



THE UNIVERSITY *of* EDINBURGH

Vehicle and Driver Handbook

Guidance Notes on the use of University Vehicles

Estates Department

January 2019

Guidance Notes on the use of University Vehicles

The information contained in this publication is primarily intended to ensure that all persons using University vehicles are aware of their legal obligations, the rules governing use of University vehicles and their responsibility towards other road users. If clarification or further information is required on any road transport related matter please do not hesitate to contact the Parking Office.

It is important to note that Transport Laws and Driving Licence Regulations are subject to change. Updated driver/vehicle information and advice can be obtained from regulatory agencies such as the Driver and Vehicle Licensing Agency (DVLA)

www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency

University vehicles are a valuable resource and must at all times be treated with due care and respect.

To help facilitate the use of vehicles at the University, Heads of School or Department should ensure that a 'Vehicle Co-ordinator' is appointed and given authority and responsibility to oversee the daily allocation and control of all University vehicles assigned to their department.

The content of this publication may also be viewed on the University of Edinburgh website.

www.ed.ac.uk/transport/driving/university-vehicles

The opinions and advice expressed in this publication are made in good faith and are intended for guidance purposes only. They should not in any way be considered as legally binding. You are at all times strongly advised to seek advice and final adjudication on transport related matters from the DVLA

www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency

If there is doubt about any transport related topic – seek advice

University Vehicle and Driver Handbook

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1. General use of University Vehicles

Those responsible for authorising the use of University vehicles must remain aware of the environmental and sustainability policies adopted by the University of Edinburgh. These affirm the University's commitment to reducing, and where possible preventing, pollution through travel. Accordingly, departments are encouraged to use motor vehicles thoughtfully and only on journeys deemed absolutely necessary.

2. Vehicle Co-ordinators

Heads of School or Departments must nominate a member of staff (Vehicle Co-ordinator) who will be responsible for overseeing the proper use and operation of University vehicles within their department.

He or she will be the point of contact with the Parking Office for matters concerning the procurement and disposal of University vehicles.

Vehicle Co-ordinators must ensure that:

- a) Any person wishing to use a University vehicle has a full and valid driving license appropriate to the type of vehicle he/she wishes to drive, and that person is an approved University Authorised Driver.
- b) Where appropriate a formal booking system for the use of departmental vehicles is properly regulated and maintained by the department.
- c) All drivers are made aware that they will be held accountable for all traffic offences whilst a vehicle is assigned to their care.
- d) All drivers are made aware that personal or private use of University vehicles is strictly forbidden. Insurance cover will not apply in circumstances of unauthorised vehicle usage.
- e) All drivers complete the Authorised Driver Form, present their driving licence, read the University's Vehicle and Driver Handbook and attend a Defensive Driving Training session, details of which can be found on the Health & Safety Department's website
- f) Each driver completes a Daily Vehicle Safety Checklist and a Weekly Vehicle Safety Checklist: www.docs.csg.ed.ac.uk/EstatesBuildings/Transport/SafetyChecklist.pdf

- g) Vehicles under their control contain the required safety equipment listed in the University Vehicle Policy: www.ed.ac.uk/files/atoms/files/vehicle_policy_2019.pdf
- h) Accurate mileage data and servicing costs are submitted to the Parking Office on an annual basis.

3. Authorised Drivers

- a) In order to drive any University vehicle or any other vehicle whilst on University related business, individuals must be authorised to do so by the University of Edinburgh.
- b) Individuals must submit annually a completed 'Authorised Driver Registration Form' to the Vehicle Co-ordinator for their department.
- c) Driving licences will be checked online by the Vehicle Co-ordinator once a year, in the presence of the employee at: www.gov.uk/view-driving-licence. A printout will be taken and kept on record.
- d) It is essential to inform The Vehicle Co-ordinator for the department whenever any changes occur to licence details including endorsements, penalty points or change of name/address.
- e) Drivers must comply with any regulations laid down by the DVLA relating to any medical condition that may affect your driving and the validity of your licence, such as a requirement to wear spectacles or contact lenses for driving
- f) Failure to fully disclose any relevant information may result in disciplinary action.

