

HEALTH AND SAFETY POLICY – TRANSPORT

General Statement

It is our policy to take all reasonable steps to manage the health and safety of those who drive on Students Union business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from drivers as well as basic guidelines on driver health.

Section One

Driver Registration

All drivers of LSU vehicles and hired in vehicles must be registered on the Union's Vehicle Insurance policy.

Criteria

Passenger vehicles with 7-9 seats

- Applicants must be 18 years old and have held a full, UK driving licence for a minimum of one year.
- Not had an accident in the last 5 years.
- All accidents and convictions within 3 years must be declared.

Transit Van

- Applicants must be at least 18 years old.
- Held UK driving licence for a minimum of 1 year.
- All accidents and convictions within 3 years must be declared.

All Drivers

- Complete a registration form.
- Provide a unique licence code.
- Sign a driver declaration.

If the driver cannot fulfil any of the criteria above, they are asked to complete a non-standard form which will need to be sent to our brokers for approval.

Section Two

Drivers Responsibilities

Legal and LSU requirements/best practice

- Drivers must abide by the rules and guidance a set by the Union.
- Drivers are also advised to consult a copy of the Highway Code for guidance on their obligations as a road user. Available from www.highwaycode.gov.uk
- Under no circumstances must drivers consume before driving either alcohol, drugs or medication which may affect his/her ability to drive
- **THE CARRIAGE OF ALCOHOL IS BANNED ON ANY VEHICLE OWNED, LEASED OR HIRED BY THE UNION**
- It is illegal for anyone to smoke on any vehicle owned, leased or hired by the Union.
- It is strictly prohibited for the driver of any vehicle owned, leased or hired by the Union to use any form of hands free mobile equipment whilst driving.

Do not drive when tired.

*To avoid driving tired please read the tips below to ensure you have a safe journey

- Any vehicle making a journey in excess of 150 miles must have two drivers.
- If drivers are intending to take part in contact/high risk sports two drivers must be used irrespective of the distance travelled. No exceptions.
- The vehicle is the responsibility of the driver at all times and under no circumstances must they permit anyone else to drive the vehicle unless registered on the Union policy.
- Drivers are responsible for collecting and returning the vehicle as instructed.
- It is the driver's responsibility for collection/return of keys and vehicle pack at the end of the journey.
- It is illegal for any driver whilst driving under Permit 19 to accept any payment or payment in kind. They are entitled only to a meal and a non-alcoholic drink.

*Before you start your journey:

- **Plan your journey to include a 15 minute break every two hours of driving**
- Have a good night's sleep before setting out on a long journey
- Remember the risks if you must get up unusually early to start your trip, or have a long drive home after a full day's work.
- Avoid making long trips between midnight-6am and 2-4 pm when natural alertness is low



- Even a small amount of alcohol, some medicines and drugs can make you drowsy and you're in danger of falling asleep at the wheel.

When you are on your journey

- Take a 15 minute break every two hours of driving
- If you start to feel sleepy find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.
- Share the driving.

The above information is taken from the government's road safety campaign "THINK!"

PASSENGER LISTS

All users of vehicles owned, leased or hired by the Union must supply a list of passengers prior to departure and must be sent in the following format:

Subject Title:

- Club/Society/Dept - **Action**
- Destination - **Hathern**
- Date – **29 Nov 2021**
- (update) if additional information sent
- **Example: Subject Action-Hathern-29/11/2021** if you are sending an update of passengers please add (update) before resending

The body of your email must include:

- Name of driver/s
Contact details of driver
- Contact details of venue being traveled to.

This should be emailed to suelucas@lsu.co.uk and updated with any changes prior to departure and throughout your trip.

PROCEDURE TO FOLLOW IN CASE OF MINIBUS ACCIDENT OR EMERGENCY

- Follow the accident procedure advice notice supplied with the keys and can be found located in the vehicle.



Passenger responsibilities

All passengers must accept that the driver is the most important and 'senior' person in the vehicle and comply with all directions and instructions given. The driver has the right to ask anyone to leave the vehicle if they are proving to be a menace and thus endangering other passengers and other road users

In all vehicles seated passengers aged 14 years and above MUST wear seat belts where they are fitted. Regulations requiring children 3 years to 13 years or under 135 cms MUST use the appropriate child restraint.

Drivers MUST notify all passengers that seatbelt MUST be worn.

This Health & Safety Policy for Transport covers all vehicles owned, leased or hired by the Students' Union including sections of the Students' Union

20 June 2004

Updated 25 November 2021, Author: Sue Lucas,

I.....declare that I have read and will abide by the rules, guidance and standards set out in the health and safety policy which was provided at the time of driver registration

Dated.....

Print Name: