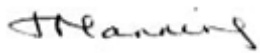






College Vehicles and Staff Driving Policy

Policy Ref: TMP88v1

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		Feb 2025
	Colin Foster	Assistant Principal		Feb 2025
Approved by	Martin Heaton	CEO		Feb 2025

Does this Policy require publishing on the College Website? No

Does this Policy require approval by Board of Governors? Yes



College Vehicles and Staff Driving Policy

Policy Ref: TMP88v1

Record of Changes

Version	Issue Date	Changes	Initials
v1	Feb 2025	Initial issue	JM/CF

Board of Governors Approval History

Version	Approved by	Signature	Date

Date of Next Policy Review: July 2026

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Introduction

Driving is the most dangerous work activity that most people do, and it contributes to far more work-related accidental deaths and serious injuries than all other work activities. The HSE estimate that "more than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time."

As an employer, TMP College must comply with a number of general and specific duties to protect the health, safety and well being of both its employees and those who may be affected by its activities. These duties are set out in section 2 of the Health and Safety at Work etc Act 1974 and in the Management of Health and Safety at Work Regulations 1999.

The College therefore has a duty to ensure the safety of all employees whose job involves the transportation of goods or people and who are required to drive as part of their employment.

In order to comply with these responsibilities, the College will have to:

- Investigate the competence of all authorised College drivers.
- Provide safe systems of work, even when in transit.
- Examine the fitness for purpose of all College owned and leased vehicles.
- In the case of vehicles owned by the employee, check that the vehicle has a valid MOT certificate (where required) and is insured.

In addition, under the Management of Health and Safety at Work Regulations 1999, TMP College must assess the risks to employees and ensure that effective planning, organisation, control, monitoring and review systems are in place.

Authorised Drivers

You must apply to be an authorised driver if you wish to:

- Use your private car on College Business. This includes using a privately owned vehicle to transport students and/or college equipment and travelling to external sites as part of College activity (e.g. home visits, conferences, careers fairs etc), with or without students
- Drive the College Minibus

Regular commuting to/from College in a privately owned vehicle as part of your daily travel does not require you to be an authorised driver, unless you are transporting one or more students. Health and safety law does not apply to commuting.

Private Cars used on College Business

Only authorised drivers may drive private cars on College business. This includes transporting equipment, students and other staff between campuses or to other locations associated with College activities (e.g. to external events, trips and visits). To qualify, an individual must:

- Hold a full UK or EU driving licence with Category B
- Hold current, valid insurance for their vehicle, which includes using that car on company business
- Ensure their vehicle is roadworthy, with a valid MOT and tax

To become an authorised driver of a private vehicle, you must present the following documentation to a member of SLT:

- A completed “*Authorised Driver Application Form: Private Vehicle*”. This includes a Medical Declaration.
- Your driving licence photocard
- A ‘check code’ for your driving licence, obtained within the previous 21 days, using this link: <https://www.gov.uk/view-driving-licence>
- A current, valid insurance certificate, including confirmation that cover includes using the car on company business
- A current, valid MOT certificate for the vehicle

A copy of the above documentation will be checked for compliance and then held securely until such a time as the driver leaves the College.

Authorised drivers of private vehicles must complete a new “*Authorised Driver Application Form – Private Vehicle*” every 12 months or as soon as a vehicle is changed. They must also advise a member of SLT immediately of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect insurance cover or entitlement to drive, as soon as possible.

It is the responsibility of the authorised driver to note the expiration date on their licence photocard and apply for a new licence in good time. It may be illegal to drive with an expired licence and staff will not be able to drive the minibus or a private car on college business if their licence has expired.

Staff should be aware that anyone who drives their own vehicle on College business, whether authorised or not, must have their own “Business Use or Occasional Business Use” insurance. Without the correct or valid insurance, if there is an accident or incident then the insurer will not honour claims made by the driver, passenger or a third party, leaving staff members personally liable.