4. Use of University Vehicles

University vehicles represent a considerable investment and are a valuable resource which must be treated with due care and respect at all times

- a) University vehicles must only be used for official University business.
- b) Unauthorised passengers (and materials) must not be conveyed in University vehicles.
- c) Alcohol or illegal drugs must not be consumed by any person (including passengers) whilst they are travelling in a University vehicle. Drivers should not drive under the influence of alcohol, drugs or medicine.
- d) Smoking or Vaping of any kind is not permitted within any University vehicle.
- e) Drivers are responsible for the safety and behaviour of their passengers as well as the security of the vehicle during the period it is entrusted to their care.
- f) Drivers are solely responsible for all traffic offences associated with any University vehicle during the period it is assigned to their care.
- g) Where fitted, seat belts must be worn at all times whilst the vehicle is in motion.

- h) It is the responsibility of drivers to ensure that all loads are properly and securely stowed and that the safe load-carrying capacity of the vehicle is not exceeded.
- i) All incidents, such as accident damage, involving a University vehicle covered by the fleet insurance policy must be reported to the Insurance Office and the Vehicle Co-ordinator. A Motor Claim Form should be completed, available from the Insurance Office:
www.wiki.ed.ac.uk/display/Finance/Insurance+Policy+-+Motor+Insurance
- j) Vehicles must be locked when left unattended, whether on or off University premises. It is advisable to remove any items of value from the vehicle if it is left unattended.

5. Traffic Offences

Parking, Speeding and Other Traffic Offences

Drivers will be held responsible and fully accountable for all traffic offences associated with any University vehicle, or vehicle hired on behalf of the University, during the period that such a vehicle is assigned to their care. Such offences might include parking, speeding etc. All authorised drivers (staff/students) must inform the Insurance Office and the Vehicle Co-ordinator immediately of any notice of intended prosecution, summons, etc. whilst on University business. Where necessary, such notices will be sent to the insurance company, who will deal with the matter.

Drink or Drug Driving

Any member of staff (or student) who is charged and ultimately found guilty of a drink-driving or drug-driving offence will be banned from driving University vehicles. The carriage of alcohol or drugs intended for consumption by passengers (or driver) during any part of a journey is strictly prohibited.

Mobile Phones

The University expressly forbids the use of all mobile phones by authorised drivers at all times when the engine is running and/or the vehicle is in motion. Hands-free kits or similar devices are only acceptable if the phone is held in a 'cradle' or connected to the vehicle via Bluetooth. Under the law, 'using' includes any activity where the instrument is 'held' by the driver at any point during the making, conducting or ending of a call. The definition of driving covers those at the wheel of a vehicle while on public roads (this includes all University sites, car parks, lay-bys, etc.), while moving or stationary with the engine running.

6. Accident Reporting Procedure

In the event of an accident, your primary concern must be for the safety of all parties involved.

If the University vehicle you are driving is involved in an accident, the following actions are necessary:

- a) Stop quickly but safely. Switch on the four-way hazard lights to reduce the chance of someone else hitting you.

- b) Obtain the names and addresses of any independent witnesses. Accident Report Cards (available from the Parking Office) should be held within all University vehicles so that information can be recorded immediately. This information should then be transferred to the Motor Claim Form (available from the University Insurance Office).
- c) In a damage-only accident, you have the legal obligation to exchange names, addresses and registration numbers with the other driver(s) involved. If, for any reason, it is not possible to exchange particulars at the scene, you must report the accident to the police within 24 hours.
- d) If any personal injury has been sustained, no matter how slight, and even if it is possible to exchange particulars at the scene, you must report the accident to the police as soon as possible and, in any case, within 24 hours of the accident.
- e) If you have been injured or feel any discomfort that might be attributable to the accident, it is important that you consult a doctor to initiate a medical report in case of subsequent injury claims.

