

# University Occupational Health and Safety Standard

## MANAGEMENT OF OCCUPATIONAL ROAD RISKS

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## 1. PURPOSE

The University is committed to providing a safe environment for its staff, students and others who may be affected by its activities. This Standard sets out the minimum requirements to control risk associated with driving vehicles for work purposes.

## 2. SCOPE

This Standard applies to all persons who may drive on behalf of the University for business purposes. This includes travelling to conferences, visiting host schools in relation to work placements, travel between University premises and persons travelling from home to a different (non-campus) location to work or to attend meetings, seminars etc.

This Standard does not cover the use of private vehicles for driving to or from home, to the driver's normal place of work.

The obligations detailed in this Standard include a responsibility to ensure the safety of any person (including passengers) who, to any extent, has control of University vehicles (owned or leased), or their personal vehicles for work purposes.

***These arrangements do not diminish the individual's responsibility to act within the law in all regards when driving on the public highway; In accordance with the Highway Code.***

## 3. ABBREVIATIONS

<b>DSC</b>	Department Safety Coordinator
<b>HoD</b>	Head of Department
<b>MORR</b>	Management of Occupational Road Risks
<b>MOT</b>	Ministry of Transport [test certificate]
<b>SHaW</b>	Safety, Health and Wellbeing
<b>PCV</b>	Passenger Carrying Vehicle [license entitlement]
<b>RA</b>	Risk Assessment
<b>EV</b>	Electric Vehicle

## 4. DEFINITIONS

- 4.1 Driver** - is any person who is required to drive a University vehicle, a leased or hire vehicle, or their own vehicle as part of their duties, and applies equally to both regular and occasional drivers. This definition extends to Department Drivers.
- 4.2 Driving/Drive** - using a motor vehicle (as a driver) on public roads, or on University grounds and includes when a vehicle is stopped at traffic lights, stopped but waiting (unloading, picking up/dropping off) or during a traffic hold-up.
- 4.3 Department vehicle** – A vehicle procured (e.g. owned, leased or hired) by a University department and not part of the University Fleet i.e. controlled by Estates Services.
- 4.4 Fleet** - the fleet of vehicles owned or leased by the University and operated by Estates Services.
- 4.5 Fleet Driver** - any employee who is required to drive a University vehicle as part of their duties, and applies equally to both regular and occasional drivers.
- 4.6 Hand held device** - something that "is or must be held at some point during the course of making or receiving a call, or performing any other interactive function".
- 4.7 Heads of Department** - includes Heads of Schools/Services and Directors of Professional Services (including outlying centres such as AFRC and PNDC).
- 4.8 Minibus** - any passenger carrying vehicle with 9 to 16 seats (excluding the driver) and a maximum weight of not more than 3.5 tonnes (this is increased to 4.25 tonnes when any specialist equipment, or the carriage of disabled passengers is included e.g. tailgate lift).

## 5. ROLES AND RESPONSIBILITIES

The University OHS Standard for Roles, Responsibilities and Accountabilities defines the organisational arrangements necessary to implement the Occupational Health, Safety and Wellbeing Policy statement at each level of the organisation.

Specific roles, responsibilities and duties for the management of road risks are detailed below:

### 5.1 Executive Deans & Officers

The Executive Officers will provide sufficient resources for the management of road risks in their areas of responsibility, including oversight of University's significant partnerships, collaborations and wholly owned companies, as appropriate.

### 5.2 Heads of Department

Responsible for ensuring compliance with this Standard throughout their area of responsibility by provision of adequate resources and performance monitoring. They will be assisted by the Department MORR Coordinator(s) to carry out delegated tasks as deemed appropriate. Specifically, they will ensure:

- that a sufficient number of MORR Coordinators are appointed to facilitate MORR within the Department and are provided with the necessary time to fulfil the requirements of the role;
- that MORR Coordinators are given their authority to update driver lists by notifying Finance Helpdesk ([Finance-helpdesk@strath.ac.uk](mailto:Finance-helpdesk@strath.ac.uk)) of their appointment, ensuring the email title is 'MORR UPDATES';
- that arrangements are established for implementation of this standard, to include:
  - a) risk assessment;
  - b) checks of vehicle MOT, driving licences and insurances;
  - c) maintaining a list of drivers;
  - d) investigation of incidents involving vehicles;
  - e) vehicle maintenance, insurance and breakdown cover for University procured vehicles;
  - f) specific training requirements (e.g. driver familiarity with electric vehicles, MiDAS training, etc.);
  - g) monitoring implementation of this standard.

### 5.3 Line Managers

Line managers are responsible for driving risks under their control and accountable to the HoD. In accepting authority, they are responsible for ensuring that:

- they are aware of the requirements of this Standard and are able to identify and manage risks associated with driving for work purposes;
- staff under their control [who are required to drive for business purposes], are made aware of the requirements of this Standard;
- members of staff are not permitted to drive for work purposes until their details have been passed to the MORR Coordinator and they are confirmed on the 'approved drivers' list;
- consideration has been given to staff members' capabilities before assigning work which involves driving;
- risk assessments are carried out for driving activities within their area of responsibility;
- copies of all risk assessments are forwarded to their MORR Coordinator;
- the most suitable vehicles are selected for the purpose for which they are used;
- all accidents, collisions and near misses are reported to the HoD and DSC, and where necessary, investigations are undertaken in conjunction with the Departmental Safety Coordinator;
- where minibuses are driven on University business, the requirements of Section 11 of this Standard are adopted;
- all persons who drive departmental or leased vehicles have access to, and are briefed in the practice of the [pre-use checklist](#).