The definition of “employer’s business” varies depending on the insurer, so it is important to check their definitions. It depends on where you are going and on what you are using the vehicle for.

Some insurers may define driving on “Business” or “Occasional Business Use” as using one’s vehicle to commute to and from work (any part of or the entire journey). In other words, if you drive to and from work, this may be considered as using your vehicle on your employer’s business. However, other insurers might permit commuting to one’s “normal place of work” under your regular insurance cover. Your normal place of work would be wherever you normally work but if you were driving to a meeting held on another site then it may be considered as “Business or Occasional Business use” depending on the insurer, so it is important to check.

TMP College recommends that staff members should obtain a written clarification of what is considered “Business Use” for each car insurance policy that they hold.

College Minibus

Only authorised drivers may drive the College minibus. To qualify to be able to drive TMP’s minibus, an individual must:

- Hold a full UK or EU driving licence with Category D1
- Be aged between 21 and 70 years old
- Have successfully completed familiarisation training

To become an authorised driver of the College minibus, you must present the following documentation to a member of SLT:

- A completed “*Authorised Driver Application Form: Minibus Driver*”. This includes a Medical Declaration.
- Your driving licence photocard
- A ‘check code’ for your driving licence, obtained within the previous 21 days, using this link: <https://www.gov.uk/view-driving-licence>

A copy of the above documentation will be checked for compliance and then held securely until such a time as the driver leaves the College.

Once the relevant documentation has been checked and approved, you will be required to complete familiarisation training. This involves spending time in the College minibus with an authorised driver, making sure you are aware and confident of the following:

- How to lock and unlock the minibus
- Location and use of gears and handbrake
- Location and operation of dashboard controls including headlights, foglights, temperature control, demister, hazard lights etc
- Driving on urban roads (30 mph speed limit)
- Motorway driving (70 mph limit)
- How to manoeuvre, reverse and park the minibus
- What to do in an emergency breakdown situation

Once the familiarisation training has finished and is considered satisfactory, you will be required to complete the “*Minibus Driver Familiarisation Training*” form, which is a record of the training, and have it signed by the authorised driver who accompanied you on the training. A record of this training record will be held securely.

Authorised drivers of the minibus must complete a new “*Authorised Driver Application Form: Minibus Driver*” every 12 months. They must also advise a member of SLT immediately of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect insurance cover or entitlement to drive, as soon as possible.

You cannot drive the college minibus without a valid D1 licence. Any driver who passed their test after 1 January 1997, who wishes to become an authorised driver of the minibus, must train and take the driving test for a D1 licence.

It is your responsibility to note the expiration date on your licence photocard and apply for a new licence in good time. It may be illegal to drive with an expired licence and you will not be able to drive the minibus or a private car on college business if your licence has expired. Authorised drivers must advise a member of SLT immediately of any subsequent licence endorsements.

College Owned Vehicles

TMP College owns one vehicle, Minibus KJ19 DRO. This carries a maximum of 16 passengers and 1 driver.

All relevant documentation relating to the Minibus is stored securely in TMP College’s Health and Safety file. Digital copies of MOT certificate, insurance certificate, breakdown cover and registration documents are also stored digitally, in the Health and Safety Teams channel.

Speed Limits

The most frequent cause of accidents is speeding. College vehicles must be driven within the legal speed limit at all times (see below). Speeding will be viewed as a disciplinary offence.

	Car	TMP Minibus
<u>National Speed Limits</u> (All single and dual carriageways with street lights, unless there are signs showing otherwise)	30 mph (England& Scotland) 20 mph (Wales)	30 mph (England& Scotland) 20 mph (Wales)
Single Carriageways	60 mph	50 mph
Dual Carriageways	70 mph	60 mph
Motorways	70 mph	70 mph

Further information can be found at the following link: <https://www.gov.uk/speed-limits>

Transporting Learners

It is TMP College's policy that a minimum of 2 staff members (including the driver) must be present in any vehicle whenever learners are being transported. This includes the College minibus, where a staff passenger assistant must also be present in addition to the driver.

