



# Wakefield Grammar School Foundation

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## **CHANGE RECORD - REVIEW PERIOD 2 YEARS**

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V1.00	Nov 2023	Written, Kent Oliver

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# WGSF Transport Policy

## 1. Policy Statement

This policy applies to all of the schools within the Wakefield Grammar School Foundation (WGSF). This policy should be read in conjunction with further associated information and guidance provided within Para 3 to this policy.

Wakefield Grammar School Foundation (WGSF) will manage the risks as far as reasonably practical associated with work-related driving activities falling under its control in such a way as to mitigate the risks to occupational drivers and other people potentially affected by work-related driving activities.

### **WGSF will achieve this policy by:**

- Assessing the risks associated with work-related driving activities and implementing control measures to reduce these risks to a tolerable level.
- Only allowing people who meet the necessary competence to drive WGSF owned or leased vehicles.
- Providing advice and guidance to allow drivers to meet the legal responsibilities placed on them by relevant legislation and WGSF policies.
- Ensuring that people who drive their own vehicles on school or WGSF business do so legally by the provision of relevant advice and guidance and by periodic checks (e.g. on driving licences, insurance and other documentation).
- Managing WGSF owned and leased vehicles to ensure that these are kept in a roadworthy condition in accordance with any statutory requirements. Where vehicles fail to meet this standard, they will be taken out of use until such times as any defects are remedied.
- The use of hand-held mobile phones and communications devices by occupational drivers is prohibited when they are carrying out any work-related driving activities, on WGSF land as well as public highways
- The Estates Department is responsible for assisting staff with fleet and driving compliance matters. The Estates Department is responsible for monitoring adherence to this policy. In addition, proactive monitoring by the Health and Safety Manager through the inspection regime and reactive monitoring through incident investigation and insurance claims will be completed.

WGSF considers the Health & Safety of anyone associated with driving activities a priority. This policy sets out what members of staff and others can expect from us and what we expect from you in managing work- related driving activities and journeys.

## 2. Scope

This policy applies to the driving of any type of vehicle and applies to all staff and volunteers that drive on school/foundation business. This includes:

- Employees who are required to drive vehicles as an integral part of their work (e.g. staff, Academic research and Professional Service areas); or
- Employees who drive either WGSF vehicles, or their own vehicle or hired vehicles as part of their work or to carry out some aspect of the schools/WGSF business (e.g. staff attending meetings, conferences, events, or travelling to off-site destinations for research fieldwork or any other school/WGSF activities).

Commuting journeys between an employee's home address or place of residence and their normal place of work may fall outside of the scope of this policy.

This policy applies to staff if they are asked to drive on school/WGSF business or who drive as part of a school/WGSF managed or organised activity. Driving activities by staff as part of a club or society activity.

Volunteers or other individuals who may be asked to drive on school/WGSF business (for example to support an activity) would normally be deemed as employees and would need to comply with all protocols and procedures for the duration of the activity or event.

## 3. Associated Information and Guidance

It is essential that prior to driving on school/WGSF business you read and familiarise yourself with the Driver Safety Handbook which provides guidelines for all drivers.

Separate guidance and handbooks for specific vehicle groups and other safety considerations are listed below.

**Minibus Handbook** – this guidance is for anyone who drives a minibus and transports passengers on behalf of the school or WGSF.

**Specialist Vehicles** – this guidance applies to occupational drivers of vans, grounds maintenance vehicles and agricultural vehicles.

## 4. Legislation and Codes of Practice

The legislation applicable to driving and vehicles reinforcing this policy is derived from the Road Traffic Act 1988 as amended by the 1991 Act; the Road Vehicles (Construction and Use) Regulations 1986; The Motor Vehicle (Driving Licence) Regulations 1999, as amended and the Road Safety Act 2006.

It should also be borne in mind that health and safety legislation, including the Health and Safety at Work Act 1974, together with the Provision and Use of Work Equipment Regulations (PUWER) 1998, apply to all work-related journeys and to vehicles operating in and around the workplace.

