- Be aged 70 or under
- have a valid MiDAS* competence certificate
- be authorised to drive by the Headteacher/Principal, who will require sight and a copy of the driver's Licence every 12 months

- have held the relevant licence for driving a minibus for at least 12 months. If this is not the case, our insurers **must** be informed prior to use of a Trust vehicle, so that additional insurance arrangements can be made.

In addition, academies must inform our insurance brokers (Arthur J Gallagher), if anyone driving one of our vehicles under the insurance has **any** unexpired points / convictions, or who incur such in the future. They need to know about these as soon as possible, as it could impact the premium and/or any claims should there be an accident. Please contact AJG via Rachael Rawson (phone 01924 433101 or email rachael_rawson@ajg.com) in the first instance, or David Hancock (Phone 01924 433176 or 07500 084076 or email david_hancock2@ajg.com) if you cannot contact Rachael.

All minibus drivers should receive refresher training at least once every four years.

**MiDAS is the Minibus Driver Awareness Scheme (organised by the Community Transport Association UK) which promotes a nationally recognised standard for the assessment and training of minibus drivers.*



If you are to drive abroad please ensure you check in advance that your licence and the vehicle insurance permits you to do so. In addition ensure that the vehicle is compliant with EU requirements (e.g. headlight realignment)

5.5 Driver vehicle checks

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use, this includes the safe carriage of items and people.

Using own vehicle: in the case of employees who use their own vehicle to transport pupils/students, it is their responsibility to ensure that the vehicle has a valid MOT certificate (where applicable), is properly serviced & maintained. A best practice driver checklist is provided in Annex 1.

Using vehicles owned, leased or hired by the academy: appropriate servicing and maintenance arrangements will be established in accordance with manufacturer's recommendations, to ensure that the vehicle is fit for use.

Drivers of academy vehicles should however check the vehicle before use to satisfy themselves it is safe to use for their intended journey, and arrangements for this should be set out in the local academy operating procedures. A vehicle checklist is provided within each vehicle so users can document the checks they have undertaken. A template copy is also provided in Annex 2 of this document.

5.6 Road Safety

Drivers must not drive if advised not to do so by their doctor, and never whilst under the influence of alcoholic drink, intoxicating drugs or other substances which are likely to impair judgment or the ability to react quickly and appropriately to road conditions or circumstances.

Employees who are driving whilst at work are required to comply fully with the law, Highway Code and any other relevant safety information or instruction. Any member of staff who fails to do so and are subsequently prosecuted and or fined, irrespective of if they are driving their own vehicle or a Trust vehicle, may be subject to disciplinary action and the Trust will **not** reimburse any costs, fines, parking tickets or loss of income incurred.

Staff using academy/Trust vehicles, or their own vehicle to transport pupils/students, will comply with the legislation regarding 'no smoking' and ensure compliance with the legislation by any passengers being carried.

Colleagues are expected to follow the **Safe Working Procedures** set out in **Annex 1**.

5.7 Reporting Accident and Incidents

Where employees who are driving academy owned or leased vehicles, or vehicles which are hired by the academy for their use, are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or injury to persons, **must not admit or accept** liability for the accident, and must complete the **vehicle damage form** (Annex Y) immediately, and notify the designated person the same day.

It is recommended that copies of this form are held in each academy vehicle, along with information on our insurance cover and vehicle recovery arrangements.

Where employees transporting pupils/students in their own vehicle are involved in a road traffic accident, they should notify their academy as a matter of urgency. The employee will be responsible for claiming on their own insurance for any damage to their vehicle: the Trust will not be liable.

Following an accident/incident the driver should arrange to meet with the designated person to have a post incident discussion/debrief, about what happened, how you feel and if you require any additional support or training.

