



Motor Vehicle Policy

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PRJ-22

Introduction

For any number of reasons certain employees and volunteers may be required to drive a Greenbank vehicle on Greenbank's business and the vehicles can be lent for use by other voluntary organisations and individuals.

Purpose of the Policy

Greenbank is committed to continually ensuring the safety of everyone working on the Charity's behalf. As such, it recognises that Health and Safety legislation applies as much to on-the-road work activities as to all work activities. The Health and Safety Executive have issued documents that give clear guidelines on how employers should manage all driving activities effectively to comply with the legislation.

The purpose of this document is to set out The Greenbank Project's Policy concerning Drivers and Vehicle management in line with the current legislation.

Objectives of the policy:

- To clearly define that term "Driver" relates to staff and volunteers, when in charge of motor vehicle
- To guide personnel who may be line managing and monitoring drivers or potential drivers
- To provide links to information that supplements this policy and gives guidance for drivers and line managers

Responsibilities

All Drivers are expected to make themselves familiar with this Policy and ensure that they practice safe methods of driving at all times. In particular, employees shall ensure that they:

- Adhere to the Motor Vehicle Policy
- Ensure they are appropriately qualified and licenced to drive the vehicle
- Operate the vehicle legally including documentation
- Adhere to the Health and Safety At Work Act 1974
- Annually provide a copy of their driving licence to the Vehicle Coordinator
- Notify the Vehicle Coordinator of any medical conditions that would affect their ability to drive
- Drivers will book the minibus by sending an email to the Vehicle Coordinator requesting the use of a vehicle. The Vehicle coordinator will confirm the booking by email.
- It is the Drivers responsibility to make sure all passengers are safe
- All passengers should have safety belts on
- All wheelchair users should be anchored to the floor securely at 4 points plus safety belt
- Smoking and vaping in any vehicle owned by Greenbank Project is not permitted
- No mobile phone use is allowed when carrying passengers

At induction all new employees and volunteers who may be required to drive on Greenbank Project's business must be made aware of the responsibilities under this policy.

Vehicle Maintenance & Serviceable

- Greenbank Vehicle coordinator is to ensure that the vehicle has a valid and up to date MOT certificate and valid Road Tax. These documents will be kept with the vehicle documentation held by the vehicle coordinator.
- Greenbank Vehicle coordinator have a planned maintenance and service system. The Vehicle coordinator will ensure that the vehicles are serviced every 6 months. If the service light appears on the vehicle prior to the scheduled service then the driver must inform the Vehicle coordinator.
- Greenbank vehicle coordinator must ensure that tail lifts on vehicles are serviced as detailed in LOLAR and PUWER
- Pre Use checks must be carried out by all drivers of the vehicle prior to taking the vehicle on the road. A list of checks to be carried out can be found at Annex B. Any faults must be reported to the Vehicle Coordinator. The check sheet must be returned to the vehicle coordinator once the driver has finished using the vehicle.

Additional Equipment to be held in the Vehicle

The following is a list of equipment to be held in the vehicle. If any items are missing please inform the Vehicle Coordinator.

- First Aid Kit
- Securing Straps (if Required)
- Driver Handbook and driver forms
- Wheel Brace & Jack

Driver Induction

Any person intending to drive a vehicle must fill in the **drivers form** and have their driving license copied to prove they are eligible to drive.

Drivers are to have attended a familiarisation and induction prior to driving the vehicle on the road. The following points are covered:

- Familiarisation with the cab and control's
- Load's and how to secure them (Wheelchair Users)
- How to carry out the Pre Use checks (Annex B)
- How to complete the Mileage information (Annex A)
- The location of equipment and vehicle handbook and documentation.
- Take the vehicle for a test drive if required

Breakdown Procedure

In the event of a breakdown the following procedure is to be followed

- Call the breakdown services the information is in the vehicle handbook.
- Remain in the vehicle do not allow passengers to wonder around unless it is safe to do so.
- Inform the college Reception on 01517337255 Out of Hours call duty number 07426004117.
- Reception to inform the vehicle coordinator as soon as possible
- Wait for recovery

Fuel Cards

There is a fuel card for each vehicle. The vehicle coordinator is to ensure that each vehicle has sufficient fuel when it is booked out to cover the journey.