Seatbelts

It is a legal requirement that the driver of a vehicle ensures all passengers have seat belts fitted when the vehicle is in motion.

Seatbelts must be provided on all seats, they must comply with legal standards and all passengers must wear their seat belt.

Personal Safety / Violence and Road Rage

When driving, there is a risk of encountering individuals who are pre-disposed to road rage. In order to mitigate the risks, drivers must:

- remain in their vehicles at all times, with doors locked, until reaching their destination.
- return to College rather than continuing their journey, should a driver feel they are being threatened.
- not initiate or respond to provocation from other road users.

Parking

The College Minibus should be neatly parked into the marked allocated bay at the front of the Caroline Street campus.

Use of mobile phones, Sat navs and other devices whilst driving

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle. Drivers of vehicles must not use a device in their hand(s) for any reason, whether online or offline. In particular, drivers must not text, make calls, take photos or videos, or browse the web.

Although using a hands-free phone or Bluetooth headset while driving is not specifically illegal, drivers are discouraged from doing so as this can be a cause of distraction and drivers may still be charged with 'failing to have proper control of their vehicle'.

If windscreen mounted devices are to be used, they must not impede the driver's view of the road ahead.

Valuables

Valuables, e.g. laptops/ mobile phones etc, should not be left in the parked minibus. If they are, and they are stolen, it is highly likely they will not be covered by the College insurance.

Fines

TMP College will reimburse tolls and congestion charge payments incurred during College related trips and paid on time.

The College will not reimburse fines for late payment nor will it reimburse parking or speeding fines, or fines for driving in bus lanes.

Fuel/Mileage Costs

All mileage using a private car on College business will be reimbursed at 45p per mile (in accordance with the Fixed Car Profit Scheme rates set by HMRC). All mileage claims should be submitted on the standard expense claim form.

Fuel for the minibus will be reimbursed for purchases by personal credit cards/cash. Receipts must be provided for fuel purchases.

Vehicle Maintenance and Safety

Do not drive any vehicle if you are not certain it is still roadworthy.

It is the responsibility of the owner and driver of private vehicles to ensure they are kept in a legal and roadworthy condition, with valid MOT Certificate and road tax, including regular services and driver checks. Users of private vehicles must submit a valid MOT certificate for their vehicle annually and complete a new *“Authorised Driver Application Form – Private Vehicle”* every 12 months or as soon as a vehicle is changed.

TMP College will ensure that the Minibus has an annual MOT and will keep evidence of this, along with service details. Digital copies of MOT certificate, insurance certificate, breakdown cover and registration documents are also stored digitally, in the Health and Safety Teams channel.

Minibus drivers must complete a Pre-Journey "Walkaround" Safety Check before first use each day and records the findings using a form, copies of which are kept in the minibus for at least 5 working days after each check is completed. These checks include inspecting bodywork, tyres, windows and mirrors, lights, seats and seatbelts, steering and brakes.

Animals

Animals should not be transported unless in an emergency situation and then, where possible, seat/boot space should be covered with a blanket or similar to protect the fabric of the vehicle.

This should then be removed and cleaned by the user.

Appendix 1: What to do in case of a breakdown

Breaking down can be dangerous, particularly if you're on a motorway. Here is what the AA advise you to do to stay safe before you speak to them, and while they're on their way:

- Make sure you're in a safe place. Move your vehicle off the road if possible (watch out for any soft verges), or pull up onto the hard shoulder if you're on a motorway and can't turn off at the next exit. Make sure you stop as far to the left as you can, with the wheels turned to the left.
- Put your hazard warning lights on. If it's dark or foggy, keep your sidelights on too.
- Stay well away from moving traffic. It's usually safest to get out of your car (using the doors facing away from passing traffic) and wait behind a barrier. If you're on a motorway, move up the bank if you can.
- Wear a reflective jacket if you have one.
- Don't put a warning triangle on the hard shoulder (if you're on a motorway – it's not safe). If you're on a road and it's safe, you can put a warning triangle at least 45m (50 yards) behind your vehicle.
- Don't attempt even a simple repair if you're on a motorway.
- If you don't have a mobile, walk to an emergency phone on your side of the carriageway. Follow the arrows on the posts at the back of the hard shoulder – the phone is free and connects directly to the police.

