



Vehicle Policy

1. Policy Statement

- 1.1. This policy provides a framework for the centralised management of all vehicles used within the University (the University Fleet).

2. Scope

- 2.1. This policy covers all vehicles owned, leased or hired by the University for University purposes and the term “University vehicle” is used to refer throughout the policy.
2.2. This policy does not cover privately-owned vehicles.
2.3. This policy covers all staff and students.

3. Principles

This policy is underpinned by the following principles related to the control of vehicles.

3.1. Vehicle Procurement

- 3.1.1. All vehicle procurement requests will be managed by the Procurement Department and the Fleet Manager.
3.1.2. Zero emissions vehicles will be procured where possible to support the University objective of becoming net zero by 2040.
3.1.3. All current and newly procured vehicles will be managed by the University Fleet Manager.

3.2. Fuel Purchasing Arrangements

- 3.2.1. Departments and schools will use approved Fuel Cards, obtained from the Fleet Manager.

3.3. Vehicle Safety Checks

- 3.3.1. Before taking responsibility for a vehicle, every driver must check that the vehicle is in a safe, legal and roadworthy condition and complete the necessary Vehicle Safety Checks. Drivers should refer to the Vehicle and Driver handbook for more information.

3.4. Vehicle Alterations

- 3.4.1. University staff must not carry out alterations to University vehicles without consent from the Fleet Manager.

3.5. Vehicle Disposal

- 3.5.1. The Fleet Manager will arrange for disposal of any University-owned vehicles.
3.5.2. University-owned vehicles may not be sold on privately to members of staff, students, or the public.



4. Roles and Responsibilities

- 4.1.** Responsibilities and organisational arrangements for this Policy follow those defined in the University Health and Safety Policy, although these policies are separate entities. Heads of School may delegate authority, however they remain legally responsible, as with Health and Safety issues.
- 4.2.** The University Executive is responsible for receiving and approving substantive updates to this Policy.
- 4.3.** The Director of Estates is responsible for overseeing the implementation of the Policy, ensuring that it is reviewed regularly and approving non-substantive updates to the Policy.
- 4.4.** The Head of Support Services is responsible for providing an overall framework of guidance to the University on vehicle management.
- 4.5.** The Fleet Manager is responsible for:
 - 4.5.1.** Managing the University's fleet of vehicles.
 - 4.5.2.** Being the first point of contact for all departments looking for vehicle or fleet-related advice.
 - 4.5.3.** Being the first point of contact for all fleet-related external suppliers.
 - 4.5.4.** Managing, assisted by the procurement office, the procurement of vehicles across the University.
 - 4.5.5.** Managing the disposal of University-owned vehicles.
 - 4.5.6.** Ensuring new vehicles are registered with the Insurance and Finance Offices.
 - 4.5.7.** Monitoring Fleet Management and telematics software and using reports generated to ensure both drivers and vehicles, are performing safely and for their intended purpose.
 - 4.5.8.** Ensuring all vehicles have valid insurance and are being used only in support of the University's needs.
 - 4.5.9.** Authorising new drivers and ensuring that all current drivers are authorised and legally allowed to drive vehicles on behalf of the University.
 - 4.5.10.** Ensuring those operating University vehicles have undertaken the mandatory training courses.
 - 4.5.11.** Overseeing the motor incident procedures after a Road Traffic Accident and ensuring all guidance is being followed.
 - 4.5.12.** Managing vehicle MOT and Road Fund Licences for the University fleet.
 - 4.5.13.** Maintaining and collating all fuel use data across the fleet and reporting where necessary.
 - 4.5.14.** Organising all maintenance, servicing, repairs and recalls.
 - 4.5.15.** Ensuring all departments have access to appropriate vehicles.
 - 4.5.16.** Continually reviewing the size of the fleet, and disposing and acquiring as necessary.
 - 4.5.17.** Arranging advanced driver training where requested.
 - 4.5.18.** Arranging Section 19 permits for minibuses and Minibus Competence Assessments where required.



4.5.19. Maintaining business relationships with vehicle-related suppliers.

4.6. The Procurement Department is responsible for:

4.6.1. Providing an overall framework of advice on vehicle procurement to the Fleet Manager.

4.7. Heads of School/Departments are responsible for:

4.7.1. Appointing a local vehicle coordinator to oversee daily operation of their department's vehicles.

4.8. Vehicle Coordinators are responsible for:

4.8.1. Ensuring relevant drivers complete the necessary vehicle checks prior to using a university vehicle. More details can be found in the Vehicle and Driver Handbook.

5. Health and Safety

5.1. Vehicle Purpose

5.1.1. University Vehicles must only be used for the purpose for which they were designed and procured.

5.1.2. If a vehicle is used for a purpose that it was not intended, any resulting damages or charges may be the responsibility of the driver of the vehicle. This could render the driver liable to disciplinary proceedings, withdrawal of the driver's authorisation to drive and/or the withdrawal of the vehicle.

5.1.3. Drivers should follow all safety instructions outlined in the Vehicle and Driver handbook at all times.

5.2. Limitations of Vehicle Use

5.2.1. University Vehicles should only be used for University purposes.

5.2.2. For full details on the limitations of vehicle use, drivers should refer to the Vehicle and Driver Handbook.

6. Insurance and Accidents

6.1. Insurance

6.1.1. Departments are liable for the first £500 on each and every insurance claim.

6.1.2. Drivers who have an insurance claim made against them must ensure this is declared to the Insurance Office.

6.2. Loss or Damage to Vehicle

6.2.1. Drivers must report any damage to, or loss of, any University vehicle using a Motor Incident Form.

6.2.2. All damage must be recorded as part of daily vehicle safety checks.

6.2.3. Vehicle coordinators must keep records of all damage and liaise with the Fleet Manager for any required repairs.

6.3. Vehicle Content Loss



THE UNIVERSITY *of* EDINBURGH

- 6.3.1. University items and equipment are generally insured for loss under the University's insurance policy.
- 6.3.2. Personal property of the driver and any passengers is their own responsibility and is not covered by the University's insurance policy.

6.4. Accidents

- 6.4.1. Following an accident or incident, drivers should refer to the guidance in the Vehicle and Driver handbook.
- 6.4.2. Motor Incident Forms must be completed and returned to the Fleet Manager and Insurance Office within 24 hours of the incident.
- 6.4.3. Any further correspondence related to the incident received by the driver must be forwarded on to the Insurance Office as soon as it is received.

7. Documentation

- 7.1. The following forms and documents support the implementation of this Policy, copies of which can all be obtained from the Fleet Manager:
 - 7.1.1. The [Vehicle and Driver Handbook](#), which is to be given to all drivers upon authorisation - this details the responsibilities of all drivers and provides guidance for specific situations, such as road traffic accidents and breakdown.
 - 7.1.2. The [Vehicle Safety Check Form](#), which is to be completed daily before using a vehicle to ensure it is roadworthy, legal, and safe to drive.
 - 7.1.3. The [Vehicle Procurement Form](#), to be initially completed when considering the procurement of a vehicle.
 - 7.1.4. The [Motor Incident Form](#), which must be completed when a driver and/or vehicle is involved in a road traffic accident.
 - 7.1.5. The [Authorised Driver Form](#), which must be completed by anyone wishing to become an authorised driver for the University.
 - 7.1.6. The [New Vehicle Registration Form](#), to be completed on procurement of a vehicle.
 - 7.1.7. A Data Protection Impact Assessment which will be completed to ensure compliance with data protection principles.

8. Links to Legislation, Guidance, and other University Policies and Guidelines

- 8.1. The following University policies and guidelines may be relevant to the operation of this policy:
 - 8.1.1. [Cardinus | Health and Safety Department](#)
 - 8.1.2. [Minibus permits](#)
 - 8.1.3. [Insurance](#)
 - 8.1.4. [Forms and information for those driving University Vehicles](#)
 - 8.1.5. [University Disciplinary Policy](#)
 - 8.1.6. [University Procurement Policy](#)
 - 8.1.7. [University Data Protection Policy](#)
 - 8.1.8. [University Health and Safety Policy](#)
 - 8.1.9. [University Sustainability \(and Social Responsibility\) Policy](#)
 - 8.1.10. [University Sustainable Travel Policy](#)



8.2. The following legislation and external guidance may be relevant to the operation of this policy:

8.2.1. [Driver Vehicle and Licensing Agency \(DVLA\)](#)

8.2.2. [The Highway Code](#)

8.2.3. [Data Protection Act](#)

9. Policy History and Review

Approved date:

Approved by:

Date of next review: