Code of Practice

Driving at Work

Version 2.0
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Section A: Health and safety – scope of the law

Work-related driving is subject to health and safety legislation. Work-related driving does not include travel to and from work between your residence and your normal place of work.

This Code of Practice applies to staff and students of Imperial College and its subsidiaries, using College vehicles (owned or leased), hired vehicles or their own vehicles on College business, whether in the UK or abroad. It assumes that all staff and students have undertaken their UK driving test or equivalent for the class of vehicle they intend driving.

The College owns or leases a variety of vehicles including tractors and rollers for its sports grounds, transit vans and electric vehicles for departments and support services, Campus shuttle minibuses, and those owned by the Student Union. There may be additional requirements to be met in order to drive one of these, but the following points apply regardless of vehicle type:

- Driving (including parking, leaving unattended on a road or allowing another person to drive the vehicle), without appropriate insurance is an offence
- Driving without a relevant driving licence is an offence and will invalidate motor insurance
- Driving a vehicle which is not roadworthy on a public highway is an offence
- Drivers using a College, hired or their own vehicle on College business are liable for any penalties or convictions incurred as a result of their failing to abide by the law (whether UK or abroad).
- If you are a student or employee, you must follow all relevant College policy as part of your Terms and Conditions.

1. College Insurance Manager’s responsibilities:
- Holding original vehicle registration documents and declaring SORN on the request of the department
- Purchasing vehicle tax (with effect from 1 October 2014 the paper disc is no longer issued)
- Notifying departments when MOTs are due
- Recharging departments for vehicle insurance premiums, vehicle tax and congestion charges (if applicable)
- Management of the payment of the congestion charge
- Notification of Low Emission Zone affected vehicles and their compliance
- Payment of Penalty Charge Notices if applicable
- Assessing collision history

2. Head of Department’s responsibilities
- Establishing and managing systems to ensure all departmental drivers on College business are aware of the requirements of this Code of Practice when using any vehicle, be it their own, a leased, hired or departmental vehicle – in this country or abroad.
- Adopting a policy of encouraging alternate strategies to reduce the need for driving, such as video conferencing, using a courier or using public transport.
- Having a system whereby line managers and drivers review and amend the generic risk assessment so that it is appropriate for the intended task, record any changes, and carry out associated actions.
- Where staff are required to drive as part of their duties ensure that training, health screening, and two-year sight testing requirements are met.
- Appointing a single-point of contact to coordinate and communicate matters relating to driving on College business to members of the Department.
- If there is one or more departmentally-owned vehicles, including for those located overseas, appoint a “Fleet Manager” to ensure that motor vehicles are roadworthy at all times, and comply with country-specific regulations concerning the vehicle, carriage of goods and passengers.

3. Fleet managers responsibilities
   For departmentally-owned, leased or hired vehicles
- Being the departmental point of contact for the College Insurance Manager
- Ensuring that any reported or discovered faults or accidents no matter how trivial, are addressed and reported to the College Insurance Manager
• Checking vehicles meet servicing requirements and emission standards (where applied); arranging for repairs
• Undertaking and recording regular vehicle condition checks (see checklist), and training prospective vehicle users to use the checklist prior to using the vehicle.
• Securing, issuing and receiving returned keys
• Maintaining and checking a vehicle “log book” where faults and concerns can be recorded.
• Maintaining a list of authorised drivers – ie drivers of College-owned vehicles and ones which staff/students hire.
• Checking and routinely rechecking (using the DVLA Driver entitlement checking service), if the potential user is permitted to drive the particular type of vehicle, based on their age (licence validity), and licence categories, endorsements and disqualification status, rescinding authorisation if necessary and notifying the College Insurance Manager accordingly
• Checking with potential vehicle users what they wish to use the vehicle for and where they are going in order to ensure the vehicle is appropriate for the task, meets statutory regulations relating to the Carriage of Goods, and number of passengers etc.
• Reminding potential vehicle users that the vehicle is to be used for College business only (a prerequisite of the College Motor Insurance)
• Ensure staff required to drive as part of their duties undergo
  o vehicle-specific training,
  o health screening and
  o two-yearly eyesight testing.
• Familiarising occasional vehicle users with the vehicle, and any particular features including fuel type and refuelling process
• Supervising and recording familiarisation and competency assessments for new vehicle borrowers
• Keep the Driving COP in the vehicle and highlighting this and the logbook to drivers.
• Ensuring drivers know exactly what to do in the event of a breakdown or accident (detailed in COP).
• Reminding vehicle users to:
  o Record faults in the vehicle log book
  o Report accidents on SALUS and inform the Fleet Manager
  o Notify the Fleet Manager, College Insurance Officer and Line Manager, of any bans or convictions.
• Checking the vehicle condition on its return

4. **Line Manager’s Responsibilities**

*For hired (externally or within College), or driver’s own vehicles being used on College business*

• Reviewing and amending the risk assessment with the driver so that it is appropriate for the task, recording any changes and carrying out any associated actions, checking and reviewing any other risk assessments and procedures associated with the task (eg offsite, lone working, manual handling, hazardous substances etc).
• Determining if safer alternatives to driving are available, such as electronic communications or use of couriers or public transport.
• Checking that the appropriate Motor Insurance is in place (ie College insurance for vehicles hired in the UK, or business risk if own vehicle).
• Checking that the potential driver is aware of their responsibilities and know exactly what to do in the event of a breakdown or accident (detailed in COP).
• Reminding drivers that they must:
  o Inform the line manager and record on SALUS any accidents involving the vehicle.
  o Notify the Fleet Manager, College Insurance Officer and Line Manager, of any bans or convictions.
  o Turn off their phone when driving.
5. **Driver’s responsibilities:**

**Drivers must:**
- when using their own vehicle be able to prove they have the minimum of third party insurance which covers the use of the vehicle
- insure their own vehicle for business risk when using their own vehicle on College business
- hold an appropriate, valid driving licence for the vehicle being driven
- provide line or fleet managers with licence validation information prior to borrowing a vehicle, and notify them of any licence changes prior to any subsequent borrowing of the vehicle
- meet driver minimum age requirements
- inform the DVLA, fleet and/or line manager as appropriate of specific health conditions or issues that could affect safe driving
- meet the legal eyesight standards
- follow College procedures for manual handling, lone working, Off-site procedures or transporting hazardous loads where relevant
- review and amend the generic risk assessment so that it is appropriate for their intended task, record any changes, and carry out associated actions
- ensure their own vehicle complies with country-specific legal requirements
- undertake basic vehicle checks prior to driving and not drive an obviously faulty vehicle
- report faults with College vehicles as soon as possible to the Fleet Manager and record in the vehicle “logbook”
- wear a seat belt; passengers must also wear seat belts
- follow the Highway Code (including the procedure for being stopped by the police and reporting accidents) and all aspects of road traffic law within and outside of the UK
- notify their line manager and Fleet Manager of
  - any driving-related incidents occurring when driving on College business (and record on SALUS)
  - any endorsements or convictions
- meet any additional requirements if driving is part of their duties

**Drivers must not**
- use a mobile phone including a hands-free device while driving,
- smoke within a College vehicle,
- drive while suffering from tiredness, illness; or be taking certain medications or under the influence of alcohol or other relevant substances or anything which impairs their ability to drive safely

**Vehicles must:**
- in the UK be registered with the Driver and Vehicle Licensing Agency (DVLA) and have valid vehicle tax
- hold a current MOT test certificate or country-specific equivalent (as required), and be roadworthy

6. **Detailed information on vehicle insurance and licencing requirements**
   Please see Section F for information on vehicle insurance and driving licences and www.gov.uk/browse/driving

7. **Detailed information on the UK Highway Code**
   Please see: www.gov.uk/browse/driving/highway-code

8. **Wearing a seat belt**
   Drivers and adult front seat passengers in cars must always wear a seat belt except when reversing, unless they have a medical exemption certificate. Adults travelling in the rear of a car must also use seat belts, if they are fitted. It is the responsibility of the adult passenger (not the driver) to ensure that they are using the seat belt. Fines will be applied if seat belts are not worn www.gov.uk/government/publications/guide-to-graduated-fixed-penalties-financial-deposits). There are specific requirements for children relating to age and height. www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-booster-seat. In general it is the driver’s responsibility to ensure that children are correctly restrained. Similar seat belt rules apply in minibuses.
9. Mobile phones

It is illegal in the UK to use a hand-held mobile phone whilst driving or when supervising a learner driver or rider. This includes texting, accessing smart phone apps or even holding the phone while driving. In addition, you must not use your hand-held mobile phone, smartphone or PDA even when stopped at traffic lights or queuing in traffic.

