

# Health & Safety Policy

## HSP II

### Vehicle & Driver

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Key Document details:

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<b>Title:</b>	HSP11 – Vehicle & Driver
<b>Author(s):</b>	David Maine
<b>Date:</b>	September 2020
<b>Review date:</b>	September 2022
<b>Application:</b>	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	THWF Vehicle	Any vehicle owned, leased or hired by TWHF for the transportation of staff, pupils, visitors or goods.
	Private Vehicle	Any privately owned vehicle used for the transportation of staff, pupils, visitors or goods.
	Driver	The person responsible to the safety and welfare of all persons during any journey.
	Journey Support Staff	The person responsible for the behaviour of pupils during any journey.
<b>Policy Aims</b>	This policy addresses TWHF’s obligation under Road Traffic Act 1988 to: <ul style="list-style-type: none"> <li>• Develop a policy to minimize the risks associated with the use of motor vehicles</li> <li>• Reduce the risk of accidents</li> <li>• Ensure emergency planning</li> <li>• Demonstrate preventative action</li> <li>• Maintain documentation and records in respect of vehicle maintenance and management</li> </ul>	
<b>Policy</b>	TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, and any other class of person who may be affected by its activities or services.  TWHF takes its vehicle duties seriously. For that reason this Vehicle and Driver Policy has been formulated to help the organisation comply with its legal obligations to staff, pupils and visitors	
<b>Risk</b>	Unsafe vehicles or use of vehicles	
<b>Responsibility</b>	This responsibility must be discharged primarily at the line management/operational level.	
	<b>Roles &amp; Responsibilities</b>	
I.	Roles and responsibilities are defined in HSP2 Organisation.  Any specific actions are detailed in the arrangements section below.	
	<b>Arrangements</b>	
I.	<b>Drivers</b> <b>Drivers’ Licences</b>	

Employees will only drive, on TWHF business, vehicles for which they hold the appropriate driving licence. The validity of driving licences of members of staff will be checked on induction and annually by HR, when a photocopy of each driving licence will be taken and retained on file by TWHF. For school minibuses over 3.5 tonnes, drivers MUST hold a category D1 licence. Those Drivers without category D1 licence may only drive minibuses less than 3.5 tonnes (maximum 16 passengers) and in accordance with the latest DVLA legislation, currently:

- (i) you drive on behalf of a non-commercial body for social purposes but not for hire or reward (unless operating under a permit);
- (ii) you are aged 21 or over;
- (iii) you have held a car (category B) licence for at least 2 years;
- (iv) you are providing your service on a voluntary basis;
- (v) the minibus maximum unladen weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. There is an additional allowance of 750kg for extra equipment such as wheelchairs.
- (vi) you do not tow a trailer.

Where a driver's name or address changes or is different to that shown on the licence then the licence must be returned to DVLA and the details corrected forthwith.

#### **Driving Licence Checks**

TWHF reserves the right to carry out periodic driving licence verification checks through the Driver and Vehicle Licensing Authority (DVLA), for which drivers will be required to give authorisation.

#### **Driving Convictions**

Employees who drive vehicles on TWHF business must declare all motoring convictions and licence endorsements to TWHF in writing immediately following conviction / endorsement.

#### **Driving Standards**

When driving on TWHF business or in TWHF vehicles drivers must remember that they are ambassadors for TWHF and must ensure that their behaviour reflects an appropriate image. Drivers are expected to be courteous and to conform to the 'Highway Code' and relevant road traffic legislation.

#### **Driver Training**

TWHF acknowledges that driving a laden minibus is very different to driving a family car, therefore MIDAS (or equivalent) training and assessment must be completed for anyone to drive a mini bus on TWHF business. The Central HR team will arrange for training to take place and refreshed every 4years. Other training may be provided from time to time as appropriate.

#### **Driver Fitness and Health**

It is essential that drivers are able to meet the legal eyesight requirements and it is recommended that team members have their eyes tested at least every 2 years.

Drivers must advise TWHF, in writing, if they develop a medical condition that requires notification to DVLA, or an existing notified condition changes. These include neurological and psychiatric conditions, alcohol, drugs, vision, diabetes, heart conditions, sleep disorders, cancers and tumours. Drivers must also remember to notify DVLA of these conditions.