5.8 Use of Trust vehicles by community groups

Under the terms of insurance, Trust vehicles may be lent to community groups and driven by people who are not associated with the Trust, but only if the arrangement is not for hire or reward. In other words, the academy should not charge for the use of their vehicle. It is, however, acceptable for the community group to pay for their fuel that they have used, and the academy may accept a voluntary contribution from the community group towards the wear & tear / upkeep of the vehicle if this is offered – and as long as it is treated in accordance with the Trust's Gifts & Hospitality Policy.

If lending their minibuses, academies are responsible for verifying that all drivers meet the requirements of the Trust's insurance policy as set out in section 5.4.

It is recommended, but not mandatory, that academies send an email to our insurance brokers (Rachael Rawson, see section 5.4 for contact details) to advise:

- which minibus
- the dates of the loan
- who it is being loaned to.

6.0 Review

The Trust will review this policy every four years and/or if any significant changes in legislation occur.

Safe Working Procedures

1. Mobile Telephones and other Electronic Equipment

It is an offence to operate a mobile phone, sat nav, laptop or other electronic device while driving if it distracts the driver from concentrating on driving. It is our Trust policy that **under no circumstances** will staff operate a mobile phone or other hand held device whilst driving an academy owned or leased vehicle, or whilst using a private vehicle to transport pupils/students, including via hands-free kit.

Calls / text messages / emails should only be made or answered when the vehicle is parked and the engine is switched off.

2. Smoking in Vehicles

In all parts of the UK, it is the law that smoking in public enclosed spaces is not permitted. Workplaces (including cars used on academy business) are included in “enclosed public spaces”. Therefore drivers and passengers of any vehicle (academy owned or not) must not smoke inside the vehicle whilst on academy related business.

It is our Trust policy that those driving on academy business, or who are a passenger in such a vehicle, do not smoke in the vehicle (whether in the UK or abroad) or when stood next to an academy owned/leased vehicle whilst it is parked.

3. Passengers

The number of passengers must not exceed the number which the vehicle is designed to carry.

The safety of all passengers transported by staff on academy related business/trips are the responsibility of the driver. In line with Guidance on Safer Working Practice, wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

Consideration should be given to the maturity and behavioural issues of children transported and it is recommended that seating plans are devised in advance that will minimise potential driver distraction during journeys.

4. Use of Seat Belts, Head Rests and Child Seats

Drivers and passengers of all vehicles must wear seatbelts at all times whilst the engine is switched on even if the vehicle is stationary. Passengers who are not exempt and refuse to comply with the driver's instructions regarding the wearing of seatbelts should not be transported, **this includes young people.**

In addition ensure where headrests are provided that they are correctly adjusted to afford the maximum protection against whiplash by ensuring when the head is rested on it that –

- The centre part of the head restraint should be at least the height of the eyes or the top of the ears
- The restraint should be as close to the back of the head as is comfortable.

The driver **must** ensure that all children under 14 years of age wear seat belts or sit in an approved child restraint. This should be a baby seat, child seat, booster seat or booster cushion appropriate to the child's weight and size, fitted to the manufacturer's instructions. (Refer to the table below for further guidance)

Drivers who are carrying children in vehicles should ensure that: -

- Children do not sit behind the rear seats in an estate car or hatchback, or on side facing rear seats in an SUV type vehicle unless a special child seat has been fitted
- The child safety door locks, where fitted, are used when children are in a car
- Children are kept under control at all times
- A rear facing baby seat is **NEVER** fitted to a seat protected by an airbag
- Children are kept supervised and occupied by another passenger, particularly on long journeys
- If a situation arises, they stop in a safe place to attend to it
- Route selection when travelling with young children includes scheduled stops where toilet and meal facilities exist
- They never transport more children than the vehicle has the required restraint systems for, and never use seatbelts for more than one child or for a child and adult with the child sitting on the adult's lap
- They always ensure that the child restraint is suitable and fitted to the manufacturer's specifications by a competent person
- Children are **NEVER** left unattended in the vehicle for any period of time

This table summarises the main legal requirements for wearing of seatbelts for adults and children and the associated responsibility for ensuring compliance with legislation:

