



BDMAT
Birmingham Diocesan
Multi-Academy Trust

Driving at Work Policy

Issued: September 2023
Review due: Autumn 2026



1.0 Policy Statement

- 1.1. This Policy applies to any person who is driving on BDMAT business including all employees, volunteers, subcontractors or agency staff who drive or ride a vehicle, motorcycle or bicycle whilst at work. It applies to those who drive or ride only occasionally or for short distances, as well as those where travelling amounts for a significant part of their working hours.
- 1.2. Failure to comply with specific requirements could have serious implications for both drivers and managers.
- 1.3. Wherever reference is made in this Code to employees this also means volunteers, subcontractors or agency staff.
- 1.4. Where the insurance requirements detailed in this Code of Conduct apply to the Risk Protection Arrangement, they may apply alternative occupational road risk control measures to those detailed in this Compliance Code.
- 1.5. In line with our overall health and safety policy, BDMAT is committed to providing and maintaining safe and healthy working conditions for all employees and to provide the information, instruction, training and supervision required for this purpose.
- 1.6. All employees should be made aware of their responsibilities under this policy. BDMAT's approach is to encourage a road safety culture where all road safety incidents are reported and investigated.

2.0 What is 'driving for work'?

- 2.1 Driving for work is using any vehicle for school business. This may be your own car, motorbike or cycle, or a school owned or hired vehicle used to travel to a different place other than your usual base for work or for any work purposes. It also includes driving minibuses to transport people.
- 2.2 A specific policy for driving minibuses is included at Appendix A.
- 2.3 Commuting (travelling to/from your normal work base) falls outside the scope of this Code.

3.0 Responsibilities

- 3.1 All managers and employees are expected to follow the procedures outlined in this Code, the Staff Code of Conduct and the Health and Safety Policy.

3.2 Headteachers

3.21 Headteachers must ensure this policy is implemented in all services for which they have overall responsibility. This will include ensuring:

- Only authorised people have access to and are permitted to drive BDMAT owned, hired or leased vehicles and that the movement of vehicles is controlled.
- 6 monthly checks are in place regarding the following:
 - that drivers hold a valid licence for the vehicle they drive.
 - that vehicles are appropriately taxed, insured (including business use on private insurance).
 - that driving convictions are identified and appropriate action is taken accordingly. Records of these checks are to be made on their annual and mid-year appraisal form and service heads must assure themselves all relevant records are being maintained.
- Appropriate risk assessments and safe systems of work are in place for vehicle operations as described by this policy.
- Employees have had appropriate training and information so as make sure they understand their individual responsibility to keep to the Code and the Highway Code.
- Any new employees are made aware of their responsibilities as part of their induction.
- Vehicles are loaded safely and within the limits.
- Vehicle operations comply with the relevant drivers' hours and working time regulations.
- Any vehicles under their control are roadworthy and properly maintained, and that employees are aware of the need to correctly maintain their vehicle / motorbike / cycle.
- Routine checks are carried out by the 'driver' on vehicles prior to use and that appropriate action taken for any problems identified.
- Employees are aware of the need to report if they believe they are unfit to drive.
- Anyone driving a minibus adheres to the Operation of Minibuses Policy

3.3 Employees

3.31 Employees responsible for all fines relating to speeding, parking and road traffic act offences they have committed. If prosecuted for a road traffic offence, employees will be responsible for legal costs, except in exceptional circumstances. Some offences (such as Drinking and Driving and Reckless or Dangerous Driving) could lead to disciplinary action, including dismissal.

3.32 Employees MUST inform their Line Manager of any Road Traffic Offences and penalties received.

3.33 Employees must ensure they:

- Hold a valid licence for the vehicle they drive.
- Have authority to drive any vehicle they are using.
- Tell their manager if they are charged or convicted of any offence including fixed penalty notices.
- Have completed the required training and have all the relevant information to use the vehicle and any equipment associated with it.
- The vehicle is loaded safely and within its limits. Follow the Highway Code.
- They comply with the relevant drivers' hours and working time regulations.
- The vehicle is roadworthy and they report any problems identified immediately
- Tell the relevant authorities and their managers if their health or anything else affects their ability to drive.
- They keep their training records up to date to prove they have received all relevant training relating to driving for work.
- Know what to do in the event of an incident including reporting any incident arising in the course of work related driving.
- Follow the policy on the use of mobile phones whilst driving.
- Meet the minimum eyesight standard required for driving. If glasses are needed they must be worn.
- Show courtesy and consideration to other road users and not behave in an aggressive or inconsiderate manner whilst driving.
- Escalate to their Headteacher and the Head of Operations any occupational road risk issues they notice.

