

# Authorised Drivers Policy

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<b>Last review date:</b>	May 2021			
<b>Next Review date:</b>	May 2024			
<b>Review Cycle:</b>	3 Years			
<b>Statutory Policy:</b>	No			
<b>Publication:</b>	Website. <a href="#">G/Policies</a>			
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Overview of changes made</b>	<b>Source</b>
10.02.21	0.1	H&S Audit Recommendation New Policy	New Policy	SCC
01.04.21	0.2	Internal Lead Review	No changes. SLT	
29.04.21	0.3	Board Lead Review	No changes. P Lovern	
14.05.21	1.0	Board Scheduled Review	Ratified	

## **Authorised Drivers Policy**

### **1. Trust Driver & Vehicle Operating Policy**

More than a quarter of all road traffic incidents involve somebody who is driving as part of their employment. Health and safety law applies to work activities on the road in the same way as it does to all Trust activities, and the Trust needs to manage the risks to staff and pupils as part of the Trust's health and safety arrangements.

The aim of this policy is to ensure that the Trust takes all reasonable practicable measures to reduce the potential of harm being caused during Trust operated related journeys by employees of The Staffordshire Schools Multi Academy Trust. Whenever employees are driving a Trust vehicle, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue. This will be achieved by ensuring that:

- ✓ our drivers are competent to drive the appropriate class of vehicles;
- ✓ our vehicles are properly maintained, and are subject to driver checks before use;
- ✓ there is continuous monitoring of driver performance and vehicle standards.

### **2. Authorised Driver Status**

- a) Individuals wishing to drive a Trust vehicle on Trust business must be deemed competent in order to be added to the 'Authorised Drivers List', regardless of their driving qualifications.
- b) Individuals must have attained the age of 21 years and have a minimum of two years driving experience since passing their UK full driving licence.
- c) A copy of the driver's licence must be held by the Trust.
- d) Competence will be assessed through a medical and a practical driving skills assessment (undertaken via Staffordshire County Council), and a check on the driving history as recorded on the DVLA website.
- e) Where offences and points are recorded on the DVLA check, the relevant Headteacher will make a decision regarding the driver's competence to drive Trust vehicles. This will be recorded and kept in the Authorised Driver file.
- f) To keep Authorised Driver status, the medical and practical driving skills assessment will be retaken in line with permit dates.
- g) Authorised drivers are required to inform the Trust immediately in relation to any driving offences incurred, involvement in any road traffic accident, whether or not they were at fault, and impediments to their fitness to drive. Reporting such incidents will not necessarily affect the person's Authorised Driver Status. Decisions regarding the driver's continued competence to drive Trust vehicles will be made by the relevant Headteacher, and recorded.
- h) The driver will provide a DVLA licence check code to the Business Operations Manager annually, in order for a check to be carried out. Decisions regarding the driver's continued competence to drive Trust vehicles will be made by the relevant Headteacher, and recorded.
- i) The Trust will consider removing 'Authorised Driver Status' from an individual if there is reason to believe that a person's driving ability is below that required by the Trust. This assessment will be made on such evidence as accident history, complaints relating to driving, and driving offences.

### **3. Responsibilities for all Authorised Drivers**

- a) All drivers are expected to read and comply fully with the details of this policy.

- b) Drivers should ensure that they are fit to drive before driving a Trust vehicle.
- c) Drivers should ensure that the vehicle is in a safe condition before every journey, using the vehicle check documents provided.
- d) Any accident, complaint, vehicle damage, vehicle defect, breakdown, vehicle check by statutory agency, enforcement action or offence must be reported in writing to the Business Operations Manager as soon as possible after the event.
- e) Employees are responsible for any fines or penalties they accrue whilst driving Trust vehicles.
- f) As an employee, regardless of the legal minimum alcohol limit, Trust Authorised Drivers are required to refrain from consuming any alcohol, medication or other substances that may have a detrimental effect on their ability to drive.
- g) Particular consideration should be given to consuming alcohol within the previous 24 hours and the potential latent effect if driving with residue alcohol in the system.
- h) No driver should knowingly allow an unauthorised driver to take charge of a Trust vehicle, unless a member of the emergency services or breakdown services.
- i) Drivers must ensure that there is a forward facing factory fitted seat and a working 3-point seat belt for each passenger carried.
- j) No person should be carried in the load compartment of any vehicle.
- k) Drivers must act responsibly and take appropriate rest breaks. Regardless of any suggested timescales or if driving in a convoy, if a driver feels fatigued they must take an adequate rest break.
- l) There is an expectation that drivers will refuel a Trust vehicle if the fuel gage falls below 50% full.
- m) In all but exceptional cases the vehicle should be left in a clean and tidy state ready for the next user.