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Contents	Section and name		
	<div>1.0 Introduction<div>1.1 Who this Guidance is for</div><div>1.2 What is Driving for Work?</div><div>1.3 Legal Responsibilities</div></div> <div>2.0 The Driver<div>2.1 Driving Licences<div>2.1.1 Requirements on Schools</div><div>2.1.2 Checking Licences</div><div>2.1.3 Non-EU Licences</div></div><div>2.2 Motoring Offences</div><div>2.3 The Highway Code</div><div>2.4 Driver Awareness and Training<div>2.4.1 Higher Risk Drivers</div></div><div>2.5 Driving Logs</div><div>2.6 Fitness to Drive<div>2.6.1 Alcohol and Drugs<div>2.6.1.1 Medication</div></div><div>2.6.2 Eyesight</div><div>2.6.3 Fatigue</div></div></div>		

	<p>4.0 The Journey</p> <p>4.1 <i>In the event of an Incident</i></p> <p>4.2. <i>Green Travel</i></p> <p>4.3 <i>Planning your journey</i></p> <p>4.4 <i>Mobile Phones or similar devices</i></p> <p>4.4.1 <i>Satellite Navigation Systems and Media Players</i></p> <p>4.5 <i>Smoking, eating and drinking</i></p> <p>4.6 <i>Seatbelts</i></p> <p>4.7 <i>Vulnerable Children and Young People</i></p> <p>4.8 <i>Challenging Behaviour</i></p> <p>4.9 <i>What to do if you breakdown</i></p> <p>4.9.1 <i>On single carriage roads</i></p> <p>4.9.2 <i>On motorways</i></p> <p>4.10 <i>Inclement weather – snow and ice</i></p> <p>5.0 Summary of Responsibilities</p> <p>5.1 <i>Headteachers / Bursars / Business Managers</i></p> <p>5.2 <i>Employees</i></p> <p>6.0 Definitions and explanations</p> <p>7.0 References and further reading</p> <p>7.1 <i>Publications and websites</i></p> <p>7.2 <i>Related Schools’ Guidance on Suffolk Learning</i></p>
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<p>We will on request produce this policy / procedure, or particular parts of it, in other languages and formats, in order that everyone can use and comment upon its content.</p>	

1.0 Introduction

1.1 Who this guidance is for

This guidance is aimed at school staff, parents and volunteers who drive for school related business.

1.2 What is Driving for Work / School Business?

Any journey in a school owned / responsible, or private vehicle that is undertaken on behalf of the business of the school.

Staff:

For the purposes of this guidance, and best practice, the following staff and volunteer journeys can be considered as 'Driving for Work':

- Travelling between school sites (e.g., some headteachers have more than one school)
- Travelling to meetings (e.g., from school to Endeavour / West Suffolk House)
- Any driving of the school minibus
- Any travel by a pupil or another staff member in a staff member's private car (e.g., transporting children during the school day for appointments, school trips, and other journeys **requested by the school**).

Staff may be driving school owned vehicles (e.g., pool cars or minibuses) or their own, personal cars.

"Driving for Work" does NOT include staff commuting to and from a usual place of work.

Parents / carers:

In relation to parents, there are some grey areas. Issues surrounding parents' insurance policies are dealt with at **3.1 – Insurance**, and other relevant areas under each topic.

Parents **MAY** be seen as 'driving for work' under the following circumstances, where the school has requested it:

- Taking staff, and / or children other than (or as well as) their own children to school event e.g. sports fixtures during school time
- Taking staff, and / or children other than (or as well as) their own children to school trip venues

However, driving for work is unlikely to include parents taking their own children to school related fixtures or events and it is unlikely that return journeys to students' own homes would constitute this category.

1.2 Legal Responsibilities

The Health & Safety at Work Act 1974 (HSWA) requires Suffolk County Council to ensure, so far as reasonably practicable, the health and safety of our school staff while at work, including driving for work. It requires us to provide and maintain safe and appropriate vehicles and to have safe procedures for driving for work. It also requires us to ensure that others are not put at risk by our work-related driving activities. **For the purposes of this guidance, except where**

otherwise stated, any other person who drives for school business is also considered in this duty of care.