Using a hands-free phone (or eating or drinking whilst driving) will also increase the risk of a traffic accident. If the police think you’re distracted and not in control of your vehicle you could still get stopped and penalised.

The College may be prosecuted if it causes its staff to make or receive calls while driving so the College does not permit the use of hands-free phones.

10. Smoking

Smoking (including e-cigarettes), is not permitted inside any College vehicle. Even in one’s own vehicle, smoking may provide grounds for the offence of careless or even dangerous driving if an incident occurs at the time.

11. If driving is part of your duties

Health screening and eyesight checks

Any member of staff who is regularly required to drive on College business, must have a health screen at commencement of the post; this includes driving mechanised pallet trucks, forklifts etc.

If the requirement to drive is less than once per week, or is confined to optional use of a vehicle to commute or travel between work locations, then screening is not required.

The Department must provide for two-yearly eyesight checks. See “Eyesight standards”.

If you are expected to drive as part of your job you must also inform your manager if you are aware you have, or develop a condition that may affect your safety and the safety of others whilst driving.

Competency assessment

If you are regularly required to drive a vehicle, the College will require you to undertake a competency assessment or if you do not hold a UK driving licence, to undergo the relevant UK driving test.

Departments can procure competency tests (including e-learning) with organisations such as ROSPA and the British Safety Council.

You will also be required to declare details of any convictions or endorsements on your licence.

12. Driving your own vehicle

If you are driving your vehicle it must comply with all legal and insurance requirements. Please read the relevant section relating to business insurance.

If you do not have the correct insurance cover, your insurer can refuse to honour any claims.
Section B: Planning your journey

Can you eliminate the need to travel? Could you communicate by telephone or video conferencing or use a College-approved courier to transport items instead of taking them yourself?

Can you take public transport instead? The College has a preferred travel agent and rail ticket supplier. If you absolutely have to use a vehicle, remember to plan your journey. Remember you will also need to undertake a risk assessment, check your insurance policy, check your vehicle, and check your licence and training is appropriate for the vehicle you intend driving. For repeat journeys, a generic risk assessment would be sufficient if all factors remain the same.

14. Driving and lone working
It is College Policy that all lone working is avoided where reasonably practical to do so. This includes driving as part of a work related activity. Where it is necessary the risk must be assessed and appropriate control measures implemented.

Follow the advice on safe driving (see Suzy Lamplugh Trust video: How to stay safe on car journeys) and as a minimum give your route, destination, contact details and estimated time of arrival to your line manager, or other designated departmental representative, and arrange to contact them on arrival.

Depending on your local arrangements you should register your lone work and risk assessment including these details via the College Lone Working consent system, see www.imperial.ac.uk/safety

15. New and Expectant Mothers
The College has specific guidance for new and expectant mothers on the Occupational Health (OH) website. Any concerns may be discussed in confidence with the College OH advisor. Fatigue, any need for additional rests stops, manual handling etc, should all be considered as part of the risk assessment process.

16. Plan your route
The risk of an accident or of breaking a speed limit increases if you are rushing because you are late or have got lost, so it is important to plan your route. UK roads are extremely busy in the main holiday periods, particularly on Bank Holidays. Therefore you must allow additional time for comfort stops, refuelling, and a 15 minute break from driving every two hours. Remember to take change for tolls and parking. If you have a Sat Nav, you may wish to take a road map as well, in case the Sat Nav breaks down. It is also possible to check for significant journey delays and alternate routes for example www.trafficdelays.co.uk/.

17. Driving conditions
Weather conditions, day length, driving into the sun etc can all have a significant impact on safety. Check the weather in advance and on the day if possible particularly if driving for longer periods.

18. Driver fatigue: overnight stays
Driving whilst tired is a common underlying cause in motor collisions, particularly when driving back after a working day. Where possible, arrange the driving time to be within your normal working hours. The College Expenses Policy covers overnight stays so this may be the safer option.

19. Destination contact details and arrival time
Give your route and destination, contact details and estimated time of arrival to your line manager or the designated departmental officer, and where practical or particularly hazardous, give similar details to someone at your destination along with your work contact details, with instructions to notify the College if you do not arrive.

20. Driving after dark?
Where possible, try to avoid driving late at night, very early in the morning (0200-0600hrs), or after a heavy meal – any of which may make you feel sleepy. Driving in the dark increases the risk of an accident no matter which country you are in. It is particularly inadvisable in countries where vehicle, driver and road requirements are less stringent than in the UK. You must include this in your risk assessment.

21. Offsite working and offsite risk assessment
Note that if you are travelling away from College on College business in a College-owned, hired, leased or your own vehicle, the risks associated with the car, driver and journey will need to be identified, recorded and controlled, correct insurance in place, and UK legal requirements met (or local requirements if abroad). In addition, you must follow the College’s Off Site Working procedures (which generally require a specific risk assessment). There is also specific guidance relating to transport including advice on driving abroad. The
Association for Safe International Road Travel (ASIRT), has produced a useful summary checklist: http://asirt.org/portals/0/DriverChecklist.jpg

22. Carrying hazardous loads
Carrying gas cylinders, liquid nitrogen or other asphyxiant or hazardous substances, is particularly dangerous in an enclosed space such as a car. Whilst the Regulations governing the transport of dangerous goods by road are very complex and difficult to describe in simplified terms, the College has issued guidance on the transport of biological agents and small quantities of toxic substances www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/dangerous-goods-transportation/

You may need to carry out a risk assessment – if you require advice on when and how to do this, please contact your local safety advisor or the Safety Department.

If you are intending to transport radioactive materials, you must contact the College Radiation Protection Team; for further guidance see Working Away from Imperial College and Transport of radioactive materials by road.

If you require further clarification or wish to transport any other types of dangerous goods, contact your local safety adviser or the Safety Department and Insurance Officer; and if using your own vehicle, you should also check with your insurers. Note this applies even if your journey is between College campuses.

23. Manual handling – loading and unloading
The purpose of driving at work is often for transporting heavy or awkward items. There are several safety considerations: every vehicle will have a legal maximum carrying capacity; vehicle handling characteristics such as acceleration and braking distances may alter considerably with a heavy or uneven load; badly secured loads; loading and unloading a vehicle can be dangerous, not just from a manual handling aspect, but because of where the activities might occur. Unloading into a busy road or where passers-by could get in the way of the lifting activity, should all be part of driving and the manual handling risk assessment, along with identifying the need for additional persons, lifting aids, gloves, sensible footwear and a high-vis jacket.

If you are visiting another organisation ask them where you can offload both safely and securely. If this is not possible arrange for someone to meet you, and take another person with you, either to remain in the van to help secure it during offloading, or to assist with lifting. For the College policy and principles of safe manual handling see: www.imperial.ac.uk/safety/safety-by-topic/manual-handling/

As training may be necessary depending on the findings of your risk assessment, please see: www.imperial.ac.uk/staff-development/safety-training/safety-courses/#M

24. Driving abroad
Note that the driving standards and the requirements for driving abroad (including minimum age requirements) vary between countries. See Insurance requirements. For example you may be required to carry spare contact lenses or glasses, warning triangle, reflective jacket, winter tyres, spare bulbs etc. Some countries enforce excess speeding with immediate fines and possible confiscation of the vehicle.

For more details of local requirements and customs, particularly in the event of a breakdown or road traffic accident, please see www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/driving-abroad.

Some countries also require original versions of insurance documents, MOT and registration certificates to be carried. This is particularly important if a vehicle is hired in the UK and taken to Europe.

Any accident or near miss you have whilst on College business must be reported on SALUS the College on-line incident reporting system, and also to the College’s insurers.

25. Planning your arrival
This is particularly important if you need to load or unload an awkward or high value load, where additional assistance and security may be needed. Ascertain in advance a safe, secure place for loading / unloading; arrange for someone to meet you where possible or have someone accompany you. See Manual handling.
Section C: Before the start of a journey – your health

26. Health conditions which could affect your driving

If you are involved in an accident and it is found that your health condition was a contributing factor, you may be prosecuted and your insurance may not be valid. Therefore you must tell the Driver and Vehicle Licensing Agency (DVLA) about any condition that may affect your ability to drive safely. This could include a condition or treatment that may cause

- loss of consciousness or sudden incapacity
- visual impairment
- impaired alertness or concentration
- dizziness or loss of balance
- difficulty using arms or legs
- any other condition that could limit your ability to control a vehicle or maintain awareness of your environment or affect your alertness when driving

For detailed guidance please see: [www.gov.uk/health-conditions-and-driving](http://www.gov.uk/health-conditions-and-driving)

If you are expected to drive as part of your job you must inform your manager if you are aware that you have a condition that may affect your safety whilst driving so they can seek advice from Occupational Health on your fitness to drive.

