



Driving for Work

Health and Safety Compliance Standard

Document Control

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Author	Jo Shuttleworth, Peter Boseley, Stuart Pilkington

Document Revision History

Revision	Date	Nature of Revision	Prepared by	Approved by
2	21/02/23	Inclusion from comments made. Requests for clarification included.		
3	28/03/23	Inclusion of criteria for permit to drive		
4	18/12/23	Inclusion of mobile phone policy, requirements for minibus driving and other factual changes to reflect change in permit to drive process		
5		Complete review to incorporate actions from Griffiths and Armour driving report, including	J Shuttleworth,	PAG



appointment of Fleet Manager S Pilkington,
and updated responsibilities for P Boseley
Business Units.

The Health and Safety Department will maintain the official version of this document. Before referring to any printed copies, please ensure that they are up to date.

1. Purpose

The University is committed to reducing the risk of work-related road traffic incidents. For safety and environmental reasons, we aim to reduce driving for work. If a journey is necessary then alternative methods, such as taking the train, should also be considered.

However, driving for University activities will inevitably be necessary, therefore it is essential for us to have a Driving for Work Compliance Standard. We require all the University community who drive in connection with University business to adhere to this compliance standard.

Further guidance is available via the University's Fleet SharePoint site ([link](#)).

This document should be looked at in conjunction with the [University's Traffic Management Regulations](#).

2. Scope

This compliance standard applies to University staff and students, and anyone else who drives on university business using a privately owned, or University owned or hired vehicles, or anyone else given permission to drive University vehicles or drive on University business.

This standard does not apply to commuting (e.g. to and from a normal place of work).

3. Definitions

University vehicle - any vehicle provided by the University (whether owned by or leased/hired) for use by members of the University community for University business. This covers a very wide range of vehicles, including cars, vans, mini-buses, lorries. Drivers of University vehicles must be authorised to drive by the Fleet Manager.

Mobile Plant - Means industrial equipment being moved for example forklift trucks, tractors, mobile elevating work platforms (MEWPS). Such equipment typically will



not require a driving licence (unless driven on public roads) however will require plant specific training.

Private vehicle - Any vehicle used by a person driving on University business which is not owned, leased or hired by the University, including vehicles owned by individuals and those provided under the University Car Leasing Scheme when used on university business.

Business Travel - Business travel is defined in the Business Travel Policy (check link). The standard applies even if mileage is chosen not to be claimed for.

4. Roles and Responsibilities

University Executive Board will

- Ensure that sufficient resources are allocated to enable compliance with the requirements of this standard.
- Review annual assurance reports on driving for work.
- Be notified of any significant incident or enforcement action in relation to driving management issues.

Heads of Business Units will

- Ensure that suitable and sufficient risk assessments are conducted for driving activities undertaken by that Business Unit and alternatives modes of transport considered.
- Ensure vehicles directly owned or managed by the Business Unit are appropriately insured, maintained, taxed, roadworthy, have suitable breakdown cover and have been notified to the insurance team
- Ensure that all drivers (within their business unit) of university vehicles are authorised and hold a University permit to drive.
- Ensure that any university vehicles directly purchased or hired by the business unit are fit for purpose and that they incorporate adequate safety features as specified in section 8
- Periodically conduct workplace inspections to verify that the Business Unit is complying with the requirements of this standard.
- Ensure that there are access controls in place to restrict the use of university vehicles directly owned or managed by that Business Unit, to authorised users
- Ensure the University Executive Board is notified of any significant incident or enforcement action in relation to driving management.
- Ensure Insurance team are immediately notified of new vehicles and vehicles hired for more than 14 days procured by the business unit, so vehicle details can be added to the Motor Insurance Database ensuring legal compliance. Insurance



Team must also be notified immediately of the disposal of vehicles including off hire of vehicles that have been with the University for more than 14 days.

Health and Safety Office will

- In conjunction with the Fleet Manager provide competent advice and support on driving safely on University business.
- Ensure appropriate oversight for compliance with traffic regulations and provide reports to the UEB and the University Health and Safety Committee.
- Have an oversight of reported incidents concerning pedestrians, vehicles and mobile plant and make recommendations where required.
- Lead on and coordinate visits by external agencies, including the Health and Safety Executive.
- Ensure Business Units are adhering to University policy by carrying out audits.

University Fleet Manager will

- In conjunction with the Health & Safety Office, provide competent advice and support on driving safely on University business.
- Provide guidance to business units in the appropriate procurement of vehicles including safety features and best value
- Provide oversight to enable business units to comply with this standard.
- Set up and maintain systems to enable recording of vehicle information, maintenance of vehicles, employee training including employees using their own vehicles on University business
- Provide periodic assurance reports to the Safety Office
- Ensure Insurance team are immediately notified of new vehicles and vehicles hired for more than 14 days procured by the business unit, so vehicle details can be added to the Motor Insurance Database ensuring legal compliance. Insurance Team must also be notified immediately of the disposal of vehicles including off hire of vehicles that have been with the University for more than 14 days.