Occupant	Front seat	Rear seat	Who is responsible?
Driver *(pregnant drivers see below)	Seat belt MUST be worn if available.	N/a	Driver
Child up to 3 years	Correct child restraint MUST be used	Correct child restraint MUST be used. If one is not available (e.g. in a taxi) may travel unrestrained.	Driver
Child from 3rd birthday up to 135cms in height (or 12th birthday whichever they reach first)	Correct child restraint MUST be used	Where seat belts fitted, correct child restraint MUST be used. Must use adult belt if the correct child restraint is not available: for example - in a Licenced taxi, for a short distance for reason of unexpected necessity (e.g. emergency), or if two occupied child restraints prevent fitment of a third.	Driver
Child over 1.35 meters (approx 4ft 5ins in height) or 12 / 13 years of age	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.	Driver
Adult passengers (i.e. 14 years and over)	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.	Passenger

5 Pregnant Drivers & Passengers

Like any driver or passenger, pregnant women must wear a seat belt, unless their doctor certifies that they are medically exempt, if this is the case the Trust will require appropriate medical evidence of this exemption. Whilst it is appreciated that wearing a seatbelts may not be comfortable, it does provide safety for both expectant mother and the unborn baby. Compared to the average motorist, pregnant women face additional safety concerns when riding in motor vehicles.

Pregnant drivers / passengers are offered the following guidance to help minimise any additional risks they may face -

- Adjust the seat, as far back as it is safe and practical to do so to maximise room.

- Ensure that you have two good handholds when entering or exiting the vehicle.
- Get assistance if entry or exit from the vehicle is difficult.
- When possible, ride as a passenger rather than drive to avoid potential contact with the steering wheel.
- A lap-and-diagonal standard seat belt is preferable to a lap-only belt.
- On a standard safety belt, always position the lap strap across the hips, to ensure it fits comfortably under the bump.
- The diagonal strap should be placed between the breasts over the sternum around the side of the bump.
- Ensure the belt ‘clicks’ in to the buckle securely, as you may not be able to observe this.
- Never use the lap portion of the belt with the diagonal strap behind you, even if the diagonal strap is causing breast discomfort (especially in later months).
- If fitted the air bag should not be disconnected and remain operational.
- Try to always drive a vehicle that allows the most clearance between the steering wheel and your abdomen.
- If adjustable steering wheel fitted maximize abdomen-to-wheel clearance.
- If wearing a coat remove it or adjust the coat to make sure it does not interfere with low placement of the lap belt.
- If driving for long periods take regular breaks to avoid driver fatigue and uncomfortable seatbelt or seating positions.
- Ensure that the vehicle that you intend to use has no defects that might cause a breakdown, and always ensure you have a mobile telephone with you to call the emergency services.

6 Route planning and rest breaks

When planning a journey it is important to allow adequate time for traffic delays, diversions, rest breaks, fuel and food stops. The route plan should also take into account the experience of driver, the prevailing or expected weather conditions, and the needs (medical or otherwise) of passengers.

On long journeys the Trust recommends stopping every 2 hours, depending on the driving and driver’s condition. For very long journeys (over 6 hours), consideration should be giving to breaking the journey with an overnight stay. If you feel tired you should always stop as soon as it is safe to do so and take a comfort break. It is important that drivers plan to minimise such situations, but if you are unable to continue the journey safely then you must stop and rest to avoid the risk of an accident.

If parking sensors are not fitted and the driver lacks confidence in reversing, they may ask an adult passenger to supervise them if it is practical and safe to do so.

7 Driver Use of Alcohol and or Drugs and or Prescribed Medicines

Many people who have taken alcohol or illegal drugs the night previously may still be operating a vehicle illegally due to their retention in the body. The Trust’s Staff Code of Conduct (section 18 <http://co-operative.academy/about/policies>) makes clear that “*zero alcohol is the expectation when driving on academy business*”. All staff should be aware that in situations where you are found to be operating under the influence of alcohol or illegal drugs at work (whether driving or not) this will be regarded as potential gross misconduct, and dealt with under the Trust’s disciplinary procedure.