Under the HSWA, individual staff members are also obligated to take care of themselves and those around them.

The Management of Health & Safety at Work Regulations 1999 (MHSWR) also requires us to manage health and safety effectively and to carry out certain risk assessments for driving for work.

2.0 The Driver

2.1. Driving Licences

2.1.1. Requirements on schools

Senior Leaders are required to check that their staff and **any other driver** for school purposes, holds a valid driving licence for the class of vehicle they are required to drive. Any journey and related claims for expenses should not be authorised unless these checks have been made.

Penalty points on drivers' licences should be noted and schools may like to consider and offer additional driver training as required.

It is advised that staff licences should be checked annually. Parents' licence information may be held on file **IF** there is reason to do so (i.e., they are regular volunteers who drive frequently on behalf of the school) but be mindful of the GDPR requirements in terms of personal information. It is more likely that schools should have a method of checking parents' licences on each occasion they use their cars for school business.

Any business driver must report any changes to insurance circumstances or new traffic offences or penalty points on their licence, as soon as reasonably practical.

Please note that a photo-card licence must be renewed at least every 10 years.

2.1.2. Checking Licences

Since June 2015, the DVLA no longer issue paper counterparts to the photocard driving licence and any **existing** paper counterparts will no longer be valid.

Anyone who still has an old, paper licence, issued before 1998, **instead** of a photocard licence, holds a valid licence.

Checking licences is now done on-line. They should be checked at least once a year. Senior Leaders should check:

- a) when the staff member's licence is valid until,
- b) the category(s) of entitlement, and
- c) any endorsements.

Any driver can request a unique code via <https://www.gov.uk/view-driving-licence> which will allow them to share their driving licence details with the school. Senior Leaders can find instructions on how to make any necessary checks, and view a redacted copy of the driver's information at <https://www.gov.uk/check-driving-information>.

You can also request a code by calling **0300 0830 013** and if you have an old paper licence this service applies as well.

The DVLA publication **INS57P** provides more detailed information and guidance about driving licences and categories as well as penalty points.

2.1.3. Non-UK licences

People from European Union countries who are resident in the UK can (**currently**) drive on their EU licence, if it is valid, for up to 3 years. If they remain resident in the UK for more than three years, then they must exchange their EU licence for a UK one. This is just an administrative exercise for which there is a fee.

People from designated, non-EU countries can also exchange their licence for a UK licence. The grace period is five years. A list of designated countries is available on the [Gov.uk](https://www.gov.uk) website.

If a driver remains resident in the UK, they must exchange their licence before the grace period expires. After this time, their EU or foreign licence will cease to be valid, they will no longer be able to exchange their licence, and they will have to retake a driving test again to obtain a valid UK licence.

People from non-designated countries can drive in the UK for up to one year on their foreign licence, if it is valid. There are no exchange arrangements with these countries. After this time, their foreign licence will cease to be valid in the UK and they will have to take a driving test to obtain a valid UK licence.

If you are resident in the UK, it is a criminal offence to continue to drive on a foreign or, EU license after the respective grace period has expired.

2.2. Motoring Offences

Drivers are personally responsible for their own fines and / or penalties, however incurred. This includes parking and speeding penalties. Any person who drives for school business should notify the relevant school colleague if their driving licence is suspended or penalty points imposed. If this impedes on school business as part of the driver's employment, advice from Human Resources should be sought.

2.3. The Highway Code

All drivers must familiarise themselves with The Highway Code and abide by it always. It is available online at <https://www.gov.uk/guidance/the-highway-code> or as a downloadable version from <http://www.highwaycodeuk.co.uk/uploads/3/2/9/2/3292309/the-official-highway-code-with-annexes-uk-en-12-04.pdf>.

2.4. Driver awareness / training

All staff drivers should read, as a minimum standard, RoSPA guidance on Driving for Work. There is detail within this document which is also useful for all staff. You could go through the information as part of a staff meeting or PD day. It is good practice to have staff sign an acknowledgement that they have read the relevant guidance.