4.0 Risk Assessments

4.1 A Risk Assessment must be completed by the school, and reviewed annually, for any staff taking passengers when driving for work or transporting equipment for work.

4.2 A Risk Assessment must be completed by the school, and reviewed annually, for all minibuses owned or leased and on individual occasions when vehicles are hired or borrowed.

4.3 Risk assessing driving for work

4.31 Risk assessments must be carried out in all areas of work where work-related driving poses an actual or potential risk.

4.32 The risk assessment will involve identifying all potential dangers and the risks associated with specific work-related driving activities. Factors to consider in carrying out this type of risk assessment include:

- The competence of the driver
- The driver's fitness and any medical conditions that could put them at risk
- The reliability and suitability of the vehicle
- Vehicle breakdowns
- Driving in poor weather
- Handling and securing loads
- Road conditions and journey routes
- The associated risks of working alone
- Driving in high-risk locations
- Isolated parking facilities
- Driving unfamiliar vehicles
- Risks associated with carrying students

4.33 Assessments of the risks associated with work-related driving should also take account of occupational health issues such as:

- Ergonomic factors
- Musculo-skeletal disorders
- Eyestrain
- Noise
- Vibration
- Strain

4.34 It should also consider aspects of vehicle security, such as:

- Theft of both the vehicle and property from it
- Malicious damage
- Arson

4.35 A risk assessment for minibus use must be completed on an annual basis for all owned minibuses, and on individual occasions when vehicles are hired or borrowed.

4.36 A Risk Assessment for minibus use must be completed on an annual basis for all owned minibuses, and on individual occasions when vehicles are hired or borrowed.

- 4.37 Following a collision/incident a review of any relevant risk assessment in place must be undertaken as part of the investigation process to minimise the possibility of reoccurrence.
- 4.38 All drivers should assess the situation before beginning any journey. This should include assessing the condition of the vehicle, weather conditions and route, and their own fitness to drive.

4.4 Managing the risk

- 4.41 There are a number of strategies which can be used to reduce risks associated with driving. These could include considering:
- The journey: Plan journeys ahead taking account of road type (for example, incident rates are lowest on motorways and dual carriageways), time of travel etc.
 - Driving standards, qualifications and training: Ensure employees have the appropriate driving qualifications, consider providing specific minibuss training.
 - The requirement is to record that an appropriate check has been made and that everything is in order, it is not required to keep copies of driver documentation.
 - Maintenance, Inspection and vehicle checks: Ensure there is a process in place to inspect the minibus prior to driving. Under the Road Traffic Act, it is the driver's responsibility for making sure any vehicle they drive on public roads is roadworthy. If there is any doubt concerning a vehicle's roadworthiness, it should not be driven on public roads until the problem has been rectified.
 - Wearing seatbelts: All drivers must wear seatbelts and must ensure any passengers they carry also wear seatbelts. When you're driving, you may only carry one person in each seat fitted with a seat belt.
 - Alcohol, drugs and prescribed medicines: Driving on BDMAT business whilst under the influence of alcohol or drugs is not allowed. If a driver feels they are unfit to drive due to the effects of drugs, alcohol (or noxious fumes) they must inform management immediately and they must not attempt to drive. Employees need to be aware of the effects of some prescribed drugs and/or alternative remedies and act upon the warnings given on the label or from a medical professional. Employees should present themselves for driving for work free of any undue influence from alcohol and /or substances.
 - First Aid Kits: All minibusses must have a first aid kit. The kits should be kept stocked with a backup supply from school.
 - Mobile phones: It is a specific offence to use a hand held phone, or similar device when driving. Doing so may result in a driver having their licence endorsed with penalty points and receipt of a fine. Drivers are still at risk of prosecution for failure to have proper control of their vehicle if they use a hands free phone whilst driving or have a three way conversation via a passenger they

are carrying using a mobile phone on their behalf. The decision to allow the use of mobile phones whilst driving must be recorded in a risk assessment.

