



Driving at Work Policy

Date policy last reviewed: October 2025

Signed by:

J Watts

Headteacher

Date: 10.0.2025

M Shiells

Chair of governors

Date: 10.10.2025

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Statement of intent

At Potton Primary School, we are 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 staff and others during work-related driving activities. The policy also ensures appropriate safeguarding procedures are in place for the transport of 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 school business only. The policy applies to both personal vehicles and vehicles owned, leased or hired by the school.

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 school or site
- 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

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

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Lone Worker Policy
- Records Management Policy
- Vehicle Policy
- Staff Attendance and Absence Policy
- First Aid Policy
- Transporting Pupils in Private Vehicles Risk Assessment
- Behaviour Policy

2. Roles and responsibilities

The governing board is responsible for:

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

The headteacher is 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.
- Permitting only vehicles that are roadworthy, e.g. have a valid MOT, to be used.
- 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 or other member of the SLT has approved the journey and there is written permission from the parent.
- Reviewing the effectiveness of this policy at least annually and communicating any changes to all relevant members of staff and stakeholders.

The health and safety officer is responsible for:

- Ensuring that all staff are aware of this policy and its requirements.
- Involving employees and their representatives in decisions and consulting them to help identify potential hazards.
- Promoting a culture of safe driving.
- Ensuring that risk assessments are carried out for driving at work activities, in collaboration with the headteacher.
- 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 Data Protection Officer (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 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 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, subject to their approval, for driving at work activities where required.

- Reporting any driving accidents, near misses or incidents at work to the health and safety officer and ensuring these are recorded as appropriate.
- Notifying the headteacher 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 health and safety officer 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 the headteacher.

3. Driver checks

All employees who drive at work in their own vehicle must complete and sign the Business Travel Declaration Form 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 the headteacher for review on an annual basis via 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 the headteacher.

Any changes in an employee's circumstances, e.g. driving convictions, penalty points or their licence is suspended, will be communicated to the headteacher 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 the school's disciplinary procedures.

The health and safety officer will check that the employee has the correct safety equipment for their vehicle, e.g. a crash helmet and protective clothing for a motorcycle.

The health and safety officer 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 health and safety officer 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 150 miles of travel in a day, will be approved by the headteacher 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 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 the school site to drive for work-related activity the employee will notify their line manager.

Employees will contact the headteacher 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.

The school will reimburse expenses incurred by driving at work, e.g. fuel costs, at its own discretion and any expenses will be agreed prior to driving at work activities.

Where a staff member does not have their own means of transport, the use of taxis will be considered and the school will use its discretion when considering reimbursing expenses incurred for school related matters. Any expenses will be agreed prior to undertaking work activities.

5. Insurance

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

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 Headteacher will ensure the school'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

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.

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 health and safety officer.

The health and safety officer will record incidents and discuss with the headteacher the appropriate response to prevent future reoccurrences.

Where an employee suffers an injury in any way, however minor, the details will be recorded in the incident log as soon as possible.

Incidents requiring first aid will be dealt with in line the 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 in line with the school'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, MOT and insurance certificate.

The headteacher will consider, in liaison with the DSL, the following:

- Whether the journey is necessary and appropriate
- Any behavioural, safeguarding, medical or SEND issues
- The suitability of the members of staff to complete and manage the journey

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

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 or a member of the 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 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 car where it is safe to do so and returning to the school.

10. Monitoring and review

This policy will be reviewed annually by the headteacher.

The headteacher ensures that sufficient information is collected, e.g. in response to any driving incidents, in order to monitor the policy's effectiveness and the need for changes.

Any changes to this policy will be communicated to all relevant members of staff.

The next review date for this policy is October 2026.

Business Travel Declaration Form

(To be signed and returned to the [school office](#))

Employee name	
Position	
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 – **if you have points on your licence, please complete the box below.**
- I will inform the headteacher 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 school'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:

Date:	Date:
Employee signature:	Headteacher signature: