

# Glebe House



Friends Therapeutic Community Trust

## **Transport Safety POLICY**

**July 2023**

# TRANSPORT SAFETY POLICY

It is our policy to take all reasonable steps to manage the health and safety of those staff that commute and drive on Trust business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our Policy not only sets out our procedures on work-related driving, but details what we expect from our staff and locum staff; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

## Legal Position

We have a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended). Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1988 and Road Safety Act 2006.

Friends Therapeutic Community Trust/Glebe House Independent Special School recognises that the driving of vehicles for the transport of residents/learners, staff and visitors is an essential part of its operation. As such, under its obligations in legislative and civil law the trust requires each person engaged in driving activities to do so in a manner that poses no harm to themselves, our residents/learners or other road users.

In order to comply with our legal duties, we have introduced a set of procedures. These are to be monitored by trust/school staff at all times and are as follows:

- All Trust vehicles are robustly maintained and checked weekly providing they are available, by the Head of Safety & Site Services or Maintenance Team in his absence.
- Managers/Senior Staff are required to ensure number of working hours and staff/resident/learners health are considered prior to anyone undertaking driving activities, risk management procedures need to be applied.
- All travel relating to the school must comply with all elements of the Trust Transport Safety policy.
- Vehicle drivers are responsible for ensuring Trust vehicles or their own are in a roadworthy condition and comply with this Transport Policy before embarking on any journey.
- Before Trust vehicles are driven by members of staff, their current valid UK approved full driving licence must be provided for the HR and Training Officer/HR Assistant to inspect and take a copy. This is to satisfy the Trust that the member of staff will be allowed to use trust vehicles under its insurance policies.
- All staff driving Trust vehicles can be requested to undertake MPV Observation/Certification training to MIDAS recommended standards by the Head of Safety & Site Services.
- Trust vehicles are required to be available for use for transporting the young people/learners ahead of any other business required by staff of the Trust.
- The Trust is required to immediately share any driving convictions/fines with their insurance provider so must be notified instantly of any changes.

- All drivers receiving or holding more than 7 penalty points will have their Trust driving approval reviewed by the SMT.
- If a Trust vehicle is provided, available and suitable, staff must always use this in the first instance for transporting young people/learners.
- All significant journeys and those for the school must be risk assessed before being undertaken, a vast majority will be included in the standard risk assessment. Longer or more complex journeys will require their own risk assessment. Assistance with this process should be obtained from the Head of School/Registered Manager or Head of Safety & Site Services.
- When using a Trust vehicle report any suspected vehicle defects in the vehicle diary, the Maintenance file located in the office, also report directly to the Head of Safety & Site Services or responsible person on site at that time. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle under any circumstances, vehicle keys should be removed from circulation.
- In the event of a breakdown, young people/learners are moved out of the vehicle to a safe space away from passing vehicles. Where evacuation is not possible, young people/learners are instructed to move to the side of the vehicle which is furthest away from traffic.
- If a road accident takes place, the driver pulls over immediately to assess any damage.
- All passengers disembark the vehicle when the driver deems it safe to do so.
- Where possible, details of other drivers involved in the incident are taken immediately, e.g. their registration plate, name, phone number and insurance company along with pictures of the scene, liability should never be admitted at this time.
- Young people/Learners are informed of the acceptable forms of behaviour before travel.
- If a member of staff uses their own vehicle, they will be required to maintain it in a suitable and safe roadworthy condition as specified by the vehicle manufacturer and sign a declaration detailing conditions of use.
- The Trust reserves the right to carry out or request periodic visual inspections of employees' own vehicles used for business purposes.
- If staff undertake a journey in their own vehicle that would exceed 300 miles, then consideration should be given to using a hire car in preference to their own vehicle. Please contact the Head of Safety & Site Services in good time with their license and NI number.
- Before embarking on a journey, staff should always carry out basic checks as detailed on the FTCT vehicle diary, e.g. to check but not limited to light functions, horn, screen wash. For significant journeys oil, water levels, first aid provision and tyre pressures should also be checked. Staff are responsible for the vehicle when it leaves site.
- Staff should not give vehicle keys to young people/learners at any time.
- Staff should follow any advice given on route-planning. They should also ensure that 15-minute breaks are taken every TWO HOURS without exception to prevent fatigue, and allow sufficient journey time for any bad weather or traffic congestion, etc.
- Hand-held/hands free mobile phones other such like devices are never to be used or touched whilst driving and calls taken only once the vehicle has been placed in a stationary safe position with the engine switched off.
- All vehicle users are required to drive within statutory speed limits, not change any safety settings provided to alert drivers to excess speed or hazards during manoeuvres and drive

safely according to the prevailing weather and road conditions at all times.

- Vehicle Drivers are responsible for ensuring any DASH Cams fitted to vehicles are working at all times.
- Before driving, staff should familiarise themselves with the vehicle and procedure to follow in the event of a breakdown or unexpected event.
- Smoking is not permitted at any time in any Trust vehicle or in any vehicle being used for Trust business by any driver or passenger.
- Eating and drinking whilst driving is not permitted at any time. The vehicle driver is responsible for ensuring all waste is removed from the vehicle before leaving any rest stop and Trust vehicles are left in a clean and tidy condition with no waste left in the vehicles at the end of every journey.
- All Staff are required to maintain fuel levels above 25% to ensure vehicles have suitable range in emergencies.
- Staff will be liable to pay for any fines incurred for any motoring related offences whilst using any Trust or their own vehicle on Trust business.
- The Trust reserves the right to undertake disciplinary action if staff do not follow the Transport Policy, incurring penalty points while transporting young people/learners and contravening current Road Traffic Laws.
- Personal Safety and Violence, if any passenger's behaviour becomes sufficiently disruptive to cause distraction to the driver, then the vehicle must be stopped as soon as possible until the situation is resolved. If necessary contact should be made with the Trust and assistance requested.
- Staff need to have a valid and in date licence to drive any trust vehicles or bring vehicles their own vehicles onsite.
- Staff are not to leave young people/learners unattended in vehicles at any time.
- Any faults or damage to reported to the Head of Safety & Site Services or Registered Manager immediately.
- Trust vehicles cannot be used for personal use at any time.