- Driver's hours and rest: Tiredness, fatigue and stress (be it from work, domestic or social circumstances) can affect safe driving. Drivers should take account of this and not drive if they believe they are unfit to do so.
- Carrying students and staff: Employees must only carry passengers BDMAT staff, students and other legitimate passengers.
- Carrying Equipment / Materials: Employees may be required to carry equipment / materials connected with their work. Any equipment / materials must be properly secured (e.g. in the boot). Employees should not carry heavy, large, or awkward items that they cannot manage to move safely or cannot properly secure. A manual handling risk assessment may need to be conducted regarding the transfer of heavy items to or from a vehicle.
- Breakdown/ Emergency Assistance: Drivers must follow the procedure laid down in the BDMAT Policy. Drivers will summon assistance from the breakdown/recovery organisation. Drivers must contact their school immediately to report any problem and seek guidance.
- Speed: BDMAT does not accept breaking speed limits as an acceptable business risk. Managers must investigate any employee known to be habitually using inappropriate speed and consider the appropriate action in line with the disciplinary procedure and guidance.

5.0 Breakdown Procedures

- 5.1 There must be a clearly defined procedure which must be followed in the event of a collision or breakdown.
- 5.2 The procedure will be specific to each school and should be reviewed by the Headteacher at least annually. For any hired minibuses, the hire agreement should include breakdown assistance. If the hire agreement does not include breakdown assistance the Headteacher must arrange this separately.
- 5.3 All drivers and passenger assistants should be made aware of and adhere to the breakdown procedures. A copy of the breakdown procedure should be kept in the vehicle.

6.0 Smoking

- 6.1 The law does not allow smoking in vehicles which are used in the course of work. This means that smoking is not permitted at any time in BDMAT owned vehicles or in any leased or hired vehicles which are mainly used for work.

7.0 Reporting Incidents

- 7.1 Employees must report all incidents (including near misses and injury to an animal not carried in the vehicle including - horses, cattle, ass, mules, sheep, pigs, goats, dogs.) to their Headteacher at the earliest opportunity.
- 7.2 These should be recorded on the BDMAT reporting system as for all work related incidents. Headteachers must investigate all work related reports and this includes any incidents associated with work related driving.

8.0 Insurance

- 8.1 BDMAT's motor insurance policy provides comprehensive cover for all owned, leased and hired vehicles. The vehicles are covered against loss or damage or liabilities to third parties and passengers. This cover extends to provide indemnity against claims for loss or damage to the insured vehicles by accidental or malicious means, fire, theft or attempted theft.
- 8.2 There is no cover for third party vehicles driven by our own drivers under the insurance policy, nor is there any insurance cover on employees private vehicles when used for BDMAT business.
- 8.3 The policy cover is for business use only. The details required to ensure insurance is placed for the vehicle are as follows:
- Make and Model
 - Registration
 - Date from which you require insurance cover

This detail must be received prior to the date that insurance is required.

9.0 Driving Convictions

- 9.1 Where an employee has been convicted of a driving offence, Headteachers must investigate the matter and take appropriate action in line with the BDMAT disciplinary procedure.

Appendix A: Minibus Policy

1.0 Policy Statement

- 1.1 This policy and guidance applies to all employees who drive a minibus whilst at work. It equally applies to those who drive minibuses only occasionally or for short distances, as well as those where this amounts to a significant part of their working hours.
- 1.2 A minibus is a motor vehicle constructed or adapted to carry more than 8, but not more than 16 seated passengers in addition to the driver.
- 1.3 Wherever reference is made in this policy to employees this also means volunteers, charity or agency staff who drive a minibus on school business on behalf of the Birmingham Diocesan Multi-Academy Trust (BDMAT), who is the 'employer'.
- 1.4 It covers additional requirements which relate specifically to minibus use over and above the requirements for general driving. It is therefore to be read and applied in conjunction with the BDMAT Driving for Work Policy.
- 1.5 The Trust expects employees to adhere to this policy in line with its obligations under equality legislation. Headteachers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.
- 1.6 BDMAT provides insurance for minibus driving on the basis that the driver adheres to the BDMAT Minibus Policy and the use of the minibus not being for hire or reward only.