Full details are available at [www.direct.gov.uk](http://www.direct.gov.uk), or contact the Drivers Medical Group, DVLA, Swansea, SA99 1TU. Telephone 0300 790 6806 or Email [eftd@dvla.gsi.gov.uk](mailto:eftd@dvla.gsi.gov.uk)

### **Annual Driver Declaration**

The White Horse Federation (TWHF) require an annual declaration to be completed by each person wishing to drive on TWHF business or TWHF insurance. HSF11.2 Annual Driver Declaration must be completed and submitted with a summary of the drivers licence details to your HR representative ([hr@twhf.org.uk](mailto:hr@twhf.org.uk)). Drivers licence summary can be found on the DLVA website using the following link: <https://www.gov.uk/view-driving-licence>

Driver will need their driving licence number, NI number and home address postcode. Please print the summary page by clicking on the “Share your licence information” tab, and printing the activity code summary.

### **Alcohol and Drugs**

Drivers must remain aware of the effects that alcohol or drugs may have on their driving, taking special notice of the risk of being unfit the morning after a night of heavy consumption.

Drivers must not consume, or drive under the influence of alcohol or take illicit drugs when driving on TWHF business, or when driving a TWHF owned, leased or rented vehicle.

Many prescribed and over-the-counter medications can cause drowsiness and other effects that may affect a driver’s ability to control a vehicle. If taking prescribed medication then advice should be sought from a doctor, and drivers must ensure they are aware of the effects of any non- prescription drugs.

## **2. Vehicles**

### **TWHF Owned, Leased and Hired Vehicles**

In order to meet the needs of the TWHF a number of different vehicle types may be purchased including minibuses, people carriers, cars and vans.

All motor vehicles provided by the TWHF will be appropriate to the use to which they are being put and European New Car Assessment Programme (EuroNCAP) ratings, where available, will be considered by the TWHF when purchasing new company vehicles.

### **Maintenance of TWHF Owned, Leased and Hired Vehicles**

The Estate Manager will ensure that all TWHF owned and leased vehicles are serviced in accordance with the manufacturer’s recommendations, kept in a safe and legal condition, and have a current valid Test Certificate where applicable.

Each site Site Manager will ensure a monthly check of all TWHF owned or leased vehicles as prescribed in section 7.0 of this document, noting any defects and making necessary arrangements for any corrective action. This will normally be carried out by the site team.

Drivers must carry out a daily pre journey check of the vehicle prior to driving as prescribed in Section 7.0 of this document, recording the check on the ‘Vehicle Use Checksheet’. See HSF 11.3. Any vehicle defect must be reported on the ‘Vehicle Use Checksheet’ form and notified to the Premises or Estates Manager.

At the end of a journey the vehicle must be cleaned out and checked. Any new vehicle defects must be reported in accordance with the procedure outlined above.

### **Privately Owned Vehicles**

Given the additional costs to the organisation associated with the use of privately owned vehicles, the use of TWHF vehicles is preferred. However, it is acknowledged by TWHF that staff members may use their own vehicles on TWHF business. On such occasions employees must ensure that these vehicles are maintained and operated in a legal condition, and ensure that they have appropriate insurance to cover use for the TWHF's business.

Privately owned vehicles can be used to transport pupils if:

- Written permission has been provided by the parent or guardian
- A journey support staff member is in the vehicle with the driver, or a risk assessment indicates that a support staff member is not required.
- Business use insurance cover is provided by the driver/owner of the vehicle

### **Mileage Claims**

Any journey in a privately owned vehicle must be authorised in advance by a senior member of staff. Failure to do so may invalidate any claim for mileage. Any such claim should be recorded on a 'Mileage and Business Expenses Form', which must be signed by your line manager, and submitted to a member of HR as soon as possible.

### **Insurance and Test Certificate Checks**

TWHF will require any person who agrees to use their own vehicle on TWHF business to have current relevant insurance cover, including business cover, in respect of any third party risks in force, and, where necessary, a current test certificate. This applies to any vehicle being used on TWHF business.

