



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

<b>Document Title:</b>	Vehicle Fleet Policy		
<b>Document Category:</b>	Policy		
<b>Version Number:</b>	1.0		
<b>Status:</b>	Approved		
<b>Reason for development:</b>	The purpose of this document is to specify the management of the university's vehicle fleet		
<b>Scope:</b>	This Policy applies to staff and students.		
<b>Author / developer:</b>	Estates Officer		
<b>Owner</b>	Director of Estates & Facilities		
<b>Assessment:</b> (where relevant)	<input checked="" type="checkbox"/> Equality Assessment <input type="checkbox"/> Information Governance <input type="checkbox"/> Legal <input type="checkbox"/> Academic Governance		
<b>Consultation:</b> (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input checked="" type="checkbox"/> Students via Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies		
<b>Authorised by (Board):</b>	FE&GP		
<b>Date first authorised:</b>	11 November 2020		
<b>Date current version authorised:</b>	11 November 2020		
<b>Date current version effective from:</b>	11 November 2020		
<b>Date next review due to commence:</b>	11 November 2023		
<b>Document location:</b>	University website, SharePoint, Staff Portal, Student Portal		
<b>Document dissemination / communications plan</b>	University website, SharePoint, Staff Portal, Student Portal.		
<b>Document control:</b>	All printed versions of this document are classified as uncontrolled. A controlled version is available from the Staff Portal.		
<b>Alternative format:</b>	If you require this document in an alternative format, please contact <a href="mailto:governance@bishopg.ac.uk">governance@bishopg.ac.uk</a>		

\*Please note this document remains valid until formally revoked or replaced by the University.



## **Vehicle Fleet Policy**

### **1. Purpose**

The purpose of this policy is to ensure that the University vehicle fleet is properly managed and utilised in order to comply with the law and relevant vehicle and Health & Safety legislation.

### **2. Aim**

The aim of this policy is to inform employees of their responsibilities to help ensure that the use of the University vehicle fleet is undertaken in accordance with current legislation and University Policy and to protect employees and the University from possible prosecution.

### **3. Delegated Authority**

- a. The Director of Estates & Facilities holds the delegated authority for the management of the University vehicle fleet.
- b. The Director of Estates and Facilities will liaise with and engage the services of external agencies and other University personnel as appropriate to ensure the effective operation of the fleet.
- c. All drivers of University vehicles must comply fully with the contents of this policy document.
- d. The Director of Estates and Facilities reserves the right to withdraw or withhold permission to drive should non-compliance within the policy be evident, or if there is cause for concern as to a driver's ability to operate within the parameters of that required under Health and Safety legislation.

### **4. Insurance and Eligibility to Drive**

- a. All matters pertaining to the insuring of vehicles and driver eligibility will be addressed by the Director of Estates and Facilities in liaison with the Head of Finance.
- b. The Head of Finance is responsible for arranging adequate insurance cover. All University vehicles will be covered annually by fully comprehensive motor insurance. Insurance will be extended to cover any short-term vehicle hire.
- c. The Director of Estates and Facilities will set in place and arrange for the administration of appropriate documents and systems for the collection, recording and reporting of vehicular and driver information as may be required to meet University criteria and that of any University insurer. Such documentation includes the 'Drivers of University Vehicles Questionnaire' (Annex A).
- d. All University staff who require the use of University vehicles must complete and return the Driving for Work Application & Driver's Driving Licence Declaration (Appendix A) together with the relevant licence documentation, which must be seen and verified by the Estates Helpdesk Admin staff.
- e. All drivers are required to complete and return the form each September prior to the start of the academic year and produce their card licence and DVLA licence details. In February DVLA licence details will be requested to be validated and checked, specifically regarding the number of penalty points.



- f. New drivers may complete the form at any time during the year. Forms can be obtained either from the Estates Helpdesk Admin staff or can be found on Sharepoint in the Estates and Facilities Public folder under 'Vehicles' and then 'Forms'. Information submitted will be used to assess driver eligibility in accordance with the permitted driver criteria (see 11. Permitted Drivers). Permission to drive University vehicles will only be issued on compliance with all the necessary criteria.