2.4.1 Higher risk drivers

Drivers who have been identified as being at higher risk should contact the Road Safety team who can offer driver profiling and further training where necessary. You can contact them at roadsafetytraining@suffolk.gov.uk.

Higher risk drivers might include, but are not limited to:

- Drivers doing high mileage – more than 5,000 business miles per year.
- Young or inexperienced drivers.
- Drivers who have received penalty points on their licence or have been offered a driving course in lieu of penalty points.
- Drivers who have been involved in a road traffic collision who have not yet undergone driver assessment.
- Drivers of Passenger Carrying Vehicles
- Drivers who carry vulnerable passengers.

A driver who is involved in an incident whilst driving for work should be offered enhanced driver or speed awareness training to reduce the likelihood of it happening again. If a driver feels they need further training, they should discuss this with their line manager. Such requests should not be withheld without good reason e.g. if they only ever drive occasionally and in ordinary situations.

2.5 Driving logs

It is best practice to ask all drivers to keep a log of their journeys. This is useful for both expense claims and can contribute to any evidence required in legal proceedings following a road traffic incident.

2.6 Fitness to Drive

Drivers should inform the School Leadership Team of any changes in their health, either permanent or temporary, that might affect their ability to drive so that a suitable risk assessment can be carried out. Drivers must inform the DVLA if they have certain specified medical conditions. Up to date details can be found at <https://www.gov.uk/driving-medical-conditions>.

Employees must not drive any vehicle if they have been disqualified or been declared medically unfit to drive, by their GP, by the DVLA or by an occupational health practitioner. **Not only is this against the law but could also invalidate the insurance.** Schools should liaise with their Human Resources providers in the event of an employee's physical health deteriorating to the extent that the employee's ability to drive safely is impaired.

2.6.1 Alcohol and Drugs

No-one is to drive a vehicle on Suffolk County Council and therefore school business, whilst under the influence of alcohol or drugs.

Although the drug-driving law applies to certain specified drugs (both legal and illegal), it is also an offence to drive whilst unfit due to any drug whether illegal, prescribed or 'over the counter'.

2.6.1.1 Medication

The limits for prescription drugs are set higher than normal prescribed doses so someone taking a medicine under the advice of a healthcare professional or as printed in the Patient Information Leaflet, is **unlikely** to exceed the limit. Care should still be taken however with prescription or over the counter medication which might affect your ability to drive safely. Drivers should check with their doctor that they will be safe to drive while taking prescribed medication. A table of restricted drugs and their limits is published here: <https://www.gov.uk/drug-driving-law>.

When buying over the counter medicines, it is best to ask for non-drowsy versions if you need to drive. If your prescription medicine puts you over the legal limit or if you cannot get non-drowsy medication, then you must not to drive until you are better.

2.6.2. Eyesight

It is the driver's responsibility to ensure that they meet the minimum eyesight requirement, as prescribed in the Highway Code, to be able to read a number plate from 20 metres (with corrective lenses if necessary).

All drivers should check their vision at least every two years. (This can be as simple as walking 20 paces from a vehicle and looking to see if you can read the number plate without any difficulty). Drivers must wear corrective lenses when driving if advised to do so by an optician.

2.6.3. Fatigue

Tiredness affects your driving abilities and accounts for 20% of accidents on major roads. Drivers are most likely to fall asleep on long boring stretches of road such as motorways and dual carriageways. Sleep related crashes are often more serious than other crashes, due to the higher speeds involved.

At certain times of the day and night you will feel more tired than usual. It is highly unlikely that school staff need to conduct night-time journeys for work purposes, but for information, you are obviously most likely to feel tired at night-time and especially between 0200 and 0600. Your body also has a natural 'low' in the afternoon, between 1400 and 1600, which may well affect you. Whilst it may be difficult, if you can avoid driving in these periods, do so.

Always avoid overly long hours – either continual driving or a long drive only separated by work. If you have a long journey to do, try and get a good night's sleep beforehand. A break of at least 15 minutes should be taken every 2 hours. Drivers should not spend this time on their laptops or phones etc. but should get out of the car and move around to stimulate blood flow and energy levels.

It is important that you can recognise the first signs of fatigue and take action to avoid falling asleep at the wheel. The signs include fidgeting, rubbing eyes, repeated yawning, eyes going out of focus, staring blankly, frequent/long blinks, difficulty keeping eyes open which leads to head nodding and sleep.

At the first of these signs, drivers should:

- Stop somewhere safe.

- Drink a caffeine drink such as coffee. (Not a high caffeine, stimulant drinks - these can make you jittery and cause you to focus on one thing instead of being aware of lots of things.)
- Get around 15-20 minutes sleep.
- Go for a brisk walk.
- Only drive on if you feel safe to do so.

If you have a combination of driving and working to do, then consider sharing the driving or staying overnight rather than driving home tired after a very long day.

3.0 The Vehicle

3.1. Insurance

It is important that your vehicle insurer is fully aware of any business journeys you are likely to undertake. Some insurers may consider simple journeys to be outside the usual categories of social, domestic and pleasure. Insurers are likely to charge an additional premium to include business use but might waive charges if the activities are minimal.

Individuals are encouraged to check their policy wording and if in doubt contact the insurer for written clarification.

3.1.1 SCC owned / leased vehicles

All SCC owned, leased and hired vehicles are insured for business use and the documents are kept by Suffolk County Council. A copy of the certificate of insurance should be kept in each vehicle so that details can be given to 3rd parties or the police, if required, in the event of an incident.

3.1.2 Employee and Volunteers' Insurance

Employees' and regular volunteers' privately-owned vehicles driven on SCC business are not covered by Suffolk County Council's motor policy and, therefore staff **must have their own business use insurance cover (see 'Grey Fleet', below)**. Drivers must make sure that they have the appropriate cover and that their insurance company is properly aware of their occupation e.g. 'teacher' / 'teaching assistant', and not just 'local government employee' and types of journeys so that any limitations on the policy are appropriate to their specific business use e.g. if you carry pupils as passengers. **Line managers should check that employees hold valid insurance for business use.**

The Police and your insurance company will regard 'Business Use' as any journeys carried out for or in connection with work (so this is NOT your usual commute to and from work). You can be 'at work' in this context without always realising it so be mindful of:

- Dropping off the school post on the way home and going out of your way to do so
- Going on a training course or similar or even just working from a different office
- Car sharing if it is part of a work's scheme
- Answering a telephone call from work on your way home, even though you might have 'clocked off' for the day, the call **MAY** put you back at work again.

School staff should either show their insurance and MoT certificates to their manager, at least once a year, or else declare that they have business use insurance for the specific type of journey, and that their vehicle is taxed and MoT'd. Managers should not authorise private mileage payments unless they have checked the driver's insurance and MoT certificates within the last year. Tax and MoT details can now be found online - <https://www.gov.uk/check-vehicle-tax>, <https://www.gov.uk/check-mot-status> .

3.1.3 Parents' / Carers' Insurance

It is the advice of SCC's Insurance Section that parents who give lifts to staff, and children other than their own for school business purposes, **should seek the advice of their insurers to make sure that business use insurance is not required.**

It becomes a potential grey area if the school instructs a parent to use their own transport for the purposes of the school, and if other passengers are not family. There is some difficulty in the definition of 'school business' for this objective but the insurer will be able to confirm if this can be categorised as "social, domestic or pleasure" rather than business. Request confirmation in writing and always check if you change insurer.

In any case, it is best practice to gain consent from parents if other parents are taking them in private cars for school purposes. This can be done on an annual consent form as long as this is explicit in its explanation of how the children will be transported. Parents should have the option to opt out and **Safeguarding must always be considered.**

3.1.4 Minibus driving (8 or more seats)

When driving a minibus with passengers it is important to ensure the driver has the relevant licence but also has undertaken a minibus driving assessment (MiDAS or similar) within the last 3 years.

Drivers with 6 or more penalty points should not be permitted to convey passengers without thorough risk assessment and permission from the SCC's Insurance Section.

