

Driving Safely on University Business

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1. Introduction

The Royal Society for the Prevention of Accidents has identified that driving is one of the most dangerous things that most people do as part of their job. About 20 are killed and 250 are seriously injured every week in crashes involving someone on the road for work purposes. It is therefore important that anyone driving on University business takes note of the guidance contained within this document.

This guidance supports the University's [Business Travel Policy](#)

2. Terminology

The following terms will be used throughout these procedures:

University vehicle - Any vehicle owned, leased or hired by the University

Private vehicle - Any vehicle used by a person driving on University business which is not owned, leased or hired by the University, or Vehicles provided under the University Car Leasing Scheme.

3. Definition of Driving on University Business

Business travel is defined in the [Business Travel Policy](#), which takes precedence and should be referred to for clarification. In summary this includes the following journeys:

- Driving to and from premises other than your permanent place of work for the purposes of work.
- Driving between University sites for the purpose of undertaking work at the destination site (including making deliveries).

- Travelling to and from any other location in connection with University business, for example to attend conferences, meetings, training courses and away days etc.
- Driving a University vehicle.

Please note that journeys between home and your permanent place of work are considered to be private journeys.

4. Driver's Responsibilities

While driving on University business, drivers are required to:

- Adhere to the Road Traffic legislation and the Highway Code published by HMSO.
- Drive with due care and consideration for themselves and other road users.
- Adhere to [University Traffic Regulations](#) when driving on University campuses. These Regulations include requirements relating to speed limits, permits, roadworthiness and parking.
- Be aware of insurance and breakdown service contact details if driving a University vehicle.
- Ensure that when driving a privately owned vehicle it is roadworthy, has a current MOT where applicable, is insured for business use and has a valid road fund license.
- Possess a valid licence to drive the vehicle.

All drivers driving under the University motor insurance policy must hold a [valid permit to drive](#).

In addition there are specific University policies that prohibit drivers from:

- Using hand-held [mobile phones](#) whilst driving on University business. Drivers are discouraged from receiving or making phone calls on hands free phones. Where hands free phones are required these should be obtained via the telephone services manager and meet the required standard.
- [Smoking](#) in University vehicles and in any other case whilst travelling with others on University business

The University does not advocate or condone illegal parking or driving in excess of speed limits. Payment of any fines or court costs resulting from these activities is the driver's responsibility and will not be met by the University.

5. Working and Driving Hours

Where a driver is expected to undertake long journeys or a series of journeys, including international travel and/or other work related tasks where work will be performed in between, it is important to implement suitable control measures to ensure the driver does not work excessive hours that may be unsafe.

Consideration must be given to:

- The total working time during a 24 hour period,
- The number of hours expected to be driven within the period,

- The times when these journeys are expected to take place (for example, early mornings or late evenings, or at a time when the driver would normally be asleep),
- Any expected adverse weather conditions
- The nature and duration of the work to be undertaken during the period ,
- Possible effects on the driver (for example, fatigue and stress)

Control measures that should be considered include:

- Using alternative forms of transport
- Use of taxi/ chauffer driven car
- An overnight stay
- Two members of staff sharing the driving
- Reduction in the number of hours to be worked while not driving

No person should drive on University business for more than 9 hours in any 24 hour period and drivers should try to avoid driving at times when they would normally be asleep.

6. Driving in Association with International Air Travel

Where personnel need to travel to or from an airport in connection with University business abroad, he/she must consider whether driving is the most appropriate means of transport – see control measures listed in section 5 above.

Where the total journey time [air and road] exceeds the 9 hours in 24 hour period risk assessment must consider the following:

- Expected duration of the total journey.
- The opportunity to sleep and rest during the flight
- The effect of crossing time zones and potential for jet lag.
- Disruption to sleep patterns that may cause tiredness
- The timing and duration of car journey after the flight to final destination.

7. Rest Breaks

Drivers should conform to Government recommendations and take a break of at least 15 minutes at least every two hours. The driver is encouraged to have some refreshment and stretch their legs. In addition, a rest break should be taken if the driver begins to feel overly tired or fatigued. Rest break locations should be considered by the driver when planning the route to be taken.

Should an overnight stay be expected, accommodation should be booked in advance of the journey. In the event that the journey time becomes unexpectedly extended then it would be appropriate to take an overnight break.

8. Useful items to have in the vehicle

- Contact details of a breakdown assistance company
- Travel first aid kit
- High visibility jacket

- Hazard warning triangle
- Torch
- Map book
- Water & snacks
- If travelling in winter warm clothing & flask of hot drink
- De-icers & scrapers
- Pen and paper
- Any additional items required by national legislation if driving abroad.

9. Insurance

[Insurance arrangements](#) are in place relating to University owned vehicles, or hire vehicles rented from the University preferred suppliers.

All drivers driving under the University Motor insurance policy must hold a valid [University Approved Driver Permit](#). Drivers must complete the Approved Drivers Questionnaire.

The motor insurance policy does not apply to personnel driving their own vehicles, in which case drivers must ensure that their own insurance is extended to include business use if driving on University business. The University does not reimburse the cost.

10. Accident Whilst Driving on University Business

Please refer to the [guidance](#) provided by Commercial Services.

All incidents however small should be reported immediately to: -

- Commercial Services Department
- Driver's Line Manager
- Hire Company if vehicle is on hire
- School /Department Safety Officer, if an accident, to ensure the accident report form is completed.

The above guidance covers:

- exchange of information between the parties concerned,
- details of the University's insurers,
- information required for the accident and claims reports.

11. Breakdowns

Should the vehicle break down, the driver should attempt to pull into a safe spot, come to a halt then turn on the vehicles hazard lights. Drivers must not attempt to effect repairs on a University vehicle as most vehicles will be covered by a breakdown and recovery service. It is the driver's responsibility to ensure they are aware of the nature of that cover and contact details before starting the journey.

Appendix 1 reproduces advice published by the AA on what to do in the event of a breakdown or emergency.

12. Personal Security

In the interests of personal security drivers should not offer lifts to strangers. In addition, drivers should try to avoid parking in secluded locations except in the case of an emergency or breakdown.

If you are travelling alone this is a lone working situation and you should ensure that a colleague or member of family is aware of your estimated time of arrival at your destination.

13. Driving Abroad

It should not be assumed the University's insurance cover extends to those driving abroad. Further clarification should be sought from the Commercial Services Department.

Hire vehicles collected from an overseas location must be covered by the local insurance which MUST be taken out in advance of travel through the contracted supplier.

Any University or hired vehicle driven from this country overseas may be covered by the University insurance but the Insurance Officer must be informed of the journey and have issued the relevant documentation. This documentation must be taken on the journey.

Drivers are advised to find out about the rules of the road in any country they are visiting as speed limits may differ from the UK and certain items such as warning triangles and reflective vests must be immediately available to the driver in some countries. The University will not accept liability should the driver break any local motoring laws. See [information](#) concerning local motoring requirements.

Driving standards, road conditions and vehicle standards can be much lower in some countries than in the UK and give rise to greater risk. Should it be intended to hire a vehicle to travel on University business while abroad then this must be considered in the planning and risk assessment for the trip.

Appendix 1

Advice Published by the Automobile Association on What to Do in the Event of a Breakdown or Emergency.

Breakdown or emergency on a motorway

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left. Leave your sidelights on and use your hazard flashers.
- Try to stop near an emergency telephone (situated at approximately one mile intervals along the hard shoulder).
- Leave the vehicle by the left-hand door and ensure all your passengers do the same. Leave any animals in the vehicle or, in an emergency, keep them under proper control on the verge. If you have reflective jackets in the vehicle wear them. Do not use a reflective triangle.
- Ensure that passengers keep away from the carriageway and hard shoulder, and that children are kept under control.
- Do not attempt even simple repairs.
- Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) – the telephone is free of charge and connects directly to the police. Use these in preference to a mobile phone. If you must use a mobile phone make sure you can describe your location – there are reference numbers on all telephones and marker posts.
- Give full details to the police; also inform them if you are a vulnerable motorist, such as a woman travelling alone. R
- Return and wait near your vehicle (well away from the carriageway and hard shoulder. It is best to retreat up the bank, or behind a barrier if this is possible).
- If you feel at risk from another person, return to your vehicle by a left-hand door and lock all doors. Leave your vehicle again as soon as you feel this danger has passed.
- Before you rejoin the carriageway after a breakdown, build up speed on the hard shoulder and watch for a safe gap in the traffic. Be aware that other vehicles may be stationary on the hard shoulder.

If you cannot get your vehicle onto the hard shoulder

- Do not attempt to place any warning device on the carriageway.
- Switch on your hazard warning lights.
- Leave your vehicle only when you can safely get clear of the carriageway.

If you have a disability which prevents you from following the advice above

- Stay in your vehicle.
- Switch on your hazard warning lights.
- If you have a car or mobile telephone, contact the emergency services and be prepared to advise them of your location.

On other roads

- Get your vehicle off the road if possible and warn other traffic by using your hazard warning lights, particularly if your vehicle is causing an obstruction.
- If you have a reflective jacket, put it on.
- If you have any fear that your vehicle may be struck by other traffic make all your passengers get out of the car and get well away from the traffic. Question whether it is safe for you to fix the car or whether you need professional help.
- If it is safe and you have one, put a warning triangle or other permitted warning device on the road at least 45 metres (50 yards) behind your broken down vehicle on the same side of the road. Always take great care when doing this.
- Keep your sidelights on if it is dark or visibility is poor.
- Do not stand (or let anybody else stand), between your vehicle and oncoming traffic.
- At night or in poor visibility do not stand where you will prevent other road users seeing your lights.
- Use your mobile phone, or any other available phone, to summon assistance. Make sure you know where you have broken down.

If you have used a warning triangle remember to retrieve it, with care, when the breakdown is over.