Drivers should also be aware that the purchase and use of ‘over the counter’ medicines might render them liable to higher risk when operating a vehicle and should always seek the advice of a pharmacist or their GP before using the medicines if intending to drive.

8 Driver Vehicle Checks

In line with section 5.5 of this policy:

- staff or authorised volunteers driving academy owned/leased or hired vehicles (including minibuses) are responsible for undertaking a pre-use check in line with local academy operational procedures.
- staff who use their own vehicle to transport pupils/students are responsible for ensuring that the vehicle is properly serviced & maintained. The checklist below is included as a best practice guide.

Check	Method	Reason
Steering	Release the steering lock, Turn the wheel with engine not running and then with engine running	It is important to know that the steering will function correctly, most cars now have power steering which reduces the effort needed to turn the wheel.
Wipers	Wet the screen then operate the wipers. Check the screen is clean	It is an offence to drive without good visibility e.g. due to ice, snow or dirt on any window. Keep screens clean and maintain all wipers as necessary
Overall Condition	Walk round the vehicle, check for bodywork damage. Check all lights are in working order	Faults can develop without warning such as a flat tyre, loose bodywork, broken lights, exhaust pipe can rust through and fall off, fluid can leak from the brakes/engine, etc. Investigate leaks, loose items, strange smells, etc.
Oil level	Remove dipstick, wipe, replace fully. Then withdraw and check oil level on dipstick.	Engines consume and leak oil during use, some more than others. If you keep engine oil level between the upper and lower levels of the dipstick it should prevent engine damage.
Radiator water level	Check level at plastic header tank – Max and Min levels are marked.	Engines can consume or leak coolant. If you keep the water / antifreeze mixture between the Max and Min marks, the engine should not overheat/suffer damage.
Brake fluid	Check level at plastic header tank – Max and Min levels are marked.	Brakes use a special oil to transmit the driver's action of braking to the brakes at each wheel. If there is not enough oil in the system, the brakes can fail to work.
Tyre Tread/ Pressure	Check each tyre tread level and pressure (pressure levels will be provided in your vehicle manual)	Tyres provide safe grip on the road. Too hard/soft the grip can be compromised. The legal tyre limit is 1.6mm but performance is reduced at any level below 3mm
Washer fluid	Open the washer bottle and top up the level	It is an offence to not have screen fluid available.

9 Weather Conditions

Drivers should use facilities such as local radio stations, information from the Met Office or AA Weatherwatch to check weather conditions that may affect their journey or arrival times. Do not drive on Trust business if the Roadside Agencies are advising you not to. If in doubt contact your line manager for advice.

Be aware of your own level of experience and competence in operating a vehicle in adverse weather conditions, in addition to the limitations and condition of your vehicle when travelling in adverse weather conditions, any fault can become a serious risk if the weather is or becomes severe. Further guidance on driving in adverse weather conditions can be found on-line, for example: <http://www.rospa.com/road-safety/advice/drivers/better-driving/winter-tips/> .

10 Mileage Reimbursement

Reimbursement of mileage costs, if agreed in advance with your line manager, in respect of use of private vehicles for academy business can be claimed in line with the Trust's Travel & Expense Policy Statement <http://co-operative.academy/about/policies> .

The process for refueling academy owned / leased vehicles (e.g. minibus) should be set out in local academy operating procedures.

11 Lone Working

If staff are driving alone they should leave a mobile number with a nominated contact in case of an emergency (e.g. the academy office - to be specified in local academy operating procedures). They should inform the nominated contact of their destination, intended arrival time and contact them to advise when they have arrived. The same applies for a return trip (unless the trip is so short as to make this unnecessary e.g. popping out for 10 minutes to the bank).