#### 5.4 MORR Coordinator

The MORR Coordinator is an administrative role to assist the HoD with implementing this Standard (see appendix 1C). Where appointed, the MORR Coordinator has delegated responsibility to:

- carry out and record evidence of specific checks of departmental drivers and where applicable, their private vehicles (see appendix 1A);
- create and maintain a list of 'approved' drivers, which should be forwarded to the Finance Helpdesk ([Finance-helpdesk@strath.ac.uk](mailto:Finance-helpdesk@strath.ac.uk)), ensuring the email title is 'MORR UPDATES';
- maintain records in conjunction with the University's data protection procedures (see appendix 1A);
- maintain a data base of completed risk assessments;
- maintain accurate records of vehicles under the control of the Department.

#### 5.5 Director of Estates Services

Management responsibility for the University's fleet of vehicles. They are responsible for ensuring:

- that fleet vehicles are suitable for their intended purpose and that utmost importance is placed upon safety features;
- the assignment of a Fleet Manager and a deputy, with specific responsibility for managing the Fleet and the drivers of the Fleet.

#### 5.6 Fleet Manager

The Fleet Manager has a delegated responsibility for managing the fleet and the drivers of the fleet (see appendix 1B). They are responsible for ensuring that:

- Fleet drivers are at least 21 years of age and have held a full driving licence for a minimum of two years;
- Fleet drivers complete the 'Driver's Declaration Form' on an annual basis;
- Fleet drivers complete the 'Medical Assessment for Driving' form and forward it to the Occupational Health Service for screening, to confirm they are fit to drive. This process must be completed upon commencing employment and at intervals not exceeding five years.
- Fleet drivers' driving licences are suitable for the classes of vehicles being driven and are checked to be valid;
- Fleet vehicles have:
  - a) been selected for intended use
  - b) appropriate insurance and tax
  - c) a current MOT certificate (where required);
  - d) appropriate breakdown recovery; and
  - e) a programme of servicing, maintenance and repair.
- risk assessments relating to MORR have been carried out and recorded and that controls are implemented and monitored;
- driver competence arrangements are established and maintained. Fleet drivers must have experience backed up by information, instruction, training and supervision, providing assurance that they conduct their driving duties safely;
- all accidents, collisions and near misses are recorded on the 'Accident and Near Miss Reporting Form' (S1) and that suitable arrangements are made to carry out investigations where necessary.

#### 5.7 Fleet Drivers

All drivers of the University's Fleet vehicles must be deemed suitable to drive. They must:

- cooperate with the requirements of this Standard;
- observe the Highway Code and current driving legislation;
- complete the '[Driver's Declaration Form](#)'. These forms must be completed annually and retained securely on file by the Fleet Manager;

- complete the 'Medical Assessment for Driving' form and forward it to the Occupational Health Service for screening purposes, to confirm (or otherwise) that they are 'passed fit to drive'.
- this form must be completed upon commencing employment and every five years thereafter. The Occupational Health Service may determine that individual assessments may require processing more frequently. Drivers over the age of 65 must complete this form annually;
- provide driving licence details to the Fleet Manager, including a DVLA 'check code'; (details of how to do this are noted on the ['Driver's Declaration Form'](#));
- Undertake a daily check of the vehicle before use and update the vehicle log book. These checks must also be carried out when receiving the vehicle from another driver, or when collecting the vehicle after any maintenance;
- detail all journeys in the vehicle log book;
- report all accidents, collisions and near misses to the Fleet Manager;
- inform the Fleet Manager and if they are suffering from any medical condition, or taking any medication that might adversely affect their ability to drive safely and refrain from driving;
- a management or self-referral appointment can be arranged through the Occupational Health Service if required for advice on the suitability to drive.

### 5.8. Department Drivers

All drivers of University, department, hired or leased vehicles, or those who may use their private vehicle for work purposes must:

- cooperate with the requirements of this Standard;
- observe the Highway Code and current driving legislation;
- complete the ['Driver's Declaration Form'](#) annually and forward it to their MORR Coordinator, detailing the following information and evidence:
  - i. driving licence details, including a DVLA ['check code'](#);
  - ii. details of any private car(s) which may be used on University business to allow the MORR Coordinator, to carry out a 'Tax and MOT check' (where applicable)
  - iii. for private vehicles use, a copy of their current motor insurance certificate, detailing 'business car insurance' and redacting any additional names (e.g. spouses, dependants).
- inform their MORR Coordinator of any relevant changes to their insurance, MOT, tax and driving licence details;
- inform their line manager and MORR Coordinator if they are unfit to drive (e.g. affected by any medical condition, or taking any medication that might adversely affect their ability to drive safely) and should refrain from driving;
- carry out a [daily check](#) of departmental and leased vehicles prior to use and update the vehicle log book;
- report all accidents, collisions and near misses to both their Line Manager and DSC;
- seek advice from the Occupational Health Service on any health concerns that may affect their ability to drive.