### **Passenger Safety and Seating Arrangements**

#### **Mini Buses**

The safety of pupils is the responsibility of the Driver, who will organise seating arrangements in consultation with the Journey Support Staff before departure.

Outlined below are a number of issues that should be considered in seating staff and young people:

- The driver has only one role on any journey – to drive the vehicle. A journey support staff member should be provided if required under risk assessment. If only a driver is provided, the vehicle must be stopped in a safe location to deal with any behaviour issues.
- Overall responsibility for the management of pupil behaviour rests with the most senior or experienced member of staff who should normally be seated in the rear of the vehicle.
- In protecting the driver, young people should be seated according to the level of risk they present with the lowest risk child seated behind the driver and the highest risk child seated in the rear seat on the opposite side of the vehicle to the driver.
- Any changes to the Seating Plan while off site must be approved by the senior member of staff

on duty.

- The protocols for the transportation and supervision of young persons are based upon the individual risk assessments for individual situations.
- All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn't fitted.

Children aged 3 or older must:

- use a child car seat if there's one available in a minibus
- use an adult seat belt if child car seats are not fitted or are unsuitable

The school are not required to provide child seats because it is not practical for them to carry a range of different child seats on their vehicles. However, parents may supply their own child car seat for a use on a minibus journey.

### **Cars**

Parents should supply the school with the correct booster seat for any prearranged trips by car.

### **Unexpected journeys**

If the correct child car seat isn't available, a child aged 3 or older can use an adult seat belt if the journey is all of the following:

- unexpected
- necessary
- over a short distance

You can't take children under 3 on an unexpected journey in a vehicle without the correct child car seat, unless both of the following apply:

- it's a licensed taxi or minicab
- the child travels on a rear seat without a seat belt

Where child locks are fitted they should be activated (KS1 and KS2 Only). Head restraints, where fitted, must be correctly adjusted.

### **Load Security**

All luggage, loads and all TWHF property must be carried out of sight, preferably in the locked boot of any vehicle. Any items must be packed and stored securely with appropriate restraints, and segregated from driver and passengers.

Loads and items of luggage must be secured using straps, nets or covers. Even light articles, such as handbags or laptop computers can become lethal missiles during a crash event.

When loading a vehicle every effort should be made to put heavier items of load lower down in the load area and, where possible, immediately behind a vehicle bulkhead, ensuring that vehicle load limits are not exceeded.

	<p>Where loads are carried in the boots of cars or estate cars the load items should be restrained by a load net, load straps or similar. If the car has split rear seats and no rear passengers are being carried, then extra support can be given to the rear seat split by cross-fastening the rear seat belts.</p> <p><b>Loading and Unloading of Vehicles</b> The manual handling of any load and/or passengers is covered by individual risk assessment with appropriate training.</p> <p><b>Trailers and Towing</b> Where a vehicle used for TWHF purposes is fitted with a tow bar the driver must ensure that the trailer to be towed is legal, mechanically safe and conforms to all legal weight requirements. If in doubt, advice should be sought from the Estates Manager.</p> <p><b>Load Racks</b> Where vehicles are fitted with roof racks or other externally fitted load racks the driver must ensure that any load does not exceed the maximum recommended in the vehicle manufacturer's handbook. The load must be effectively secured. If in doubt, advice should be sought from a senior member of staff.</p>
3.	<p><b>Journeys</b></p> <p><b>Route Selection</b> All journeys on TWHF business should be planned in advance using the guidance outlined in this policy document.</p> <p>It is acknowledged that driving will take place on all types of roads, and drivers may be required to drive various distances. Drivers should plan to use safer routes, especially when long distances are involved.</p> <ul style="list-style-type: none"> <li>• Statistically motorways are safer roads and long journeys should be planned to include as much motorway mileage as possible.</li> <li>• Car occupants are most at risk on cross-country rural roads and drivers should try to avoid these routes wherever possible.</li> <li>• When planning routes it should be remembered that town roads offer greatest risk to pedestrians and drivers should take extra care in these areas.</li> </ul> <p>Other issues for drivers to consider when route planning are:</p> <ul style="list-style-type: none"> <li>• Try to avoid known rush hour and congestion periods when hold-ups will waste time and cause stress, anxiety and fatigue.</li> <li>• Try to avoid times in the morning and afternoon when there is an increased risk of child pedestrians making unpredictable movements, and increased congestion.</li> <li>• Roadworks and other known congestion points should also be avoided wherever possible.</li> </ul> <p>A lot of information for major roads is available from the Highways Agency on <a href="http://www.highways.gov.uk">www.highways.gov.uk</a>.</p> <p>The necessity of any journey must be considered, especially in winter or inclement weather. Any doubts should be discussed with the senior member of staff on duty.</p> <p><b>Route Scheduling and Breaks</b></p>

