

The Minerva Learning Trust



DRIVING AT WORK POLICY FOR EMPLOYEES/VOLUNTEERS

Overseen by the Minerva Learning Trust HR/H&S Committee
Adopted by the Board of Trustees of the Minerva Learning Trust

Minerva Learning Trust
Bridport Primary School
Burton Bradstock CE Primary School
St Mary's CE Primary School
The Sir John Colfox Academy

Andrew Lovett, Executive Principal
Michaela Kite, Headteacher
Claire Staple, Headteacher
Kate Batorska, Headteacher
Adam Shelley, Headteacher

Policy Written by

The Minerva Learning Trust

Ratified by
The Minerva Learning Trust Board

19 February 2018

Date Reviewed

8 February 2021

Date for Further Review

February 2024

Signature of Chair

This policy outlines the Minerva Learning Trust's (MLT) driver risk management arrangements and provides guidance/procedures in relation to managing the risks associated with employees and authorised volunteers who use academy owned/leased vehicles, or their own vehicle to carry out MLT related business activities. The aim of the policy is to clarify the responsibilities and obligations of The MLT (as the employer), its managers and drivers.

This policy applies to all individuals, whether employees, volunteers, trustees and governors, who:

- **Drive MLT owned or leased vehicles**, whether empty or to transport people or equipment between locations, this includes school trips and sports fixtures.
- **Use privately owned vehicles to transport students** to and from school activities. Drivers must ensure that Educational Visits, Minibus, Safeguarding and Child Protection policies are adhered to, if applicable to the journey being undertaken.
- **Use of private vehicles for other business use**, for example travel to meetings/training. (For avoidance of doubt, this does **not** include travel to and from usual place of work).

Headteachers are responsible for ensuring that this policy is communicated and implemented. This includes:

- Establishing their school has in place procedures for practical implementation of the policy
- Ensuring all relevant staff are aware of the policy, and operating procedures
- Maintaining records which demonstrate necessary checks have taken place.

Before driving on "MLT/school business" for the first time a member of staff or volunteer will need to complete the **Driving at Work –Request Form** (available from the School Office) and be authorised by the Headteacher/Executive Principal (or their nominated delegate). This will include providing all relevant documentary evidence requested, so appropriate checks can be made, and copies of related information retained by the MLT.

Anyone who drives on behalf of the MLT is personally responsible for ensuring that they are qualified to drive the relevant type of vehicle. They have a duty under the Health and Safety at Work Act 1974 to take reasonable care of their own safety, and that of others that may be affected by their acts or omissions. Drivers are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition.

Anyone who uses their own vehicle on MLT business must;

- hold a current valid driving licence for the type of vehicle concerned
- hold a current valid MOT certificate (where required).
- have in place insurance cover for "business use"
- be medically fit to drive

The MLT offers a scheme to insure drivers for business use. To take advantage of this scheme, drivers must annually complete a "**Driving at Work-Driver Risk Assessment Form**" (available from the school office). If drivers do not take advantage of this scheme it is their responsibility to ensure that their own insurance covers them for "business use" and they annually complete a "**Driving at Work Request Form**" (available from the school office).

Reimbursement of mileage costs are approved subject to Business Insurance being in place.