## **5. Road Fund Licence, MOT Certificate, Servicing, Maintenance and Repairs**

Responsibility is delegated to the Estates Officer to ensure that University vehicles comply with legislation, are regularly serviced, maintained and repaired when necessary and all have a current valid road fund licence and, where applicable, a current MOT certificate. The Estates Officer is also responsible for arranging breakdown cover.

## **6. Booking of Vehicles**

- a. Vehicle booking is handled by the Estates Helpdesk staff who operate a diary system on a 'first come first served' basis. However, priority may be given to requests relative to the distance to be travelled and number of occupants utilising the vehicle.
- b. Only those members of staff who have had their licences checked and completed a Driving for Work Application & Driver's Driving Licence Declaration (Annex A) may drive University vehicles.
- c. All vehicles can normally be booked up to a maximum of eight weeks in advance. This may be extended on the discretion of the Estates Officer or Estates Helpdesk staff. Availability of any University vehicle is not guaranteed; although once booked it is the responsibility of the Estates Helpdesk staff to notify the user of any vehicle that is unavailable, in good time. A minimum of 2 working days' notice is required to book a car, van or MPV and 5 working days' notice to book a minibus.
- d. Availability of vehicles can be checked by calling the Estates Helpdesk but staff must complete a Vehicle Booking Form (Annex B) before any vehicle will be officially booked.
- e. Within normal working hours it is the responsibility of Estates Helpdesk staff to verify the eligibility of the drivers and check booking form details are completed fully and signed. The administration of late returns will be dealt with either by Security staff or the Estates Helpdesk staff the following day. In the case of vehicles being returned over the weekend the responsible driver must return the keys to the Security Office.
- f. Estates Helpdesk staff are given authority not to release a vehicle if non-compliance of the policy is evident.
- g. All vehicle defects are to be reported to the Estates Helpdesk staff as soon as is practicably possible.

## **7. Cleaning of Vehicles**

- a. It is the driver's responsibility to check for and remove any items or rubbish etc. from any vehicle used. Failure to do so can result in a breach of policy offence (Appendix D).
- b. Internal and external cleaning of the University vehicles is the responsibility of the Estates Department.



## 8. Weekly Vehicle Checks

The Estates & Facilities Department will perform weekly checks on the University fleet (i.e. oil, water, tyre pressure, screen wash, lights etc.) and take remedial action as necessary.

### a. Minibus

Section 19 permits must be visible at all times in the front windscreen of all minibuses. Any illegible permits should be reported to the Estates Officer or Estates Helpdesk staff as these cannot be overwritten.

Estates Helpdesk staff will organise defects to be repaired in a timely manner.

### b. Estates Department Electric Vehicle

Only authorised Estates Department staff are permitted to use this vehicle. The nominated Estates Technician will perform the weekly checks plus additional checks necessary for the safe operation of the vehicle.

Any additional maintenance revealed by the weekly checks should be reported immediately to the Estates Officer or Estates Helpdesk staff.

## 9. General Conditions of Use

- a. University vehicles, including hire vehicles, must only be used for official University business.
- b. It is not permitted to loan or hire for reward or otherwise any University vehicle(s) for use by any third party or parties. However, circumstances may arise where a third party, or parties, may be directly involved in the bona-fide business of the University, e.g. agency staff. In such cases a written application for permission to utilise a specific vehicle, or vehicles, giving reasons must be forwarded to the Director of Estates and Facilities and Head of Finance for consideration and decision. The decision will be notified in writing to the requester and is to be accepted as final. Any decision to loan a vehicle to a third party will be approved by the Director of Estates and Facilities/Head of Finance.
- c. Vehicles booked out for Friday use are to be returned to University premises on that day and are not normally to be retained over the weekend or any holiday period. The following exception is allowed:
  - Vehicles booked out to staff that are in pursuant of the bona-fide business of the University within a weekend or holiday period, e.g. staff development activity, field trip, etc.
- d. Vehicles booked out for early Monday morning departures are not to be taken from University premises until the start out time on the Monday. However, vehicle keys and pack can be collected from the Security Office if the departure time is before the start of normal working hours.
- e. Vehicle keys, etc. can only be collected during normal office hours from the Main Reception any persons wishing to collect vehicle keys outside of normal office hours must arrange to collect them from the Security Office.



