

# Tenax Schools Trust

## Travel Policy

### **Adoption Arrangements and Date**

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. either set a full Trust wide policy,
2. or set a 'policy principles' document (a framework within which LGBs develop a full and appropriately customised policy),
3. or delegate to LGBs the power to develop their own policy which the Trust Board will then ratify.

<b>Review Body:</b>	<b>CEO</b>	<b>Adopted:</b>	<b>October 2021</b>
<b>Leadership Grp Responsibility:</b>	<b>HR Director</b>	<b>Date of next review:</b>	<b>October 2022</b>
<b>(Interim review required)</b>			
<b>Policy Type:</b>	<b>Non-statutory</b>	<b>Review period:</b>	<b>3 years</b>

**This is a Level 2 Policy against the Trust Governance Plan.**

This procedure is an advisory, operational policy for adoption at individual Academy level, but has been adopted for Tenax Trust Employees.

## Policy

### Scope:

This policy applies to all staff who are travelling on Trust business, whether in a personally owned vehicle or one provided for use by the Trust. This policy will not be enforced where staff are travelling as part of their normal commute to and from their normal place of work, however the principles of safe driving set out in this policy still apply.

### General Principles:

The Trust takes a holistic view of the risks associated with travelling by car by considering both the skills required and behaviour while driving, with particular regard to those travelling long distances or during unsocial hours.

The Trust will take all reasonable measures to reduce the risks to staff, other road users and members of the public from driving as far as is reasonably practicable.

At all times while driving employees shall conduct themselves in accordance with the Trust's policy and shall use their own judgment to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable. All employees travelling on Trust business are required to follow the Highway Code and all applicable regulations and laws at all times. This includes any local laws, regulations and requirements where vehicles are to be driven outside of the UK.

All employees who drive Trust vehicles will be required to provide their driving license for checking before first using a Trust vehicle, and at intervals thereafter on the request of the Trust.

The Trust will:

- ensure that all vehicles owned or operated by the organisation are subject to regular servicing by a reputable garage and routine examination by a nominated, competent member of staff who is responsible for ensuring the vehicles' continued road/operational worthiness;
- ensure that, for organisation-owned vehicles, all maintenance procedures, equipment and replacement parts are suitable for the vehicle in question.

Employees will:

- be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles);
- Ensure that they meet the health requirements to be fit to drive. This includes the eye-sight requirements, ensuring that their driving is not impaired by prescription or non-prescription medication, and that any medical conditions are reported to the DVLA as required. A list of reportable conditions can be found at <https://www.gov.uk/health-conditions-and-driving> Where there is any doubt the employee is required to consult with their GP or other suitably qualified medical professional involved in their care.
- Undertake weekly checks of Trust vehicles as per Annexe 2. Employees are advised to carry out the same checks on privately owned vehicles used for occasional Trust business before each journey. Employees driving their own private vehicles for Trust journeys remain responsible for the roadworthiness of their vehicle at all times. Where there is doubt over the roadworthiness of a vehicle it must not be driven until a suitably qualified person has confirmed its safety.
- ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
- ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys;
- ensure that, where required by law, suitable child seats are used;
- take breaks every two hours when driving, especially on long-distance trips, to ensure that they do not suffer fatigue;
- wherever possible, share driving on journeys of over two hours' duration;
- plan their journeys to avoid travel in adverse weather and/or excessive hours;
- record repairs and maintenance needs for organisation-owned vehicles in a vehicle-specific log book and draw any concerns/defects to the attention of your line manager as soon as possible;
- report promptly any problems with the condition of hired vehicles to your line manager
- not smoke, or use e-cigarettes (“vape”) in any Trust vehicle (whether owned or leased by the Trust), under any circumstance, either as a driver or passenger, noting that it is a criminal offence to smoke tobacco in a car, or other vehicle, when someone under the age of 18 is present.
- not stop on the hard shoulder of a motorway except in an emergency; and
- Comply with the Trust’s guidance on the use of mobile interactive devices whilst driving – Annexe 1, noting that the use of such devices whilst driving is a criminal

offence. Mobile interactive devices include mobile telephones and tablet devices, and may include such comparable devices as may be made available in the future.

The Trust will not be responsible for any fines or endorsements as may be incurred by staff driving either to and from work, or on Trust business, whether in a Trust vehicle or personally owned vehicle. This includes any fines incurred for road traffic offences or parking fines.

Any staff driving a Trust owned vehicle must notify their line manager of any endorsements to the individual's driving license, or changes to licence provisions (eg. any medical restrictions) so that a further risk assessment can be carried out. Where a medical condition is declared, the member of staff may be referred to the academy's Occupational Health Provider for assessment.

