

# Three Counties Academy Trust



## Driving at Work Policy

#HS9

Last amended 13<sup>th</sup> January 2026 (v1.1)

Subject to periodic amendment. To be reviewed in full no later than 12<sup>th</sup> January 2029

## Version history

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## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENC</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## **Statement of intent**

Three Counties Academy Trust (TCAT) is committed to ensuring the health and safety of all employees and pupils and maintaining compliance with our statutory duties. This policy has been created in order to outline the risks associated with driving at work and implement procedures to minimise hazards and protect the safety of our staff and others during work-related driving activities. The policy also ensures appropriate safeguarding procedures are in place for the transport of our pupils in private vehicles.

Health and safety law does not apply to staff commuting between their home and their usual workplace – this policy covers employees who use a vehicle for the purposes of TCAT business only. The policy applies to both personal vehicles and vehicles owned, leased or hired by TCAT.

Examples of where this policy applies include, but are not limited to, the following instances of driving:

- To the venue of an INSET day
- To a work-related meeting at another academy or site
- To attend a different academy within the trust
- To attend a conference, seminar, training course, etc.
- Transporting pupils to and from school related activities
- Transporting of pupils or staff due to being taken ill
- To fulfil union duties, e.g. a union representative undertaking work on behalf of the union – this does not include union members acting solely in their capacity as members to attend meetings

**NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.**

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1988
- The Road Vehicles (Construction and Use) Regulations 1986
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2025) 'Keeping children safe in education 2025'
- The Working Time Regulations 1998

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Transporting Pupils in Private Vehicles Risk Assessment
- Educational Visits and School Trips Policy (CU10)
- Records Management Policy (FI2)
- Data Protection Policy (FI20)
- Minibus Policy (GN10)
- Lone Worker Policy (HR17)
- First Aid Policy (HS2)
- Vehicle Policy (HS15)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Attendance Policy (Secondary) (SG29(A))

- Attendance Policy (Primary) (SG29(B))

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

## 2. Roles and responsibilities

The Trust Board is responsible for:

- Ensuring TCAT meets its statutory and legal obligations regarding health and safety at work
- Ensuring that TCAT has adequate insurance in place for the purposes of employees driving at work

Headteachers/Heads of School are responsible for:

- Ensuring that there are arrangements in place for identifying, evaluating and managing risks for driving at work activities
- Ensuring that there are arrangements in place for monitoring and reporting incidents associated with driving at work
- Permitting only employees who are insured, medically fit and competent to drive safely to drive at work
- Ensuring that their staff are aware of this policy and its requirements.
- Ensuring all staff are aware of, and uphold, their professional and personal responsibilities when driving at work
- Ensuring pupils only travel in employee-owned vehicles where the Headteacher/Head of School or other member of the SLT has approved the journey and there is permission from the parent

The Trust Estate Manager is responsible for:

- Ensuring that all site staff are aware of this policy and its requirements
- Permitting only vehicles that are roadworthy, e.g. have a valid MOT, to be used
- Promoting a culture of safe driving
- Ensuring that risk assessments are carried out for driving at work activities, in collaboration with the Headteacher/Head of School
- Putting procedures and safe systems of work into practice, which are designed to eliminate or reduce the risks associated with driving at work

- Ensuring that members of staff are provided with necessary information, instruction and training where required
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents
- Ensuring that appropriate support is provided to staff involved in any incident

The DPO is responsible for:

- Ensuring that all personal data processed for the purposes of this policy is handled in line with the Data Protection Policy

Employees driving at work are responsible for:

- Upholding their professional and personal duties when they are driving at work
- Complying and co-operating with the controls put in place by the Headteacher/Head of school or the Trust Estate Manager to ensure their safety
- Holding a full valid driving licence for the category of vehicle being driven and providing their licence details to the Headteacher/Head of School or Trust Estate Manager where required
- Ensuring that their driving insurance is valid for the purposes of business use, including cover for persons travelling as business passengers
- Driving in accordance with the laws of the road and Highway Code
- Checking before each journey that their vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements
- Ensuring that they meet the minimum eyesight standards for driving
- Ensuring that they are fit to drive; where their fitness to drive may be impaired, e.g. due to a medical condition or taking medication, they inform their line manager as soon as possible and notify the DVLA where required
- Ensuring that they do not drive if they are impaired in any way, e.g. by fatigue, alcohol or drugs
- Submitting applications to the Headteacher/Head of School or Trust Estate Manager, subject to their approval, for driving at work activities where required
- Reporting any driving accidents, near misses or incidents at work to the Trust Estate Manager and ensuring these are recorded as appropriate
- Notifying the Headteacher/Head of School or Trust Estate Manager where there is any change in their circumstance in relation to driving at work, e.g. if they acquire penalty points on their licence for motoring offences outside of work

- Following the guidance and procedures outlined in this policy for safe driving at work practices
- Reporting any incidents that may affect the health and safety of themselves or others to the Trust Estate Manager and asking for guidance as appropriate
- Taking part in any training conducted to meet the requirements of this policy
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have in respect of driving at work activities to their Headteacher/Head of School or Trust Estate Manager

### **3. Driver checks**

All employees who drive at work in their own vehicle must complete and sign the Business Travel Declaration Form (Appendix A) to confirm they have all the necessary valid paperwork to drive and business cover on their insurance.

All employees who drive at work must provide a copy of their driving licence, insurance certificate and a current MOT certificate if their vehicle is older than three years.

Employees who drive at work will provide access to their driving licence to their Headteacher/Head of School, or in the case of the Central Team the Trust Estate Manager for review on an annual basis via [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence); alternatively, employees can print off their 'licence summary' on the website to be reviewed.

Employees will only be permitted to drive at work if their licence is free of serious offences – a final decision will be made by their Headteacher/Head of School or the Trust Estate Manager.

Any changes in an employee's circumstances, e.g. driving convictions, penalty points or their licence is suspended, will be communicated to their Headteacher/Head of School or Trust Estate Manager as soon as possible.

Employees found to have made a false declaration will be treated as committing an act of misconduct and disciplined in line with TCAT's disciplinary procedures.

The Trust Estate Manager will check if extra training is needed to allow drivers to carry out their duties safely, e.g. how to load and unload safely.

Where contractors are used, the Trust Estate Manager will check that they are competent to do the job safely and they are provided with information on the risks from relevant driving at work activities and controls in place.

#### **4. Preparation**

All driving at work activities will be planned beforehand, involving consultation with the driver, to determine the best route and account for factors such as road type and conditions.

When planning journeys, the safety of routes and their appropriateness for the vehicle type will be considered.

Long journeys, e.g. those totalling more than 100 miles of travel in a day, will be approved by the Headteacher/Head of School or the Trust Estate Manager only if they are satisfied that travel by private vehicle is justified – overnight stays will be considered where appropriate. For long journeys, employees will ensure they take a 15-minute break for every two hours of driving.

The Headteacher/Head of School or Trust Estate Manager will ensure that employees are not being asked to work exceptionally long days by taking into account the estimated travel time for their activities.

Before leaving any TCAT site to drive for work-related activity the employee will notify their line manager.

Employees will contact their Headteacher/Head of School or the Trust Estate Manager to cancel a journey where weather conditions pose a significant risk.

Employees driving at work outside of their normal working hours will be considered as working overtime and this will be managed in accordance with the employees' contracts.

TCAT will reimburse expenses incurred by driving at work, e.g. fuel costs, at the discretion of the CFO and any expenses will be agreed prior to driving at work activities.

#### **5. Insurance**

TCAT will declare to their insurers that their staff may at times transport pupils in private vehicles or in transport owned, leased or hired by TCAT.

All employees who make regular work-related journeys will ensure that their vehicles are insured for business use.