If you are uncertain over whether a health condition or any medicines you take may affect your driving, consult your doctor or the College OH Service for advice.

27. Eyesight standards

All drivers must be able to read a standard size number plate (with glasses or corrective lenses if necessary) from 20.5 metres (67 feet) or 20 metres (65 feet) where narrower characters (50 millimetres wide) are displayed. This requirement is specified in UK law and any person driving on a public highway who is unable to do this is guilty of an offence.

If you think you might not meet the standard, please get your eyes tested. If the optometrist advises that your vision doesn’t meet safety standards you must inform the DVLA – and your line manager if employed as a driver.

However, the standard roadside eyesight test does not identify potentially serious eyesight deficiencies, eg those affecting peripheral vision. Therefore for those that regularly drive on College business are required to have an eyesight test every 2 years.

28. Your health on the day

Drivers who are unwell are at increased risk of an accident. Feeling unwell or being in pain or emotional distress can distract you when driving. Many medicines in common use, including some bought without a prescription, can cause drowsiness or affect alertness. Sleeping difficulties can also impair your alertness the following day. If you are unwell consider postponing your journey or at least allow extra time for rest breaks. If illness or medicines or tiredness are affecting your alertness you must not drive. Arrange to travel by other means or postpone or cancel your journey.

29. Alcohol, drugs and medicines

Staff driving on College business must not drink alcohol on days when they will drive on College business, and must not arrive at work with a blood alcohol level higher than that permitted under UK driving laws on a day when due to drive.

Drinking after work may mean you would be unfit to drive on the following day and Zurich Insurers state “more people fail breath tests between the hours of 6am and 11am than during the hours around closing time”. Alcohol needs time to be processed by the body and nothing can be done to speed up the process.

Please note: Scottish alcohol limits are lower than those in the rest of the UK; UK drink-driving laws are less stringent than those in many other parts of the world.

For further information see the College policy on [Alcohol & Substance Misuse](#)

Some Prescribed/Over the Counter Medications can have an adverse effect on driving (eg cough mixtures, antihistamines etc); check the drugs data sheets and consider this in your risk assessment.
Section D: Before the start of a journey – the vehicle

30. Pre-use vehicle checks (see Checklist for full list)

As the Driver, it is your responsibility to conduct a pre-use vehicle check. You should do this whether or not it is your vehicle, a College vehicle or a hire vehicle. The Code of Practice includes a specimen checklist for you to record your Driver Checks.

Some drivers use the “FLOWER” check – Fuel, Lights (all external lights and lens), Oil (and warning lights), Water (washers, coolant), Electrics (battery, spare fuses), Rubber (windscreen wiper and tyre condition and pressure).

In addition:

- Underinflated tyres are a very common cause of road traffic accidents so you should know the correct pressures in case you need to inflate them or to increase for a heavy load;
- Your vehicle must be roadworthy and have current MOT where applicable www.gov.uk/getting-an-mot/the-mot-test, Certificate of Insurance, and valid Road Tax Disc. If it is a College Student Union Minibus, you must display the Section 19 (Small Bus) Permit (only valid in the UK), and is kept within the Minibus document folder.
- If you are hiring a vehicle from a College department or commercial provider for the first time, they should show you around the vehicle, provide information on any immobiliser, alarm, fuel type, road-side assistance arrangements etc, show you how to start the vehicle and note any pre-existing damage. Always ask if unsure.

31. Load security and vehicle handling

If you have a load – a trailer or a roof rack, check it is firmly secured, particularly if it has been secured by someone else. You must not exceed your vehicle’s maximum authorised mass (MAM). You are responsible for the load (ie you may receive points on your licence if you drive with an insecure load). See also Manual handling - loading and unloading.

Check loads carried inside the vehicle are adequately secured i.e. use the boot of the vehicle; keep heavy loads low down and between the axels if possible. Avoid use of the rear parcel shelf as this also obstructs rear view. Remember loose loads within the vehicle will become lethal projectiles in the event of an emergency manoeuvre or accident.

32. Before you drive away

- Know where all the controls are and how to use them before you need them. Not all vehicles are the same; do not wait until it is too late to find out;
- Adjust your mirrors and seat correctly to ensure comfort, full control and maximum vision;
- Adjust your head restraint to reduce the risk of neck and spine injuries in the event of a collision;
- Ensure you have sufficient fuel before commencing your journey, especially if it includes motorway driving;
- Ensure clothing and footwear do not prevent you using the controls in the correct manner;
- Switch off your mobile phone;
- Set heating controls and demist windows and mirrors.
Section E: During and after the journey

33. What are the speed limits in the UK?

A limit of 30 miles per hour (mph) or 48 kilometres per hour (km/h) usually applies to all traffic on all roads with street lighting, unless you see signs showing otherwise. For full details: www.gov.uk/speed-limits

<table>
<thead>
<tr>
<th>UK Speed limits</th>
<th>Built-up areas</th>
<th>Single carriageways</th>
<th>Dual carriageways</th>
<th>Motorways</th>
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<tbody>
<tr>
<td>Type of vehicle</td>
<td>mph (km/h)</td>
<td>mph (km/h)</td>
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<td>mph (km/h)</td>
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<tr>
<td>Cars &amp; motorcycles (including dual-purpose vehicles and car-derived vans up to 2 tonnes maximum laden weight)</td>
<td>30 (48)</td>
<td>60 (96)</td>
<td>70 (112)</td>
<td>70 (112)</td>
</tr>
<tr>
<td>Cars towing caravans or trailers (including car-derived vans and motorcycles)</td>
<td>30 (48)</td>
<td>50 (80)</td>
<td>60 (96)</td>
<td>60 (96)</td>
</tr>
<tr>
<td>Buses, coaches and minibuses (not more than 12 metres overall length)</td>
<td>30 (48)</td>
<td>50 (80)</td>
<td>60 (96)</td>
<td>70 (112)</td>
</tr>
<tr>
<td>Minibuses may have limiters to 62mph/100km/h so are not allowed to drive on outside lane of motorway</td>
<td>30 (48)</td>
<td>50 (80)</td>
<td>60 (96)</td>
<td>70 (112)</td>
</tr>
<tr>
<td>Goods vehicles (under 7.5 tonnes maximum laden weight)</td>
<td>30 (48)</td>
<td>50 (80)</td>
<td>60 (96)</td>
<td>70 (112)</td>
</tr>
<tr>
<td>If articulated, or towing a trailer, limit is 60 mph (96 km/h)</td>
<td>30 (48)</td>
<td>50 (80)</td>
<td>60 (96)</td>
<td>70 (112)</td>
</tr>
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34. Breakdowns

College vehicles have breakdown cover, so should vehicles hired in the UK. Ensure you have the breakdown cover details and contact telephone numbers on you. You will need them especially if you call one of the motorway road side phones. If you are using your own vehicle on College business, you will need to make your own breakdown arrangements.

If you have to get out of the vehicle (eg on a motorway), try to get out on the passenger side – direct your passengers to do the same. If you have reflective clothing or high vis, put it on, and move away from the traffic flow while you contact and then wait (behind roadside barrier if there is one), for the recovery vehicle. If you have children or animals in the vehicle, you must ensure they are kept under control.

35. What happens if I get stopped by the police?

In the UK, police have the power to stop anyone at any time – they don’t need to give you a reason – and failing to stop is a criminal offence.

When pulled over by the police, you may be asked to produce documents including:
- driving licence, insurance certificate,
- vehicle registration document and
- S19 small bus permit if driving a minibus

If you don’t have these on you at the time, you will then be given the option of producing the documents at a Police station of your choice within a specified timescale. Choose a Police Station convenient to yourself – it is not necessary to choose the one closest to the location where you were stopped. Don’t be alarmed if you are cautioned.

What can the police do?

If you’re pulled over and have committed a traffic offence, the police may issue you with a:
- fixed penalty notice (FPN) or a vehicle defect rectification notice
- Search you and your vehicle eg under the Mis-use of Drugs Act and or Anti-terrorism legislation
- Arrest and detain you for the purposes of further investigation, eg drink driving
- Confiscate your vehicle, e.g. if you are not insured.