Templates & Checklists

This section provides a range of recommended templates and checklists to minimise the risks associated with driving on work related business.

- Driving at Work Request Form
- Vehicle Damage/Accident Report Form
- MB1 - Minibus Pre Use Checklist
- MB2 - Minibus Weekly Checklist
- MB3 - Minibus Use Risk Assessment Matrix

DRIVING AT WORK REQUEST FORM

(To request use of private vehicle for 'driving at work' – as set out in section 2.0 of policy)

Section 1

Employee Name

Post Title Employee Number

Academy

Vehicle make & model.....

Registration number.....

Reason for request to use private vehicle for academy business
.....
.....

Section 2

I confirm the above details are correct and that the vehicle detailed above has a valid MOT (if applicable) and current Road Fund Licence, furthermore if I change my vehicle or any other details on this form change I will advise the academy immediately.

I confirm my insurance documents cover me to use the vehicle above for business use / work related travel, including the transport of pupils/students if applicable, and that I will provide a copy of this document. I will advise the academy immediately if these details change.

I will ensure that my vehicle is in a safe & road worthy condition at all times and will abide by any driving at work guidelines given to me by the academy.

I confirm that I have a current valid driving Licence and that I will notify the academy immediately if I obtain any endorsements or am advised for whatever reason not to drive.

Signed (member of staff) Date

Section 3

The employee is authorised to use the above vehicle for business purposes and may claim reimbursement under the terms of the Travel & Expense Policy Statement if they wish

Insurance Documents Checked (Copy Attached) Licence Checked (Copy Attached)

Authorised byDate

RETAIN A COPY OF THIS DOCUMENT IN THE COLLEAGUE'S HR / PERSONAL FILE

VEHICLE DAMAGE / ACCIDENT REPORT FORM

To be completed in the event of damage to or an accident involving a academy owned/leased vehicle and handed to Academy Office

Accident Details

Location:	_____
Date:	_____ Time: _____
How Did Accident Occur:	_____

Road & Weather Conditions:	_____

Speed of Own Vehicle:	_____
Speed of Third Party (TP) Vehicle:	_____

Academy Driver & Academy Vehicle Details

Name of Driver:	_____	Date of Birth:	_____
Occupation:	_____	Tel No:	_____
Licence held more than one year:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Employee or From Agency:	_____
Department / Section:	_____		
Line Manager's Name:	_____	Tel No:	_____
Registration Number:	_____		
Make & Model:	_____		
Is vehicle on lease/ hire?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Passengers:	_____
Any Injuries to Driver &/or Passengers:	_____		

Third Party (TP) Details

Name:	_____	Tel No:	_____
Address:	_____		
Registration Number:	_____		
Make, Model & Colour:	_____		
Was vehicle parked/stationary unattended?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Number of Passengers:	_____	Any Injuries to Driver &/or Passengers:	_____

Insurance Company Name/Address/Tel No:	_____		

Witnesses Details (continue on separate sheet if necessary)

Name: _____ Tel No: _____
Address: _____
Is this Witness independent? YES NO
Name: _____ Tel No: _____
Address: _____
Is this Witness independent? YES NO