2.0 Responsibilities

2.1 Headteacher's Responsibilities

- Risk assessments are in place for all minibus driving activities undertaken by their employees / volunteers.
- Current employees / volunteers who drive minibuses understand their individual responsibility to abide by this policy, and that any new employees / volunteers are made aware of their responsibilities as part of their induction.
- 6 monthly checks of employees driving licenses are undertaken to ensure they are valid and that the appropriate licence allows them to drive minibuses. These checks should be logged.

- Ensure checks are carried out by the 'driver' on minibuses prior to use and that appropriate action is taken for any problems identified – see the Minibus Checklist.
- Ensure MOT, safety inspection and servicing conditions are adhered to. These checks should be logged.
- Ensure driver hours activity logs are completed.
- Ensure that the driver is accompanied by other adult(s) to supervise students.

In practice these responsibilities may be carried out through directing others within the management chain of their school. However, Headteachers remain ultimately responsible for ensuring those persons with delegated responsibility carry out the requirements in full.

The Headteacher will therefore need to actively monitor that the required actions are being undertaken on their behalf.

2.2 Employee's Responsibilities

- Adhere to the requirements set out in this document.
- Carry out minibus checks prior to use and take appropriate action for any problems identified.
- Complete the Driver Hours Activity log.
- Ensure a Permit 19 is displayed.
- Inform the headteacher if you are issued with penalty points on your licence and / or disqualified from driving.
- Do not drive the minibus under the influence of drugs or alcohol (including prescription medication that may affect your ability to drive safely).

3.0 Minibus hire, loan or purchase (including trailers)

Before a minibus is hired, loaned or purchased it is recommended that Headteachers consult with the BDMAT Central Team to ensure that their vehicle operations are going to stay both within the law and BDMAT policy on the use of vehicles for work.

4.0 Risk Assessment

A Risk Assessment for minibus use must be completed by the school on an annual basis for all minibuses owned and on individual occasions when vehicles are hired or borrowed.

5.0 Authorisation to Drive Minibuses

The authorisation of drivers to operate the minibus is the responsibility of the Headteacher. When considering the suitability of persons for driving minibuses, they must comply with the Licensing Requirements for drivers of minibuses, as well as ensuring:

- All drivers of minibuses have a full and clean driving licence, which must be reviewed by the Headteacher at least annually (and logged).
- The driver is able to certify they do not suffer from any physical defects, disabilities or illness that might impair their driving.
- Employees operating a minibus with more than 16 seats must have a D1 licence.
- Employees operating minibuses with passenger / tail lifts must have undergone tail lift training.

6.0 Checks before use

A pre-journey checklist must be completed before a minibus is used. This is irrespective of whether the vehicle is owned, hired, or borrowed. The driver should carry out the pre-journey checks. It is also recommended that the person in charge of the vehicle should carry out additional checks at least once a month.

A Pre-Journey Checklist (Appendix A) form is available. This concentrates on the vehicle itself.

7.0 Licensing Requirements for drivers of Minibuses

The following requirements apply to drive a minibus with up to 16 passenger seats using their current car driving licence. The driver:

- Is 25 or older.
- Has held a clean driving licence for at least 3 years.
- Meets the 'Group 2' medical standards if over 70 – (driver should check with their GP if unsure).
- The journey is “not for hire or reward”.
- The Gross Vehicle Weight (or Maximum Authorised Mass) of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp.
- No trailer is being towed, no roof racks are being used and travel is within the UK.

If the driver passed their driving test before 1997 then a minibus category would have been added to their licence automatically. If passed after 1997 it will not

appear on their licence but is still valid if the above criteria apply. Further information can be found on the DVLA website.