All of the above acts may be further amended and shall equally apply.

Guidance is given in the 'Highway Code', which is deemed the relevant Code of Practice for all occupational drivers.

It is a requirement that anyone driving on school/WGSF business must drive in accordance with the Highway Code. It should be remembered that sections in the Highway Code that state 'Must' or 'Must Not' are points of law. It must be remembered that ignorance of the law is never an excuse and occupational drivers are personally responsible for any breach of traffic law.

It is WGSF responsibility to ensure that all legal requirements are met for the vehicles to be driven, including both WGSF supplied vehicles and private vehicles used on the WGSF business.

## **5. Definitions**

### **Work-related journey**

Any other journey you make on behalf of the school/WGSF, regardless of the frequency or distance or whether it is made in your own vehicle, if authorised, or a vehicle provided by WGSF is considered a work-related journey.

Your commute from home to your normal place/s of work and back are not considered work-related. The exception to this rule is if you divert from your normal place/s of work to attend a work related appointment or task after leaving home, this is not considered your normal commute, the whole journey is therefore considered work-related. Similarly, if you leave your normal place/s of work and attend a work-related appointment or task on your way home, the whole journey is considered work-related.

### **Occupational Driver**

Any employee, or any agency employed staff working within the Foundation, and as part of their role are expected to carry out work-related driving for, or on behalf of, WGSF in a WGSF vehicle.

### **WGSF Vehicle**

Any vehicle or plant (Grass cutting machine, Tractor, etc) that is owned, leased, hired or operated by WGSF.

### **Private Vehicle**

Any vehicle used by an employee for school/Foundation business which is not owned, leased or hired by WGSF.

### **Minibus**

A vehicle that can carry between 9-16 passengers (inclusive) at any one time in addition to the occupational driver.

## **6. Responsibilities**

The following sections set out the responsibilities to operate any vehicle or associated equipment safely, legally and comply with this policy.

### **6.1 The Director of Finance and Operations**

The Director of Finance and Operations has overall responsibility to the WGSF Governors' for the promotion, administration and implementation of WGSF Health and Safety Policy and any associated Policy Standards. The Director of Finance and Operations is supported in this day- to-day responsibility by the Estates Manager. The Director of Finance and Operations and Estates Manager require all those with managerial or supervisory responsibilities to exercise sufficient oversight and control to satisfy themselves that due regard is paid to the requirements of the Health and Safety Policy within the areas or for activities under their control or direction.

### **6.2 Estates Manager and School transport leads**

Estates Manager and appointed school transport leads are responsible for implementing suitable arrangements for the effective management of health and safety, including:

Implementing systems to ensure that:

- Occupational drivers hold the necessary licences, training and qualifications to drive WGSF owned or leased vehicles. Where an occupational driver discloses that their licence has been revoked, suspended or withdrawn for any reason or discloses that they are not medically fit to drive then they must be relieved of their work-related driving duties immediately until further advice has been sought from WGSF Human Resources Department, Foundation Doctor and Estates Department.
- WGSF owned or leased vehicles managed by the Estates Department are maintained in a roadworthy condition and to preserve the warranty and life expectancy, are serviced and maintained in line with the prescribed recommended intervals of the manufacturer. Where vehicles are found or are suspected of not meeting the statutory roadworthiness requirements then these are taken out of use until such times as any defects can be remedied.
- Ensuring that risk assessments for all work-related trips (aligned to the vehicle type, including any specialist equipment attached to or carried in the vehicle) are carried out and control measures are identified and implemented. This could include promoting the use of alternative forms of transport, providing occupational drivers with any necessary training, supervision and equipment, including personal protective equipment, in order to reduce significant risks to a tolerable level.
- Work-related driving risk assessments are monitored and updated as necessary at least on an annual basis.