All employees will be advised that, if it is likely that they will need to drive at work at any point, they should take out business cover. Where employees are unsure about the cover they need or if they need clarification about what their insurer currently covers, they will be instructed to contact their insurance company. Only employees with valid business insurance, including for persons travelling as business passengers, will be allowed to drive at work.

The CFO will ensure TCAT's insurance covers arrangements for journeys by employees considered as 'occasional use'. Records of insurance paperwork will be kept and stored securely.

## **6. Vehicle safety**

Vehicles owned or leased by TCAT are regularly inspected by the Trust Estate Manager and serviced in line with the manufacturer's recommendations. Employees driving at work using a vehicle owned by TCAT are made aware of how to report defects or issues.

The CFO ensures defects or issues identified in vehicles owned or leased by TCAT will be remedied as soon as possible – the vehicle will not be used until it is safe to do so.

The Trust Estate Manager will ensure drivers are provided with clear instructions where necessary on how to keep themselves safe on the road while driving at work, including, but not limited to the following:

- How to carry out routine safety checks, e.g. on lights, tyres and wheel fixings
- How to identify and report any faults
- How to check safety equipment, e.g. seat belts and head restraints, is correctly fitted and to adjust it where required
- How to use the anti-lock braking systems properly
- How to respond to a breakdown, e.g. the use of high-visibility jackets

A handbook will be provided for drivers where necessary to provide advice on road safety.

Employees are legally responsible for the roadworthiness of their own vehicle – they will be instructed to perform routine safety checks in line with the Highway Code and the manufacturer's recommendations.

Employees will ensure that planned and preventive maintenance on their vehicle is carried out in line with the manufacturer's recommendations.

The vehicle will only be used in poor weather conditions if it is properly equipped, e.g. winter tyres are fitted, and windscreen washer fluid is appropriate for the temperature.

If an employee has any doubts about the safety of their vehicle, they will be instructed not to drive and to seek maintenance in line with the manufacturer's guidelines.

## **7. Road use**

Employees will be responsible for ensuring that they and their passengers comply with the Highway Code, e.g. seat belts are worn at all times while the vehicle is in use.

Employees will be made aware that they must not drive under the influence of alcohol or drugs, if they are disqualified, or if advised not to do so by their doctor or another medical professional. Employees will be made aware that they must not use a hand-held mobile phone while driving and are informed of the risks of using a hands-free phone.

Smoking will not be permitted during driving at work activity if there are passengers in the vehicle and expressly prohibited at all times when using a TCAT vehicle.

Any necessary safety equipment, e.g. a crash helmet and protective clothing, will be worn at all times. Glasses or corrective lenses will be worn if required when driving.

Employees will be instructed of the appropriate action to take if they are driving and they begin to feel sleepy or fatigued.

Employees are advised on the importance of good posture when driving and how to set their seat correctly. Employees are advised on how to reduce risk when driving, e.g. appropriate precautions to take during strong winds or heavy rain.

Arrangements will be put in place to ensure goods and equipment are carried and properly secured in a vehicle where required.

Employees will make sure that their vehicle's maximum load weight is not exceeded while driving at work.

Employees will be advised to store any work equipment and valuables out of sight and in the boot where possible, and to remove any work items from the vehicle overnight.

When it is known or assumed that an employee is driving on a work-related activity, other employees will be advised to avoid calling or texting them unless it is essential.

## **8. Incidents and near misses**

All employees will be instructed to report any work-related road incidents or near misses to the Trust Estate Manager.

The Trust Estate Manager will record incidents and discuss with the relevant Headteacher/Head of School or in the case of the Central Team the CFO the appropriate response to prevent future reoccurrences.

Where an employee suffers an injury in any way, however minor, the details will be recorded by the Trust Estate Manager as soon as possible.

Where necessary, employees driving at work will be provided with basic safety equipment to use in the event of a breakdown or incident, e.g. warning triangles, high-visibility jackets.

Incidents requiring first aid will be dealt with in line with TCAT's First Aid Policy. In an emergency, employees will contact 999 immediately and follow the operator's instructions.

## **9. Transporting pupils**

All trips and journeys involving pupils will be submitted for prior approval by the Headteacher/Head of School in line with TCAT's Educational Visits and School Trips Policy. As part of the approval process, the member of staff designated to drive will produce a valid licence, and where they use their own vehicle, MOT and insurance certificates.

The Headteacher/Head of School will consider, in liaison with their DSL, whether the journey is necessary and appropriate, any behavioural, safeguarding, medical or SEND issues, and the suitability of the members of staff to complete and manage the journey.

All instances of pupils being transported are managed in line with TCAT's Child Protection and Safeguarding Policy and Procedures.

Transport of pupils will only take place in private vehicles where there is no practical or reasonable alternative, and with prior parental approval. Only members of staff with the appropriate level of DBS check and safeguarding and behaviour management training will be permitted to transport pupils.

Where more than one vehicle is used to transport pupils, it will be clearly indicated beforehand which pupils and staff are travelling in which vehicle – this applies to travel to and from the destination.

Any pupil absences for the scheduled journey will be clearly noted before the journey starts.

A single pupil will only travel in an employee's private vehicle in urgent circumstances, e.g. a medical emergency. Where possible, this will be with two members of staff present and with the approval of the Headteacher/Head of School or a member of their SLT – the pupil's parents will be contacted as soon as possible to explain the situation.

The member of staff driving the vehicle will ensure age-appropriate seating and restraints are used correctly, in line with government guidelines, and child locks are in place on the vehicle's doors. Pupils will not sit in the front seat and will not be transported in vehicles without seatbelts under any circumstances.

Instances of pupil misbehaviour will be handled in line with the relevant school's Behaviour Policy – where a pupil's behaviour poses a potential risk to the safety of the driver or other passengers, the driver will take appropriate action, which may include stopping the vehicle where it is safe to do so and returning to school.

## **10. Vehicles owned, leased or hired by the trust**

All vehicles purchased, leased or hired by TCAT are investigated by the CFO beforehand to check they are suitable for the purpose intended and for the health and safety of employees and the public.

Where appropriate, vehicles will have driving aids and other safety devices, e.g. reversing alarms, proximity sensors and camera systems.

The Trust Estate Manager will ensure that vehicles owned or leased by TCAT are maintained in line with the manufacturer's recommendations and the appropriate MOT test is conducted on an annual basis.

The Trust Estate Manager will routinely inspect any vehicles owned or leased by the trust weekly – defects are recorded and repaired as soon as possible, and the vehicle is not used until it is safe to do so.

## **Monitoring and review**

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 12<sup>th</sup> January 2029.

Signed by:

\_\_\_\_\_  
Executive Headteacher/CEO      Date: \_\_\_\_\_

\_\_\_\_\_  
Board appointed Trustee      Date: \_\_\_\_\_

## Appendix A: Business Travel Declaration Form



(To be signed and returned to TCAT Central Office)

Employee name	
Position	
School	
Signature	
Date	

I confirm that:

- I have, and will maintain, business travel insurance cover on any vehicle that I intend to use for driving at work
- My business travel insurance policy covers business passengers
- I have a valid driving licence with no points or other endorsements other than any as declared below

- I will inform the Headteacher/Head of School and trust Estate Manager as soon as possible of any changes to my licence status
- I will ensure that I follow the Highway Code and relevant laws while driving at work
- I understand that I am responsible for the roadworthiness of my vehicle
- I understand that I am responsible for all passengers in my vehicle and will ensure that their behaviour does not give rise to any possible claim from another traveller or a third party
- I will only drive when I am fit and well to do so
- I have read and understand the trust's Driving at Work Policy
- I hereby declare that the information I have provided in relation to business travel is accurate

**If you have points on your licence, please explain in this box how many, the dates of the offences and what they related to:**