## 6. DRIVING SAFELY

Prior to undertaking any driving activity, it is essential to:

- a) determine if the driving activity is required (is it more suitable to utilise public transport);
- b) carry out a suitable and sufficient driving risk assessment prior to undertaking any journey.

### 6.1 Risk Assessment

A risk assessment is required for any work-related driving activity and should follow the same principles for other work activities and be completed using the [e-risk](#) system. When undertaking a risk assessment, the driver(s), vehicles and journeys should be assessed giving consideration to sections 6 to 9 of this document and be generic or specific, as detailed below:

### 6.1.1 Generic Risk Assessment

Departments should develop a generic driving risk assessment, to which line managers should ensure that Drivers read and sign prior to any driving journey being undertaken. Where there is increased risk or other risks from driving activities or journeys, a specific risk assessment must be conducted.

### 6.1.2 Specific Risk Assessment

Specific risk assessments may be required where additional hazards or increased risk are presented by the journey. Examples of where this would be appropriate include:

- non-routine or long-distance journeys;
- trips that include driving overseas;
- driving that is expected to take place in severe weather conditions;
- journeys that involve lone working in remote or potentially dangerous areas;
- driving vehicle-types that are new or not normally driven;
- the transport of dangerous goods;
- the transporting of large numbers of passengers for example in a minibus;
- individual circumstances associated with any driver e.g. fitness to drive, experience, licence penalty points.

Additional legislation may apply if goods and equipment are to be transported in vehicles, e.g. risk assessing safety of loads, manual handling assessments, COSHH assessments. Conveyance of hazardous waste is arranged via Estates Services and should not be carried out by departments.

The safeguarding of staff, students and any other passengers, and especially those who are under 18 or may be vulnerable, should be considered in the risk assessment.

Further information on undertaking a risk assessment can be found in the OHS Hazard Identification and Risk Management Standard (currently under development).

## 6.2 Fitness to Drive

All persons who drive at work are personally responsible for ensuring that they are fit and healthy to drive safely and do not put themselves or others at risk. Where a driver's fitness does not meet the requirements of the Highway Code, they should inform their Line Manager and MORR Coordinator and must refrain from driving. To ensure that drivers are fit and healthy to drive, the following steps must be followed:

- all University drivers are required to complete the '[Driver's Declaration Form](#)'; drivers must declare to their MORR Coordinator if they have a medical condition, or taking any medication that might adversely affect their ability to drive;
- all persons who drive on University business must meet the relevant eyesight requirements for the DVSA national [driving test](#) for the appropriate category of vehicle;
- drivers must be adequately rested prior to and during a journey;
- arrange a self-referral appointment through the Occupational Health Service if required for advice on the suitability to drive;
- drivers must not be under the influence of alcohol, intoxicating drugs or other substances, including medicines which may impair their fitness to drive.

## 6.3 Driving Licences

All drivers must possess a valid driving licence covering the groups and classes of vehicle that they will drive on University business.

Whilst all drivers are subject to licence checks before they are permitted to drive, the MORR Coordinator will consider the following information where drivers have had licences issued abroad:

- driving in Great Britain on a non-GB licence ([UK Government Guidance](#));
- where required, a non-British driving licence should be exchanged for a British licence;

- if the driver passed their test in a country not listed on the Government's website, they will not be able to exchange their licence, but will be permitted to drive for up to 12 months on their foreign licence.

#### 6.4 Checking-in

When a member of staff is driving alone (lone working), they should 'check-in' in accordance with departmental arrangements for lone working.

#### 6.5 COVID-19

The risk assessment for work-related driving activities must identify COVID-19 and the control measures which drivers and passengers must follow to minimise the risk of COVID-19 transmission. Control measures must be based upon current University and Government guidelines.

### 7. THE VEHICLE

When it is an essential factor in its intended use, suitability of vehicles with regard to passenger or load safety, ease of loading/unloading, weight restrictions, Euro [NCAP](#) [safety] ratings and driver welfare must be considered when purchasing, leasing or hiring a vehicle for the University.

In addition to the above, further arrangements may be required where:

- vehicles must display the necessary markings e.g. LGV rear markings, hazard warning plates, projection markers etc. - Please refer to the Highway Code for further information at <https://www.gov.uk/guidance/the-highway-code/vehicle-markings>;
- goods and equipment within or on the vehicle need to be secured;
- to undertake a suitable risk assessment in relation to carrying goods and equipment - specific legislation may apply depending on what is being transported.

Please see the Highway Code for further information at <https://www.gov.uk/guidance/the-highway-code/annex-6-vehicle-maintenance-safety-and-security>

#### 7.1 Roadworthy Vehicles

A roadworthy vehicle will contribute to the safe use of a vehicle. All vehicles must be in a safe and legal condition to drive. If a vehicle is not considered roadworthy then it should not be used.