- f. Vehicles are to be returned by the time stated with at least  $\frac{3}{4}$  of a tank of fuel and with all personal belongings and rubbish removed. Hire vehicles should be returned with the same amount of fuel as when given the keys.
- g. Should these rules prove impracticable (i.e. due to an exceptional early start/late finish) then approval to waiver must be arranged through the Estates Helpdesk staff.

## **10. Permitted Drivers**

Any member of the University staff or student required to drive University vehicles may do so as long as the conditions stated below are met:

- a. All drivers have to pass a practical driving assessment under the supervision of the University's appointed Driving Examiner. Staff or Students who fail a practical driving assessment may undergo an additional assessment after a period of three months. Any subsequent failure to pass the driving assessment will result in a review of the staff member or student's requirement to drive University vehicles. (All drivers are required to undergo additional assessments every two years).
- b. The member of staff or student has completed a Driving for Work Application & Driver's Driving Licence Declaration (Appendix A) and presented their relevant licence documentation for verification to the Estates Department Helpdesk staff.
- c. The member of staff or student has held a full B class (manual) driving licence for a minimum of 2 years for driving a car, and is also 25 years of age or over for driving a minibus (University insurance policy requirement).
- d. The member of staff or student has no alcohol, drug and/or criminal related offences endorsed on their licence.
- e. The member of staff or student has no more than nine penalty points of any kind endorsed on their licence. The University insurance company advises that Bishop Grosseteste University monitor internally up to and including six points. Nine penalty points, or more, or any other serious offences on a licence (e.g. convictions for driving under the influence) must be declared.
- f. Bishop Grosseteste University operates minibuses under a Section 19 Permit.
- g. The member of staff or student has successfully completed a recognised Driver Training Assessment for Minibuses (Minibus Familiarisation) within the last year.
- h. It is an offence under The Smoke Free (Exemptions and Vehicles) regulations 2007 to smoke in a company vehicle. All vehicles covered by the regulation will display a no-smoking sign.

### **11.1 The Department of the Environment, Transport and the Regions gives the following guidelines for minibus driver eligibility:**

- a. Vehicles with eight or less passenger seats are classed as cars and can be driven by anyone with a current car driving licence.
- b. If you have held a car licence since before 1st January 1997, you may drive a minibus with between 9 and 16 passenger seats, as long as it is not used for hire or financial reward, if you:
  - Are at least 25 years old (University Insurance Policy)



- Are insured to drive the minibus in question

11.2 If you obtained a car licence after 1st January 1997, you may drive a minibus with between 9 and 16 passenger seats as long as it is not for hire or reward if:

- a. You provide your services voluntarily.
- b. The vehicle is used on behalf of a non-commercial organisation for a social purpose.
- c. You have held our car licence for 2 years and are over 25 years of age.
- d. The gross weight of the minibus does not exceed 3.5 tonnes.
- e. You are insured to drive the vehicle in question.
- f. You are not intending to drive the minibus outside the UK.
- g. Medically restricted licences - Since 1st January 1998, those with medically restricted licences are not automatically entitled to drive minibuses with up to 16 passenger seats and vehicles between 3.5 and 7.5 tonnes and to attach a trailer to these vehicles. Drivers do not need to act until their licence is next due for renewal after 1st January 1998. As long as licences remain valid, there will be no changes to existing entitlements. Three months prior to the expiry of the licence, the driver will be contacted about their entitlement by the DVLA.