Police Details

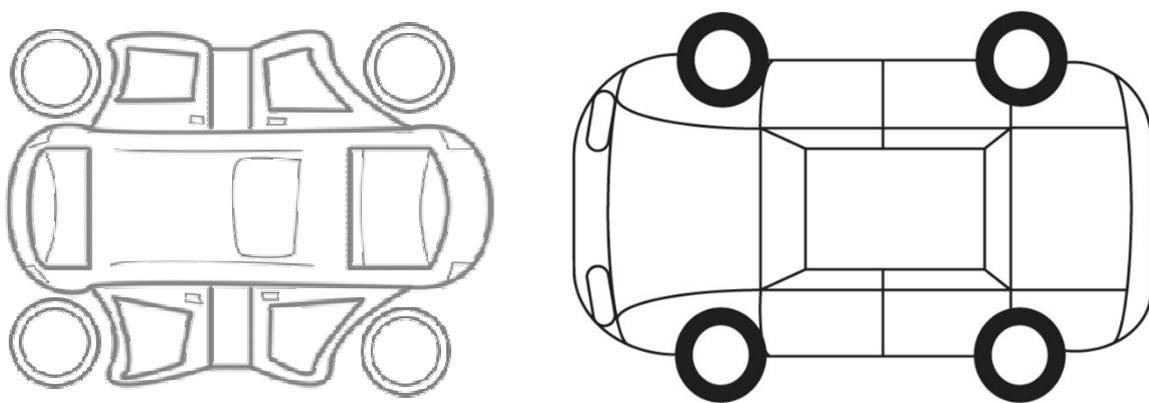
Did the police take particulars of accident: YES NO
If YES, please state Name of Officer, Division and Incident / Crime Number: _____

Damage Details

Academy Vehicle

Damage: _____

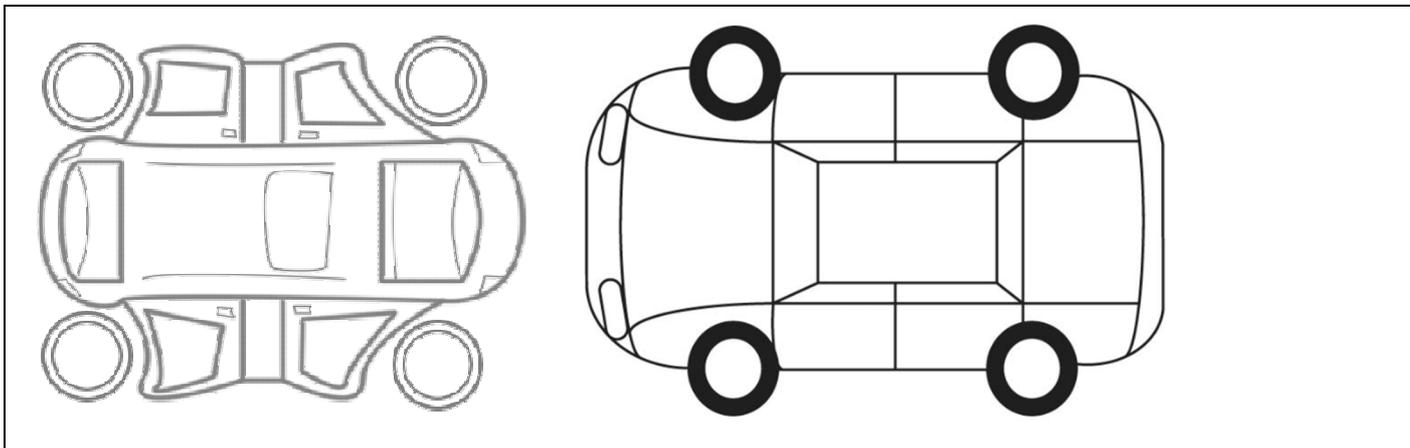
Mark Areas of Damage:



Third Party Vehicle

Damage: _____

Mark Areas of Damage overleaf:



Please use space below to sketch position of vehicles involved at point of impact:

Large empty rectangular box for sketching the position of vehicles involved at the point of impact.

Additional Information

Do you feel anything could have been done by either yourself or the other driver(s) to prevent the accident? If so please give details:

Two horizontal lines for providing details on how the accident could have been prevented.

Please give details of how a similar accident can be prevented in the future:

One horizontal line for providing details on how a similar accident can be prevented in the future.

Declaration

I declare that the information given on this form is a true reflection of the incident.

Driver Signature: _____ Date: _____

WARNING: In order not to prejudice the Academy’s conduct of any litigation which may ensue as a consequence of an accident it is imperative that the contents of this form and/or copy thereof are not divulged to third parties involved. No admission of responsibility and or liability should be admitted.