Staff driving their own vehicles are responsible for ensuring that they hold the relevant insurance cover, including business use. Staff using their own vehicles also remain responsible for ensuring their vehicle remains safe to drive including through manufacturer advised service intervals, tyre checks and ensuring the vehicle has a current MOT certificate where required. Staff may be required to provide evidence of insurance and/or MOT if requested.

In the unlikely event that Trust staff are required to use their own vehicles for transporting pupils, the Trust will require provision of a valid Certificate of Insurance for the vehicle concerned covering "business use", and a valid MOT certificate for the full period of use. Where there is an ongoing need for staff to use their own vehicles in this way, copies will be taken annually.

Before each journey where pupils are to be in the vehicle, a copy of the current, full driving license (including counterpart) must be provided.

Failure to comply with this policy, or the provisions at Annex 1, may result in formal disciplinary action which could include summary dismissal.

**Annex 1**

# The use of mobile interactive devices whilst driving

Using a hand-held mobile telephone, or other hand-held device that performs an interactive communication function by transmitting or receiving data, while driving is dangerous and against the law.

Even the use of a hands-free mobile telephone or other interactive communication device while driving can reduce concentration and increase the likelihood of an accident occurring.

For this reason, no employee shall use a hand-held mobile telephone or other hand-held device (other than a two-way radio) that performs an interactive communication function by transmitting and receiving data while driving a private, company or leased motor vehicle on a road on business.

"Driving" for these purposes includes any time while the vehicle is on the road and its engine is running, even if the vehicle is stationary. This includes time spent stopped at traffic lights or during other hold-ups.

"Interactive communication function" includes sending or receiving oral or written messages, faxes, or still or moving images, or providing access to the internet.

A mobile telephone or other device is "hand-held" if it is, or must be, held at some point during the course of making or receiving a call, including to dial a number, or performing any other interactive communication. Any device cradled between the ear and the shoulder is deemed to be hand-held.

The exception to this restriction is where the use of the hand-held mobile telephone or other device is to contact the emergency services on 999 or 112 in the case of a genuine emergency and in circumstances in which it is unsafe or impracticable for the employee to stop driving in order to make the telephone call.

No manager must ask any employee to use a hand-held mobile telephone or other hand-held interactive communication device while driving. All managers must ensure that the

organisation's policy on hand-held mobile telephone and other hand-held interactive communication device use while driving is complied with within their area of responsibility.

Although the use of hands-free equipment is not prohibited by law, because of the increased risk involved in the use of any mobile telephone or other interactive communication device while driving, employees should use hands-free equipment while driving as little as possible.

Where it is necessary to make or receive a call, employees should make it clear that they are driving and keep the call as short as possible. If a longer conversation is necessary, contact should be re-established only when the employee has found a safe place to pull over and park. Any numbers that an employee might need to phone during a journey should be saved to a short-dial number before the journey is begun. Employees should be aware that it is always safer to keep their mobile telephone or other communication device switched on to voicemail, call diversion or a message service before beginning their journey. Where necessary they can then stop in a safe place such as a lay-by to check messages and return calls.

**Annex 2, Travel Policy**

The following vehicle checks are to be undertaken on Trust owned vehicles on a weekly basis.

Vehicle Registration No: \_\_\_\_\_ Valid MOT certificate: YES/NO (delete as applicable)

Date of Check: \_\_\_\_\_ Name: \_\_\_\_\_

Mark each item as:      ✓      Satisfactory      X      Defective/Missing      N/A Not Applicable

Fluids		Lights/Electric		External Condition		Internal Condition	
Engine Oil		Indicators		Wind-screen (cracks or chips)		Seat Belts	
Brake		Side Lights		Door/Wing Mirrors		First Aid Kit	
Clutch		Headlights (Dipped)		Wiper Blades		Fire Extinguisher	
Power Steering		Headlights (Main)		Screen Washers		Head Restraint Adjustment	
Auto Transmission		Number Plate		Tyre Pressure		Torch	
Screen Wash		Reversing lights		Tyre Wear		Warning Triangle	
Fuel (Min ¼ full)		Warning Lights		Tyre Damage		General Bodywork	
Coolant		Horn		Spare Wheel			
		Windscreen Wipers		Cleanliness of number plate, windows, lights			
		Battery		Security of roof-rack, tow bar, trailer			
				Door Locking			

**Comments:** Damage noted, repairs due etc  
Mark on diagram any damage and date noted

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