## **11. Vehicle Booking Release and Return Procedures**

See also (4.) Insurance and Eligibility to Drive.

- a. On collecting the keys and pack the driver must fully complete and sign the vehicles 'Driver Defect Report Booklet' before the vehicle leaves University premises.
- b. Estates Helpdesk staff are to ensure the 'Vehicle Requisition Form' (Appendix B) is completed and signed and that the correct vehicle is allocated as required. All forms are to be retained on file.
- c. Drivers are to record the odometer or tachometer reading at the start and finish of their journey in the Drivers Defect Report Booklet provided with fleet vehicles or the mileage sheet provided with hire vehicles (see Annex E).
- d. On completion of the journey vehicles are to be parked on the University campus within the designated area.
- e. Keys, and the vehicle pack must be handed back to Main Reception or Security Office, with the relevant mileage document completed. Any vehicle defects are to be reported to the Estates Helpdesk staff.
- f. Vehicle Pack Contains:
  - Pack contents card
  - Fuel Card
  - Breakdown assistance card
  - Copy of current insurance certificate
  - 'Incident Report Form' (Annex C) – two copies



- Drivers Defect Report Booklet
  - Section 19 Drivers Log (minibuses only)
  - High Visibility jacket (minibuses only)
  - Section 19 Permit (hire minibuses only)
- g. Drivers are also responsible for reporting any defects or faults identified and requiring attention, to the Estates Helpdesk staff.

## **12. Driver Checks**

See also (8.) Weekly Vehicle Checks.

- a. The driver should be aware of the position of the controls within the vehicle and how they operate including the fire extinguisher (a fire extinguisher is normally mounted in the boot area of cars and driver/ front passenger seat in minibuses).
- b. Before beginning a journey, the driver must carry out the following basic vehicle checks:
  - Walk around the vehicle checking that nothing appears to be obviously wrong – such as dented bodywork, broken or cracked glass, and flat or worn tyres etc.
  - Check oil, water, screen wash and fuel levels.
  - Check that the driver's seat and rear-view mirrors are secure and adjust as necessary. All rear-view mirrors on the minibuses should be positioned in such a way as to provide the maximum view possible to the rear of the vehicle.
  - Check that the vehicle is not in gear before starting the engine.
  - Check that no fraying or other damage has been done to seatbelts and ensure they are all in working order.
  - Complete all sections in the Driver Defect Report Booklet.

## **13. Seatbelts**

Seatbelts are fitted to all University vehicles and must be worn by anyone travelling in a University vehicle. All passengers travelling in the minibuses must wear a seatbelt – the Driver will remind passengers of this and must not set off on a journey until satisfied that all passengers have properly secured their seatbelts. Children under the age of 4 are not allowed to travel in any University vehicle. Any child between the ages of 4 and 12 or less than 1.35 metres in height must use a booster seat complying to BS3254 in conjunction with a standard seatbelt system.

## **14. Arrangements for Disabled Passengers**

Disabled passengers will fall into two categories, as far as transportation on minibuses is concerned: (A) those that have to remain in their wheelchairs throughout the journey, and (B) those who are able to use a minibus seat but require their wheelchair before and after the journey.

Those in category (A) will require the use of the powered tail-lift to lift them into the minibus. They, and their wheelchairs, then require to be properly restrained using the combined wheelchair restraint and seatbelt system to protect them in the event of an incident. Those in category (B) may be able to access the minibus via the doors, or they may require the use of the





powered tail-lift to lift them into the minibus before they can move to a minibus seat. Their wheelchairs should then be properly restrained to prevent them causing injury in the event of an incident.

Drivers or escorts must be trained in the use of Tail Lift mechanism and the fitting of wheelchair restraints before they carry wheelchair passengers. Requests for training should be made through Staff Development. If you are required to transport electrically powered mobility scooters these should be loaded using the powered tail-lift and then be properly restrained, using the mobility scooter restraints, to prevent them causing injury in the event of an incident. Passengers should not be allowed to travel sitting in their mobility scooters.