Route planning and scheduling must allow for adequate breaks to combat the onset of driver fatigue where continuous driving is being undertaken.

Whenever, possible route scheduling should consider:

- Times of natural fatigue: midnight to 6:00 am and 2:00 to 4:00 pm; and
- Times when roads are known to be congested, to reduce the onset of frustration and fatigue;

Times when other special hazards can be expected, such as 3:00 pm to 4:00 pm when children are going home and will have a greater presence.

If the journey exceeds 300 miles or takes more than 6 hours to complete the task must be shared between two drivers.

### **Safe Driving Limits**

TWHF drivers must observe the following maxima, and these should be included in the route planning process:

- In any 24 hour period drivers must take a continuous rest period of 11 hours;
- The total driving time in any 24 hour period must not exceed 9 hours;
- No continuous driving period should exceed 2 hours;
- After every 2 hour driving period a minimum rest of 15 minutes must be taken; and
- After 2 such driving periods (i.e. after a total of 4 hours) a rest of at least 30 minutes must be taken.

### **Mobile Telephones and Communication**

When planning a journey, drivers should always make arrangements to take a mobile phone, ensuring that it is charged prior to the journey and switched on.

Any employee who drives a vehicle on TWHF's business and carries a mobile phone must not use it whilst driving. Drivers must allow the voicemail facility to take incoming calls and should stop in a safe place before dealing with the call.

Drivers must only make outgoing calls as permitted by law. Drivers must not text whilst driving.

Scheduled stops during journeys, such as those to combat fatigue mentioned above should be used to make or return mobile telephone calls.

Drivers are reminded that the offence of using a mobile phone while driving is punishable by a £200 fixed penalty fine and 6 points endorsed on the driving licence.

### **Smoking, Eating and Drinking**

Drivers should not smoke, drink or eat in TWHF vehicles, particularly whilst driving. This gives a poor impression of TWHF's staff, reduces the driver's control of the vehicle and, in many cases is illegal.

### **Reversing**

Reversing is one of the most common causes of crashes especially in the workplace, and drivers must exercise particular care.

Reversing should be kept to a minimum, and should be carried out slowly and over short distances.

	<p>Before reversing drivers must ensure the way is clear, walking round and checking if necessary. Where appropriate, or necessary, drivers should seek assistance to be guided while reversing. Whenever possible, drivers should reverse into any intended parking area.</p>
4.	<p><b>Emergency Procedures</b></p> <p><b>Introduction</b> The driver (and Group Leader) should deal with any incident that occurs whilst a vehicle is being driven as prescribed in this document.</p> <p><b>Pupil Care</b> The welfare of any children in the vehicle is of paramount importance at all times, and no time should be lost in summoning help in the event of injury by calling the emergency services on 999. The Site health and safety Management Team should also be informed ASAP.</p> <p>Consistent with normal TWHF procedures, during any of the described emergency procedures children must not be left without adult supervision. At least one adult must remain with the pupils.</p> <p><b>Personal Protective Equipment</b> In the event of an incident or emergency or when walking in the vicinity of moving traffic, appropriate personal protective equipment, such as high visibility jackets, must be worn.</p> <p>This guidance is to be regarded as the absolute minimum and it should be remembered that it is preferable to immediately remove people from any danger from moving traffic and keep them well clear.</p> <p><b>Vehicle Breakdown</b> In the event of vehicle breakdown on the road, appropriate warning lights should be illuminated. If the view is restricted consideration should be given to deploying other means of warning approaching traffic. Whenever possible drivers and all passengers should leave the broken down vehicle and retire to a safe location away from moving traffic. Special consideration should be given in the event of breakdown on a motorway or high-speed dual carriageway. Drivers must contact the school regarding the breakdown, especially when pupils are being carried in the vehicle.</p> <p>Should your vehicle suffer a mechanical breakdown:</p> <ul style="list-style-type: none"> <li>• <b>Contact the RAC on 0800 59 11 11</b></li> <li>• <b>Quote membership number RAC91568 – White Horse Federation</b></li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>If you are driving a WHF vehicle, our cover is pay as you go therefore any repairs or transport needed will need to be paid for and claimed back.</b></p> </div> <ul style="list-style-type: none"> <li>• Think of other road users;</li> <li>• Ensure everyone wears a high visibility jacket;</li> <li>• Get your vehicle off the road if at all possible;</li> <li>• Warn other traffic by switching on your hazard warning lights;</li> <li>• Leave the sidelights on in poor visibility or if it is dark;</li> </ul>

