



# Oakfield School

## 69. Lease Hire Transport Policy

Review Date:	June 2020
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## **1 Introduction**

- 1.1 This policy aims to make drivers aware of their responsibilities when driving and operating a school lease hire vehicle, promote high standards of driving and safe working practices.
- 1.2 The School has a responsibility to look after its employees whilst they are driving on the School's business. The School is committed to ensuring that all of its employees, who drive as part of their duties, are regularly assessed and if necessary appropriately trained in the use of the School's, hired and or loaned vehicles.
- 1.3 Driving needs to be pro-actively 'risk managed', this will in turn:
  - a) Provide better control over costs e.g., wear and tear, residual values, hire vehicle charges, fuel, insurance premiums, legal fees and claims from employees and third parties.
  - b) Reduce the need for investigations and the associated paperwork.
  - c) Promote individual accountability.
- 1.4 The School is also concerned with both the human and financial costs of driving accidents. Costs not only to vehicles but also to its employees, members of the public and property. On some occasions the cost is met by the vehicle insurers, however, the physical and mental trauma suffered is not so easily remedied.
- 1.5 Insurance claims carry a potential cost to the School as premiums are based on, amongst other things, our operator claims history. As the cost of transport increases, the ability to provide cost effective services reduce and in the case of areas subject to tender, the ability to win contracts can be effected.

## **2 School Management Responsibilities**

- 2.1 School Management will provide all driver permit assessments, re-assessments and continuous development training for all drivers of Oakfield School. Permits will normally be valid for five years for Council/Education (LA) paid 'employee status' individuals. The duration of the new permit may vary in order to comply with the five-year reassessment programme and or additional assessment and development training. No
- 2.2 Driving permit assessments and training, for all paid 'employee status' drivers of School vehicles and or vehicles which are to be driven on the behalf of the School on official Council business, will be based upon a five yearly cycle, checked and updated annually.
- 2.3 Permit assessments will be carried out by a Hull City Council - Fleet Management approved competent person. Such a person will hold the appropriate vocational licence covering the assessment to be undertaken and will, normally, be government licenced to give instruction and supervision.
- 2.4 School Management must ensure all drivers, within their operating area, hold a valid and relevant DVLA vocational licence for the classification of vehicle to be driven prior to any permit assessment taking place. This must be a photo-card driving license, or equivalent where applicable (photocopies are not acceptable).

## **3 KWL Fleet Management Responsibilities**

- 3.1 Managers must evaluate the associate risks relating to their vehicle operations in order to assess and effectively action the management of work related road safety, this should pro-actively include consideration of the;  
  
*Vehicles:* a) Suitability - Consideration of the suitability for the purpose of work for which the vehicle is to be used?  
b) Condition - Is the vehicle maintained correctly?  
c) Safety - Proactive drivers daily checking procedures?
- 3.2 The permit only allows the named driver to drive the classification of vehicle as specified. This means that the driver has not been assessed in any other permit category groups, even if their vocational licence makes provision, and has not been assessed or trained in the operation of equipment incorporated in or on the vehicle, this, is the direct responsibility of the service user.
- 3.3 Management must ensure that each driver produces their full paper and photo-card driving licence (photocopies are not acceptable) which must be checked for currency and endorsements on an annual basis. A record of these checks must be identified upon each driver's permit and separate records kept on file. If the driving licence and or permit are no longer current, the driving permit is no longer valid and is therefore classified as withdrawn.

## **4 Driver Responsibilities**

- 4.1 All drivers must be familiar with the Lease Hire Transport Policy and all of the policies/risk assessments contained therein and where applicable ensure compliant implementation.
- 4.2 Prior to the driving assessment, drivers will be given an introductory preview of the 'drivers daily vehicle roadworthiness checks and defect reporting procedure'.
- 4.3 Drivers are responsible for ensuring the vehicle is in a roadworthy condition, any defect, which makes the vehicle un-roadworthy, must be reported immediately to the appropriate designated person and repairs carried out with immediate effect. Any other defects must be reported by the end of the day. This includes completion of the vehicle checklist and millage sheet.
- 4.4 Drivers should not drive any vehicle they consider not to be roadworthy. If it is disputed that the vehicle is in a roadworthy condition, the driver may seek the advice of the designated person, who would seek further advice from KWL Fleet. No other person should drive the vehicle until advice has been sought, examined by an approved vehicle technician, defects rectified as necessary and passed as roadworthy.
- 4.5 It is the driver's responsibility to ensure that the vehicle and its load, for which they have responsibility, is within the vehicles legal/plated carrying capacity and such loads are correctly stowed and secured at all times.
- 4.6 All fines etc. issued against any School vehicle or vehicle being driven on behalf of the School must be paid by the individual responsible. It must also be noted that the driver may receive penalty points as a result of an infringement of the Road Traffic Act.
- 4.7 Drivers must not carry unauthorised passengers within the vehicle for which they have responsibility.
- 4.8 All employees are specifically reminded of the dangers and legal implications of driving whilst under the influence of drugs and or alcohol. Prescribed medication can also affect driving standards and medical advice should be sought as necessary.
- 4.9 Drivers are reminded that they should not smoke or use any form of electrical cigarettes within a Lease Hire vehicle. Failure to comply with this instruction could lead to disciplinary action and possible termination of employment.
- 4.10 It is the Drivers responsibility to ensure that the correct seating, including booster seats for children, is always in place.

## **5 Driving Standards**

- 5.1 In situations where the driver's performance is causing concern, the designated person will inform the School Management. Where the drivers conduct is a contributory factor, as considered not to meet with acceptable standards, this may be dealt with under the School Disciplinary Procedure.
- 5.2 Any driver who is concerned about the standards of their driving or particular aspects of their driving ability is encouraged to seek continuous development training through their manager/supervisor.
- 5.3 Drivers, managers and supervisors who are found to damage, misuse and or not comply with the Law and or the School's Policies and Procedures relating to the use of a School provided vehicle to which they are responsible including; daily checks, defect reporting, driver licencing issues, overloading, correct stowage and retentive security of the load etc., are at risk of prosecution and or disciplinary action. Considered action also includes permit suspension, curtailment or withdrawal.
- 5.4 Drivers should declare any driving points or convictions that they feel would affect their ability to use school vehicles, or that render them unable to drive these vehicles under the standard terms and conditions of lease.

## **6 Vehicle Insurance**

- 6.1 All fleet vehicles are provided on the basis of inclusive excess motor vehicle insurance cover. The operative limits of the excess can be advised upon request from Fleet Management and or the Councils Risk Management Section. Such cover remains effective provided;
  - a) The work being progressed in/and or the use of the vehicle is legitimately authorised by the Hull City Council.
  - b) The vehicle is registered/loaned to or spot hired by the School through the KWL Fleet.
  - c) The driver holds a valid vocational driving licence and School issued permit for the class of vehicle to be driven.
  - d) The vehicles maintenance regime is within appropriate and approved standards.

**7 Risk Assessment and Safe Working Procedures**

7.1 It is the responsibility of every individual involved with any work activity, whether planning or implementing, to limit any risks that may arise. Any risk of exposure to possible harm should be reported to your School Manager/ designated person who will action, develop, and implement Safe Working Procedures as necessary. The identification of new risks due to changes in work will be ongoing, but in any event should be reviewed annually.

This Policy was agreed in June 2018.

Signed: .....

Lee Morfitt (Chair of Governors)