

# All Saints Schools Trust



## Driving on Business Policy 2023 - 2027

	Date	Signed
Agreed by Trust Board:	April 2023	Chair of Board James Hargrave
Lead:	HR Committee	
Review:	April 2027	

# Driving on Business Policy

## Rationale:

Driving is the most dangerous work activity that most people do. Research indicates that over 100 people are killed and seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work.

Recent changes in standards relating to 'business travel' have placed greater responsibility on the employer for the safety and welfare of those engaged in work-related driving. HSE Guidelines, 'Driving at Work', state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles.

It is also an offence under road traffic law to "cause or permit" a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third-party insurance. Therefore, employers need to have procedures in place to ensure that all vehicles (irrespective of who owns them) that are used for work conform to road traffic law, are safe and properly maintained, and are fit for purpose.

## Aims:

This policy aims to cover all aspects of using a car or other vehicle on school business. It aims to:

- Offer general guidance including the practical aspects of using a privately-owned car on business.
- Provide advice around conditions of use and mobile phones with employees' safety in mind.

## General:

### Employee

To use his/her own car or other vehicle on School/Trust business, the employee must:

- hold a valid, appropriate UK driving licence
- have insurance cover for official business use
- hold a current MOT certificate for vehicles over 3 years old
- notify his/her line manager if their driving licence has penalty points imposed
- notify his/her line manager if their health is impairing his/her ability to drive safely

## Manager

The employee's line manager is responsible for:

- checking that the employee holds a valid licence, MOT certificate (where necessary) and insurance for business use.
- ensuring that appropriate action is taken if the employee's conditions are not being met.

## **Mobile Phones:**

Mobile phones must not be used whilst driving on School/Trust business.

## **Accident Procedure:**

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

1. Stop.
2. Give his/her own and the vehicle owner's name and address, and the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
3. If he/she does not give his/her name and address at the time of the accident, the accident must be reported to the police as soon as reasonably practicable and, in any case, within 24 hours.

If another person is injured and the employee does not produce his/her insurance certificate at the time of the accident to a police officer or to anyone having reasonable grounds to request it, he/she **MUST**:

1. Report the accident to the police as soon as possible and, in any case, within 24 hours.
2. Produce his/her insurance certificate for the police within seven days.

Employees are 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 of any other vehicles involved.
- not to make any admission of liability.

- not to give any person (other than a police officer) any information or particulars except those set out in the extract from the Highway Code above.
- not to answer any letters or complete any forms concerning the accident other than those received from the employee's insurer or solicitor. All letter and forms should be sent to the employee's insurer or solicitor unacknowledged.
- to photograph damage to any vehicles, the accident site and the particulars of any other relevant individuals involved.

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

### **Claims for Business Mileage:**

Mileage claims should be based on the lesser of the following:

- the mileage actually travelled on official duties, or
- the mileage that would have been incurred if the journey had started and/or ended at the employee's work base.

Claims for travel must be submitted to the employee's line manager.

Normal mileage rates may only be claimed for official journeys outside of Suffolk if the employee's line manager certifies that the use of the car will result in a substantial saving in time, is in the interests of the school, or is otherwise reasonable.

### **Inland Revenue Mileage Rates:**

The school applies Inland Revenue tax-free mileage rates to reimburse business mileage carried out by employees using their own private vehicle. The current rates are available from the Trust's HR Team/caseworker.

### **Related Policies:**

This policy should be read in conjunction with the school's Health and Safety policy and other school policies.

### **Period of Review:**

This policy will be reviewed every 4 years or sooner should any of the school's or the Trust acquire a minibus.

# Document History

<b>Version</b>	<b>Date</b>	<b>Comments</b>
Issue 1	June 2018	Based on SCC Model Policy
Issue 2	Sept 2023	Review and reapproval.