ACADEMY OFFICE USE:	
Vehicle for Repair on _____	Cost _____ Insurer Notified YES/NO
Insurer Claim No. (if applicable) _____	
Any Other Comments/Information _____	
Driver Attended Incident Debrief with SBM	YES/NO

MB1 Minibus Reg: xxxxxxxx Daily Driver Checklist

Will all Drivers **please complete** this form before leaving academy **Thank you**

Driver's Name: _____

Academy & Department: _____

Date: _____ Time Out: _____ Time Back: _____

Mileage – Start: _____

Finish: _____

Total of Miles used: _____

Fuel Added: (if applicable) _____

For your safety and that of your passengers, you are required to undertake a safety check of the minibus before driving away, in addition never leave the keys in the ignition or vehicle when you are not in attendance.

If you've ticked NO for any check box, please report it to xxxxxxxx immediately upon your return and make comments below on your findings:

Checks Completed by: _____ (Signature)

Safety Checks	Yes ✓	No ✓
Bodywork panels in good order (no evident damage)		
Tyres fully inflated & appear in good order		
Sufficient fuel in tank (never leave academy if gauge is on the red)		
Lights & indicators checked and are working correctly		
Mirrors working check security and cleanliness of driving mirrors (including wing mirrors)		
Tax disc, minibus permit "Section 19" and green certificate of ownership has been checked		
Interior of vehicle is clean and undamaged		
All seat belts are working correctly		
Fire extinguisher present & condition is good		
First Aid box present & contents full		
Steering wheel movement checked for loose play		
Effective operation of the horn		
Effective operation of the brakes (check before driving off)		
Effective operation of the hand brake (check before driving off)		
Effective operation of the windscreen wipers and washers		
Security and legibility of number plates		
Confirm any trailers, roof boxes and luggage are safely secured and cannot move during travel		
I consider the vehicle safe for the intended journey today		
Minibus securely parked and locked – up at the end of use period		
Comments:		

MB2 Weekly Minibus Checklist

_____ ACADEMY

Enter date of inspection below
(dd/mm/yy)

This form should be completed by the designated member of staff in line with Academy's policy on vehicle checks.

| Date |
|------|------|------|------|------|------|------|------|------|------|
| | | | | | | | | | |

VEHICLE REGISTRATION NO.	
VEHICLE MAKE/MODEL	

Each item listed below must be checked and a tick or cross entered in the relevant box.									
Section 19 permit clearly displayed in vehicle									
Valid Tax disc held & Expires on _____									
Operating log (kept in glove box) reviewed for faults									
Tyres – (including spare) Check for wear, damage, pressures etc									
Wheels - Security of wheel nuts, hub caps etc									
Engine oil and brake fluid - Check levels									
Fuel - Sufficient for journey									
All windows clean & free from damage									
Lights - Including stop lamps and indicators function correctly									
Windscreen wipers and washers function correctly									
Windscreen washer bottle and vehicle radiator levels checked									
Bodywork - No dangerous or damaged parts evident									
Mirrors - Positioned correctly, glass not damaged									
Brakes Checked (foot & handbrake) - Check when vehicle is stationary and moving (before loading passengers)									
Horn/indicators function correctly									
ALL Seatbelts - In good condition, working properly									
Roof Rack (or other luggage carriers) properly fitted/secured									
First aid box provided and stocked									
Fire extinguishers provided - 2.5kg dry powder									
Mobile phone & Torch (if provided)- available for emergency use									
Warning triangle & wheel brace & jack provided									
2 reflective jackets (for emergency use)									
Cloth for cleaning the windows/mirrors									
A blanket (in case of emergency)									
Road Maps, Spare bulbs & fuses provided in glove box									
Copy of vehicle MOT & Insurance Information provided in glove box									
Vehicle operating manual provided in glove box									
Any special straps/fixings (for disabled passengers) in good working order									
Signature of person making checks									
If you identify problems with any of the above immediately contact:	(insert name of responsible person)								
When the inspection sheet is completed please return it to:	(insert name of monitoring officer)								