The following measures are required for vehicles, which will contribute to ensuring they are safe to use:

- regular servicing by a vehicle technician in line with the manufacturer's recommendations;
- a valid MOT certificate, where the age of the vehicle requires one;
- pre-use checks (walk-rounds) must be carried out by drivers of all vehicles driven on University business;
- pre-use checks of University vehicles must be conducted at the start of each working day ([S37 form](#)). In addition, journey details and the name of each driver must be detailed in the vehicle's log book.

#### 7.2 Use of Privately-Owned Vehicles

Where an employee uses their own vehicle for work purposes, they must ensure that it is roadworthy, is fit for purpose, has a valid road tax and a current MOT certificate where required, and is insured for business use. This requirement is captured through the completion of Drivers' Declaration Form and the responsibilities remain with the driver, regardless of whether or not mileage allowance is claimed.

Confirmation of the above will be requested from drivers of privately-owned vehicles using the '[Drivers' Declaration Form](#)'.

#### 7.3 University Electric Vehicles

Estates Services have a number of electric vehicles which are bookable for use by all staff who have undertaken the '[Electric Vehicle Driver Induction](#)' and registered with the booking platform, Co-Wheels. Registration with the booking platform involves a vehicle licence check.

## 7.4 Smoking and Vaping

- the University's [Local Rule No Smoking](#) is applicable to the use of vehicles for business purposes;
- smoking and 'vaping' are not permitted in any University owned, leased or hired vehicles;
- when driving their own private vehicles, drivers are not permitted to 'smoke' or 'vape' when they have other persons in the vehicle;
- the Fleet Manager / MORR Coordinator must ensure that suitable 'No Smoking' signs are clearly displayed in all Fleet / Department vehicles.

## 8. THE JOURNEY

### 8.1 Journey Planning

Journeys must be considered as part of the risk assessment process (see section 6). Journeys should be planned in advance of travelling and the following should be considered when planning a journey:

- knowledge of the route and forecast weather conditions
- allowing for adequate rest breaks. A minimum break of at least 15 minutes after every two hours of driving is recommended.
- identifying locations for rest and refuelling if necessary;
- avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum.

### 8.2 Mobile Telephones / Satellite Navigation Devices

Drivers must not use hand held mobile telephones, satellite navigation devices, or any other similar hand-held devices whilst driving. Drivers must also refrain from texting, data entry input (e.g. adjustments to satellite navigation devices) or any other action that could constitute a distraction from the concentration needed to drive safely.

A telephone conversation, texting or data entry (e.g. satellite navigation devices) cause distractions from driving. It is an offence to knowingly cause or permit the use of a hand-held mobile telephone when driving, therefore colleagues must avoid contacting drivers via mobile telephone. Voicemail and text messaging should be used and return calls/messages made when the vehicle has been stopped in a safe place.

Drivers must not make or receive telephone calls while in control of a vehicle, this means the use of a **hands-free telephone is prohibited** whilst driving.

### 8.3 Accidents and Incidents

Anyone driving for or on behalf of the University must report all work-related accidents and incidents, including damage only, to their manager. A vehicle accident can be a frightening and upsetting experience. By following a few simple steps after an accident, you can help prevent further accidents or added injuries to you, your passengers and other road users.

Record the details of the incident:

- following a road traffic incident, record as much relevant information as, possible including a written description of the event as many photographs as possible of the vehicles, accident scene, and surrounding area;
- inform the relevant insurance company of the incident and provide any information they require;
- to assist with the above requirements, all University vehicles must be provided with a copy of the '[At Scene Collision Form](#)';
- The University's 'Accidents or Dangerous Occurrences Reporting Form' ([S1](#)) should be submitted to [safety@strath.ac.uk](mailto:safety@strath.ac.uk).

### 8.4 Breakdowns

Suitable breakdown recovery arrangements should be available for all vehicles used on University business. Vehicles procured for University use (i.e. purchased, hired or leased) should have breakdown recovery arrangements and details of the recovery arrangements



made available to all vehicle users. Drivers of University vehicles should not attempt any roadside repairs and 'breakdown assistance' should be requested at all times.

Drivers of private vehicles are responsible for making their own 'breakdown' recovery arrangements and this is encouraged by the University. Due to the risks associated with roadside repairs, drivers of private vehicles are advised to request 'breakdown assistance' where a repair is required (e.g. changing a wheel).

## 8.5 Transport of Hazardous Materials

Where dangerous goods are to be transported, the responsible HoD must seek specialist advice to ensure the requirements and restrictions of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations are identified and implemented.

## 9. ERGONOMICS AND HEALTH

Driving for long periods can lead to aggravate lower back, shoulder or neck pain. Any posture, no matter how good it is, can lead to discomfort if it is held for too long. It is important to make frequent changes to help avoid discomfort. A break should include a change in position, adopt a range of comfortable driving positions i.e. get out of the car and walk around.