- Work schedules are monitored to ensure that safe driving practices are not compromised, for example through excessive working hours that could lead to fatigue or tiredness.
- This policy is communicated and promoted to all members of staff who undertake work-related journeys on behalf of the school/WGSF, regardless of who owns the vehicle.

### **6.3 Estates Department and Health & Safety Manager**

The Estates Department will maintain systems, processes and databases (ensuring full compliance with GDPR) to promote safe driving across the Foundation. This includes:

- Maintaining the list of WGSF approved occupational drivers, along with the necessary document checks, for example on driving licence and insurance where appropriate
- A driving licence check will be carried out every 12 months as part of the application for Authorised, Grey Fleet or Combined. If a licence is identified as having more than 3 points, you may be subject to more frequent checks.
- Vehicle inductions are delivered for Occupational Drivers when required.
- Medicals will be required for D1 (minibus) drivers. Medicals will take place at 5 yearly intervals from getting D1 qualified irrespective of age. These will be carried out by the WGSF medical doctor.
- Liaising with the Finance Department to ensure that mileage claim applications are from relevant approved occupational drivers.
- Assessment of individual driving needs and experience to provide training in line with the type of vehicle being driven for work purposes and job roles.
- Collect data on collisions, driving offences and near-miss incidents to ensure continuous improvement and review of this policy.
- Managing and progressing insurance claims for WGSF vehicles and any vehicle that has been approved for hire on WGSF business.
- Ensuring regular reviews of statutory and operational legislative requirements and implementing any changes as required.

### **6.4 Occupational Drivers**

Whenever you drive on school/WGSF business or drive a WGSF owned vehicle, occupational drivers must record details of the journey in the vehicle folder provided. You must not drive under conditions which you or WGSF deem illegal or unsafe. You will do this by:

#### **General**

- Reading, understanding and adhering to this policy
- Being familiar with and adhering to any advice, requirement or guidelines contained in the Occupational driver Safety Handbook applicable to your vehicle group
- Complying with school or WGSF risk assessment and systems relating to work-related driving activities.

- Being responsible and accountable for your own actions when driving
- Ensuring you are medically fit to drive and meet the vision standards required to drive (or have and use the appropriate corrective appliances). You must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1st September 2001 from 20 metres. Book an eye test and notify the school transport lead or Estates Department if you are unable to read a number plate from 20 metres, as you may be driving illegally. You must also notify your school transport lead or Estates Department if there are any changes to your health that may affect your driving and specifically if you suffer from any DVLA notifiable medical conditions, or if you are taking any prescribed medication that may affect your driving or your ability to operate equipment or machinery safely.
- Holding the appropriate licence, training or other qualification for the vehicle that you will be required to drive. You must bring to the immediate attention of your school transport lead or Estates Department any information that may affect your ability to drive. This includes but is not limited to; disqualifications or convictions (including pending) for driving offences or any suspension or revocation of your licence, for example any endorsed traffic offences or if your driving licence has limitations placed on it.
- Ensuring that you are familiar with and confident to drive any vehicle that is about to be used. If in any doubt, contact your school transport lead or Estates Department prior to making or continuing any journey. You must be familiar with any vehicle related operational instructions/guides, particularly specialist vehicles/equipment associated with grounds maintenance and/or agricultural vehicles.

### **Vehicle**

- All drivers are to complete and sign the vehicle check sheet located within the vehicle folder to ensure that all vehicles are safe and roadworthy to operate prior to use.
- All drivers are to report all and any vehicle defects on WGSF Vehicles (owned, hired and leased) to the Estates Department before or after a journey where a defect has occurred. A journey can only be made if the vehicle is safe and legal to use,
- The Estates Department will ensure that vehicles have a valid Road Fund Licence (Tax), Ministry of Transport (M.O.T) certificate and valid LOLER certificate where applicable.
- The Estates Department will ensure that there is a valid Section 19 permit for all WGSF minibuses.