- Summon assistance ensuring you give the exact location in detail.
- Do not let anyone stand in the road or behind the vehicle.

If your vehicle develops a problem on a motorway, if possible leave at the next exit or service station. If you cannot do this then follow the guide above for any breakdown with the following additional points:

- Pull onto the hard shoulder;
- Stop as far to the left as possible;
- Turn your steering wheels to the left;
- Try to stop near an emergency telephone;
- Have EVERYONE leave the vehicle by the left hand doors, with the driver distributing high visibility jackets to all passengers;
- Ensure everyone stays away from the carriageway and hard shoulder; the preferable place to stand is well away from the carriageway and moving vehicles, and slightly behind the line of the back of your vehicle.
- Do not attempt even simple repairs;
- The Driver or Journey Support Staff should walk to the nearest emergency telephone on your side of the carriageway; use these in preference to a mobile telephone; the direction to the nearest emergency telephone is shown by arrows on the white posts at the back of the hard shoulder;
- One member of staff must stay with any pupils.
- Give full details to the police, and let them know how vulnerable you are e.g. escorting pupils;
- Return and wait in a safe place near your vehicle;

### **Punctures**

In the event of a puncture, contact the RAC as per section 5.4 above. The RAC recovery operators are better equipped for greater protection when working at the roadside and close to moving traffic.

### **Accident Procedure**

In the event of an accident appropriate warning lights should be illuminated. The emergency services (police, fire, and ambulance as necessary) must be called immediately. Injured passengers should not be moved unless they are in danger of further injury from other vehicles, fire or explosion.

Further guidance for scene actions and legal responsibilities are given in Section 6.7 together with TWHF reporting procedures.

Procedures detailed in 'Vehicle Breakdown' above should also be followed.

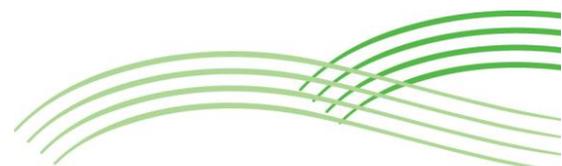
### **Fire**

In the event of fire, the vehicle must be stopped as quickly and safely as possible. Passengers should be evacuated with all haste consistent with the prevention of panic. Passengers should be moved as far away as possible before any attempt is made to fight the fire. TWHF minibuses are provided with a fire extinguisher which should only be used to protect staff or pupils. On no account is any attempt to be made to fight a fire under the bonnet. The fire brigade should be summoned and their instructions followed. The school should be informed of the incident and likely outcome.

Procedures detailed in 'Vehicle Breakdown' above should be followed.