What’s a fixed penalty notice (FPN)?
If you’ve committed a minor traffic offence, like not wearing a seatbelt or driving with a broken headlight, the police may issue you with a one-off fine called a fixed penalty notice. Non-endorseable offences - meaning those which don’t result in points on your licence - usually incur smaller fines than endorsable offences (e.g. speeding). More serious offences such as driving without insurance can incur larger fines and confiscation of the vehicle. For the current list of fines and penalties in the UK, see www.gov.uk/government/publications/guide-to-graduated-fixed-penalties-financial-deposits

Police do not have the power to make you pay fines on the spot. Recipients have 28 days to pay the fixed penalty or request a hearing otherwise the fine will increase by 50%. You’ll be reported for prosecution if you fail to pay a fixed penalty for an offence detected by an automatic camera within 28 days.

**What’s a vehicle defect rectification notice?**

If the vehicle you are driving is defective (regardless of whom owns it), for example if one of its indicators is broken, you may be issued with a vehicle defect rectification notice. This means you have to fix the fault and provide proof, such as a receipt from a mechanic saying the fault has been fixed, at a police station within the time period stipulated on the notice.

**NOTE:** If the College own the vehicle, you will need to contact the relevant Fleet Manager to determine whether you need to return the vehicle to the College for repairs, or have repairs undertaken by a local garage and claim the money back from the Department.

**Who pays any fines?**

In all cases, it is the driver’s responsibility to pay any fines incurred

**What offences can result in a discretionary or mandatory driving ban?**

**Discretionary Driving Bans**

In cases where the offence is felt to be so severe that punishment by way of a fine and penalty points is inadequate, the Court can instead impose an instant driving ban including for:

- Careless or inconsiderate driving
- Failing to stop or report after an accident
- Driving when disqualified
- Driving after refusal or revocation of licence on medical grounds
- Driving without insurance
- Driving otherwise than in accordance with a driving licence
- Speeding offences
- Traffic light offences
- Failing to identify a driver

**Mandatory Driving ban**

For the most serious type of driving offences including:

- Dangerous driving
- Causing death by dangerous driving
- Drink driving or driving whilst unfit through drink/drugs
- Failing to provide a specimen
- Total of 12 penalty points on a licence in a three year period

**Driving Offences and Maximum Penalties**

These are detailed on this useful website: www.drivingban.co.uk/drivingoffencespenalties.htm

If you drive or intend driving a College vehicle and receive penalty points or a driving ban, you MUST inform your line manager and the College Insurance Manager. If you own your own vehicle, you must also inform your insurance company.

Your premium will almost certainly be increased as a result, but if you do not inform the insurers and make a subsequent claim, they are unlikely to honour the policy.

**36. If you have an accident involving another vehicle or person**
In the UK, certain things will need to be done immediately, like calling for an ambulance if needed and getting particulars of the vehicles involved. You do NOT have to exchange telephone numbers. Following on from this, you will need to contact the College Insurers, Police and College Safety Department. See following green box “What to do after a car accident” for details. For further information: www.gov.uk/breakdowns-and-incidents-274-to-287

If an accident or collision occurs involving a College-owned, hired or private vehicle being used on College business – a road traffic accident or other – you must

- Report the incident to the College Safety Department via SALUS, the on-line reporting system:  
  www.imperial.ac.uk/safety/safety-by-topic/accidents-incidents/

- Report the incident to the vehicle owner (ie vehicle hire company or Fleet Manager)

**Injured passengers and driver liability**

Injured passengers are included under the owner of the vehicle’s motor insurance policy. For example if College employees were in a College owned vehicle and involved in an accident, the injuries would become part of the overall motor claim. When driving your own vehicle on College business, it is important to have the appropriate business use on your motor policy.

**Breakdown in the UK**

If the vehicle fault is sufficiently serious that it may cause you to have an accident then stop the vehicle and try to move the vehicle as far to the left of the road as possible. Switch on the hazard lights and where supplied, place the red warning triangle at least 45m behind the vehicle. All College vehicles have breakdown cover. There is a card in each vehicle with the emergency number. You will need to tell them: the registration of the vehicle as well as your precise location.

**Breakdown or accident when driving abroad**

When driving abroad, there may be other requirements (such as the mandatory use of the red warning triangle), and you will need to check what these are when planning your journey. Any accident must be reported on SALUS, the College on-line incident reporting system, as well as to the College Insurers and your own if it is your own vehicle, and there may also be local reporting requirements.

**37. At the end of your journey – reporting faults and incidents**

If you have borrowed a College vehicle which has developed a fault or you are concerned about its performance, please ensure you notify the departmental Fleet Manager immediately (eg intermittent dash board warning light, wiper not working correctly).
WHAT TO DO in the event of an accident

If you are involved in a collision which causes damage or injury to any other person, vehicle, animal or property, you MUST

- Stop
- Ensure your own safety and that of your passengers
- Try to make sure the scene is safe and other road users are aware of the incident to avoid further accidents
- DO NOT admit liability
- If there are casualties or if the road is blocked, call the emergency services
- Render first aid if possible and reassure casualties until the ambulance arrives
- Exchange your name and address (and that of the vehicle owner if different), registration numbers and if possible insurance details (see Accident Card below) with the other driver(s) involved and to anyone having reasonable grounds for requiring them.
- You do not have to exchange telephone numbers
- Note the date and time and location of the incident.
- Obtain witness contact details if you can
- Take photos where appropriate and safe to do so

If carrying hazardous samples, follow the procedures detailed in the specific risk assessment

Report the incident as soon as reasonably practicable, and in any case within 24 hours to the following:

- Police
- If a College-owned vehicle, call the College Insurance provider (currently Zurich)
  Tel: 01489 88 21 10 Policy number: NHE-01CA10-0013
- College Insurance Manager Insurance@imperial.co.uk 02075 94 86 66
- College Safety Department www.imperial.ac.uk/safety

For College-owned vehicles only, the Accident Card gives details of the College Insurance provider:

---

To the Third Party: Zurich

<table>
<thead>
<tr>
<th>Zurich Municipal Motor Claims</th>
<th>Zurich Municipal Motor Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 3322, Interface Business Park, Swindon SN4 8XW</td>
<td>PO Box 3322, Interface Business Park, Swindon SN4 8XW</td>
</tr>
<tr>
<td>Tel:</td>
<td>01489 88 21 10</td>
</tr>
<tr>
<td>Fax:</td>
<td>01489 88 21 10</td>
</tr>
<tr>
<td>Or email: <a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a></td>
<td><a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a></td>
</tr>
<tr>
<td>In all correspondences, please provide all the information on the reverse of this card.</td>
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Accident Card: Zurich

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<tr>
<th>Zurich Municipal Motor Claims</th>
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<tr>
<td>If your vehicle is involved in an accident:</td>
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</tr>
<tr>
<td>1. Stop</td>
<td>1. Stop</td>
</tr>
<tr>
<td>2. Do not admit liability</td>
<td>2. Do not admit liability</td>
</tr>
<tr>
<td>3. Call the appropriate emergency services if required</td>
<td>3. Call the appropriate emergency services if required</td>
</tr>
<tr>
<td>4. Obtain details of the third party involved and their insurer</td>
<td>4. Obtain details of the third party involved and their insurer</td>
</tr>
<tr>
<td>5. Obtain names and addresses of any witnesses</td>
<td>5. Obtain names and addresses of any witnesses</td>
</tr>
<tr>
<td>6. Take photos where appropriate and safe to do so</td>
<td>6. Take photos where appropriate and safe to do so</td>
</tr>
<tr>
<td>7. Complete and tear off the bottom half of this card and hand to the third party</td>
<td>7. Complete and tear off the bottom half of this card and hand to the third party</td>
</tr>
<tr>
<td>8. Report the incident to 01489 88 21 10</td>
<td>8. Report the incident to 01489 88 21 10</td>
</tr>
<tr>
<td>9. Contact your fleet manager/supervisor/insurance department if appropriate</td>
<td>9. Contact your fleet manager/supervisor/insurance department if appropriate</td>
</tr>
</tbody>
</table>

---

To the Third Party: Zurich

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<td>Or email: <a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a></td>
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</table>
Section F: Detailed information on vehicle insurance and driving licences

38. The College Motor Insurance

The College motor insurance policy applies only to College vehicles and vehicles hired from commercial hire companies within the UK for College business purposes.

The policy does not apply to vehicles owned by College staff or students (see Section 39: Driving your own vehicle).

Similarly, the policy does not apply to vehicles hired outside the UK. This is of particular relevance in North America, where you are advised to ensure the adequacy of insurance provided under car hire contracts with the College Insurance Manager (see also Driving abroad).

Details of the College Motor Insurance can be found at: wiki.imperial.ac.uk/display/FKB/Motor+Insurance

39. Driving your own vehicle – insurance cover

If you are driving your vehicle on College business (regardless of whether or not you are intending to claim for fuel expenses), you will need to ensure your vehicle is insured for “occasional business use”. Phone your insurer to check. This applies even to a one-off journey, for example taking a work colleague or student to the airport.

For longer journeys, you may also wish to check if you have breakdown cover, a courtesy car, windscreen insurance etc. See wiki.imperial.ac.uk/display/FKB/Motor+Insurance

If you are driving abroad and intend using your own car, please check with your insurers if there are any additional insurance requirements.

If you do not have the correct insurance cover it is advisable not to use your own vehicle as without it, your insurer can refuse to honour any claims.

40. Hiring a vehicle – insurance requirements

When hiring a vehicle in the UK for use within the UK or abroad, you should use one of the College’s approved suppliers (such as Enterprise or Hertz), and will need a Purchase Order Number in order to activate the College Motor Insurance. See: www.imperial.ac.uk/finance/purchasing/recommended-suppliers/

Hiring a vehicle abroad - wherever possible hire a vehicle from within the UK preferably through the College business travel provider Egencia, which will help ensure local insurance requirements are met. If this is not possible, try to hire a vehicle from a recognised vehicle hire company (such as those found at airports and ports). Always check the insurance requirements with the College Insurance Manager.

When hiring a vehicle abroad if you have to hire locally, you should use the hire company’s insurance.

41. Driver minimum age limits

You must meet the minimum age requirements for the vehicle and the country in which you intend driving. The requirements for the different vehicle categories are subject to change - check here whether you meet the UK requirements: www.gov.uk/vehicles-you-can-drive and check the AA or RAC websites for information on other countries’ requirements.

42. Newly qualified drivers

If you have only recently passed your driving test, then there are additional considerations: www.gov.uk/safety-code-new-drivers

43. If you did not obtain your driving licence in the UK

You will need to find out from the College Insurance Manager if your non-UK driving licence is valid in this country for the vehicle you intend driving. See also www.rac.co.uk/advice/car-knowledge/top-ten/non-gb-licence and www.gov.uk/driving-nongb-licence

44. Driving a College or hired vehicle in the UK – licensing requirements

Potential drivers must hold a valid licence for the class of vehicle they intend to drive. You will be asked to produce your driving licence before hiring a vehicle or being given the keys to a College vehicle.

If you intend hiring a vehicle in the UK, please book through the College’s approved car hire providers. It is the legal responsibility of the driver to ensure that the hiring company or department is informed of any penalty points and/or changes to his/her driving licence.
In the UK, staff or students who intend driving a motorbike, coach, minibus, lift truck, lorry etc. are required by the Driver Vehicle Licence Authority (DVLA) to have additional classifications on their driving licence and may require medical approvals to drive.

If you are unsure whether or not your licence is valid, please contact the College Insurance Manager or check with the DVLA [www.gov.uk/driving-licence-categories](http://www.gov.uk/driving-licence-categories) or RAC or AA websites for other countries requirements.

45. Driving a hired minibus on College business – licencing requirements

You may hire a minibus through the College Student Union once you have passed their driver training, and provided you have the appropriate licences and are over 21. Detailed information on hiring the Union minibuses and other useful information can be found in the following links: [www.imperialcollegeunion.org/minibuses](http://www.imperialcollegeunion.org/minibuses) and [www.imperialcollegeunion.org/sites/default/files/Driving%20Minibuses%20v2-2.pdf](http://www.imperialcollegeunion.org/sites/default/files/Driving%20Minibuses%20v2-2.pdf)

If you drive a minibus on College business, you are driving for “hire or reward” and should display in the windscreen, the Small Bus permit contained in the Union Minibus folder. Please read the information on the web link: [www3.imperial.ac.uk/pls/portallive/docs/1/19265699.PDF](http://www3.imperial.ac.uk/pls/portallive/docs/1/19265699.PDF)

If driving a minibus outside the UK (but within the EU), you may be required to have a full D1 licence and meet specific higher medical requirements. For further information see: [www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport](http://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport)

46. Driving in the EC/EEA – licencing requirements

You may use your GB licence for driving in other European Community/European Economic Area (EC/EEA) member states and some other countries. However, you should note that while the minimum age for driving a car in GB is 17 individual member states may apply their own age restrictions for entitlements.

The member states are: Austria, Belgium, Bulgaria, Czech Republic, Republic of Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain and Sweden. Check with a motoring organisation (such as the RAC or AA), if you want to drive in a non-EC/EEA country. They will advise you whether you need an International Driving Permit.

47. Driving outside of the EC/EEA - International driving permit

An international driving permit (IDP) is a formal document issued to visitors to another country which translates details of a driving licence into several languages, enabling foreign authorities to interpret the driving entitlements held, their validity periods and the identity of the holder. They are issued by the Automobile Association (The AA) and Royal Automobile Club (RAC). Check with the AA [www.theaa.com/getaway/idp/](http://www.theaa.com/getaway/idp/) to see if the IDP is required.

48. How to check validity, endorsements and convictions on a UK driving licence

Fleet Managers where appointed or line managers, are responsible for checking and routinely rechecking (and recording), if the potential driver on College business is permitted to drive the particular type of vehicle (College or hire), based on their age (licence validity), and licence categories, endorsements and disqualification status, and to rescind authorisation if necessary and notify the College Insurance Manager accordingly.

With the withdrawal of the paper counterpart licence, the DVLA’s [free View Driving Licence service](http://www.gov.uk/driving) lets drivers see what details are on their licence, including what vehicles they can drive and any penalty points they may have.

To use this service the driver will need either their Driver Number (on their driving licence), or National Insurance number. Click [here](http://www.gov.uk/driving) for details of how to share this information eg with fleet or line managers.

Fleet Managers and Line Managers can also phone DVLA on 0906 139 3837, but the driver must give their permission for the enquiry. They can do this by calling 0300 790 6801 before you call, or they can be with you when you call DVLA. Lines are open Monday to Friday 8am to 7pm and Saturday 8am to 2pm.

Would the College Vehicle Insurers insure a College driver who had points on their licence? It’s not necessarily the number of points on the licence that determines this. It depends on the nature and circumstances of the offence, and the period of time elapsed since the offence.

Who makes this decision on behalf of the College? Fleet Managers and Line Managers who find current endorsements on a licence, will need to make a decision on the time elapsed since the event, and on the nature of the endorsement. For example 3 points for Speeding, Traffic Direction and Signs or Construction endorsement
that occurred three years ago, might be acceptable in terms of permitting someone to drive a College vehicle; however if there were several current endorsements for the same offence, this would not be acceptable. 3 points for parking a vehicle unsafely three years ago, would be acceptable to our insurers, but several instances of the same would not be, and neither would a very recent endorsement.

For anything other than these, an alternative driver should be found, or would need to be discussed with the College Insurers.

Please see: [www.gov.uk/penalty-points-endorsements](http://www.gov.uk/penalty-points-endorsements) for further information.

Section G: Sources of information, instruction and Training

Driver Awareness Training is available for members of the College via BRAKE’s website (contact Staff Learning and Development Centre for the password and go to: brakepro.org/take-part/pledge

Driver training providers on College purchasing system:

<table>
<thead>
<tr>
<th>RoSPA</th>
<th>Edgbaston Park 353 Bristol Road Birmingham B5 7ST GB</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Safety Council</td>
<td>70 Chancellors Road London W6 9RS GB</td>
</tr>
</tbody>
</table>

Specific training on minibus driving, with or without a trailer is a pre-requisite of hiring a minibus from the Student Union: [www.imperialcollegeunion.org/minibuses](http://www.imperialcollegeunion.org/minibuses)

Further advice and information is available from the following websites:

- College Insurance Office: [www.imperial.ac.uk/finance/financial-services/insurance/](http://www.imperial.ac.uk/finance/financial-services/insurance/)
- Email: insurance@imperial.ac.uk Tel. + 44 (0) 20 7594 8666 (Internal: 48666)
- College Safety Department:
  - Offsite working: [www.imperial.ac.uk/safety/safety-by-topic/off-site-working/](http://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/)
  - Who is my department safety advisor? See “List of those in post” at end of this web page: [www.imperial.ac.uk/safety/who-we-are/local-safety-staff/](http://www.imperial.ac.uk/safety/who-we-are/local-safety-staff/)
- College Occupational Health Department: [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)
- UK Government advice on driving in the UK - [www.direct.gov.uk/en/Motoring/index.htm](http://www.direct.gov.uk/en/Motoring/index.htm)
- Driver and Vehicle Licensing Agency: [www.dft.gov.uk/dvla/](http://www.dft.gov.uk/dvla/)
- Vehicles you can drive or ride and the minimum ages: [www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022547](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022547)
- What happens if I get stopped by the police? Full details on this site: [www.homeoffice.gov.uk/police/powers/road-traffic/](http://www.homeoffice.gov.uk/police/powers/road-traffic/)
Section H: Example of a pre-use or weekly checklist

The following is an example of a checklist which can be tailored by departments and users to meet their vehicle needs.