### **Journey**

- Considering the use of public transport or WGSF vehicles in preference to using your own vehicle when travelling on school/WGSF business.
- Planning your journey to allow sufficient time to reach your destination safely and legally, leaving sufficient time for rest breaks on longer journeys. You should

consider the weather conditions and other factors that can affect journey time especially if travelling after school hours.

- Complying with any statutory requirements placed on you by road safety or other legislation including the wearing of seatbelts, not using handheld mobile phones whilst driving and not smoking in WGSF Vehicles or on any work-related journey
- Reporting any collisions whereby there is damage to a WGSF vehicle or third-party vehicle and/or property, this also includes any incidents driving on behalf of the Foundation in any other vehicle; Any near-miss incidents that occur while driving for work, all must be reported using the EVOLVE H&S software and to the Estates Department (including those incidents that do not result in damage or injury) following the WGSF incident reporting procedure. If relevant, the Police must also be informed.
- Assess safety and safeguarding of any passengers and take appropriate action to mitigate any identified risks

## **7. Additional Guidance**

### **7.1 Booking transport**

WGSF transport can be booked using the transport booking form which is available on school FireFly page.

### **7.2 Driving your own vehicle on work related trips**

You should always use a hire vehicle or WGSF vehicle whenever possible. In exceptional circumstances you may be permitted to use your own car, however, you **MUST**:

- Complete the authorised driver application form, available from the Estates Department.
- Have insurance that includes \*Business use cover All successful applicants will be added onto the register for a maximum of 12 months. Data will be managed in accordance with the Travel and Fleet GDPR statement

**Business use cover** – by default most insurance policies will cover you for social, domestic and pleasure purposes and for commuting to and from your normal place of work. It will **NOT** cover you automatically for any business trips. You will need to ask for this cover specifically. In most cases Business Use cover will not increase your insurance premium, it might however attract an admin charge if you add this cover after commencement of your policy

### **7.3 Insurance**

Motor Insurance is provided by QBE Insurance Group Ltd. This covers Persons or classes of persons entitled to drive; Any person in the Insured's employ; provided the person driving holds a licence to drive the vehicle and that licence has not been revoked or the holder is not disqualified from holding or obtaining such a licence and provided the person is driving on the order of or with the permission of the policyholder.

The Motor Insurance Policy has Exclusions to the use of vehicles and these Exclusions are; not to be used for commercial travelling or for any purpose in connection with the



Motor Trade, Not to be used for hire or reward, not to be used for racing, competitions, rallies or trials.

#### **7.4 6<sup>th</sup> Form Pupils**

WGSF understands that senior pupils do use their own vehicles to travel to and from school. WGSF cannot guarantee that designated parking places will be available at WGSF schools for pupils, nor does WGSF accept responsibility for any loss of or damage to pupils' or parents' vehicles or their contents whilst on school premises. Permission for individual pupils to leave vehicles on any school site is given voluntarily and may be withdrawn at any time without notice and without any requirements to give reasons.

Transport arrangements made between pupils and/or parents to transport themselves and/or other pupils or parents to and from school or school activities are entirely a private matter between the pupils/parents involved and are not in any way sanctioned or approved by WGSF. WGSF accepts no responsibility for transport arrangements except where made through the schools within the Foundation using official school transport (as stated above).

#### **7.5 Home to School Student Coach Service**

Zeelo is the WGSF trusted transport provider to run and manage home to school student service. Details of this service can be found on the WGSF website and fall outside of this policy.

#### **7.6 School Activities**

Transport to and from official school activities which take place away from school sites must be by a WGSF Vehicle or coach operator with a PSV licence.

WGSF Vehicles will be by the school minibuses, minibuses or coaches hired from reputable coach companies or, in exceptional cases, in the vehicles of members of staff, see 7.3.

Pupils and parents are strongly discouraged from using their own transport to travel to and from official off-site school activities, and particularly from giving lifts to other pupils and parents. If this happens, it must be clearly understood that the schools have no method of checking vehicles and the insurance arrangements and it is the personal responsibility of those who travel in this way to make their own appropriate checks. WGSF cannot accept any responsibility for private transport arrangements made between pupils/parents.