### **Evacuation**

	<p>Evacuation may become necessary in the event of breakdown, accident, or other incident such as fire or flood. Drivers must make an instant decision as to the method of evacuation and take firm control to avoid panic. Passengers should leave the vehicle in the normal manner or through the rear doors.</p> <p>Extreme care must be taken to keep passengers segregated from moving traffic. Passengers should be kept together and moved away in single file to a safe distance (at least 30 metres) from the vehicle.</p> <p>Procedures detailed in ‘Vehicle Breakdown’ above should be followed.</p> <p><b>First Aid Kit</b></p> <p>All TWHF Mini Buses must carry an adequate first aid kit. The minimum contents should be:</p> <ul style="list-style-type: none"> <li>• 10 x antiseptic wipes, foil packaged;</li> <li>• 1 x conforming disposable bandage (not less than 7.5 cm wide);</li> <li>• 2 x triangular bandages;</li> <li>• 1 x packet of 24 assorted adhesive dressings;</li> <li>• 3 x large sterile un-medicated ambulance dressings (not less than 15 cm x 20 cm);</li> <li>• 2 x sterile eye pads, with attachments;</li> <li>• 12 x assorted safety pins;</li> <li>• 1 x pair of rustless blunt-ended scissors.</li> </ul> <p>Emergency Breakdown Kit</p> <p>All TWHF Mini Buses must ensure they have an emergency breakdown kit available in the bus</p> <ul style="list-style-type: none"> <li>• Hi viz jackets</li> <li>• Torch</li> <li>• Emergency Triangle</li> </ul>
5.	<p><b>Special Measures</b></p> <p><b>Fatigue</b> Fatigue is a major cause of crashes, especially on motorways and long trunk road journeys where monotony can make you feel sleepy. Any driver feeling drowsy must stop driving as soon as it is safe to do so and, if necessary, consult the senior member of staff on duty.</p> <p><b>Personal Safety and Violence</b> All drivers should remain vigilant to personal attack and theft and ensure that tools and valuable equipment, such as laptop computers, are stored out of sight in the vehicle, and that the vehicle is always locked when unattended. This advice applies whether the vehicle is being driven or is parked. Anything insecure inside the passenger cell of the vehicle can become a lethal missile during a crash event, and any property visible from outside the vehicle can become a target for thieves or may trigger a ‘car-jacking’.</p> <p>If any passenger’s behaviour becomes disruptive or causes distraction to the driver then the vehicle must be stopped until the situation is resolved. In the event of serious disruption the driver should consult the senior member of staff on duty.</p> <p>All staff trained and authorised to use Advanced Team-Teach positive handling strategies should be familiar with the physical responses to dangerous behaviours in transport. However, no techniques are</p>



intended for prolonged use in a moving vehicle and priority must be given to stopping the vehicle as quickly and safely as possible.

All staff trained and authorised to use Team-Teach positive handling strategies should be familiar with the physical responses to dangerous behaviours in transport. However, no techniques are intended for prolonged use in a moving vehicle and priority must be given to stopping the vehicle as quickly and safely as possible.

### **Parking and Security of Vehicle and Equipment**

When parking, the driver must ensure that the vehicle is parked legally in an appropriate and safe place. Vehicles must not be allowed to cause any obstruction of the highway (this includes any footpath). Consideration must be given to other road users and pedestrians. The use of hazard lights should be considered where appropriate.

When parking the vehicle for any length of time, especially during darkness, try to use a well-lit area with passing traffic and pedestrians, rather than a secluded location.

### **Accident / Incident Reporting**

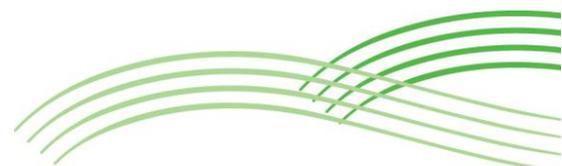
All incidents, including potentially serious 'near misses', must be reported in writing to the School Principal (or nominated person) or Estates Manager via the senior member of staff on duty, using a 'Accident Report Form'. It is the employee's responsibility to ensure that this is done immediately, and to ensure that the School Principal (or nominated person) or Estates Manager is made aware. Failure to report injury, damage or loss promptly may invalidate the TWHF's insurance cover, and the employee's own personal insurance cover. In such cases drivers may be held personally liable and disciplinary action will follow.

