



## HEALTH AND SAFETY POLICY – TRANSPORT

### General Statement

It is our policy to take all reasonable steps to manage the health and safety of those who drive on Students Union business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from drivers as well as basic guidelines on driver health.

### Section One

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#### Driver Registration

**All drivers of LSU vehicles and hired in vehicles must be registered on the Union's Vehicle Insurance policy.**

#### Criteria

##### Minibuses 16 seat

- Applicants must be at least 21 years old and have held a full, UK driving licence for a minimum of two years
- Not had an accident in a minibus in the last 5 years.
- All accidents and convictions within 3 years must be declared.

##### Transit Van

- Applicants must be at least 21 years old
- Held UK driving licence for a minimum of 2 year
- All accidents and convictions within 3 years must be declared.

##### All Drivers

- A passport size photograph
- Attend a Transport Workshop and take part in a on road driving assessment.

**If the driver cannot fulfil any of the criteria above, they are asked to complete a non-standard form which will need to be sent to our brokers for approval.**

Once through the registration procedure drivers are given a driver's handbook; this must be read and understood before undertaking the next section of the procedure.

## Section Two

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### Workshop and Assessment Procedure

Prospective drivers are then asked to take part in a workshop which covers:

- Health and Safety requirements
- viewing a safety presentation on how to drive a minibus safely
- Union and permit regulations
- Minibus Law
- key collection
- Accident and breakdown procedure.

Prospective drivers are then shown how to undertake vehicle and passenger safety checks to include.

- Checking oil, water, seat and mirror adjustment,
- Check tyres and tyre pressures - Keeping tyres at the correct pressure will save on fuel
- Checking body work

An appointment is made to take a written test consisting of multiple choice questions which cover

- Vehicle driving speeds
- Health and safety
- Minibus Law
- Road signs
- Motorway signs
- Regulation for multi lane roads
- Breakdown and Accident procedure

Upon successful completion of this written test the prospective driver will be asked to demonstrate competence in carrying out vehicle safety checks prior to taking a practical driving test. Drivers will need to demonstrate manoeuvres whilst giving verbal commentary:

- Reversing
- Box junctions
- Overtaking,
- Bay/parallel parking
- Uphill starts

## Section Three

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### Drivers Responsibilities

#### Legal and LSU requirements/best practice

- Drivers must read and abide by the rules, guidance and standards set out in the minibus driver's handbook which is provided at the time of driver registration
- Drivers are also advised to consult a copy of the Highway Code for guidance on their obligations as a road user. Available from [www.highwaycode.gov.uk](http://www.highwaycode.gov.uk)
- Under no circumstances must drivers consume before driving either alcohol, drugs or medication which may affect his/her ability to drive
- **THE CARRIAGE OF ALCOHOL IS BANNED FROM ANY MINIBUS OWNED, LEASED OR HIRED BY LSU**
- It is illegal for anyone to smoke on any minibus owned, leased or hired by LSU.
- It is strictly prohibited for the driver of any vehicle owned, leased or hired by LSU to use any form of hands free mobile equipment whilst driving.

#### Do not drive when tired.

\*To avoid driving tired please read the tips below to ensure you have a safe journey

- Any minibus making a journey in excess of 150 miles must have two drivers.
- New drivers with little or no experience of driving multi seat vehicles must not undertake journeys in excess of 75 miles until they have driven on 4 journeys, each travelling a minimum of 25 miles for each journey, (i.e., the outward and inward journey will count as two journeys).
- If drivers are intending to take part in contact/high risk sports two drivers must be used irrespective of the distance travelled. No exceptions.
- The vehicle is the responsibility of the driver at all times and under no circumstances must s/he permit anyone else to drive the vehicle unless registered on the Union policy.
- Drivers are responsible for collecting and returning the vehicle as instructed
- It is the driver's responsibility for collection/return of keys and vehicle pack at the end of the journey
- It is illegal for any driver whilst driving under Permit 19 to accept any payment or payment in kind. They are entitled only to a meal and a non-alcoholic drink.

#### \*Before you start your journey:

- **Plan your journey to include a 15 minute break every two hours of driving**
- Have a good night's sleep before setting out on a long journey
- Remember the risks if you must get up unusually early to start your trip, or have a long drive home after a full day's work.
- Avoid making long trips between midnight-6am and 2-4 pm when natural alertness is low



- Even a small amount of alcohol, some medicines and drugs can make you drowsy and you're in danger of falling asleep at the wheel.

### **When you are on your journey**

- Take a 15 minute break every two hours of driving
- If you start to feel sleepy find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.
- Drinking 2 cups of coffee or other high caffeine drink and having a rest to allow time for the caffeine to kick in are effective methods of combating sleepiness
- Share the driving.

**The above information is taken from the government's road safety campaign "THINK!"**

### **PASSENGER LISTS**

All users of LSU vehicles must supply a list of passengers prior to departure and must be sent in the following format:

#### **Subject Title:**

- Club/Society/Dept - **Action**
- Destination - **Hathern**
- Date – **14 April 2016**
- (update) if additional information sent
- **Example: Subject Action-Hathern-14/04/2016** if you are sending an update of passengers please add (update) before resending

#### **The body of your email must include:**

- Name of driver/s
- Name of first aider
- Contact details of driver
- Contact details of venue being travelled to.

This should be emailed to [passengerlist@lsu.co.uk](mailto:passengerlist@lsu.co.uk) and updated with any changes prior to departure and throughout your trip.

### **PROCEDURE TO FOLLOW IN CASE OF MINIBUS ACCIDENT OR EMERGENCY**

- Follow the accident procedure advice notice supplied with the keys and can be found located in the vehicle.
- During office hours call LSU Reception on **01509 635000**
- Outside of office hours call the Maintenance Officer duty phone **07747088007**



## **Passenger responsibilities**

All passengers must accept that the driver is the most important and 'senior' person in the vehicle and comply with all directions and instructions given. The driver has the right to ask anyone to leave the vehicle if they are proving to be a menace and thus endangering other passengers and other road users

In buses and coaches (including minibuses), seated passengers aged 14 years and above **MUST** wear seat belts where they are fitted. Regulations requiring children 3 years to 13 years or under 135 cms **MUST** use the appropriate child restraint.

Drivers **MUST** notify all passengers that seatbelt **MUST** be worn.

**This Health & Safety Policy for Transport covers all vehicles owned, leased or hired by the Students' Union including sections of the Students' Union**

20 June 2004

Updated 14 April 2016, Author: Sue Lucas,

I.....declare that I have read and will abide by the rules, guidance and standards set out in the health and safety policy which was provided at the time of driver registration

Dated.....

Print Name: .....