#### **7.7 Transporting pupils in private cars**

Transporting pupils in private cars is fraught with serious issues, including around insurance and safeguarding. Only in truly exceptional & emergency circumstances, such as a clear, serious risk to the health and safety of the pupil, should members transport pupils in their cars. In these cases, a second adult should be present also.

#### **7.8 Use of Own Vehicles**

Members of staff must only transport pupils to and from school activities using their own vehicle, if they have obtained in advance the written permission from school senior

management and the pupil's parent to do so in respect of the particular activity. Written permission must be obtained in advance of each and every separate activity for which transport is required. This permission should be forwarded to the School Transport Lead or Estates Manager before the commencement of the journey

Members of staff must not give casual lifts to pupils.

The law states that it is the responsibility of the occupational driver to ensure that any vehicle driven on the public highway is safe and roadworthy. In the case of employees who use their own private vehicle for work business it is their responsibility to ensure that the vehicle has a Road Fund Licence (Tax) and valid MOT certificate (where applicable) and is insured for use on your employer's business and is properly maintained in a legal and roadworthy condition. To check whether your vehicle has valid Tax and MOT, please [Click Here](#)

Drivers should carry out a daily vehicle defect check on their vehicle prior to first use to ensure it is roadworthy.

## **7.9 Mobile Telephones and Communication Devices**

You are advised to ensure you have a means of summoning assistance while engaged on work- related journeys, this could be either a mobile phone or radio. The following must always be observed:

You must only make or receive calls as permitted by law – the law states you must be either safely parked with the engine off OR you need to call 999 or 112 in an emergency, and it is unsafe or impractical to stop.

Use of a mobile telephone or interactive communication device is not permitted whilst driving, for the use of receiving or making of telephone calls, messaging purposes, or accessing applications whilst driving. The only exemption, in which a driver is not in contravention of the regulations relating to use, is whereby the hand-held mobile telephone or interactive communication device is being used to make a contactless payment at a contactless payment terminal whilst the vehicle is stationary.

Always stop in a safe and convenient place, switch off the vehicle's engine, to make or receive a phone/radio call. Ensure that you do not inconvenience any other road users by your choice of location to stop.

You are advised not to engage in any hands-free mobile conversation while driving unless absolutely necessary and must remain in control of your vehicle at all times. The police have the power to stop you if they believe you have been distracted by using a mobile phone while driving, even if it is fully hands-free.

## **7.10 Dangerous Goods**

The carriage of dangerous goods as classified by the Department of Transport [Click Here for guidance](#) within WGSF vehicles is only allowed with prior agreement from your line manager. A formal risk assessment needs to underpin all such activities.

## **7.11 Alcohol, Drugs & Medication**

You MUST NOT under any circumstances drive under the influence of alcohol, drugs, or so called 'legal highs'. You must not smoke in any vehicle or if transporting a passenger.

Any disciplinary action taken as a result of a reported breach of this rule may consider the matter to be Gross Misconduct and may lead to dismissal. A conviction for failing to provide a drink/drug specimen to the Police will be considered in accordance with the WGSF Disciplinary Policy and Procedure applicable to all staff.

Important - The Law makes no distinction between illicit drugs or prescribed/over the counter drugs. If unsure, please check with your GP/Medical Practitioner/ pharmacist.

## **7.12 Occupational drivers of Specialised Vehicles**

WGSF has a diverse fleet of vehicles, particularly those driven by Grounds Maintenance.

If your role requires you to drive any specialised vehicle, or operate any associated equipment, those other than a standard car or small van, you must seek advice from the Estates Department and follow any training or familiarisation processes that are in place.

## **7.13 Minibus Drivers**

A high level of competence and consideration is required to drive a minibus, as:

- The vehicle can be larger and/or heavier (requires greater stopping distances);
- More passengers than normal can be carried, which may lead to increased stress on the driver i.e., extra responsibility, noise and distraction
- Minibuses tend to be used for long distances and on an infrequent basis.