If you are driving a motor vehicle on a road or other public place and an accident occurs whereby:

- Injury is caused to any other person, or
- Damage is caused to:
  - a. any other vehicle, or
  - b. any animal not carried in your vehicle, or
  - c. any property fixed to the road, e.g. bollards, walls, hedges, etc. then you must stop and provide:
    1. your name and address
    2. the name and address of the vehicle owner – **The White Horse Federation, Plymouth Street Swindon, SN2 1LB**
    3. the registration number of the vehicle.
    4. insurance details – **Zurich Municipal KSC-242047-9983**

If you fail to give your name and address as above then you must report the accident at a police station or to a police officer, as soon as reasonably practicable and, in any case, within 24 hours of the accident.

If the accident involves injury then you must also produce a certificate of insurance or other evidence to a police officer or any other person having reasonable grounds for requiring those details. If you are unable to do this then you must report the accident and produce insurance at a police station or to a police officer, as soon as reasonably practicable and, in any case, within 24 hours of the accident.



	<p>If the accident involves damage only and there is no personal injury, and you are asked by someone making a claim then you must give details of the vehicle insurance. There is no requirement to report to the police in this case, but note that the request can come at any time after the accident.</p> <p>Damage to vehicles should be reported immediately to the school. Equally, any damage discovered during checks should be reported promptly and the Vehicle Pre Use Checklist.</p> <p>In the event of any accident involving a third party or parties, the driver will exchange names and addresses with the other driver(s) and/or parties concerned. Every effort should be made to obtain names and addresses of witnesses and of all occupants of any vehicles involved. Notes should be made of the number and description of passengers in any vehicles involved and any injuries that may be apparent.</p> <p>If necessary, and whenever injury is caused, the Police should be called to attend the scene.</p> <p><b>Liability should not be admitted at any time, for legal reasons, however guilty you may feel.</b></p>
6.	<p><b>Vehicle Maintenance Checks</b></p> <p><b>Personal Danger Warning</b> Before carrying out any check of the vehicle ensure it is stopped with the parking brake securely set, the engine switched off and the ignition key removed to prevent unintended starting of the engine.</p> <p>When checking under the bonnet in the engine compartment avoid touching any hot components that may cause burns, and avoid wearing loose clothing that could entangle in revolving parts if the engine was started.</p> <p>Allow the engine to cool before checking the oil or coolant level. Coolant could be ejected from the header tank if it is opened before it has cooled.</p> <p><b>Daily Journey Checks</b> Employees driving a company owned or leased vehicle must carry out a check of the vehicle every day, or before any journey if the vehicle is not used every day. This check, known as the daily journey check, must be recorded on a 'Vehicle Pre Use Checklist' noting any defects.</p> <p>The items to be checked before driving include:</p> <ul style="list-style-type: none"> <li>• External damage to bodywork;</li> <li>• All lights and indicators clean and working;</li> <li>• Mirrors intact and adjusted correctly;</li> <li>• Windows and mirrors clean;</li> <li>• Windscreen wipers in good order;</li> <li>• Windscreen washers working and fluid level satisfactory;</li> <li>• Adequate fuel for the journey;</li> <li>• Tyres inflated correctly;</li> <li>• Tyres in good condition with no damage;</li> <li>• Steering, horn and parking brake satisfactory;</li> <li>• All seats fixed, secure and clean;</li> </ul>

- Load secure and separated from passengers;
- All safety equipment, including seat belts, in good order and adjusted correctly; and
- Any additional equipment, such as dust pan and brush, high visibility jackets, warning triangle, fire extinguisher, first aid kit, secure and in good order

At the end of each journey the driver should ensure that:

- The vehicle is parked safely and legally;
- The handbrake is fully applied and holding the vehicle;
- The vehicle is left in a clean and satisfactory condition;
- There is no new damage to the bodywork or interior;
- The vehicle is correctly refuelled; and
- All items and equipment are switched off.

### Monthly Inspections

The site team will carry out a monthly check of the condition of all company owned or leased vehicles. This check will be recorded on a separate 'Monthly Vehicle Inspection Record' noting any defects and corrective action. See HSF1 I.4.