Line Managers (and Supervisors of students) will

- Ensure suitable and sufficient risk assessments of all driving activities for University business undertaken by their team are in place.
- Provide and maintain in safe and efficient condition University vehicles directly owned or managed by their Business Units (including tax, MOT, and so on).



- Ensure that any defects in University vehicles are rectified in a timely manner, including keep vehicles out of use if defects impact roadworthiness
- Ensure in-date permits to drive are in place for their team.
- Identify and arrange in conjunction with the Occupational Health Provider individuals needing 'fit to drive' advice or [periodic driver medicals](#).
- Ensure that individuals in their team who use University vehicles on University business are competent to drive that vehicle type (e.g. vehicle familiarisation or formal training as relevant to vehicle type)
- Ensure training needs for individuals are identified and arrange any necessary training and assessment.
- Ensure any incidents whilst driving on university business are reported on IRS and investigated, and that any incidents which could give rise to a claim on the University's motor insurance are also immediately notified to the Insurance team.
- Ensure that any UoN vehicles taken abroad are notified in advance to the Insurance team.
- Periodically conduct monitoring to verify that their team members are complying with the requirements of this standard.

People driving on University business will

- Explore alternative methods of transport (such as trains or hopper bus)
- Complete any course of training or 'fit for work' assessment that has been arranged on their behalf
- Ensure they request or maintain a valid permit to drive, including providing any required documentation being honest and transparent in any declarations required
- Promptly inform their line manager should there be any change in their driving licence, or they should suffer any ill-health condition likely to compromise their ability to drive or operate plant in a safe and efficient manner.
- Comply with the requirements of relevant risk assessment, local standards (SSOWs and SOPs) and guidance as they apply to University vehicles
- Only undertake activities using vehicles within the limits of their known competence and driving licence
- Drivers must adhere to legally required rest breaks and driving duration relevant to the country driving in e.g. no more than 10 hours GB.
- Report defects with University vehicles, and ceasing work if they feel the vehicle is unsafe to drive/operate



- Adhere to relevant, Road Traffic legislation (e.g. Highway Code and University traffic management arrangements when driving on University campuses, such as campus speed limits and parking).
- Be aware of insurance and breakdown service contact details if driving a University vehicle.
- Ensure that when driving a privately owned vehicle on University business it is roadworthy, has a current MOT where applicable, is insured for business use and has a valid road fund licence.
- Ensure not distracted by in-vehicle systems (for example satnavs) and not use hand-held or hands-free mobile phones whilst driving on University business (note existing policy will need withdrawn). Smoking is not permitted in any university owned or leased vehicle.
- Not use or be under the influence of alcohol or drugs whilst driving on University business (link to alcohol and drug policy)
- Take responsibility for payment of any fines or endorsements whilst driving on University business
- Immediately report any incidents whilst driving on university business to your line manager
- Failure to comply with these responsibilities may result in disciplinary action

5. Training Requirements

Driver training and competency

Records of competence to operate vehicles must be maintained by the appropriate Line Manager, using the University's systems and arrangements.

The University takes a risk-based approach to individual driver training needs. The driver permit system includes individual driver risk rating based on driving experience, miles driven, vehicle types being driven, and so on. This process identifies tailored training that an individual is required to complete. Training interventions can range from e-learning to on-road driver assessment. Line managers must ensure any additional or advanced training completed outside of the driver permit system (TTC) is uploaded onto the system e.g. MIDAS.

6. Permit to drive

A permit to drive must be maintained for all persons driving a university owned, leased or hired vehicle on University business. The following criteria must be followed for the issuing of permits to drive.



All people driving on University business driving on business will need to request a permit to drive every 3 years, which includes permission for a DVLA licence check at any time during those 3 years.

Drivers on university business will be required to complete a driver risk assessment periodically as prompted by the TTC system.

For some higher-risk profile groups, an individual's driving licence may be checked more frequently and/or require further training (which may include on-road assessment) as part of their permit to drive.

There may be circumstances where an individual's permit to drive is not granted or withdrawn. This withdrawal may be permanent or temporary, for example to allow for further training or advice. Examples although not exhaustive might include; DVLA have withdrawn driving licence, failure to complete required training or provide documentation, repeated 'at fault' accidents, speeding on campus, Occupational Health advice.

If employees or students wish to appeal a refusal or withdrawal of their permit, they must first raise it with their line manager or supervisor. Ultimately, a head of Business Unit may submit a business case to Faculty Pro-Vice Chancellor for consideration, in consultation with the Fleet and Insurance teams.

