



Brontë Academy Trust
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Bronte Academy Trust

Academy Trust Driving at Work Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
AF / DH	Trustees	14 July 26		14 July 28

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STATEMENT OF INTENT

At Bronte Academy Trust, 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 Trust business only. The policy applies to both personal vehicles and vehicles owned, leased or hired by the trust.

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

- 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 'Keeping children safe in education 2025'
- The Working Time Regulations 1998

The policy operates in conjunction with the following Trust 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 Trustees are responsible for:

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

The Executive 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 Executive headteacher / head of school or other member of the SLT has approved the journey and there is written permission from the parent.
- Reviewing the effectiveness of this policy annually and communicating any changes to all relevant members of staff and stakeholders.

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 Executive 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 Executive headteacher/head of school 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 that their vehicle is roadworthy, e.g. tyres are properly inflated and meet legal requirements.
- 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 Executive headteacher/head of school, subject to their approval, for driving at work activities where required.
- Reporting any driving accidents, near misses or incidents at work to the Trust Strategic Site Leader and ensuring these are recorded as appropriate.
- Notifying the Executive headteacher/head of school 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 Executive headteacher / head of school and asking for guidance as appropriate.
- 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 Executive headteacher/head of school.

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.

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

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.

The Executive headteacher/head of school 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 trust site to drive for work-related activity the employee will notify the school office.

Employees will contact the Executive headteacher/head of school to cancel a journey where weather conditions pose a significant risk.

5 INSURANCE

The trust will declare to their insurers that their staff may at times transport pupils in private vehicles.

All employees who make regular work-related journeys will ensure that their vehicles are insured for business use, or come under the individual school's business class insurance.

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.

6 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.

If the car they are driving has window locks for automatic windows in the back, these need to be turned on.

7 INCIDENTS AND NEAR MISSES

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

The Trust Strategic Lead will record incidents and discuss with the Executive headteacher/head of school the appropriate response to prevent future reoccurrences.

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

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

8 TRANSPORTING PUPILS

All trips and journeys involving pupils will be submitted for prior approval by the Executive headteacher/head of school in line with the Trust's Educational Visits and School Trips Policy.

The Executive headteacher/head of school will consider, in liaison with the 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 the Trust'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.

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 Executive headteacher / head of school 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 trust.

9 MONITORING AND REVIEW

This policy will be reviewed on a bi-annual basis by the Trust Board.

Any changes to this policy will be communicated to all staff members and relevant stake holders.

Declaration of Responsibility

This Driving at Work Policy was reviewed and formally adopted by Bronte Academy Trust on

.....14 July 26.....Date

..........Signed Chair of Trustees

..........Signed Chief Executive Officer

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 if the school does not supply this
- This will cover transporting passengers, including pupils
- 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 Executive headteacher/head of school as soon as possible of any changes to my licence status
- I will ensure that I follow the Highway Code and relevant laws whilst driving at work
- I understand that I am responsible for the roadworthiness of my vehicle
- I understand that I am responsible for ensuring my vehicle is taxed and has an in-date MOT certificate if older than three years
- 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
- I will ensure that pupils will be in an appropriate seat for their age / size and ensuring a seat belt is properly worn at all times

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

Date:	Date:
Employee signature:	Executive headteacher/head of school signature: