



Robert Clack School of Science

Vehicle & Driving Policy 2018 – 2019



ROBERT CLACK SCHOOL OF SCIENCE

VEHICLE and DRIVING POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding those who drive on behalf of the organisation, the conditions under which they carry out such driving and the integrity of the vehicles they are required to drive, as well as the arrangements by which this is brought about.

The Policy:

- To provide a safe and effective means of transportation for all members of staff, pupils and students and parents, where applicable, to and from any location arranged by the organisation
- To ensure that such transportation is only carried out by competent and trustworthy individuals or is arranged through an external organisation that meets these standards.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A written schedule of service and maintenance times and periods for all vehicles owned by or under the control of the organisation
- The availability of appropriate and competent organisations capable of carrying out suitable and sufficient servicing and maintenance requirements for the above vehicles
- A safety checklist system by which all key safety points are checked on any vehicle prior to its use and the findings recorded
- A fault reporting system that ensures any vehicle defects are both noted and reported as soon as possible
- An appropriate set of controls that enables drivers to carry out their duties in a safe and timely manner
- An appropriate location, wherever possible, for the safe and secure parking of such vehicles to minimise the effects of weather, to reduce the risk from vandalism and to enable any regular safety checks to be carried out
- Each vehicle will be provided with the appropriate manufacturer's guidance and instruction manuals together with any data essential to the safe and efficient operation of the vehicle

- Each vehicle will be provided with accessible storage for appropriate vehicle spares and equipment.

The Responsibilities:

Appointed driving staff has the following responsibilities:

- Appointed drivers are responsible for carrying out pre-use safety checks of their own and not to rely upon any previous check
- Appointed drivers must report, without delay, both verbally and on their pre-use safety checklist any faults or concerns with the vehicle they have used, are using or are about to use
- Appointed drivers must ensure that they take any rest breaks as laid down in the relevant risk assessment controls and to additionally take an appropriate rest break whenever they feel tired or unable to concentrate effectively

All staff have the following responsibilities:

- Not to drive any vehicles on behalf of the organisation that they are not authorised to drive. (Note: conditions of emergency or for specific reasons of safety are exempt from this, but limited to those competent to drive the vehicle and the time and distance necessary to remove the vehicle and any occupants to a point of safety).

Training:

The following training will be undertaken by the organisation:

- Appointed drivers will be instructed in the relevant safety checks required prior to use of the vehicle or vehicles they are required to drive
- Appointed drivers will be shown the location, and instructed in the relevance of, any spares and equipment that is required to be carried.

References:

The following internal documents and official publications should be referenced in conjunction with this policy:

- Daily safety check list and fault reporting for vehicles
- Service and maintenance schedule chart
- Service and maintenance report sheets
- Vehicle manufacturer's guidance and instruction manuals.