Completion of the Motor Claim Form

Following any accident involving a University vehicle, Authorised Drivers must complete a Motor Claim Form (copies available from the Insurance Office) regardless of whether or not there is any damage to the vehicle. The report should be checked by the Vehicle Co-ordinator and submitted to the Insurance Office.

Third Party Claims – Legal Documents

It is essential that any notice of intended prosecution, summons, or other Court Documents are passed to the Insurance Office as soon as possible. These will then be passed to the University Motor Insurers to deal with.

Windscreen Repairs

In cases where a windscreen has been damaged, the driver or authorised user should contact the insurer First Response Claims Team on 0141 207 4800. They will direct your call to National Windscreens. There's no requirement for a completed Motor Claim Form and there's no excess or VAT payable on these claims.

7. Driving Licences

Any person wishing to drive a University vehicle must be the holder of a current valid driving licence appropriate to the category of vehicle he or she intends to use.

Driving licences must be checked on an annual basis when completing Authorised Driver Forms, copies of which shall be held by the Vehicle Co-ordinator. All registered drivers are required to inform the Vehicle Co-ordinator immediately of any changes to their driving licence. (e.g. motoring accidents, offences, medical conditions etc.).

Licence Categories

Category B Licences: This driving licence entitlement covers vehicles having a Maximum Authorised Mass (MAM) of up to 3.5 tonnes and vehicles having no more than 8 passenger seats (a total of 9 persons including the driver e.g. saloon cars, MPV's, etc.).

Category D (Category D1): This licence entitlement covers passengers carrying vehicles having more than 8 seats but not more than 16 passenger seats that are not used for *'hire or reward'*. The term *'hire or reward'* encompasses any payment in cash or kind by passengers (or on their behalf) which confers on them the right to be carried.

The old style licence (those issued prior to 1990) will show minibus entitlement under the 'A' classification, while the new style licence (those issued after 1990) will show a D1 (minibus) classification.

For further information about driving licence categories please visit:

www.gov.uk/driving-licence-categories

8. Minibus and Driver Licences

As a non-profit making educational institution, the University operates its minibuses under a Section 19 Permit which allows an organisation to provide transport "for hire or reward" without the need to obtain a PSV Operator's Licence.

University of Edinburgh employees who drive minibuses for the purpose of field trips etc. are clearly carrying out employment related duties and, by implication, are always remunerated for performing that task.

Students driving minibuses, e.g. for Sports Union Club activities, are not carrying out employment-related duties and are not remunerated for carrying out this task.

There are, therefore, different licence requirements for employees and student;

Employees:

- Employees who have obtained their driving licences **before** 1st January 1997 do not require by law to sit any further test. However, the University ensures a consistent standard by requiring these employees to sit an (D1 equivalent) internal University of Edinburgh assessment, before they are issued with a Minibus Driver Authorisation.
- Employees who have obtained their driving licences **after** 1st January 1997 do not meet the "non-reward" condition of the Section 19 exemption, and so these employees require to sit a separate DVLA D1 test, before they can be issued with a Minibus Driver Authorisation.

Students:

- Students do meet the "non-reward" condition of the Section 19 exemption, and so do not require by law to sit any further test if they have a post 1st January 1997 driving licence as long as they fulfil the following criteria;
 - He/she is 21 or over.
 - He/she has at least 2 years of driving experience.
- However, the University ensures a consistent standard by requiring these volunteers to sit an internal University of Edinburgh assessment, before they are issued with a Minibus Driver Authorisation.
- It is important to note that students who drive minibuses under the Section 19 exemption are NOT allowed to tow a trailer of any size.

Section 19 Permits, including the licence requirements above, are only valid in the UK.

In order to drive a minibus outside the UK the driver must have an unrestricted D1 licence. To achieve this, the licensing authority must be approached and the driver will have to go through a medical, theory and an additional driving test.

We would also recommend that full documentation be carried by the driver including Tax Book, MOT Test certificate (where applicable) and driving licence.