On a smart motorway there's no hard shoulder, so follow these steps instead:

- Stop at an emergency refuge area (ERA), motorway service area or leave at the next junction.
- If this isn't possible, try and get the vehicle off the carriageway.
- If you have to stop in a traffic lane, turn on your hazard lights as soon as possible.
- If you're in the left-hand lane, and it's safe to do so, get out of the vehicle on the left-hand (passenger) side and wait behind the barrier.
- If you can't get out, or you're in another lane and it's not safe to leave the vehicle, stay in the car with your seatbelt on and dial 999.
- If you stop in an ERA, you must use the SOS phone to contact the Regional Control Centre when you stop, and before you leave.

In the event you/learners are unable to be recovered with the vehicle, you should arrange to be collected and returned to College by a local taxi firm, submitting an expenses form on your return.

Appendix 2: Collisions and Incidents

The law defines a reportable road traffic collision as a collision involving a mechanically-propelled vehicle on a road or other public area which causes:

- injury or damage to anybody - other than the driver of that vehicle
- injury or damage to an animal - other than one being carried on that vehicle (an animal is classed as a horse, cattle, ass, mule, sheep, pig, goat or dog)*
- damage to a vehicle - other than the vehicle which caused the collision
- damage to property built on, attached to, growing in, or otherwise forming part of the land where the road is

If you're involved in a road traffic collision then you should:

- stop at the scene - it is a legal requirement to stop as soon as it is safe to do so
- switch off your engine
- switch on your hazard lights
- check for any injuries to yourself and any passengers
- exchange details with anyone involved - name, address, car registration number
- provide your insurance details if requested

If you're having trouble getting these details from someone involved or they have left without giving details, call the police on 101 while you're still at the scene of the collision.

You should call 999 if:

- someone is in danger
- someone has been seriously injured
- you believe a serious offence has been committed
- the collision has caused a blockage or dangerous obstruction of the road

You don't need to report a collision to the police if you've exchanged details, nobody was injured and there are no allegations of driving offences. You must report the collision to the police if you were unable to exchange details at the scene, if anyone was injured, or if you suspect that the other person may have committed a driving offence. If you don't stop at the scene or report an incident you could be committing an offence and be charged. The penalties include:

- a fine
- up to six months in prison
- penalty points on your licence
- The court can also disqualify you from driving.

You can report a collision online using this link:

<https://www.gmp.police.uk/ro/report/rti/rti-beta-2.1/report-a-road-traffic-incident/>

Once you have submitted your form, download a copy and make a note of the form reference number to give to the insurance company.

Appendix 3: Useful Links and further information

<https://www.safedrivingforlife.info/>

<https://www.think.gov.uk/>

The driving licence categories and towing allowances can be checked at the following link:

<https://www.gov.uk/driving-licence-categories>

<https://www.gov.uk/health-conditions-and-driving>

<https://www.gov.uk/driving-eyesight-rules>

<https://www.gov.uk/guidance/psychiatric-disorders-assessing-fitness-to-drive>

<https://www.police.uk/advice/advice-and-information/rs/road-safety/alcohol-drug-driving/>

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-drink-drugs.pdf>

<http://rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-mobile-phones.pdf>

Minibus drivers may also find it useful to read the following, taken from ROSPA:

<https://www.rospa.com/policy/road-safety/advice/vehicles/minibus-safety>