The 'Chartered Society of Physiotherapy' offers advice in relation to driving position and posture (see *Appendix 2*).

## 10. INSURANCE

The law requires all persons who drive on the public highway to be adequately and appropriately insured.

Any person driving their own vehicle in connection with work must advise their insurer accordingly.

The University's [expenses policy](#) states that all persons claiming for mileage must ensure their motor insurance policy provides cover for use of their vehicle on University business.

All persons who drive University owned/leased vehicles are automatically covered by the University block insurance policy, provided the driver has been authorised to drive the University owned/leased vehicle and has a valid driving licence.

Insurance for hire vehicles on short term hire <14 days should be purchased from the hire company. For longer term hire period >14 days this can be added to the University Insurance policy but only if you contact Insurance Services ([Insurance-services@strath.ac.uk](mailto:Insurance-services@strath.ac.uk)) and inform them of the hire.

Insurance for hire vehicles should normally be purchased from the hiring company. Further information is available from the University's [Insurance Services](#).

## 11. MINIBUSES

### 11.1 Minibus Drivers

A minibus is a vehicle that can carry between 9 – 16 passengers.

The licence requirements for persons driving minibuses are complex. Ideally minibus drivers should have a passenger carrying vehicle entitlement (PCV – category D1) on their driving licence. Where a driver's employment contract expressly states that driving a PCV vehicle is part of their job e.g. staff hired as drivers, then a PCV entitlement will be mandatory.

All drivers of University or hired minibuses (but not driving for hire or reward) must:

- be age 21 or over;
- hold a Category B car licence and have held it for at least two years in order to drive a minibus with a maximum gross vehicle weight of less than 3.5 tonnes, however the gross vehicle weight can be up to 4.25 tonnes where there is a need to carry persons with disabilities and therefore, the carriage of specialist access equipment is necessary;
- hold a UK Category D1 minibus driving licence if driving a minibus with a maximum gross vehicle weight above 3.5 tonnes;
- attend a [MiDAS](#) approved driver training theory session or D1 training, outlining the driver's legal responsibilities and pass an approved practical driving assessment;

- meet the required medical standard if aged over 70.

Drivers must ensure that they take sufficient rest periods to ensure that they do not drive when tired. Under domestic drivers' hours rules, a driver must take a break of at least 30 minutes after 5 hours of driving. Under EU rules a break of at least 45 minutes must be taken after 4 hours.

### 11.2 Endorsements Prohibiting Minibus Driving

Drivers with license endorsements tallying more than 6 penalty points are prohibited from driving minibuses owned by the University, or leased or hired under its auspices.

Regardless of the endorsement points tally, persons with the following endorsements on their license are prohibited from driving minibuses owned by the University, or leased or hired under its auspices for the entire duration that such endorsement remains on the license:

- offences relating to drinking/drugs and driving: codes shown on the licence as DR10, DR20, DR30 and DR80;
- offences relating to causing death by careless driving whilst under the influence of drink/drugs: codes shown on the licence as CD40, CD50 and CD60;
- offences relating to causing death by careless driving, then failing to provide a specimen for analysis: code shown on the licence as CD70;
- offences relating to reckless/dangerous driving: codes shown on the licence as DD40, DD60 and DD80;
- offences resulting in disqualification;
- offences relating to exceeding passenger vehicle speed limit: code shown on the licence as SP40.

### 11.3 Minibus Permits

Organisations that provide transport on a 'not-for-profit' basis can apply for permits under Section 19 or Section 22 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle operator's (PSV 'O') licence. Departments are required to obtain permits prior to the use of a minibus. Information and guidance can be obtained from:

The Traffic Commissioner  
 Tel: 0300 123 9000  
[enquiries@otc.gsi.gov.uk](mailto:enquiries@otc.gsi.gov.uk)  
[Department for Transport Guidance](#)

### 11.4 Minibus Insurance

Where regular hiring of minibuses is anticipated, the University's preferred option for insurance cover is for the department to purchase hirer's insurance for every hire, as part of the vehicle hire.

Where departments only hire minibuses on an ad hoc basis, then the minibus can be included under the University's motor insurance policy, providing the driver is competent. In this instance the Insurance Group ([Insurance-services@strath.ac.uk](mailto:Insurance-services@strath.ac.uk)) must be informed of the hire details as early as possible, in order that they can inform the University insurers. Failure to do so will result in the vehicle not being Insured.

## 12. TOOLS

### Appendices

- Guidance for MORR Coordinators ([Appendix 1A](#));
- Flowchart for Vocational (Fleet) Drivers ([Appendix 1B](#));
- Flowchart for Department Drivers ([Appendix 1C](#));
- Initial driving position and posture guide ([Appendix 2](#)).

### 13. COMPLIANCE

This Standard sets out a framework to support the University's compliance with:

- [Health and Safety at Work etc. Act \(1974\)](#);
- [Management of Health and Safety at Work Regulations \(1999\)](#);
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(2013\)](#) (on campus only);
- [Road Traffic Regulations \(1984\)](#);
- [Road Traffic Act \(1988\)](#).