## **15. Driver Hours**

It is important that drivers should not drive when they feel tired or unwell or are on any medication where driving is prohibited. If the working day consists of only driving for work purposes drivers cannot exceed 10 hours and have to take appropriate breaks as advised within this policy. If driving and working (i.e. drive and attend meetings) then this is increased to 11 hours per day. The restriction to 11 hours is removed should the driver not be driving for more than 4 hours on each day of a week. In these circumstances BGU have an additional safety requirement that the maximum 11 hours is then increased to 16 hours and anyone exceeding 13 hours should then have a period of at least 11 hours rest before recommencing work.

Drivers are advised to take a break of at least 10 – 15 minutes after every two hours of driving and take a break of at least 45 minutes after every four and half hours driving. By 'work' it is meant a full day of any kind, and particularly if, for all or part of the time, the driver has been supervising children or students.

## **16. Speed Limits**

All speed limits must be complied with. Vehicles fitted with speed restrictors are not to be tampered with.

<b>Type of Vehicle</b>	<b>Built-up areas</b>	<b>Single Carriageways (Unless otherwise stated)</b>	<b>Dual carriageways Unless otherwise stated)</b>	<b>Motorways (Unless otherwise stated)</b>
<b>Car</b>	30 mph	60 mph	70 mph	70 mph
<b>Goods vehicles up to 7.5t Max weight</b>	30 mph	50 mph	60mph	70 mph (60 mph if towing a trailer)
<b>Minibuses not more than 12 metres overall length</b>	30 mph	50 mph	60 mph	70 mph

The driver is legally responsible for all fines, etc. resulting from the use of the vehicle. If unsure on the speed limits for your vehicle please check with the Estates Helpdesk.

## **17. Minibus Safety and Loading**





- a. Do not overload the minibus. The number of people and the weight of luggage carried must not exceed the maximum limits specified by the manufacturer of the vehicle. If a large amount of luggage is to be carried it may be necessary to reduce the number of passengers in order to remain within the maximum loading limits. All luggage that may shift due to the movement of the vehicle must be safely secured. The use of roof racks on minibuses used by the University is not permitted.
- b. If you are considering towing a trailer with a minibus you must discuss your requirements with the Director of Estates and Facilities. Drivers must not drive minibuses with trailers unless they have received familiarisation training and had an assessment on driving the minibus with a trailer attached.
- c. Make sure that all gangways and exits are kept clear and that the emergency exits can be opened from the inside at all times.
- d. The Construction and Use Regulations prohibit the carrying of highly flammable and dangerous substances. All minibuses are to carry a fire extinguisher and first aid kit.
- e. On completing the journey, it is the responsibility of the driver to ensure the minibus is clear of debris and litter of any kind. Minibuses are cleaned on a regular basis (see 1.7) however it is wholly unreasonable to expect minibuses to be valeted after each journey.

#### **18. Procedures in the Event of an Incident**

In order to give the driver of a University vehicle some assistance in the event of an incident the following procedure should be followed:

- a. The driver must stop the vehicle, assess the situation and check the well-being and safety of any other occupants.
- b. Should the incident be serious or vehicles are rendered immobile causing danger and obstruction of the carriageway the Police and other Emergency Services must be called.
- c. If able to do so, in conjunction with the other driver(s) complete all the relevant details on the 'Incident Report Form' (Appendix C), provided in the vehicle pack, ensuring compliance with the instructions given and that all parties sign in agreement of the details. Two copies of the form are required.
- d. On completion of the form retain one copy (to be forwarded to the Estates Officer or Estates Helpdesk staff) and give the other driver(s) the second copy. Under no circumstances should details be altered or added once the form has been signed.
- e. The driver of the University vehicle must notify the Estates Helpdesk staff of the incident at the earliest possible opportunity, who, in turn, are to notify the Director of Estates and Facilities and the Head of Finance.
- f. In the aftermath of any incident do not admit any responsibility whatsoever. This will be handled at a later date by the University insurer.
- g. The driver should take photographs of the incident/ incident scene including any vehicle damage for use as part of any investigation as a result of the incident.

All reported accidents will be subject of a review by the Director of Estates and Facilities and where deemed necessary, permission to drive university vehicles maybe temporarily suspended until the review is complete.



## **19. Procedures in the Event of a Breakdown**

20.1 When you call the breakdown service using the number provided you will require the following information:

- Vehicle registration and mileage
- Vehicle location (as accurately as possible)
- The breakdown service membership number (this is on the card attached to the vehicle keys).
- Nature of the fault
- The type of vehicle
- The number of passengers who may require transportation to safety

The breakdown provider will either fix the problem so you can continue your journey or arrange transport for all your party to either your destination or back to the University (whichever is closer).

### **20.1 Flat Tyres**

All University vehicles carry a spare wheel but drivers should not attempt to change a wheel unless they have competence to do so and the vehicle is parked in place where it is safe to change the wheel. All passengers should disembark the vehicle and assemble in a safe place.

If you do to believe you are able to change the wheel you are to contact the breakdown service and treat it as the same as a vehicle breakdown.

### **20.2 Vehicle Fire**

In the case of a fire the procedure to follow should be generally as a breakdown, but also:

- Unless already stationary, stop the vehicle where it is safe to do so
- Everyone should be immediately evacuated and moved to a safe place as far away from the vehicle as possible
- The driver should never attempt to tackle an under-bonnet engine fire. The fire extinguisher is provided to deal with cabin fires and thereby secure the safe evacuation of all passengers
- Obtain assistance by ringing the Emergency Services
- Contact the Estates Helpdesk staff as soon as it is safe to do so
- On return to the University a report of the incident must be completed (Annex C) and returned to the Facilities Admin staff

## **20. International Driving Requirements**

University vehicles are not normally allowed to be driven outside of the United Kingdom. Specific additional conditions and legal requirements apply when vehicles are taken abroad. Staff must contact the Director of Estates and Facilities at least 3 months in advance of any proposed vehicle use abroad.

## **21. Breach of Policy**



Any Breach of this Policy or misuse of BGU vehicles, could result in disciplinary action being taken against the driver (please refer below for more information).

All breaches of policy will be recorded and an e-mail will be sent to the member of staff notifying them of the offence and the penalty points received. See Appendix D for examples of Breaches of Policy.

- a. If a member of staff collates 6 penalty points they will receive an e-mail detailing the offence(s) recorded. This email will also serve as the first warning. Copies will also be sent to the member of staff's Line Manager and the Director of Estates and Facilities.
- b. If a member of staff collates 9 penalty points they will receive an e-mail detailing the offence(s) recorded. This e-mail will also serve as the second warning. Copies will also be sent to the member of staff's Line Manager, Department/ Unit Head, and the Director of Estates and Facilities.
- c. If a member of staff collates 12 penalty points they will receive an e-mail inviting them to a meeting with the Director of Estates and Facilities who will present supporting evidence to decide if permission to drive any University vehicle will be withdrawn. Copies of the e-mail and the decision taken will be sent to the members of staff's Line Manager and Department/ Unit Head.