THIS CHECKLIST SHOULD BE RETAINED IN THE VEHICLE FOR THE CURRENT HALF TERM AND THEN HELD SECURELY BY ACADEMY FOR 6 YEARS PLUS CURRENT YEAR

MB3 Risk Matrix for use of Academy Minibus

This document is intended to support drivers when undertaking their activity specific use of the Minibus risk assessment document

Potential Hazard	Associated Risk	Suggested Control Measure Examples	Trust Mitigating Action in Place	Additional Comments
Unqualified drivers	To passengers and other road users	Only adults who have passed Minibus driving competence test and have a drivers permit are allowed to drive minibus. Drivers to have at least 2 hours/50 miles driving per term. Where possible a second adult should be present to control behaviour. Driver provided with driver handbook.	Permit number to be recorded on log sheet (held by office) and licences checked 12 monthly	
Seat belts and general safety of passengers	To driver and passengers	Driver to check seatbelts of passengers before setting off as part of peruse checks. Passengers must not be left unattended in vehicle	On driver check list + further information in driver handbook	
Inappropriate behavior/horse play	To driver and passengers/ other road users	Review behavior of students as part of risk assessment, and ensure seating plan in place to minimise flashpoints Never leave students unattended in the vehicle.	All staff have understanding of behavior management procedures, suitable ratios in place	
Safety of vehicle	Driver/passengers and other road users	Check oil, coolant, brake fluid, tyres, windscreen, etc as stated in daily and weekly checklists provided (and detailed in driver handbook)	Daily and weekly checklist to be completed , random sample undertaken by Business Manager to ensure compliance Drivers checklist to be completed before setting off (Checklist in log sheet folder)	
Fire or accident	Driver/passengers and other road users	Follow procedures in Critical incident Plan (copy held in vehicle) Ensure First Aid, fire extinguisher present and operational	Go through as part of induction to vehicle by authorized person on site	
Inability to communicate in case of accident/break down	Driver/passengers	On journeys out of academy town/city/district mobile phone to be taken.	Road side assistance cover in place and number on windscreen.	
Damage caused by loose luggage/items	Driver/passengers and other road users	All luggage to be securely stored and gangways clear.	Use areas provided	

The **co-operative** academies trust

Policy on using private vehicles for business

Introduction

This policy relates to employees who use their private vehicle for business use which does not include the transport of pupils/students. For example, to travel to meetings/training courses, or between different academy sites.

For the avoidance of doubt, this does not include travel to and from a colleague's usual place of work.

Requirements

The Trust advises these drivers to ensure that:

- they are adequately insured
- their vehicle is suitably maintained and in a road-worthy condition
- they are fit and competent to drive on the day the journey is undertaken
- they have considered the prevailing or expected weather conditions before embarking on their journey.

If they are unsure if they meet these criteria, our Trust advises that they should travel by alternative means.

Under the Trust's Travel & Expense Policy Statement (<http://co-operative.academy/about/policies>) *"private cars used on Trust business must have insurance cover which extends to business use. Reimbursement of mileage claims will be provided on condition of evidence of business use insurance"*. Therefore, a **copy of a valid insurance certificate** stating "for business use" should be provided on an **annual basis** (arrangements for this to be communicated locally).

Colleagues are expected to notify the Trust of any significant changes in their ability and/or status to drive.

Mileage Reimbursement

Reimbursement of mileage costs in respect of use of private vehicles for academy business, if agreed in advance with your line manager, can be claimed in line with the Trust's Travel & Expense Policy Statement <http://co-operative.academy/about/policies> .

Colleagues should note that any fines, penalties or parking violations incurred whilst driving on academy/trust business must be paid by the driver who has incurred them, reimbursement will NOT be made by the academy/Trust.