



Transport and Driver Policy

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1.0 Purpose

- 1.1 The purpose of this policy is to set forth the requirements applicable to all drivers of Cardiff Sixth Form College owned, leased, or rented vehicles or of personal vehicles while on College business. This policy is intended to ensure the safety of drivers, passengers, the public as well as minimize losses, damages, and claims against the College.
- 1.2 Driving a College owned, leased or rented vehicle is a privilege and the College reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

2.0 Scope

- 2.1 This policy applies to all College faculty staff to whom the College grants the privilege of operating a College owned, leased or rented vehicle.

3.0 Driver Eligibility

- 3.1 Drivers must be at least twenty-five (25) years of age and have had a valid UK driver's license for at least two (2) years.
- 3.2 Drivers are required to supply a copy of their driving licence and report any change in license status (e.g., convictions, license suspended or revoked) to the Student Services Manager immediately.
- 3.3 Mini Bus drivers must have a valid D licence. All staff that use College must be pre-assessed by the student services manager who make an assessment based on the Midas driver awareness scheme.

4.0 Passengers

- 4.1 All passengers must be participating in a College business or sponsored activity or event at the time they are traveling in a College owned, leased or rented vehicle. Passengers should be limited to employees and students.
- 4.2 All occupants of the vehicle are not permitted to smoke and must wear seat belts whenever seatbelts are available. It is the driver's responsibility to make sure that all passengers wear their seat belts.

5.0 Vehicle Use

- 5.1 Drivers must comply with all driving regulations in accordance with government regulations as set out by the driving standards agency and highlighted in the Highway Code which is set of information, advice, guides and mandatory rules for all road users in the United Kingdom.

- 5.2 Drivers must report any vehicle accident immediately to the College Student Services Manager who oversees all College transport. Failure to report may result in the loss of driving privileges.

6.0 Company driver rules

6.1 College drivers **must**:

- Complete a 'First Driver' vehicle check before using the vehicle, using the check sheet, which is stored in the vehicle. Any additional drivers using the vehicle on the same day, must complete a walk around check and update the check sheet before use. Check sheets should then be handed in to Reception after every journey.
- Obey traffic laws in your jurisdiction and be courteous toward other drivers
- Document driving expenses
- Report any damage or problems to your assigned vehicle immediately
- Report changes to your driver privileges, such as driver's license suspension, immediately
- Always lock company cars
- Bring vehicles to scheduled maintenance appointments.

6.2 College drivers **must not**:

- Drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Smoke in any company vehicle.
- Lease, sell, or lend a company vehicle.
- Use a phone or text while driving.
- Allow unauthorized drivers to use a company vehicle unless required by an emergency.

- 6.3 Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

7.0 Accidents

7.1 In the event of an accident:

- Contact the College transport coordinator (Student Services Manager). They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

8.0 Cancelled Trips use of vehicles

- 8.1 All vehicle use is subject to severe weather and dangerous road conditions. In the event of either, the decision on whether the trip can go ahead will be made by the Student's Services Manager and/or Senior Management.

9.0 Mini Bus Regulations

- 9.1 The EU rules (Regulation (EC) 561/2006) apply to drivers of most passenger vehicles constructed or permanently adapted to carry more than nine people including the driver, used for the carriage of passengers within the UK or between the UK and other EU and EEA countries and Switzerland. It is however not necessary for a vehicle to be laden to be in scope of the EC/ AETR rules.
- 9.2 Vehicle operations that take place off the public road or vehicles that are never used to carry passengers on a public road are out of scope.
- 9.3 Additionally, drivers who are employed to drive vehicles which would normally be in scope of EU/ AETR rules, but who never carry goods or passengers in the course of that employment are not considered to be within scope of the regulations. For example, this covers operations such as:

- driving a hire vehicle for the purpose of delivery or collection
- empty vehicles being driven to or from annual test or a place of repair
- driving a vehicle for the purpose of moving it between depots
- driving a new/demonstrator vehicle for the purpose of collection or delivery
- vehicles being driven to be scrapped

9.4 Driving

- 9.4.1 'Driving time' is the duration of driving activity recorded either by the recording equipment or manually when the recording equipment is broken.
- 9.4.2 Even a short period of driving under EU rules during any day by a driver will mean that they are in scope of the EU rules for the whole of that day and must comply with the daily driving, break and rest requirements; they will also have to comply with the weekly rest requirement and driving limit.
- 9.4.3 The daily driving limit is 9 hours per day and can be extended to 10 hours twice a week.
- 9.4.4 The maximum working day is 13 hours in any one day.
- 9.4.5 Breaks of 45 minutes must be taken after 4.5 hours driving or can be split into one 15-minute break and one 30-minute break.

9.5 Tachographs

- 9.5.1 An approved tachograph is the required instrument by which the activity of driver's subject to the EU or AETR drivers' hour's rules, and the vehicle's speed, distance and the time, are recorded. There are two main types of tachograph – analogue and digital.

9.5.2 The resulting record is to be used to monitor compliance with rules on drivers' hours. The rules on using the tachograph are contained in Regulation (EU) 165/2014 and depend on whether the vehicle is fitted with an analogue or digital tachograph. These rules must be observed by both drivers and operators of vehicles that fall within the scope of Regulation (EC) 561/2006 or the AETR rules.

Appendix 1 – Vehicle Inspection Sheet

Vehicle Inspection Sheet

Vehicle Reg :-		Date	Time
Start Mileage	End Mileage		
Driver 1 : Defect		Yes	No
Fluid Levels :- Water, Oil, Brake Fluid, Washer Fluid			
Windscreen, windows, Mirrors			
Lights and indicators Front & Rear, Horn			
Heaters			
Exterior Body			
Seats & Belts			
First Aid Kit & Extinguisher			
Tyres			
Wiper Blades			
Spare Bulbs			
Next Driver Name		All round Visual Check	
2		OK	Defect
3			
4			
5			
6			
7			
Please Log Defect Comments Below			
Driver 1			
Driver 2			
Driver 3			
Driver 4			
Driver 5			
Please inform manager of any defects and attach any fuel receipts to back of this sheet.			

Appendix 2 – COVID Update

General Hygiene

Drivers should ensure that all touch points on school transport vehicles have been cleaned with anti-bacterial spray/wipes to protect against Coronavirus/Covid-19 prior to and after every new journey – this includes door handles, keys, handrails, armrests, seat backs, seatbelts, driver controls, etc.

The use of PPE

Both Driver and passengers must wear face masks for the entirety of the journey as well as whilst boarding or Alighting the vehicle.

<https://www.gov.uk/coronavirus>