All minibus drivers must also hold a University of Edinburgh Authorisation to Drive a Minibus in addition to being registered to drive a University vehicle. Details of how to obtain the University Authorisation to Drive a Minibus are available from the Health and Safety Department website:

www.ed.ac.uk/health-safety/guidance/transport-travel-fieldwork

Minibus permits

To legally drive a minibus for University purposes, your minibus must display a Section 19 permit (as is detailed in the University Health and Safety Policy, Part 2.48 Supplement A) which allows an organisation to provide transport "for hire or reward" without the need to obtain a PSV Operator's Licence.

The Section 19 Permit must be displayed at all times when being driven, whether or not any passengers are on the minibus.

How to get a Section 19 Permit

The University Minibus Co-ordinator will purchase permits from the Community Transport Association (CTA), of which the University is a corporate member.

Permits are valid for five years and are transferable between minibuses; it is entirely the decision of the Head of School/Vehicle Co-ordinator for each specific area whether to purchase a permit for each minibus or share one or more permits between the school minibuses.

The permit must be removed from any hired minibuses before returning the vehicle.

Please visit the Health and Safety website for further information:

www.ed.ac.uk/health-safety/guidance/transport-travel/minibus-permits

Insurance considerations

If purchasing or hiring a minibus to be used on University business, please contact the Insurance Office before to ensure correct insurance is in place.

Further details about Minibus Driving are available on the Health & Safety Department Website:

www.ed.ac.uk/health-safety/guidance/transport-travel-fieldwork

9. University Vehicles Abroad

Any Department wishing to use their vehicle for business use abroad will require the following documents:

- a) Confirmation from Insurers that the trip is covered - arranged by the Insurance Section.
- b) Valid motor insurance certificate AA or RAC 5-Star Breakdown cover or equivalent product.
- c) The Vehicle Registration Document (V5) or the Vehicle on Hire Cert (VE1030) which should be obtainable from the hire/lease company.

The University insurance policy applies throughout the European Union and in Liechtenstein, Norway, Iceland, Croatia and Switzerland.

10. Driving a University Vehicle on a non UK Licence

University vehicles may be driven by those who hold a non UK licence. The rules are different depending on the country of issue. If you are a holder of a non UK licence please visit the DVLA website for details and to ensure you are operating within the law:

www.gov.uk/driving-nongb-licence

All drivers must comply with University requirements which are 18 years for cars and motorcycles, and medium sized vehicles and 21 years for large vehicles.

11. Insurance and Theft

The University's Insurance Office is responsible for all University vehicle fleet insurance. No University vehicles should be used other than for core business or taken home by authorised drivers because this will affect personal tax benefits and may affect the insurance policy.

To register under this policy, employees must complete an Authorised Driver Registration Form (see Appendix 2). To be approved for insurance cover the employee must be:

- a) Over 18 years of age.
- b) Hold a current full driving licence.
- c) Have less than 8 penalty points.
- d) Have six months driving experience with full licence.

Drivers of hired or loaned vehicles are covered only if the Insurance Office has been notified in advance. Minibus drivers must fulfil additional conditions (please refer to Section 8).

Staff should be aware that all insurance is subject to the insured taking reasonable precautions to avoid the risk of loss. Authorised Drivers have a duty to be vigilant and exercise maximum care in safeguarding University vehicles, equipment and property.

All claims must be notified to the Insurance Office immediately, preferably within 48 hours of the incident giving rise to the claim. A condition of all insurances is that a fully completed claim form with supporting information must be submitted to the Insurers within 5 days of the claim arising. It is also important, when an incident involves a third party, that full contact details are provided. For other requirements or queries, please contact the Insurance Office.

If a vehicle is loaned to the University, it is important to establish who is responsible for insuring the vehicle. If the lender's motor insurance is to provide cover, a copy of the policy must be sent to the Insurance Office.

Personal property is not covered by the University's insurance policy. You should, therefore, arrange private insurance cover for such items.

In the event of a theft, or attempted theft, of either the vehicle or its contents, you should notify your Vehicle Co-ordinator immediately.