The FLOWER checklist may be more suitable for drivers checking their own vehicles as not all items below are relevant.

Departments are responsible for conducting and recording routine vehicle checks, either weekly or monthly – the frequency depends on the amount of use and number of users.

Drivers are responsible for conducting and recording a pre-use check before using their own or a College or hired vehicle, and for reporting any faults at the time they are found – or faults which occur during use.

- The fluid reserves are between minimum and maximum levels (insert photograph of engine compartment showing the various reservoir locations):
  - Brake fluid
  - Power steering fluid
  - Engine oil
  - Engine coolant
  - Windscreen washer fluid

- Tyre tread is legal on all tyres (including the spare)
- Tyres are inflated to the correct pressures
- Windscreen is not chipped or cracked
- Ratchet straps, warning triangle and reflective jackets are present
- Fire extinguisher, first aid kit, spare bulbs and spare fuses present and unused
- Seat belts appear undamaged
- Wheel brace and jack present
- All external and internal mirrors are present, unbroken (and correctly set for the driver)
- Dashboard warning lights indicate a problem
- Windscreen wipers operate
- Fuel tank is full

- The following lights are working
  - Headlights, dipped and full beam
  - Side lights
  - Fog lights
  - Brake lights
  - Reverse lights
  - Hazards/indicators
  - Number plate lights

- Is a trailer to be fitted? If so:
  - Check trailer board lights function
  - Ensure load is securely fastened
  - Ensure load does not exceed vehicle weight limits
  - Number plate matches the towing vehicle

- Documentation:
  - Breakdown contact card, the Driving Code of Practice, What to do in the event of an accident notice with College insurance contact details.
**Section I: Risk assessment requirement summary**

Risk assessment for any work-related activity including Driving at Work must consider hazards, who might be harmed and how, evaluate the risks and determine if the controls are adequate or if more are needed (ie an action plan), and be reviewed in the event of change or an incident. In addition, there must be effective emergency procedures if the controls fail.

The task, vehicle condition, vehicle type and owner, journey destination (duration/distance/country), load type and driver health and competency, are all aspects that need consideration.

For short duration, low risk journeys the **generic risk assessment** included in the COP (Section J), will be sufficient. However, it will not be valid for every type of journey. Generally drivers in conjunction with their line managers, will need to review the generic risk assessment and amend it for their particular journey and task and ensure any actions identified by the risk assessment are carried out.

**49. Risk Assessment Process**

Use the flow chart and tables to determine whether the **generic risk assessment** in the following section is sufficient or if a more detailed assessment is needed - or any other specific assessments or procedures. You must document your risk assessment and review it for each repeat journey.
## Table 1: Scenarios and risk assessment requirements

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Vehicle</th>
<th>Journey duration/location</th>
<th>Load (see table 2)</th>
<th>Is the Generic Risk Assessment (Table 3) sufficient?</th>
<th>Controls (see table 2 for details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive to and from usual workplace/station</td>
<td>Staff or student’s own</td>
<td>N/A</td>
<td>N/A</td>
<td>None required – not driving for work related purposes</td>
<td>N/A</td>
</tr>
<tr>
<td>Drive to and from usual workplace/station when working abroad</td>
<td>Staff or student’s own</td>
<td>Less than 120 miles or 2 hours driving undertaken as part of the normal working day</td>
<td>LOAD A</td>
<td>NO – follow country-specific procedures in addition to Control A</td>
<td>A + country-specific requirements</td>
</tr>
<tr>
<td>Transporting an item on behalf of College</td>
<td>Staff or student’s own or hire vehicle</td>
<td>Less than 120 miles or 2 hours driving undertaken as part of the normal working day</td>
<td>LOAD A</td>
<td>YES if all aspects of Control A are valid (see Table 2).</td>
<td>A</td>
</tr>
<tr>
<td>Transferring a visitor/colleague for College purposes</td>
<td>Staff or student’s own or hire vehicle</td>
<td>Less than 120 miles or 2 hours driving undertaken as part of the normal working day</td>
<td>LOAD B</td>
<td>NO</td>
<td>A + B</td>
</tr>
<tr>
<td>Driving between places of work (eg campuses)</td>
<td>Staff or student’s own or hire vehicle</td>
<td>More than 120 miles or 2 hours driving undertaken as part of the normal working day – or in addition to the normal working day</td>
<td>LOAD C, D</td>
<td>NO</td>
<td>A, B + C</td>
</tr>
<tr>
<td>For any of the above</td>
<td>Staff or student’s own or hire vehicle</td>
<td>More than 120 miles or 2 hours driving undertaken as part of the normal working day</td>
<td>LOAD A, B, C or D</td>
<td>NO</td>
<td>A + B and/or C + additional items covered in the Driving CDP (including overnight stays)</td>
</tr>
</tbody>
</table>

### Employed by the College as an occasional or full-time driver

<table>
<thead>
<tr>
<th>Task</th>
<th>Vehicle</th>
<th>Journey duration/location</th>
<th>Load (see table 2)</th>
<th>Is the Generic Risk Assessment (Table 3) sufficient?</th>
<th>Controls (see table 2 for details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertaking routine or one-off tasks</td>
<td>Departmental vehicle</td>
<td>Less than 120 miles or 2 hours driving undertaken as part of the normal working day</td>
<td>LOAD A, B, C or D</td>
<td>For Load A, the generic driving risk assessment is sufficient if all aspects of Control A are valid BUT if driving is part of your duties, additional criteria must be met (see Section 11)</td>
<td>A (and, B, C, D as appropriate)</td>
</tr>
</tbody>
</table>