**Driving for Work Application**

Please note when submitting this application, you are required to present a copy of your card licence as well as your DVLA licence information which can be accessed here: <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>							
<b>Driver Information</b>							
<b>Name</b>							
<b>Date of Birth</b>							
<b>Date Licence Obtained</b>							
<b>Department</b>							
<b>Job Title</b>							
<b>STUDENTS ONLY</b>							
<b>Programme</b>						<b>Year</b>	
<b>Driving Requirements</b>							
Please tick which of the following vehicles you would like to drive this year:							
<b>Car</b>		<b>Van</b>		<b>MPV (Seats)</b>		<b>Minibus</b>	
<b>Offences, Prosecutions &amp; Incidents</b>							
In the last 5 years, have you been convicted of any motoring offences, or are any prosecutions pending? If yes, please provide details below.						YES/NO	
<b>Date of Offence</b>		<b>Offence/endorsement Code</b>				<b>Points/Fine</b>	
<b>Incidents</b>							
In the last 3 years, have you been involved in any road traffic collisions? If yes please provide details below.						YES/NO	
<b>Date of Incident</b>		<b>Circumstances</b>				<b>Value of Claim</b>	
<b>Driving History</b>							
Have you at any time been disqualified from driving?						YES/NO	
Have you at any time been convicted of any offence involving dishonesty of any kind? (e.g. fraud, theft, arson or handling of stolen goods)						YES/NO	
Have you at any time been refused/ had cancelled/ been quoted an increased premium for/had special terms imposed on motor vehicle insurance?						YES/NO	
Have you at any time notified the DVLA of a health condition which could impair your driving?						YES/NO	
<b>If you have answered yes to any of the above questions, please give full details below:</b>							

<b>I declare that the above statements are true &amp; I will notify the University immediately should anything change:</b>	
<b>Signature of Applicant</b>	
<b>Date</b>	
<b>Name of line manager supporting this application</b>	
<b>Signature of line manager supporting this application</b>	
<b>Budget code for Driving at Work Assessment</b>	



(Please complete in BLOCK CAPITALS)

This form should be fully completed, signed and dated when handed into the Estates Department Admin staff. Please note you are required to present your relevant licence documentation to be verified by the Estates Department Admin staff along with this form in order to obtain your permission to drive. All drivers will be required to successfully complete an appropriate practical driving assessment prior to approval being given. **All information will be held securely as required by GDPR.**

Offences, Prosecutions & Incidents		
In the last 5 years, have you been convicted of any motoring offences, or are any prosecutions pending? If yes, please provide details below.		YES/NO
Date of Offence	Offence/endorsement Code	Points/Fine
Incidents		
In the last 3 years, have you been involved in any road traffic collisions? If yes please provide details below.		YES/NO
Date of Incident	Circumstances	Value of Claim
Driving History		
Have you at any time been disqualified from driving?		YES/NO
Have you at any time been convicted of any offence involving dishonesty of any kind? (e.g. fraud, theft, arson or handling of stolen goods)		YES/NO
Have you at any time been refused/ had cancelled/ been quoted an increased premium for/had special terms imposed on motor vehicle insurance?		YES/NO
Have you at any time notified the DVLA of a health condition which could impair your driving?		YES/NO
<b>If you have answer yes to any of the above questions, please give full details below:</b>		

I declare that the above statements are true & I will notify the University immediately should anything change:	
Signature of Applicant	
Date	
Name of line manager supporting this application	
Signature of line manager supporting this application	
Budget code for Driving at Work Assessment	

It is offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising that person to drive it. It is also an offence for a person to cause or permit another person to drive it.

THIS IS A DECLARATION THAT I, please print\_\_\_\_\_

Have produced my latest licence and that I have no pending convictions, endorsements or disqualifications. I have had no change in health, which could affect my entitlements to drive, in particular:



<b>FOR ALL LICENCES:</b>	Yes	No
Epilepsy	Yes	No
Fits / Blackouts	Yes	No
Repeated attacks of sudden disabling giddiness (dizziness that prevents you from functioning normally)	Yes	No
Diabetes controlled by insulin or tablets	Yes	No
An implanted cardiac pacemaker or defibrillator (ICD)	Yes	No
Persistent alcohol abuse or dependency	Yes	No
Persistent drug abuse or dependency	Yes	No
Parkinson's disease	Yes	No
Narcolepsy or sleep apnoea syndrome	Yes	No
Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)	Yes	No
Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour	Yes	No
Any other chronic (long term) neurological condition	Yes	No
A serious problem with memory or episodes of confusion	Yes	No
Severe learning disability	Yes	No
Serious psychiatric illness or mental ill-health	Yes	No
Visual problems affecting either eye		
Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)	Yes	No
Any condition affecting your visual field (the surrounding area you see when looking directly ahead)	Yes	No
Any persistent limb problem for which you're driving has to be restricted to certain types of vehicles or those with adapted controls	Yes	No
Angina, other heart conditions or heart operation	Yes	No
Do you currently take any medication	Yes	No
Does this medication affect your driving	Yes	No