The monthly check covers the items checked in the daily journey check but in more detail:

- All external bodywork and interior trim should be checked for damage or defects.
- All the vehicle lights and indicators should be cleaned and checked to make sure they are working.
- Windows and mirrors should be cleaned and checked for damage.
- Rear view mirrors should be correctly adjusted.
- Windscreen wipers should be inspected for damage to the rubber wiping surface.
- Windscreen washers must be working and fluid reservoir filled with water and additive appropriate to the season.
- Engine oil level should be checked and topped up as required.
- Cooling liquid level should be checked and topped up as required.
- Brake and other fluid levels should be checked and topped up as required.
- The vehicle should be fully and correctly refuelled.
- Wheels should be checked to ensure there is no damage and the nuts and fixings are secure.
- Tyres must be checked to ensure they are inflated correctly. Check tyre pressures when the tyre is cold. The manufacturer's handbook will show the correct pressure for the load and operating conditions.
- Tyres must be checked to ensure they have an adequate and legal tread depth. To meet legal requirements the tyres of any passenger vehicle for no more than 8 passengers and driver must have the base of any groove of the original tread pattern visible and at least 1.6mm of tread depth across at least the centre  $\frac{3}{4}$  of the tread width around the entire circumference.
- Tyres should be in good condition with no damage. If a tyre has any cut greater than 25mm or 10% of the width of the tyre (whichever is the greater), lump, bulge, tear or ply cord or structure exposed then it is illegal and dangerous and should be replaced.
- Steering, horn, parking brake, other controls should function satisfactorily.
- All seats must be securely fixed, adjusted correctly and clean.

	<ul style="list-style-type: none"> <li>• Any load that is carried must be secure and separated from passengers. This includes smaller items such as laptop computers and handbags which may fly around and cause serious injury during a crash event.</li> <li>• All safety equipment, including seat belts, in good order and adjusted correctly, and</li> <li>• Any additional equipment, such as dust pan and brush, high visibility jackets, warning triangle, fire extinguisher and first aid kit must be secured and in good order.</li> </ul>
7.	<p><b>Private Use</b> Private use of TWHF vehicles is permitted only with the permission of the school Principal, and if the user accepts;</p> <ul style="list-style-type: none"> <li>• Vehicles must be checked out/in by a member of TWHF staff (normally the Site Manager) a charge of £20 applies if this is outside of normal working hours.</li> <li>• An insurance excess of £250 applies and will be claimed from the driver in the event of any damage to the vehicle or third parties.</li> <li>• Fuel must be replaced as indicated on the fuel gauge indicator when signing the vehicle out. Fuel not replaced will be charge at 65pence per mile.</li> <li>• Drivers must present their driving license when signing out the vehicle.</li> <li>• Drivers must complete both sides of the Vehicle Pre Use Checklist.</li> </ul> <p>Drivers must ensure the reputation or image of TWHF is not damaged as a result of any inappropriate behaviour during private use.</p>
8.	<p><b>Records</b></p> <p>Vehicle Pre Use Checklists must be completed before every journey or use and must be retained in the vehicle file. Monthly Vehicle Inspection forms will be kept in the vehicle file. Any accident/incidents must be reported in the normal way and forms forwarded to HR once signed by the Principal. Vehicle inspection and MOT records will be scanned and saved by the Site Manager. Licencing and insurance details shall be held centrally by TWHF Central Finance Team.</p>
9.	<p><b>Booking</b></p> <p>Vehicles must be booked out via the school vehicle booking system. This will normally be managed by school reception staff.</p> <p>Only those staff who are listed on the approved drivers list may drive TWHF vehicles. Particular attention should be paid to drivers booking mini buses over 3500kg as they must hold a D1 licence.</p> <p>Drivers must complete the Vehicle Pre Use Checklist prior to any journey and report any issues to the school reception or Site Manager.</p>
9.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>

10.	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. HSF 11.1 Approved Driver List</li> <li>2. HSF 11.2 Annual Driver Declaration</li> <li>3. HSF 11.3 Vehicle Pre Use Checklist</li> <li>4. HSF 11.4 Monthly Vehicle Inspection Record</li> <li>5. HSG 1.1 Emergency Procedure Flow Chart</li> <li>6. GRA 11.1 Vehicle Use</li> </ol>
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Date	Issue	Section	Changes
September 2020	1.6	-	No significant changes