### 14. DOCUMENT HISTORY

A record of changes to this document are maintained in the SHaW Document Control Register.

## GUIDANCE FOR MORR COORDINATORS

The following guide has been provided to assist MORR Coordinators with processing a request to become an 'approved' driver for the Department:

1. Drivers of University vehicles are at least 21 years of age and have held a full driving licence for a minimum of two years. It should be noted that this age restriction does not pertain to any persons driving their own vehicles.
2. The person identified to drive should be forwarded a copy of the [Driver's Declaration Form](#) and asked to return the completed form to their MORR Coordinator.
3. Driving licences are checked before the licence holder drives. This can be done free of charge at <https://www.gov.uk/view-driving-licence>. Using the 'check code' indicated on the driver's completed form, the MORR Coordinator should carry out a licence check on the DVLA website, to ensure that the person is suitable to drive. This check should also include a check that the driver is permitted to drive the type of vehicle they will be using (e.g. licence may only be for automatic vehicles). A copy of this check should be copied and filed locally.
4. Private vehicles are taxed and have a current MOT certificate prior to use for business purposes. This can be done free of charge at <https://www.gov.uk/check-vehicle-tax>. Using the registration number (personal vehicle) indicated on the driver's completed form, the MORR Coordinator should carry out a vehicle check on the DVLA website, to check that the vehicle has been taxed and has a current MOT certificate. A copy of this check should be copied and filed locally.
5. The MORR Coordinator should obtain a copy of the driver's current insurance certificate, to ascertain if they have suitable insurance for driving their personal car for 'Business Purposes'. A copy of this insurance certificate should be copied and filed.
6. If, having completed all of the above checks, the MORR Coordinator has not identified any issues, they should then sign the Driver's Declaration Form and note that all checks were satisfactory and they can be added to the list of 'approved' drivers. A completed copy of S36 form should be copied and securely filed locally.
7. If any issues have been identified, the driver should not be added to the list of 'approved drivers' and must refrain from driving for University business.
8. If 'approved' as a driver, the name of the driver should be forwarded to the Finance Helpdesk ([Finance-helpdesk@strath.ac.uk](mailto:Finance-helpdesk@strath.ac.uk)) ensuring the email title is 'MORR UPDATES'. They will add this person to their list of 'approved' drivers. Only the name of the driver should be forwarded, not the associated documents.
9. The MORR Coordinator should keep an up to date list of the 'approved' drivers for the Department.
10. Each driver should be subject to these checks on an annual basis.
11. Suitable risk assessments should be carried out for all journeys. It may be acceptable to have a number of generic assessments for similar types of journeys.

The MORR Coordinator shall verify the following;

- All Department vehicles are maintained i.e. serviced regularly by a competent vehicle engineer, taxed and have a valid MOT certificate;
- Leased vehicles are suitably insured and are covered by a breakdown recovery service;
- Certification is received for all persons driving minibuses under a Minibus Permit, to confirm their successful completion of the 'Minibus Driver Awareness Scheme (MIDAS) Course';
- Suitable risk assessments have been carried out for the specific driving task.