If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Group, Swansea SA99 1TU (appropriate medical questionnaires can be downloaded from [www.direct.gov.uk/driverhealth](http://www.direct.gov.uk/driverhealth)). Failure to do so is a criminal offence punishable by a fine of up to £1,000. I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, that could affect my entitlement to drive, as soon as possible.

I have read and fully understand the above and will comply with what is requested of me.

Date		Signature	
		Print	

If you have answer 'Yes' to any question please write give additional information below:







## Appendix B

### Vehicle Requisition Form

Before filling out this form please ensure you are aware of the following:

- Drivers need to have completed an annual 'Driving at Work' assessment **before** hiring any University vehicle.
- **Minimum booking notice period: 2 working days**

Driver Information:				
Name				
Department				
Ext. Number				
Additional Driver				
Required Vehicle – Please select as many vehicle types as applicable				
Car	Van	MPV		
<input type="checkbox"/> Small (Yaris, Fiesta) <input type="checkbox"/> Medium (Auris, Focus)	<input type="checkbox"/> Cargo	<input type="checkbox"/> 8 Seat		
Booking Information				
Vehicle Required From	Date:		Time:	
Vehicle Required To	Date:		Time:	
Purpose of Journey				
Destination				
Number of Passengers				
Requested By		Date		
Estates Use Only:				
Booking Reference				
Vehicle Allocated				



## Appendix C

### Incident Report Form

Date of Incident	
Location	
Time	
Description of Incident	
BGU vehicle details – make/model/ registration	
BGU vehicle drivers full name	
BGU driver's date of birth and date passed driving test	
Description of damage to BGU vehicle	
Other party full name	
Other party address & date of birth	
Other party vehicle make/model/registration number	
Description of damage to another vehicle	
Other party insurance details	
Other information	
<b>Signature of BGU member of staff and date</b>	
<b>Signature of other party and date</b>	



## Appendix D

### Breach of Policy List

Driver Defect Report Booklet is not completed before commencement of journey – 2 Penalty Points.

Vehicle is damaged and not reported – 8 Penalty Points.

Vehicle is left in a dirty state after use (i.e. litter, mud on seats etc.) – 2 Penalty Points.

Vehicle is left unsecure after use – 6 Penalty Points.

Vehicle is not refuelled after use (University Fleet Vehicle with at least  $\frac{3}{4}$  of a tank of fuel and hire vehicle to original state, unless informed otherwise) – 3 Penalty Points.

Journey mileage is not properly recorded (in the Drivers Defect Report Booklet for fleet vehicles and on the mileage sheet for hire vehicles) – 2 Penalty Points.

Vehicle is not parked in designated area (unless otherwise informed) – 2 Penalty Points.

Not ensuring all occupants of the vehicle are wearing seatbelts – 10 Penalty Points.

Not adhering to the campus speed limit or driving without due care and attention. – 8 Penalty Points.

Vehicle not useable for next booking (i.e. dirty interior, equipment left in vehicle etc.) – 3 Penalty Points (additional points may be added based on the impact on the next booking).

Loss of vehicle key, fuel card – 8 Penalty Points.



**Appendix E**

**Vehicle Mileage Log Sheet (Hire Vehicles)**

<b>Make:</b>	<b>Model:</b>	<b>Registration:</b>	<b>Start Date:</b>
--------------	---------------	----------------------	--------------------

**This log sheet must be completed by the driver if the vehicle is used.**

Date	Time Out	Time of return	Start Miles	Finish Miles	Total Miles	Defects Yes / No

<b>Date Returned:</b>	<b>Print Name:</b>	<b>Drivers Signature:</b>
-----------------------	--------------------	---------------------------