### Table 2: Select your load type and control measures

<table>
<thead>
<tr>
<th>Select your load and/or procedure</th>
<th>Select your control (A+ others as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOAD A</td>
<td>CONTROL A</td>
</tr>
<tr>
<td>- Passenger(s) only</td>
<td>Use courier, video conferencing, public transport; if vehicle use is absolutely necessary all items covered within the generic risk assessment (Table 3) must be met including:</td>
</tr>
<tr>
<td>- No load or</td>
<td>- Occasional Use business insurance, valid road tax; MOT/routine service</td>
</tr>
<tr>
<td>- Non-hazardous load (eg not chemical, biological, radioactive, asphyxiant or pressurised gas cylinder), does not require lifting aids or manual handling risk assessment</td>
<td>- Vehicle roadworthy on the day (FLOWER checks undertaken).</td>
</tr>
<tr>
<td>- Driver has valid driving licence for class of vehicle</td>
<td>- Driver in good health, meets eyesight standards, not under influence of alcohol or drugs</td>
</tr>
<tr>
<td>- Vehicle flatbed</td>
<td>- Weather conditions reasonable, route and breaks planned</td>
</tr>
<tr>
<td>- Fully charged mobile phone (turned off)</td>
<td>- Fully charged mobile phone (turned off)</td>
</tr>
<tr>
<td>- Emergency procedures (breakdown, accident)</td>
<td>- Emergency procedures (breakdown, accident)</td>
</tr>
<tr>
<td>- Departmental lone working procedure followed</td>
<td>- Departmental lone working procedure followed</td>
</tr>
<tr>
<td>- Seat belts worn</td>
<td>- Seat belts worn</td>
</tr>
<tr>
<td>LOAD B Hazardous load (eg chemical, biological, radioactive, asphyxiant or pressurised gas cylinder)</td>
<td>CONTROL B + all aspects of Control A (see above)</td>
</tr>
<tr>
<td>- Use a College-approved courier</td>
<td>- Use a College-approved courier</td>
</tr>
<tr>
<td>- Follow the College Codes of practice on transport hazardous goods, and transporting radioactive materials by road</td>
<td>- Follow the College Codes of practice on transport hazardous goods, and transporting radioactive materials by road</td>
</tr>
<tr>
<td>- Contact Department or College Dangerous Goods Safety Advisor or the College Radiation Protection Adviser for advice on specific risk assessments and any additional requirements; May require a COSHH, DSEAR, Biological or radiation risk assessment</td>
<td>- Contact Department or College Radiation Protection Adviser for advice on specific risk assessments and any additional requirements; May require a COSHH, DSEAR, Biological or radiation risk assessment</td>
</tr>
<tr>
<td>LOAD C Item(s) is heavy/numerous and/or awkward, may require more than one person to lift, as well as lifting aids for loading/unloading, transporting to delivery point</td>
<td>CONTROL C + all aspects of Control A (see above)</td>
</tr>
<tr>
<td>- Use a College-approved courier</td>
<td>- Use a College-approved courier or</td>
</tr>
<tr>
<td>- Conduct a Manual handling risk assessment</td>
<td>- Conduct a Manual handling risk assessment</td>
</tr>
<tr>
<td>- Check off-loading location/conditions</td>
<td>- Check off-loading location/conditions</td>
</tr>
<tr>
<td>- Appropriate PPE (eg stout shoes, gloves etc)</td>
<td>- Appropriate PPE (eg stout shoes, gloves etc)</td>
</tr>
<tr>
<td>- Take or ensure appropriate lifting aids are available at the delivery point</td>
<td>- Appropriate PPE (eg stout shoes, gloves etc)</td>
</tr>
<tr>
<td>- Load must not exceed MAM (weighbridge) may be needed</td>
<td>- Load must not exceed MAM (weighbridge) may be needed</td>
</tr>
<tr>
<td>- Loads within and outside vehicle must be secured and balanced</td>
<td>- Loads within and outside vehicle must be secured and balanced</td>
</tr>
<tr>
<td>LOAD D – combinations of Loads B and C</td>
<td>CONTROLS A, B AND C</td>
</tr>
<tr>
<td>Procedure A – Working offsite</td>
<td>CONTROL D + A (and B, C if appropriate)</td>
</tr>
<tr>
<td>Offsite procedures: travel to a conference or hosted research institute in the UK, or to conduct fieldwork</td>
<td>Control D comprises following the College Offsite procedures. These range from notifying your department’s management of attendance dates and contact information, to obtaining assurance from the host institution that H&amp;S arrangements are in place for work you are undertaking, or conducting detailed risk assessments and obtaining approval for field work activities</td>
</tr>
<tr>
<td>Driving abroad – general requirements</td>
<td></td>
</tr>
<tr>
<td>Licencing requirements</td>
<td>CONTROL D + A (and B, C if appropriate)</td>
</tr>
<tr>
<td>Driving in the EC</td>
<td>Control D comprises following the College Offsite procedures. These range from notifying your department’s management of attendance dates and contact information, to obtaining assurance from the host institution that H&amp;S arrangements are in place for work you are undertaking, or conducting detailed risk assessments and obtaining approval for field work activities</td>
</tr>
<tr>
<td>Driving outside the EC</td>
<td></td>
</tr>
<tr>
<td>Hiring a vehicle abroad</td>
<td>CONTROL D + A (and B, C if appropriate)</td>
</tr>
</tbody>
</table>

### Definitions
- **LOAD A**: Passenger(s) only
- **LOAD B**: Hazardous load (eg chemical, biological, radioactive, asphyxiant or pressurised gas cylinder)
- **LOAD C**: Item(s) is heavy/numerous and/or awkward, may require more than one person to lift, as well as lifting aids for loading/unloading, transporting to delivery point
- **LOAD D**: Combinations of Loads B and C
50. Example – undertaking a risk assessment and identifying the actions needed to lower risk

The risk assessment must identify hazards, consider who might be harmed and how; it must consider the driver (e.g. their training, competency, health etc), the vehicle (e.g. its suitability and condition etc), the journey (e.g. conditions, duration etc), and the load (e.g. whether hazardous to the driver, environment or its effect on the vehicle etc).

The hierarchy of controls should be followed: for example, by reducing the need for journeys by means of communicating by Skype for example, or by using public transport; by transferring the risk to a courier; by travelling only during normal working hours, by breaking up journeys by taking rests etc.

In this scenario, a post-doc wants to undertake some work in another institution, and is working through the risk assessment with her line manager:

“I need to transport some heavy lab equipment and radioisotopes from Imperial College to a research institute (for my use for four weeks) in Aberdeen in January. I would like to use my own car; I have been driving for two years in London where I live.”

Use generic risk assessment (Section J, Table 3) to identify hazards, who might be harmed and how, and additional actions required to reduce risk to low.

1. **Hazard:** an incident or breakdown; transporting hazardous material; driving a long distance (over 2 hours/over 120 miles), driving alone. Driving on unfamiliar roads, in potentially adverse weather at this time of year, along with the possibility of ill-health or fatigue. Inexperienced driver.

2. **Who might be harmed and how:** the driver, passengers, other road users or individuals (or the environment) by release of hazardous material into the environment in the event of an accident; reduced acceleration and increased breaking distance because of the heavy load increases the risk of an accident; personal injury from unloading or loading or from impact with an unsecured load within the vehicle. Being tired from the long journey, ill or inexperienced and driving on unfamiliar roads, leads increases driver error, and risk of a road traffic accident.

3. **Will the additional actions described in Table 3 reduce the risk to an acceptable level?** Is there anything else I need to do? Use Tables 1 and 2 in Section I “Risk Assessment Requirement Summary” to determine this, recording any additional information or actions.

4. **Risk assessment:** medium to high if we take no action (ie no controls are in place). However even if we take all the recommended actions, there are multiple hazards, so we believe it will be difficult to reduce the risk to “low”.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transporting heavy lab equipment and radioisotopes from Imperial College to a research institute in Aberdeen in January using own car.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>I have been driving for two years but not confident about driving long distances or in bad weather conditions. Control A may not be sufficient; according to Table 3 (generic risk assessment), this is an additional hazard rated as a Medium-high risk.</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Own vehicle, 10 years old; has broken down in the past. Control A applies – plus any others as appropriate.</td>
</tr>
<tr>
<td>Journey duration</td>
<td>Travelling more than 120 miles - therefore Generic risk assessment alone is not sufficient (see Section J). Conducting work at a hosted research institute or undertake field work, will also need to follow College Offsite procedures. Control A applies – Control D as work is being conducted offsite.</td>
</tr>
<tr>
<td>Offsite work</td>
<td>Conducting work at a hosted research institute or undertake field work, will also need to follow College Offsite procedures.</td>
</tr>
<tr>
<td>Load (i)</td>
<td>Radioactive substances = Load B - therefore Generic risk assessment alone is not sufficient. Will need to follow College Transporting radioactive materials by road, and contact the College Radiation Protection Advisor for further advice. Control B applies</td>
</tr>
<tr>
<td>Load (ii)</td>
<td>Heavy equipment = Load C - therefore Generic risk assessment is not sufficient. Will need to conduct a manual handling risk assessment – assess PPE requirements needed, check if lifting aids/assistance are needed during loading and offloading; check vehicle + load weight exceeds MAM, secure load. Control C applies</td>
</tr>
</tbody>
</table>

- Even if we ensured controls A, B, C (and D as offsite work is intended) and all aspects of the generic risk assessment were followed, my post-doc is an inexperienced driver in an old vehicle with a heavy, hazardous load, with a high likelihood of adverse weather. Therefore the risk of an incident remains medium-high.

- **Conclusion - actions needed:** use public transport to get to Aberdeen, and a courier to transport the items; must also contact RPA for advice on ionising radiation aspects.
Section J: Driving Risk Assessment – generic

The College definition of a short business trip is one that is intended to be less than two hours of continuous driving or less than 120 miles in distance and occurs during normal working hours. Most College driving activities are short business trips which are carried out within the UK and undertaken by experienced UK-trained drivers, so are generally low risk. Where hazardous and heavy loads are being transported, most departments already use College-approved couriers, so removing any risk to College drivers.

However, the following Table 3: Generic driving risk assessment and actions required to reduce risk applies to every driver and trip on College business. The assessment should not need to be reviewed unless there is a significant change (to the driver, vehicle, journey or load), or in the light of an incident.