## GUIDANCE FOR MORR COORDINATORS

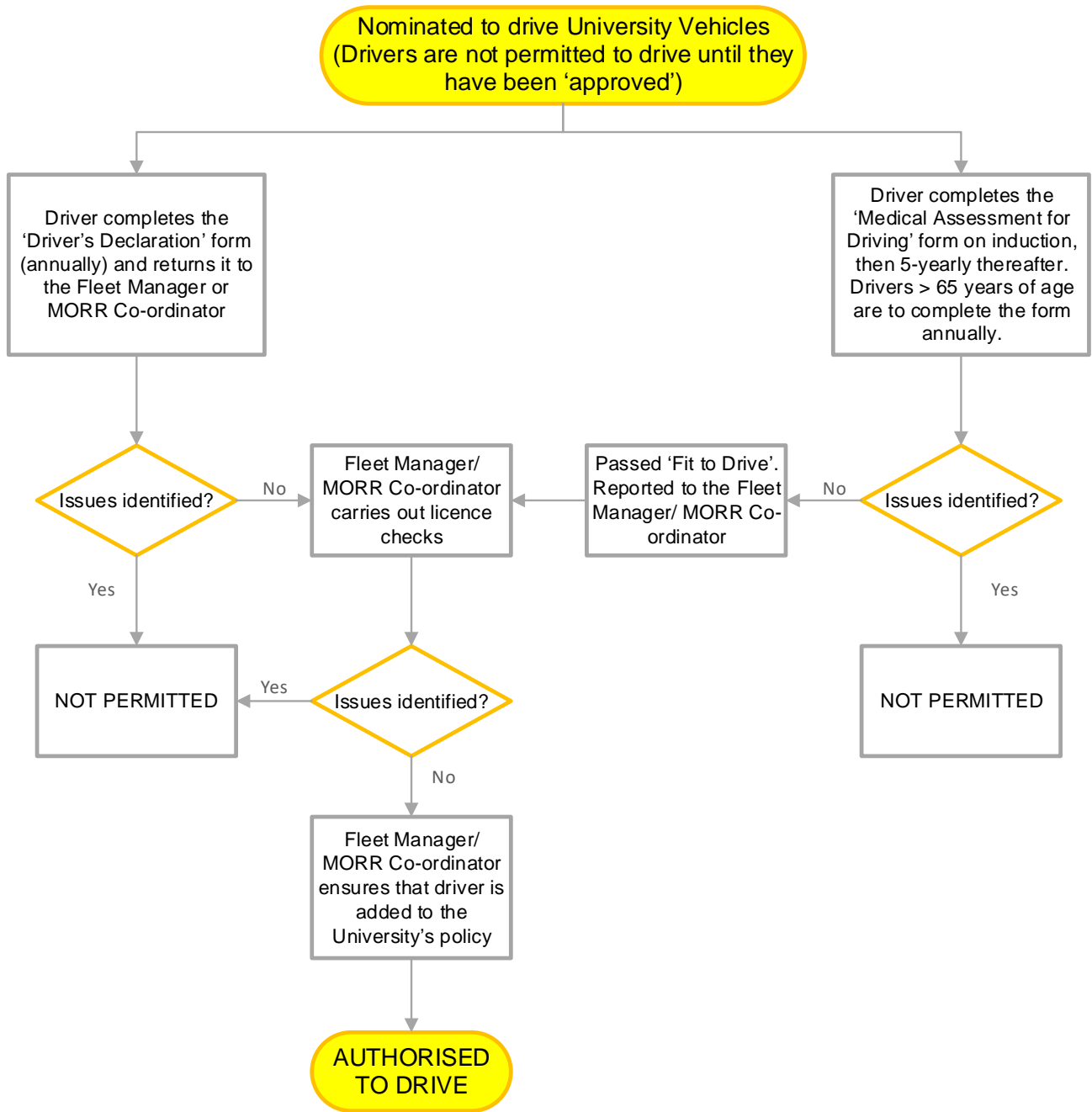
### Management of MORR information

The MORR Coordinator must ensure that where applicable, the documents or copies of the documents (driving licence check, MOT and Tax check, Driver's Declaration Form and evidence of appropriate insurance), are retained on file for audit purposes:

- All documentation must be processed in accordance with Data Protection legislation. This includes ensuring adequate technical and organisational security measures are in place. You must store documents securely, e.g. in a restricted location on the 'I drive' or another secure location;
- Once a document has been saved locally, all additional copies (paper and electronic) must be deleted or securely destroyed;
- The above checks must be carried out annually (for each individual driver), with the old records being kept for a period of five years, thereafter they are to be securely deleted;
- A suitable process for flagging and tracking must be devised to ensure that driver's checks are carried out at the required times;
- The records are not to be used for any other purposes other than those relating to MORR;
- The records are not to be shared with any third parties, although the information may be disclosed to relevant authorities if requested (Police Scotland, Health and Safety Executive, University Insurers, or during an audit by the SHaW Department).