3.2. Vehicle Maintenance

3.2.1. Suffolk County Council / School owned vehicles

All SCC vehicles used for school business should be procured through the appropriate process unless otherwise stated by CYP. It is the responsibility of the school to ensure that their vehicle is delivered for servicing or made available for collection, as appropriate and at the arranged time.

Drivers or a nominated person (often a caretaker within schools) should carry out daily checks. A suitable checklist form can be sought from Corporate Health and Safety (healthandsafety@suffolk.gov.uk) and checklists should be kept until the next scheduled service.

If the driver notices anything unusual when carrying out routine checks – e.g. often having to put air in a certain tyre, or fluid levels dropping, then the school must be notified immediately so that a repair can be carried out.

Any damage to a vehicle must be reported to the school as soon as possible. A vehicle defect that would be considered a MoT failure should be repaired immediately or the vehicle removed from use.

3.2.2. Grey Fleet

RoSPA define 'grey fleet' as *"...the term used to describe any vehicles that do not belong to the company, but which are used for business travel. This might include a vehicle purchased via an employee ownership scheme, a privately rented vehicle or a vehicle privately owned by an employee. When they are driven on company business, often in return for a cash allowance or fuel expense, these vehicles then become considered part of the 'grey fleet' – and as such fall under the responsibility of the employer."*

For people who use their own vehicles for school use, it is the responsibility of the driver to ensure that their vehicle is serviced regularly and in accordance with the manufacturer's guidelines; also, that it has a current MOT certificate (if appropriate) and is taxed. Line managers should check the employee has a valid MOT Certificate (if appropriate).

Drivers using private vehicles on SCC business should make their own arrangements for servicing and repair and must ensure that they never use a defective vehicle for work purposes. The school and SCC reserve the right to carry out spot checks to ensure that vehicles used on county business are fit for purpose.

4.0 The Journey

4.1 In the Event of an Incident

Advice about what to do in the event of an accident is given by the insurance section and is available from Corporate Health and Safety. Road Traffic Collisions resulting in injury are not reportable to the HSE under RIDDOR. The Police will deal with these types of incidents instead.

If you are involved in an accident which causes damage or injury to any other person, vehicle, animal or property, the Highway Code says you **MUST**:

- Stop.
- Give your own and the vehicle owner's name and address, and the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- If you do not give your name and address at the time of the accident, report the accident to the police as soon as reasonably practicable, and in any case within 24 hours.

If another person is injured and you do not produce your insurance certificate at the time of the accident to a police officer or to anyone having reasonable grounds to request it, you **MUST**:

- Report the accident to the police as soon as possible and in any case within 24 hours.
- Produce your insurance certificate for the police within seven days.

In addition, if you work for a maintained school, you must ensure you fill in an incident form and submit it through your school in the usual way to the Schools' Health and Safety Advisor.

School staff are therefore advised:

- To obtain the names and addresses of the driver and owner of any other vehicle involved and of witnesses to the incident;
- To note the registration numbers, make, model, etc of any other vehicles involved;
- Not to make any admission of liability;
- Not to give any person (other than a police officer) any information of particulars except those set out in the extract from the Highway Code above;
- If the vehicle is an SCC insured vehicle, not to answer any letters or complete any forms concerning the accident other than those received from the Suffolk County Council's Health and Safety Advisor, Insurance Department or Insurer, or Legal personnel.
- If the vehicle is an SCC insured vehicle, to send all letters and forms received to the school or personally to Suffolk County Council's Insurance Department unacknowledged.

If the police proceedings result in disqualification from driving or the award of penalty points against the driving licence the line manager must immediately be informed.

If you were driving a school vehicle, you need to be aware that you will need to declare to your own insurance company if you were involved in an incident.

4.2 Green Travel

First, consider whether you need to travel at all. Suffolk County Council's Green Travel Plan requires and encourages all staff to minimise vehicle usage. Before carrying out a journey for official business, employees may like to consider the following:

- Does the meeting need to take place? Can it take place over the telephone?
- If it does need to take place think carefully about location and timing of meeting.
- Depending on the distance to be travelled consider the mode - try to use public transport where walking and cycling are not feasible.
- Car share – use meeting delegate/attendance lists to find details of others travelling to the same place.
- Video and audio-conferencing can be used effectively to reduce travel.

From a health and safety point of view, this also makes sense as the first rule of risk assessment is to eliminate the hazard if possible.

4.3. Planning your journey

If you have a long journey or unfamiliar routes, driving can be safer and less stressful if you spend a little time planning your journey. In all journeys, school staff may like to consider the following:

- Take your driving licence with you and insurance certificate, in case you are stopped by the Police and required to produce them.
- Check the weather forecast.
- Try to avoid travelling at peak times if possible.
- Let someone know of your travel plans. Let them know when you arrive safely and don't forget to let them know if you get delayed – this measure can be cross referenced with your Lone Working Policy.
- Familiarise yourself with the route.
- Make sure that you are well rested before starting a long journey.
- Plan your route so that you are familiar with what roads and junctions to take, even if you are using a sat-nav. If you do use a sat-nav then check the suggested route before setting out so that there are no surprises whilst you are driving.
- Schedule in rest stops; roughly 15 minutes every two hours with a maximum driving time of 2½ hours.
- Make sure your journey time is realistic. Plan your journey time and allow extra time for delays. If you get held up, don't try and make up time by driving fast.
- Always adhere to speed limits and remember that these are lower for commercial vehicles or if you are towing (this will apply to minibuses)
- If you are a line manager, do not set un-realistic time constraints which put drivers under pressure or encourage them to speed.
- Drink plenty of water during break stops; this will reduce lethargy caused by dehydration. A large meal before driving can also make you feel lethargic.
- Ensure that the vehicle is well ventilated and avoid making it too warm.
- Wear comfortable clothes and shoes; high heels, sandals, and slippery soles are not recommended.

4.4. Mobile Phones and similar devices

Having a mobile phone can greatly enhance your security and peace of mind. If you break down on a motorway however, it is better to use the emergency phones as the operator will then know exactly where you are, and most are also linked to roadside cameras. **Using a mobile phone whilst driving is against the law and is strictly forbidden.** This includes using the other features of a mobile device such as the sat-nav or media player. You can even be prosecuted for driving without due care and attention if using a hands-free kit was the cause.

Mobile phones, even hands free, must not be used whilst driving on SCC and school business. Put it in the glovebox or somewhere out of reach so as not to be tempted to use it. Be mindful that if you instigate a phone call to someone and you then suspect that they are driving, keep the conversation to a minimum, ask 'are you driving?' and if the answer is 'yes', ask the driver to call back when safe to do so and hang up. Drivers must not initiate a call themselves unless they are stationary, and the engine turned off.

4.4.1 Satellite Navigation Systems and Media Players

Sat-navs and media players are useful but can be a distraction when driving. If you use a sat-nav device to find your destination, then programme it before you set off. If you need to make alterations to the settings you must stop in a safe and legal place before adjusting it, or alternatively ask your passenger to do this for you. Drivers should not attempt to programme a sat-nav whilst driving. If you use a portable device it's a good idea to remove the marks on

the windscreen, made by the suction pads, when the vehicle is left unattended. This helps ensure that windows are clear to see through and helps deter thieves. The device must not be positioned so that it interferes with the view of the road ahead. Radios and CD players can be useful on long journeys to alleviate boredom and provide traffic information but, like sat-navs, they can also be a distraction. Don't fiddle with the controls whilst driving.

4.5 Smoking, eating and drinking

Smoking is prohibited in county vehicles or in private vehicles whilst being used on county business if there is more than one person in the car. Similarly, don't eat or drink whilst driving. Pull over for a few minutes and take a break.

4.6 Seatbelts and car seats

Driver and passenger seat belts must be worn at all times whilst driving. If carrying small children, the correct child restraint and car seat / booster seat must be used for the age and height of the child – refer to the highway code or <https://www.gov.uk/child-car-seats-the-rules> for details. It is the responsibility of the driver to ensure that children are correctly strapped in.