The legal requirement with regard to qualifications is that occupational drivers who obtained their full driving licence before 1 January 1997 may drive a minibus in the UK. Those who have obtained their licence on or after 1 January 1997 are only licensed to drive a vehicle with up to 8 passengers. To drive a minibus, occupational drivers may need to gain a category D1 driving licence entitlement on their licence. Further comprehensive details can be found in the **Minibus Handbook**.

## **7.14 Towing Trailers**

Towing and use of trailers is demanding and should only be carried out by competent, experienced drivers and where applicable undertake training. Drivers must have the correct driving licence entitlement category, be knowledgeable of the risks, requirements and restrictions in place on what permissible loads can/cannot be carried or towed. If a trailer has any fixed equipment, drivers must be trained in how to operate the equipment.

All loads must always be secure before and during transit. Loads should be checked periodically during a journey, particularly on long journeys, travelling on uneven terrain or when carrying irregular loads. Load type and load security also applies to any load carried by a vehicle. A daily trailer defect check must be carried out prior to first use. When a load is added, removed or amended to a vehicle or trailer it must be secure.

However short the journey or even when manoeuvring at a destination the vehicle or trailer load must be secure at all times.

Further information on towing trailers and load securing can be given from the Estates Department and found at:

[Securing loads on HGVs and goods vehicles - 2. Load securing: the basics - Guidance - GOV.UK](#) & <https://www.gov.uk/towing-with-car>

### **7.15 Fines, Tolls and Charges**

- Employees whilst parking a vehicle, must ensure that the vehicle is parked legally in an appropriate and safe place. Vehicles must not be allowed to cause any obstruction of the Highway (this includes any footpath unless signs indicate to the contrary).
- Reimbursement for any tolls or parking charges can be made in line with the WGSF expenses policy. This does not include any fines relating to parking illegally, congestion charge, Ultra Low Emission Zones (ULEZ), or contravention of any car park or toll terms/rules.
- Some toll charges are collected via automated number plate recognition, it is the driver's responsibility to either pre-pay the charges with the correct registration number plate details before the journey or pay the toll within the required time limit after the journey. This can be done through prior arrangement with the Estates Department or paid by the driver and claimed back via the WGSF expenses policy.

### **7.16 Speeding Offences and Roadside Incidents**

- All speeding offences (regardless of a speed awareness course being undertaken), pending convictions relating to driving or anything that may affect a driver's ability to drive, must notify the school transport lead or Estates Department in a reasonable and timely manner. Any fines, appeals and associated costs, rehabilitation courses (speed or seat belt awareness course etc.) relating offences committed whilst driving a WGSF vehicle or on behalf of the school/WGSF are liable to the driver and may not be paid by WGSF.
- Should a driver be stopped by the Police or the DVSA, relating to an offence or potential offence, whilst driving on behalf of WGSF or in a WGSF vehicle. Drivers are expected to notify their school transport lead or Estates Department when safe and reasonable to do so. In the event of a vehicle being deemed unroadworthy, the driver is responsible for notifying the Estates Department. The Estates Department is then responsible for making arrangements, for the vehicle to be repaired roadside or recovering the vehicle to a local garage where necessary.

## **8. Risk Assessments**

Risk assessments for any work-related driving activity should follow the same principles as those for any other work activity as outlined in the WGSF Risk Assessment guidance.

For journeys or driving activities that present additional risk or hazards a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

- Non-routine long-distance journeys or trips that include driving overseas
- Driving that is expected to take place in severe weather conditions
- Journeys that involve lone working in remote or potentially dangerous areas
- Trips that involve driving types of vehicles that are not normally driven or where the occupational driver may be inexperienced or have a poor accident record.
- The transport of dangerous goods or animals
- The transporting of large numbers of passengers, for example in a minibus