**DRIVERS ARE NOT PERMITTED TO DRIVE UNTIL THEY HAVE BEEN APPROVED BY THE MORR COORDINATOR.**

FLOWCHART FOR VOCATIONAL (FLEET) DRIVERS

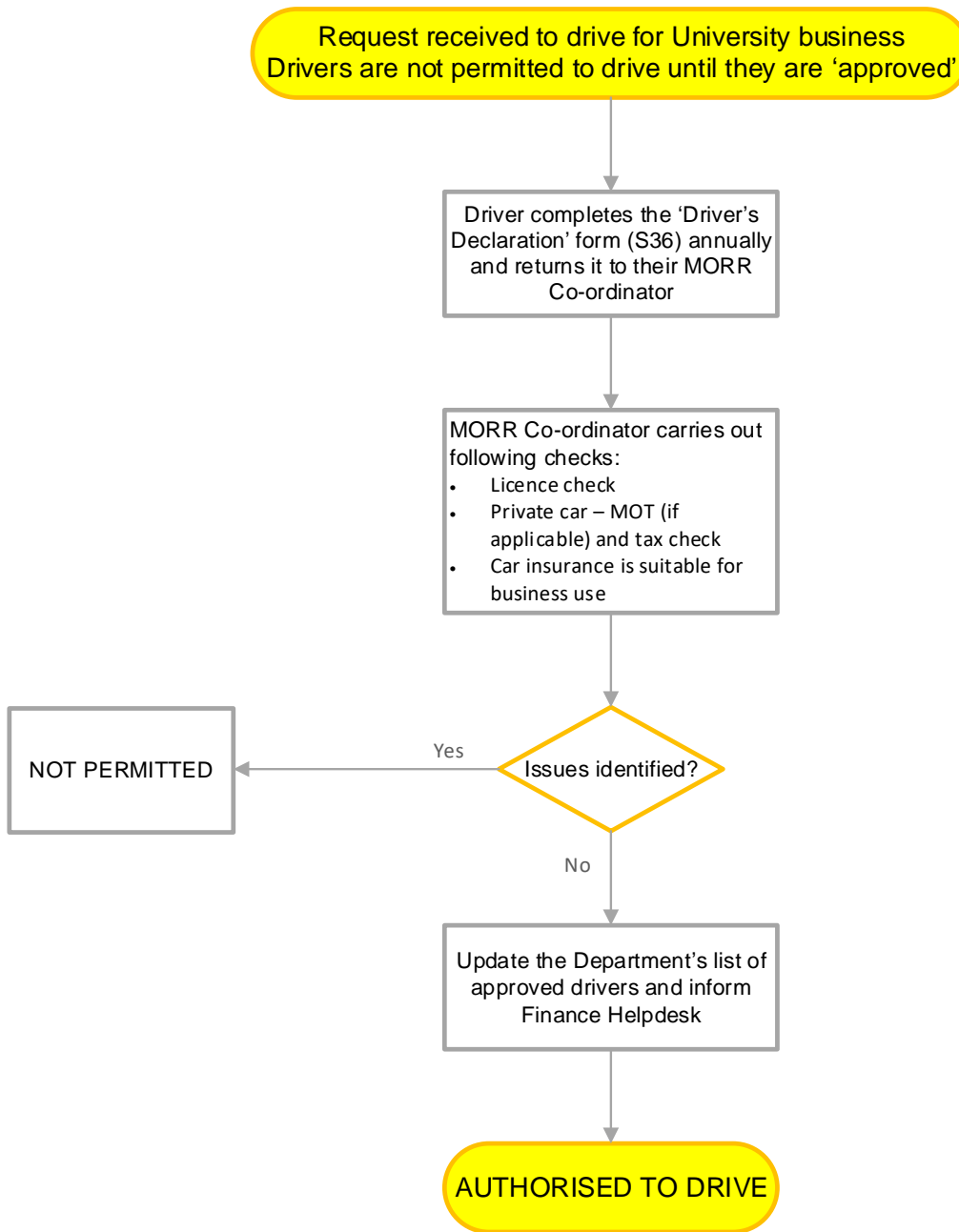


The Fleet Manager/ MORR Co-ordinator must keep suitable records of the following for audit purposes. The maintenance of these records should conform to the requirements of current data protection legislation. See [www.strath.ac.uk/dataprotection](http://www.strath.ac.uk/dataprotection) for more information:

- Driver's Declaration Form
- Driver's licence record check
- Confirmation of 'fit to drive' from Occupational Health Department
- Risk Assessments for specific journeys

These records will be subject to periodic review by the Safety, Health and Wellbeing (SHaW) Department

FLOWCHART FOR DEPARTMENT DRIVERS



The MORR Co-ordinator will retain records of the following for audit purposes. The maintenance of these records should conform to the requirements of current data protection legislation (see [www.strath.ac.uk/dataprotection](http://www.strath.ac.uk/dataprotection) for more information):

- Driver's Declaration Form
- Driver's licence record check
- Driver's (private car) MOT and Tax checks (if driving their own vehicle)
- Driver's car insurance check (if driving their own vehicle)
- Risk Assessments for specific journeys

## INITIAL DRIVING POSITION AND POSTURE GUIDE



The following guidance has been taken from the Chartered Society of Physiotherapy. Take the time to familiarise yourself with all the adjustments (e.g. seat, steering wheel, seat belt).

Start by getting the seat into the 'initial set-up position'. This means:

- Steering wheel fully up and fully forward;
- Seat height at its lowest;
- Cushion tilted so that front edge is in lowest position;
- Back rest approximately thirty degrees reclined from vertical;
- Lumbar adjustment backed off;
- Seat fully rearwards.

### Step one

- Raise the seat as high as is comfortable to improve your vision of the road;
- Check you have adequate clearance from the roof;
- Ensure you have maximum vision of the road.

### Step two

- Move the seat forwards until you can easily fully depress the clutch pedal and accelerator pedal;
- Adjust seat height as high as is comfortable to improve your vision of the road and to give good pedal control;
- Check you have adequate clearance from the roof;
- Ensure you have maximum vision of the road.

### Step three

- Adjust cushion tilt angle so that the thighs are supported along the length of the cushion;
- Avoid pressure behind the knee.

### Step four

- Adjust back rest so it provides continuous support along the length of the back and is in contact up to shoulder height;
- Avoid reclining the seat too far as this will cause excessive forward bending of the head and neck, and you may feel yourself sliding forwards on the cushion.

### Step five

- Adjust lumbar support to ensure even pressure along the length of the back rest;
- Ensure lumbar support 'fits' your back and is comfortable with no pressure points or gaps.

### Step six

- Adjust the steering wheel rearwards and downwards for easy reach;
- Check for clearance for thighs/knees when using pedals;
- Ensure display panel is in full view and not obstructed.

### Step seven

- Adjust the head restraint to support the back of your head to ensure the risk of injury is reduced in the event of a car accident.

Further guidance on the health issues related to driving is available from the Occupational Health Service on the first floor of the Livingstone Tower on 4824 or [occupationalhealth@strath.ac.uk](mailto:occupationalhealth@strath.ac.uk).