4.7 Vulnerable Children and Young People

Where passengers are children and / or vulnerable young people, then the driver and / or other supporting staff should have safeguarding training and a relevant safeguarding / DBS check. Some children and young people with special needs for instance those who need extra postural support, may need specialist restraint systems to help them complete a journey. A wide range is available via <https://www.crelling.com/> but please note that these should be used in addition to and not instead of the vehicle's seat belt.

4.8 Challenging Behaviour from Children and Young People

It is **NOT** recommended for staff members to transport those students with challenging behaviour, as lone workers. A risk assessment should **ALWAYS** be undertaken and adhered to. It is preferable that another member of staff should travel in the back of the car with the young person, so as to minimise any risk of changing behaviour shown to the driver. If two adults are in the front of the car, it is difficult to be able to positively manage a challenging incident.

If a staff member feels unsafe transporting a student for whatever reason, this **MUST** be discussed with their line manager before the journey is undertaken, and all reasonable steps made to find alternative transport and additional staff as required.

Schools are encouraged to consider purchasing personal safety devices for staff in these roles, to enhance their safety and to improve response times to incidents should they occur. Details of potential procurement processes for these, via Corporate Health and Safety, can be sought from the Schools' Advisor (details at the front of this guidance).

4.9. What to do if you break down

If you have enough warning of an impending break down, try to stop in a busy, well-lit place. If you are driving a school vehicle, it **MUST** have an emergency pack in the glove box. In there,

should be a number to call in breakdowns and emergencies. In any case, always call your school so they can assist.

If you use your own vehicle for school business, it is highly recommended that you have emergency break-down cover. If you're able to change a wheel yourself then you can do so if it is safe, e.g. in a car park, lay-by or **set back** from the carriageway. Do not try a change a wheel next to a live carriageway, call the breakdown service instead. If in doubt, ALWAYS call the breakdown service.

4.9.1. On single carriageway roads

If possible, move your vehicle off the carriageway. Use your hazard lights (plus side lights at night). Use a red warning triangle placed at least 45m behind your vehicle, on the same side, to warn on-coming traffic. Take great care when placing it out, wear a reflective jacket. Do not use a warning triangle on a motorway as it is too dangerous. Contact the Police if you are causing an obstruction or if you are alone or need advice.

4.9.2. On Motorways

Do not stop on the carriageway. If you have time, leave the motorway at the next exit or services, if you cannot then move onto the hard shoulder. Try to stop near an emergency phone if you can, they are set at one-mile intervals. Use the emergency phone to summon help (instead of your mobile). If you must walk, arrows point to the nearest one. Wear a fluorescent/reflective jacket. Stop as far to the left as you can and use your hazard lights (plus side lights at night). Exit your vehicle by the nearside (left) door. Wait near the vehicle, well away from the motorway and hard shoulder, behind the safety fence. Only re-enter if you feel you are in danger outside, but consider all the factors such as the weather, time of day/night, lighting, deserted or busy area. Bear in mind that 10% of fatal motorway accidents happen on the hard shoulder.

When the recovery vehicle arrives, make sure they know your name and have in fact been sent to you.

Never attempt any repairs roadside on a motorway.

4.10. Inclement Weather – Snow and Ice

If the weather is likely to turn severe, such as ice and snow, then avoid going out altogether. Most journeys on SCC business are not urgent, with a few exceptions such as Suffolk Fire and Rescue Service – but any journey in severe weather should have a journey specific risk assessment.

If your journey is unavoidable, then take the following precautions:

- Double check that your vehicle is completely road worthy, lights, fluid level, tyre pressures etc.
- Make sure that your washer bottle is full up as you use a lot of washer fluid in the wintertime when salt and dirt obscure the windscreen very quickly.
- Use a strong concentration of washer fluid to water to ensure that the sprayer nozzle doesn't freeze up.

- Make sure that you wear or carry warm clothes and appropriate footwear in the event you break down or are stranded for a prolonged period.
- Take a blanket, warm drink in a flask, some food and a torch in case you get stranded and have to spend a prolonged time in your vehicle with the heater / engine off
- Take a mobile phone with you in case you need to summon help and make sure it is fully charged before you set off.
- Make sure someone knows where you are going and what time you expect to arrive. Let them know when you arrive safely or if you get delayed.

