

## Driving on Imperial College Business

Driving for Work is defined as:

**Any driving on behalf of Imperial College London, other than your normal commute to your normal place of work**

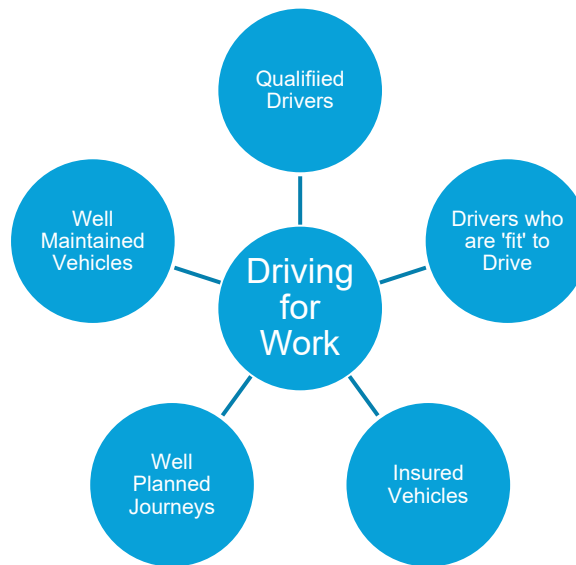
The above definition applies regardless of:

- the vehicle used – It will cover all motor vehicles, whether owned / leased by the University or others (including staff);
- the length or regularity of journey – A ‘one off’ trip to an annual conference may be covered by this definition; and
- the payment for the journey – The fact that someone receives fuel payments (or not) will not affect the application.

In most circumstances, there can only be one ‘normal’ place of work, where you spend the majority of your working time. Journeys elsewhere (even if other Imperial College locations) will be considered ‘driving for work’.

### 1. **Scope**

- 1.1 Imperial College London (the University) recognises the need to keep its employees, and those that come into contact with the University and its activities, safe. Driving for work is acknowledged as one of the most dangerous work-related activities.
- 1.2 Employees of the University also have a duty to take reasonable care for their own health and safety and that of other people who may be affected by their actions. This is in addition to all of the applicable driving laws within the UK. Employees are expected to co-operate with the University and follow the requirements of this Policy.
- 1.3 The University’s approach to safe driving is based around the following key features:



## 2. **Qualified Drivers**

2.1 Before driving for work, you are required to have a valid driving licence for the class of vehicle you are driving. Those using non-UK driving licences need to be aware that entitlements may expire within certain periods of time.

2.2 Your driving licence details will be regularly checked with the Driver and Vehicle Licensing Agency (DVLA). A check must be completed by your line manager/supervisor (or the Fleet Manager if using Fleet vehicles) before you can commence driving on University business. It is your responsibility to confirm the check has been performed satisfactorily before driving.

2.3 Subsequent checks will depend on risk - more frequent checks will be completed for those drivers with points on their licence.

2.4 Outside of these checks, all employees shall report any driving prosecutions, convictions or driving-related penalties to the line manager/supervisor (or the Fleet Manager if using fleet vehicles) as soon as they are aware of them. This will inform our appreciation of risk. In serious incidents, the University may ask that employees do not drive for work.

## 2.5 **Additional instruction**

2.5.1 Refresher driver awareness training is available at the University via BRAKE. You can contact the People and Organisation Development team to access this training.

2.5.2 This training is not mandatory but may serve as a refresher for those who have not driven for some time, or have obtained their driving licence abroad. Attendance on the training will not be monitored.

- 2.5.3 If any employee believes that further training would be helpful, then they are invited to inform the Safety Department at [safetydept@imperial.ac.uk](mailto:safetydept@imperial.ac.uk)

## 3. Fitness to Drive

- 3.1 Drivers need to ensure that they are fit to drive every time that they get behind the wheel.

### 3.2 Distractions

- 3.2.1 **Mobile phones** – It is illegal to use a handheld mobile phone whilst driving. A driver is regarded as ‘driving’ if the engine is running, even if the vehicle is stationary.

Whilst it is legal to use ‘hands free’ mobile phones, they do still represent a distraction and may still result in poor driving behaviour and prosecution.

- 3.2.2 **Smoking** – You should not smoke whilst driving for work due to the potential risk of distraction.

- 3.2.3 **Satellite navigation** – Enter destinations and routes prior to a journey, to avoid having to interact with any satellite navigation system.

- 3.2.4 Drivers need to consider the location of satellite navigation and other technologies; it should not be allowed to block the view through the windscreen.

### 3.3 Health

- 3.3.1 **Alcohol** – There shall be no driving on University business whilst under the influence of alcohol. Employees should be aware of the ‘morning after effect’ where individuals may still be under the influence of alcohol as a result of drinking the night before.

- 3.3.2 **Drugs and Medication** - It is an offence to drive if unfit through the use of drugs and the law makes no distinction between impairment due to illicit drugs or those properly prescribed. If you are on prescription drugs, it is important to check whether they affect your ability to drive before driving.

- 3.3.3 **Medical conditions** – You have a statutory obligation to report relevant medical conditions to the DVLA. You should also inform the University of any medical condition which may affect your ability to drive. You should never drive knowing that a medical condition may affect your ability to drive safely.

## 4. Insurance

4.1 Those driving for University business must ensure that valid insurance is in place for the vehicle they are intending to drive. Rented or leased vehicles may be accompanied by insurance, but it is the responsibility of the driver to ensure that they are familiar with the terms of the insurance (minimum age, permission, etc.) and abide by them.

4.2 Employees using their own vehicle (known as the 'grey fleet') should ensure that 'business use' is included on their insurance policy. An insurance policy that only include 'social, domestic and pleasure' does not include driving for work journeys.

## 5. **Planning and managing journeys**

5.1 Before driving on University business, you should consider whether the journey is necessary.

5.2 Where the journey is necessary, you should ensure that you plan your route in advance, considering whether any roadworks or traffic may cause disruptions to your journey and where there may be appropriate welfare facilities.

5.3 You are advised to take a 15-minute break from driving every two hours. If you feel tired whilst driving, you should stop in a safe place and take a break.

5.4 If you are concerned about the length of a journey, then consider other means of transport or the use of a hotel stay in order to avoid excessive driving.

## 6. **Vehicle maintenance**

6.1 As the driver of any vehicle, it is your responsibility to ensure that it is roadworthy before commencing a journey. If you have any concerns, do not drive and seek appropriate assistance. Guidance on what to check can be found in the [Driving at Work checklist](#).

6.2 Before driving any University vehicle, the Fleet Manager will arrange for you to have a vehicle induction so that you are familiar with the features of the vehicle and aware of breakdown and emergency arrangements.

6.3 The University Fleet Manager will ensure that University vehicles are serviced, insured and holding a valid MOT. You should report any concerns with any University vehicle to the Fleet Manager.

## 7. **Incidents**

7.1 You should report any work-related driving incidents or near misses on the University accident/incident reporting system SALUS. You must also report any work-related accidents in your own vehicle to your insurer.

7.2 The University will investigate incidents to identify underlying causes and whether any controls or changes are needed to University procedures.