

# FOX WOOD SCHOOL



## SAFE DRIVING GUIDANCE

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To promote a safe driving culture within the organisation.

### **OBJECTIVES OF THE GUIDANCE**

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient skills and other good road safety habits at all times.
- To ensure all vehicles are in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.

### **CODE OF CONDUCT**

While driving Fox Wood vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in company vehicles e.g. minibus, will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Acquiring points leading to suspension of licence
- Any actions that warrant the suspension of a licence

### **RESPONSIBILITIES AS AN EMPLOYEE**

Every driver of a vehicle used for business will

- Ensure they hold a current driver licence and/or business insurance for the class of vehicle they are driving – this will need to be seen by Office Manager who will seek permission to search via the DVLA for any spent or unspent conviction or licence sanctions.
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or had had limitations placed upon it
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Display the highest level of professional conduct when driving a vehicle during the course of their work
- Check the oil, tyre pressure, etc. of company vehicles they regularly use (see checklist attached)
- Comply with traffic legislation when driving
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving appropriately in the conditions
- Wear a safety belt at all times
- Never drive under the influence of alcohol or drugs, including prescriptions and over the counter medication if they cause drowsiness – to do so could merit disciplinary measures

- Avoid distraction when driving – the driver will adjust car stereos /mirrors etc. before setting off, or pull over safely in order to do so
- Report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity
- Report Fox Wood vehicle defects to the Maintenance Officer as soon as possible
- Ensure they have read the SOP 02 Warrington Borough Council Standard Operating Procedure.

In addition, it is required that all drivers:

- Take regular and adequate rest breaks when driving
- Stop when tired
- Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- Stop the vehicle if behaviour of pupils is unsafe

If an employee is driving their own vehicle for the purposes of work, the same procedures apply.

In addition:

- The employee must seek the employer's agreement before using their vehicle for work
- The car must be legally registered, and insured for the purposes of work – the employee must show evidence of this on request
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts/wheelchair spaces
- The vehicle must not be used in conditions for which it was not designed (such as off-road)

### **The employer should**

- a) Ensure all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
  - Servicing the vehicles according to manufacturers' recommendations
  - Using procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness every time it is used, then record the inspections
  - Keeping maintenance schedules which are completed each time the vehicles are serviced in any way
  - Following the maintenance schedules in the vehicles' manuals
  - Setting up a procedure to identify and rectify faults as soon as practicable – report faults to Maintenance Officer
- b) Identify driver training needs for minibus driving and arranging appropriate training, including providing:

- All drivers are complete a nationally recognised standard of assessment and training through achieving the MIDAS minibus driver training.

c) Encourage safe driving behaviour by

- Not paying staff speeding or other infringement fines
- Forbidding the use of mobile phones in vehicles while driving, only hands free may be used in an emergency situation , not regularly
- Encouraging regular breaks while driving
- Providing food and non-alcoholic drinks at work functions
- Ensuring the employer is informed if existing staff become unlicensed

**WHAT EMPLOYEES ARE TO DO IF THERE IS A CRASH IN A VEHICLE WHILE ON SCHOOL BUSINESS**

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration(s)
- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)
- Name(s) of insurer(s)

Give the following information:

- Your name and address and school details

Contact school to inform them of the situation.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own
- If damage to the vehicle is visible

Follow-up

If there is an injury or damage, report the crash to your manager as soon as you can.

**GUIDANCE REVIEW**

This guidance will be reviewed after its first year and every three years thereafter.

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## Minibus Checklist



Driver Initials  
(Forms seen and checked)

Date:	
Destination(s):	

Pre Journey Check  
(Please Tick)

(Please Tick)

Post Journey Check

Fuel	
Tyre Pressure Ok	
Washer / Water Level	
Wipers	
Reflectors	
Mirrors	
Lights Working	
Indicators / Hazard Lights	
Horn	
First Aid Kit Onboard	
Fire Exit Clear	
Seat Belts Working	
Check Oil Level	
Check Fire Extinguisher(s) in place	
Oxygen notice displayed if needed	
Blue badge visible and in date	

Windows Closed (and locked on green bus)	
Doors Locked	
Valuables Removed	
Keys Removed from Vehicle	
Tail lift button switched off	
Rubbish removed	

I confirm that the appropriate checks have been carried out and that the vehicle has not exceeded 62 mph and has been used for official school business.

I will inform admin staff if blue badge will be out of date within next four weeks.

**Updates on road conditions and weather**

For up to date information about incidents that are currently causing delays and congestion on major roads managed by Highways England

Website at <http://www.trafficengland.com/>

Information on weather conditions is available from the Met Office at:

<http://www.metoffice.gov.uk>