5.0 Summary of Responsibilities

5.1 Headteacher / Bursar / School Business Manager:

- Authorise journeys to be carried out for official School / County Council business.
- Identify higher risk drivers and arrange driver profiling, assessment or training as appropriate
- Ensure employees hold a valid UK driving licence and have the correct MOT and insurance cover if driving their own vehicle
- Ensure drivers haven't accrued any penalty points or been disqualified
- Don't set unrealistic time constraints which can put drivers under time pressure or encourage them to speed
- Consider Lone Working arrangements and risk assess as required
- If employees are carrying vulnerable pupils, ensure risk assessments are carried out
- Ensure that all school vehicles carry an emergency bag within it to include relevant break-down company numbers and procedures.

5.2 Employees

- Obtain relevant "business use" insurance cover if using own vehicle for School business and valid MOT (if appropriate)
- Hold a valid UK driving licence
- Understand that they are responsible for their own fines and / or penalties
- Ensure that they inform the school if their driving licence is suspended, or if penalty points are imposed
- Ensure that they inform the school if their physical condition does not comply with the requirements for a driving licence
- Never drive whilst under the influence of alcohol or drugs
- Follow guidance on the use of mobile phones whilst driving
- Take note of procedures to follow in the event of an accident
- Follow local procedures for expense claims.

6.0 Definitions and explanations

Competent person – Someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. For driver assessments, the Road Safety

section have training officers who can carry out driver assessments for car drivers. Suffolk Norse have driving instructors who can assess bus and commercial vehicle drivers.

DfT – Department for Transport

DVLA – Driver & Vehicle Licensing Agency

Hazard – Anything that can cause harm.

HSE – Health and Safety Executive

LGV – Large goods vehicle (formerly HGV)

LCV – Light commercial vehicle

PCV – Passenger carrying vehicle (formally PSV)

Risk – The chance, high or low, that someone will be harmed by a hazard.

Risk Assessment – A systematic review of the likelihood of a given hazard to cause harm, and the severity if it should occur, given the control measures in place. In the context of Driving for Work this should include an assessment of the driver, their competency, training, fitness and health; the vehicle, its suitability, condition, safety equipment and ergonomic considerations; and the journey, routes, scheduling, time distance, and weather. It may take the form of a generic risk assessment or a specific risk assessment dependant on the circumstances and level of risk.

RIDDOR – Reporting of Diseases and Dangerous Occurrences Regulations.

RoSPA – Royal Society for the Prevention of Accidents

SCC / School Vehicle – Any vehicle owned, leased or hired by SCC

7.0 References and further reading

7.1. Publications and websites:

Driving at Work INDG382– the Health and Safety Executive:

<http://www.hse.gov.uk/pubns/indg382.pdf>

Information on your driving licence INS57P – DVLA / Gov.uk:

<https://www.gov.uk/government/publications/ins57p-information-on-driving-licences>

Managing Occupational Road Risk (MORR) – RoSPA: <https://www.rospace.com/Safety-Training/On-Road/Driving-at-Work>

The Highway Code – Department for Transport:

<https://www.gov.uk/browse/driving/highway-code-road-safety>

Suffolk Roadsafe – A road safety consortium comprising: SCC, Suffolk Fire and Rescue Service, The Police and Crime Commissioner, Suffolk Constabulary, The Highways Agency and the East of England Ambulance Service. <https://suffolkroadsafe.com/>

Driving for Better Business – A government backed programme to help employers reduce road related risk: <https://www.drivingforbetterbusiness.com/>

7.2 Related Schools' Guidance on Suffolk Learning:

Minibus and Transporting Students Safely: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/minibus-safety-and-transporting-students>

Risk Assessments: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/risk-assessment>

Incident reporting: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/incident-reporting>

Health and Safety Policies and the Nine Term Plan:
<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/school-hs-policy-and-9-term-plan>

School Trips and EVOLVE: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/school-trips,-forest-school-and-evolve>