The vehicle coordinator is to issue a fuel card to the driver if one is required for example a long journey where refueling is necessary.

Drivers must ensure that they use the fuel stations as detailed in the driver's handbook

Vehicle Accident Reporting and Investigation

Drivers are to ensure that they report any accident/incident involving a company vehicle to the vehicle coordinator no matter how minor it may seem. The accident/Incident will be investigated and reviewed as necessary.

- Inform the college Reception as soon as its safe to do so on 01517337255 Out of Hours call duty number 07426004117.
- Provide information of the Accident/Incident
- Reception to inform the vehicle coordinator as soon as possible
- If recovery is required phone breakdown service
- If vehicle is safe to drive return to college

Convictions, Penalty points, Parking Fines

It is the drivers responsibility to ensure that they keep to the speed limit and follow the highway code.

If the college received a penalty notice records will be checked and the driver identified. The driver must then pay the fine and accept the penalty points or attend an awareness course if available.

If the driver receives a parking ticket on the vehicle this is to be handed into the vehicle coordinator immediately on return to the college. It would be the drivers responsibility to ensure they park legally so they would be liable to pay the parking fines unless there are mitigating circumstances.

Each offence would be reviewed by the Vehicle coordinator and the CEO

The use of private vehicles for business use

On some occasion's private vehicles may be used for work purposes, for example collecting stores, Going for External meeting. It does not include commuting to and from work. Greenbank are to ensure that the private vehicle being used for work purpose:

The Vehicle coordinator is to keep the following records

- Vehicle Registration
- Name of Driver
- Taxed
- MOT
- Driver insured to drive the private vehicle

Vehicle Hire/Lease

Greenbank Project do not hire or Lease vehicles at this present time.

Health and illness

Employees and volunteers undertaking a driving role have a responsibility to ensure they are medically fit to carry out their driving duties and to hold the appropriate driving license for the vehicle they drive. If a driver becomes ill or unfit to drive they must notify their manager before they drive again and stop driving until they are fit to drive. Driver can be referred to Occupational Health if there is any concern regarding a medical condition that may affect their ability or fitness to drive.

Drugs and alcohol

Drivers should ensure they are not under the influence of alcohol or drugs whilst carrying out their driving duties.

Prescription and non-prescription medicine can cause drowsiness or other side effects that can interfere with the ability to drive a vehicle. Whilst taking medication a driver should ensure that the instructions for safe use are followed and any warnings about heavy machinery or driving are considered.

The new Drug Drive Legislation 2015 confirms that as long as a driver is following the advice of a healthcare professional and their driving is not impaired then they may continue to drive as normal.

In the dawn of the new Drug Drive Legislation, THINK! Is encouraging people who take medicines and are not sure if they are safe to drive to check with their pharmacist or doctor. The new Law has set very low limits for eight drugs commonly associated with illegal use such as cannabis and cocaine.

In addition, there are eight prescription drugs that are included within new law and these are:

- Clonazepam
- Diazepam
- Flunitrazepam
- Lorazepam
- Oxazepam
- Temazepam
- Methadone
- Morphine

However, the limits that have been set for these drugs exceeds normal prescribed doses meaning that the vast majority of people can drive as they normally would do as long as they: •

- Are taking the medication in accordance with the advice of a healthcare professional
- Their driving is not impaired

Driver's Handbook

A copy of the Driver's Handbook will be placed in the glove compartment of each of The Greenbank Project's vehicles and provided to all drivers. Driver's Handbook contains as much information as is appropriate to the service. The following information is a guide only:

- Motor Vehicle Policy
- Reporting accidents
- Reporting vehicle defects
- Breakdown
- Pre use checks form
- Mileage Recording form

Legislation

Legislation is continually changing in respect of vehicle specifications, usage and operations, The Greenbank Project will continue to monitor, react and advise in this area.

Legislations relevant to this policy:

- Road Traffic Act 1991
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulation 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Health and Safety Offences Act 2000
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Drug Drive Legislation 2015
- The Highway Code

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Agreed by Greenbank Board of Trustees

A handwritten signature in blue ink, appearing to read 'Alan Irving', with a vertical line at the end.

Dr Alan Irving, Chairman