Note:

- The driver must check if the generic risk assessment is valid before starting their journey.
- Where additional relevant hazards have been identified, and the driver will need to undertake additional actions to reduce all risks to low.
- In some instances, further specific risk assessments are needed (for example if transporting heavy or awkward loads, a manual handling risk assessment will be needed); if travelling long distances, or to another institution or abroad, the College Offsite procedures and risk assessment will be required, and if transporting certain types of hazardous load, then you will need to contact your safety officer or the Safety Department for current advice.
- If the risk from the journey cannot be reduced to low (e.g. because there are multiple hazards), the line manager is responsible for making alternative arrangements

Please note: when using departmental or Student Union vehicles, their policies or procedures must also be complied with.
### Table 3: Generic driving risk assessment and actions required to reduce risk

<table>
<thead>
<tr>
<th>Significant Hazard (more than one may be present)</th>
<th>Nature of Risk and further action(s) required to reduce risk</th>
<th>Uncontrolled risk (with no control measures in place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident or vehicle breakdown</td>
<td>A incident or fault developing with the vehicle leading to a breakdown or interruption to the journey</td>
<td>Low risk providing driver is competent, the vehicle is serviced and MOT’d, the journey is short, and there is no load / load is non-hazardous</td>
</tr>
</tbody>
</table>
| Action for ALL drivers:                              | - Ensure vehicle is roadworthy: undertake basic checks to ensure vehicle is prepared for the journey e.g. adequate fuel, fully functioning lights and optimum tyre pressures, fluid levels ~ oil, coolant, screen wash etc.  
- Check breakdown recovery arrangements are in place and ensure you know exactly what to do if you breakdown, particularly on a motorway or late at night.  
- If your own vehicle, check with your motor insurance company that the vehicle is adequately ensures for business purposes.  
- Inform a member of the department (line manager or other appropriate person), of your departure and expected arrival time, and also if possible inform them in the event of any delays. You should where possible, arrange for the person or institution you are visiting to inform your line manager or other departmental contact if you do not arrive safely at your destination within a reasonable time frame. | |
| Adverse Weather                                     | Adverse weather can result in poor driving conditions. Drivers should feel confident in making a decision not to travel if driving conditions are considered hazardous. | |
| Action for ALL drivers:                             | - be aware of and/or check for weather conditions that may impact upon the journey. Consider alternative arrangements, delaying journey, or allowing additional journey time for rest and driving. | |
| Bad traffic Conditions                              | Delays may result in frustration/tiredness/impaired concentration for the driver and possibly taking greater risks and speeding, or falling asleep at wheel. | |
| Action for ALL drivers:                             | - check local and regional traffic reports in order to avoid any unnecessary delays in their journey. | |
| Welfare and comfort                                 | Lack of access to welfare facilities (toilets etc.) for the driver and passengers (including for pregnant women who may require more frequent rest breaks), can be detrimental to driver concentration. | |
| Action for ALL drivers:                             | - Badly-adjusted seats, seat belts, mirrors and headrests, can also cause discomfort and loss of concentration.  
- Action for ALL drivers: plan regular rest breaks into the journey, in areas where welfare facilities are available e.g. local services / motorway service stations. Take time at the beginning of the journey to adjust the seat etc, and stop to re-adjust if necessary. | |
| Being distracted while driving e.g by mobile phone. | Drivers lose concentration when using mobile phones. | Medium |
| Action for ALL drivers with mobile phone/headset:    | turn off mobile phones/headsets before beginning journey. | |
| Additional hazards identified and actions required to reduce risk |                                                                 | |
| Out of Hours Working/ Lone working                  | Drivers undertaking journeys either early in the morning or late at night may be more susceptible to tiredness and fatigue, affecting driving performance. In addition, most sleep-related incidents occur between 2-6 a.m. and 2-4 p.m. | Low - Medium |
| Action for drivers driving alone:                    | as you will be lone working, you must notify a member of the department (or buddy or other relevant person), of your departure and expected arrival time, and also in the event of any delays. | |
| - If you do not arrive safely, you should also give them instructions to contact your line manager or other departmental contact. | |
| Action for drivers unable to drive during the College’s normal working hours: | If the journey has to begin very early or finish late, plan additional rest periods into the journey. | |
| Taking a new route                                   | Drivers distracted by unfamiliar road systems or who are less likely to make more errors while driving. | Low - medium |
| Action for drivers undertaking new journeys:         | Pre-plan and record the route, taking into consideration the class of roads being used, likely traffic congestion and any major road works / closures. Use motoring organization websites and traffic reports on national and local radio stations. Take an up to date road map covering the area of the journey. Ensure you know how to use and pre-programme any satellite navigation systems before commencing driving. If you get lost, stop and try to get your bearings before continuing your journey. | |
| Tiredness / Fatigue /stress/ illness/injury.         | Tiredness and fatigue, stress, illness and injury can have a detrimental effect upon driving performance | Low - medium |
| Action for driver if feeling unwell:                 | Inform line manager. Refrain from driving, delay the journey, or make alternative transport arrangements. If driving is unavoidable, take frequent rest breaks. | Medium |
| Inexperienced driver / lack of familiarity with vehicle | Inexperienced drivers may be over confident or may feel very anxious about driving – either can lead to poor decision making. | Medium - high |
| Action for inexperienced drivers:                    | discuss with line manager and consider alternative arrangements. If borrowing or hiring a vehicle, ensure you are familiar with the vehicle and feel confident driving it. When driving, allow sufficient time to complete the journey in order to avoid rushing, or the anxiety associated with traffic congestion and/or being late for a meeting. Plan for and take more frequent rest breaks. | |
| Dangerous, heavy or unsecured loads                  | Loads can be hazardous if unsecured or causing a distraction or obscuring driver vision. They could be classified as Dangerous Goods if hazardous or radioactive and therefore their transport is subject to specific legal requirements. | Medium – high |
| Actions for drivers transporting loads in vehicle or trailers: | ensure the load is secure, that the load carried does not exceed the stated weight capacity of the vehicle, and that the load is secured to prevent it shifting during transit. Conduct a manual handling risk assessment to check if you can get the load on and off the vehicle safely. Check this at least one week before undertaking journey as further controls may be necessary / or alternative transport arrangements. | |
| Action for drivers intending to carry dangerous goods: | Contact Safety Department (Radiation Protection Team or College Dangerous Goods Safety Advisor), at least one week before undertaking journey as an additional specific risk assessment and further controls may be necessary / or alternative transport arrangements. (safetydept@imperial.ac.uk) | |
| Long journeys or driving abroad                       | Long journeys will lead to fatigue and loss of driver concentration and a greater risk of an accident. | |
| "Long journey": greater than 2 hours continuous or distances greater than 120 miles in any working day | Driving on unfamiliar roads, or abroad, perhaps with jet lag, or with different road conditions and driving standards has an increased risk of error by driver or from fellow road users. | |
| Action for drivers undertaking long journeys and/or driving abroad: | plan route carefully allowing for a minimum of a 15 minute break from driving every 2 hours. | |
| - If intending to drive abroad, check at least four weeks in advance, what you need to do in order to ensure you and your vehicle meet local requirements (insurance, legal, breakdown, age etc.).  
- On arrival to destination country, make sure you are well rested before considering driving, particularly if you have changed time zones or are tired from travelling for example.  
- If intending to work abroad, check at least four weeks in advance what you need to do in order to comply with the College offsite procedures. | |
| Action for drivers: | | |

---

**Significant Hazard (more than one may be present)**

- Incident or vehicle breakdown
- Adverse Weather
- Bad traffic Conditions
- Welfare and comfort
- Being distracted while driving e.g by mobile phone.
- Out of Hours Working/ Lone working
- Taking a new route
- Tiredness / Fatigue /stress/ illness/injury.
- Inexperienced driver / lack of familiarity with vehicle
- Dangerous, heavy or unsecured loads
- Long journeys or driving abroad

**Nature of Risk and further action(s) required to reduce risk**

- Drivers undertaking journeys either early in the morning or late at night may be more susceptible to tiredness and fatigue, affecting driving performance. In addition, most sleep-related incidents occur between 2-6 a.m. and 2-4 p.m.
- Drivers distracted by unfamiliar road systems or who are less likely to make more errors while driving.
- Tiredness and fatigue, stress, illness and injury can have a detrimental effect upon driving performance.
- Inexperienced drivers may be over confident or may feel very anxious about driving – either can lead to poor decision making.
- Loads can be hazardous if unsecured or causing a distraction or obscuring driver vision.
- Long journeys will lead to fatigue and loss of driver concentration and a greater risk of an accident.

**Uncontrolled risk (with no control measures in place)**

- Low risk providing driver is competent, the vehicle is serviced and MOT’d, the journey is short, and there is no load / load is non-hazardous
- Low - Medium
- Low - medium
- Medium
- Medium - high
- Medium – high
- Medium - High