7. Telematics

The University will ensure that all University owned or leased vehicles are fitted with a common telematics system. Data will be used to assess the need for further interventions where the data identifies concerns about vehicles or drivers.

8. Minibus

Transporting multiple passengers on a minibus brings additional responsibility and legislation to comply with. The University recommends that this activity is outsourced to a professional PCV (Passenger Carrying Vehicle) operator where possible. The University mandates the use of third-party PCV contractors for minibus travel outside of Great Britain.

A minibus is legally defined as a motor vehicle that has been constructed or adapted to carry 9 to 16 passengers in addition to the driver.

This policy applies whether the minibus is owned, hired or leased by the University, for use by members of the University community for University business.

This policy supersedes the safe use of minibus code of practice



Journeys must be carried out on a not-for-profit basis and must not carry members of the general public.

Business Units must ensure any minibus that is owned, hired or leased, meets the requirements set out in this policy, including safety equipment specified.

The Vehicle

- Minibuses must display The University's valid Section 19 permit for details see **here**.
- The design capacity (maximum occupancy) should be clearly displayed in the vehicle and adhered to at all times.
- Minibuses should be equipped with a first aid kit and Hi-Visibility jackets (complying to BS EN 471 or BS EN ISO 20471) for all passengers plus the driver, as well as a warning triangle, torches and a 2kg powder fire extinguisher (2 x 2kg powder fire extinguishers required if transporting wheelchair users).
- Seat belts must be fitted on all seats.
- Must be fitted with a 62mph speed limiter.
- Must have two emergency exits, with associated emergency hammer if required, and seatbelt cutters.
- The towing of trailers with minibuses is not permitted.
- The vehicle should have access to 24-hour breakdown and recovery service.

The Driver

- Must be over 21 years of age.
- Must hold a category D1 or D driving licence.
- All drivers must also hold a CPC qualification if driving a minibus on university business
- Must hold a valid University driver permit for driving a minibus and have line manager approval for the journey.
- To drive a minibus over the age of 70, the driver must be able to prove they meet Group 2 Medical Standards
- Minibus drivers must comply with GB Domestic Rules on Drivers Hours ie drivers must not drive for more than 10 hours in a day.
- The driver must be well rested and not drive tired. A minimum rest period of 12 hours from the end of the drivers previous working hours is required before the day where duties include driving a minibus.
- The maximum daily duty time (maximum length of a working day), that includes driving a minibus should be no more than 16 hours, regardless of whether that working day consists of all driving or driving and non-driving.
- Rest breaks of at least 15 minutes duration to be taken every 2 hours of driving.



The Journey

- Journeys using UoN minibuses and drivers are only allowed within Great Britain (England, Scotland, Wales), unless approval gained from UoN Fleet Manager (due to local requirements from driving abroad)
- The journey must not be for profit and must be in conjunction with the business of the University.
- Rest breaks of at least 15 minutes duration to be taken every 2 hours of driving.
- Business Units are responsible for having procedures and risk assessments in place including Journey planning, long distance journeys, breakdowns and collisions or other emergencies including instances of illness, and for the transport of children and vulnerable passengers, including safeguarding, correct seating/seatbelts, and adequate supervision.
- Speed limits for some vehicles (eg minibuses, towing vehicles) are different to that of cars, and they must be adhered to. It is the driver's responsibility to be aware of the applicable speed limits.
- The Maximum Authorised Mass of the vehicle is not to be exceeded. Once loaded with passengers and luggage it can be easy to overload a minibus.

9. Driving abroad

Driving abroad should be covered as part of wider travel risk assessment. See UoN [Travel for Staff and PGRs SharePoint](#).

10. Procurement and safety features of vehicles

All new University vehicles must, where relevant to that vehicle type, have:

- Front and rear cameras or sensors.
- Audible reversing warning, wherever available/practicable.
- Low emissions rating.
- 5 star NCAP rating.
- Autonomous emergency braking.

So far as is reasonably practicable, these standards should be applied with hired vehicles, including those hired abroad.

11. Incident Reporting

Incidents (accidents, near misses, and so on) while driving on University business must be reported on the University's on-line incident reporting system IRS (Or on other local reporting systems where these exist) Accidents involving Third parties or where the damage to the vehicle is likely to be over £5k must be reported immediately to insurance.



12. Audit/Review

This document will be reviewed at regular intervals. Compliance with the requirements of this policy, relevant law and industry regulation will be subject to audit and review.

SUGGESTIONS TO BE CONFIRMED LOCATIONS OF INFO

Breakdown link

Risk Assessment

International Driving Link Insurance

Vehicle Classifications

Minibus Training Links & Costs