## Staff duties

Section 7 of the HSWA also places a responsibility on staff to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, staff are required to follow the procedures laid down in this policy and to:

- Keep their insurance up-to-date if using their own vehicle[s] for commuting and business use including business passengers.
- Keep the Trust advised of any address changes immediately.
- To maintain their vehicle as specified by the manufacturer in a safe and suitable road worthy condition at all times, including basic safety checks, i.e. coolant, oil, lights, screen wash etc. if their declaration states they will claim expenses or transport resident group at any time or for use on Trust business.

- To ensure their vehicle has a current valid MOT, insurance and vehicle excise duty.
- Make related documentation available for inspection within one week of the request being made.
- To ensure their photo card license is renewed well in advance of its expiry (this is a lawful requirement which has a potential £1000 fine)
- Inform the HR team, Health and Safety & HR Officer or Head of Safety & Site Services of any road safety issues or changes in circumstances, e.g. Fixed Penalty Notices, speed awareness courses, RTA's, Parking Penalties or other motoring offence or change of vehicle, etc. immediately when returning for their next normal working day.
- To ensure they have regular eye tests and that any advised correctional eye wear is used while driving.
- To keep themselves up-to-date of legislative changes which may affect driving for business purposes?
- Smoking is not permitted in staff members vehicles while on business use.
- Staff and young people/learners have the right to refuse travel in a vehicle where smoking has taken place.
- Staff are not to wear neck lanyards with keys or identification while driving.
- Have some form of breakdown cover in place if their declaration states they will transport young people/learners at any time together with a Fire Extinguisher and first aid kit.
- To ensure that they are not unwell, under the influence of alcohol (night before included), illegal or prescription/over counter drugs or other substances that may impair their judgment cause drowsiness or ability to drive safely at any time.
- In the event an employee has a courtesy car or borrowed vehicle from an acquaintance they will ensure it is in a road worthy condition, supported by the required documentation should it be requested and they are fully insured to use as stated in their transport declaration. The Trust may request documentation for the vehicle if the employee continues to use the vehicle for more than a period of 7 days.
- The Trust reserves the right to monitor online data bases relating to vehicle information at any time. Driving license checks will be carried out on an annual basis or sooner if points have been applied.
- Staff must ensure any features set and provided for vehicle safety are not altered and are present and working at all times.
- During periods of inclement weather staff are required to follow advice given by the Trust and external providers
- To follow any risk management process put in place for staff regarding RTW, ill health or injury.
- The trust advises staff not to leave any personal information in view within their vehicle at any time or leave any young person/learner unaccompanied in their vehicle at any time.
- Staff are to drive dead slowly when entering the Trust Grounds at all times.
- Staff are asked to reverse park and park considerately to ensure space is maximised.

## III-Health and driving

Staff are responsible for ensuring that they are physically fit to drive. Should this change, the Trust must be informed as soon as possible.

Drivers should also be aware that some prescription and over the counter medication can cause drowsiness and affect the ability to drive safely they as the individual are responsible for monitoring this and informing the trust. In the event that medication is necessary, staff should check with their GP or pharmacist before driving; even short distances.

Research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive and are passengers regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

## Monitoring

The Trust reserves the right to inspect documentation and question road worthiness of any vehicle used for Trust business purposes. In the event of evidence obtained that elements of a vehicle fall short of this policy, staff member's vehicles will be removed from the approved vehicle list, staff members may be subject to disciplinary procedures with measures implemented to protect the Trust. Managers will have the opportunity to discuss at-work driving, including vehicle suitability, driving style/concerns and conditions of use with members of staff at monthly supervisory meetings or yearly appraisal meetings.

Failure to provide requested documentation within one week will result in the matter being placed into the supervision structure should no progress be made.

The Trust reserves the right to update the Transport Policy and monitoring process at any time.

## Mobile phone/handheld device conditions of use

We are a responsible employer which takes the Health Safety and Welfare of our staff seriously. This sub category will apply to both drivers of Trust and private vehicles and will affect the use of mobile phones and other handheld devices, Trust owned or personal.

- It is now illegal to use a hand-held device/mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held devices/phones may only be carried in the vehicle providing they are on silent or switched off and not checked during these periods.
- The only occasion under which a handheld mobile phone or other handheld device can be used whilst driving is to make a 999-emergency call, but only if it is NOT SAFE or PRACTICAL to stop to make the call.
- Calls may be made and messages retrieved when the vehicle is safely and securely parked with the engine switched off.
- Hands-free sets for mobile phones are legal to use but not advised by the trust. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers are required to retain full control of their vehicles at all times.

- Calls received to a hands-free mobile phone should be kept as short as possible allowing the vehicle to stop in a safe place to continue the call.
- Any breach[s] of the above conditions of use will be treated as a serious breach of Trust Policy and will be treated as a disciplinary matter.

*Note: You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving. Staff will be liable to pay for any fines incurred for motoring related offences whilst using a Trust vehicle or their own vehicle while on Trust business and may also be subject to disciplinary action.*

{V4} Policy Reviewed by:

Head of Safety & Site Services

Date: 25<sup>th</sup> July 2023

*Next review: July 2024*