All schools must comply with this policy irrespective of any independent or differing advice they may receive.

8.0 Minibus Permits

In order to ensure consistent legal compliance and avoid the complexity of permit requirements, it is BDMAT policy that all minibuses (whether hired, owned or loaned) have a section 19 permit. The permit can be issued to a school and is not vehicle specific.

9.0 MOT, Servicing, Maintenance and Safety Inspections

Minibuses require a MOT inspection one year after initial registration, and annually thereafter. Minibuses with up to 12 passenger seats (excluding the driver) require a Class IV MOT, the same as a car. Minibuses with more than 12 passenger seats (excluding the driver) require a Class V MOT.

The manufacturer's recommended servicing and maintenance schedules must always be adhered to.

The service documentation supplied with the vehicle will detail when (on a mileage and/or time basis) the vehicle should be serviced.

In addition, safety inspections (over and above the pre-journey checks) should be carried out to at least the Public service Vehicle (PSV) standard. These checks should be carried out by a competent person – normally a garage mechanic. The frequency of the safety checks will vary depending on annual mileage, but as a rough guide:

- Up to 12,500 miles every 10 weeks
- 12,500 – 20,000 miles every 9 weeks
- 20,000 – 40,000 every 8 weeks

Detailed information on these safety inspections can be found in 'Guide to Maintaining Roadworthiness' available on the Department for Transport's website, and the Community Transport Association's web site,

10. Vehicle Standards

Minibuses must be maintained in a roadworthy condition as described in the main Driving for Work Compliance Code. It is the responsibility of the Headteacher to ensure all minibuses owned, leased or hired meet these standards.

12.0 Using a Minibus

12.1 Minibus /driver hours and Rest

The rules on drivers' hours for minibus operations are complex. These instructions apply to any person who is driving a minibus including all employees, volunteers, subcontractors or agency staff.

For daily driving, drivers must:

- Take regular breaks of at least 30 minutes for every 4 hours of driving. A break cannot be taken at the start or end of the journey.
- Not drive more than 9 hours per day.
- Work no more than 16 hours between the times of starting and finishing work.
- Have a continuous break of at least 10 hours between two consecutive driving days.

12.2 Driver Records

BDMAT requires drivers to keep a full record of their driving activity. This may be requested by the enforcing authorities such as the police or Driver and Vehicle Standards Agency (DVSA).

BDMAT requires drivers to record their driving activity using a written record using the driver's hour's record form of use. An example template is provided at Appendix B. A new sheet must be used for each week and current record sheets should be carried by the driver in case these are requested on the roadside. Headteachers must keep the completed records for a period of at least two years.

Drivers who hold a DQC (Driver Qualification Card) must carry this in addition to their licence to drive a minibus.

Drivers must ensure your Permit 19 is displayed on the minibus you are driving. You may not be legal to drive on the public highway without this permit.

12.2 Towing with a Minibus

Towing with a minibus is not permitted under this policy.

12.3 Roof Racks

The use of roof racks is not permitted under this policy.

12.4 Driving Abroad

Driving a minibus abroad is not permitted under this policy.

Appendix A: Minibus Pre Journey Checklist

The pre-journey minibus checklist must be completed before a minibus is used. Any problems identified must be reported to your line manager immediately and appropriate action taken before the minibus is used.

Minibus Registration Number	Checked (Please tick)
Documentation	
Section 19 permit displayed	
Vehicle tax valid	
Minibus log reviewed for faults/comments	
Vehicle	
Tyres – check for wear and pressure	
Wheels – security if wheel nuts	
Windows – clean, open and close	
Lights and indicators working	
Windscreen wipers and washers	
Bodywork – no significant damage	
Mirrors – not damaged, positioned correctly	
Safety	
First aid box present and stocked	
Seatbelts in good working order	
Brakes – check whilst stationary	
Fire extinguisher present and within date	
Warning triangle present	
Reflective jackets present	
Horn in working order	

Completed By	
Name:	
Role:	
Signature	
Date:	



Appendix B: Drivers Hours of Work Form

Drivers Name				
Week Commencing				
Date	Start Time	End Time	Total Hours	Driving Hours

