

CANTERBURY COLLEGE PROCEDURE FOR DRIVING & MANAGING VEHICLES

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CANTERBURY COLLEGE PROCEDURE FOR DRIVING & MANAGING VEHICLES

1 PURPOSE

The purpose of this procedure is to ensure that the College vehicles are driven by qualified and informed staff and are maintained and managed appropriately.

2 OVERVIEW

All drivers of College vehicles must be aware that this procedure cannot cover every eventuality. Consequently drivers must use their initiative for situations that arise and are not covered by this procedure, keeping in mind that they are responsible primarily for both the safety of the passengers and the vehicle.

The College operates minibuses to enhance the opportunities given to students to study in the field and broaden their learning experience. There are also vans and cars intended primarily for use in and around Canterbury/Sheppey in support of the delivery of the curriculum.

Vehicles can only be used for activities that are directly related to the College and are not available for personal use.

In general these arrangements apply to Canterbury and Sheppey but variations in relation to the Sheppey minibus are noted at the end of this procedure.

3 DRIVING

A minibus or van may only be driven by an employee of Canterbury College who for insurance purposes must be over 21 years of age.

3.1 Minibuses

Drivers must have an appropriate licence and the required KCC minibus driver test.

3.1(a) Licence

Drivers must have a current clean driving licence held for at least 1 year. This will be checked by the Estates Administrator before the keys are issued.

Note: in the case of an endorsement for a minor traffic offence approval to drive a College vehicle may be granted at the discretion of the Estates & Facilities Manager.

Drivers who passed their test **prior to 1st January 1997** can normally drive within the UK the (new 4.6 tonne) minibuses on their licence.

Drivers who passed their test **after** 1st January 1997 are not allowed to drive the College minibuses (4.6 tonne) unless they have a PCV licence. They can, however, drive a hired minibus of less than 3.5 tonne if they have held a licence for at least two years and are aged 21 or over.

More information is available on the DVLA website www.dvla.gov.uk/media/pdf/leaflets/inf28_guide.pdf.

Only holders of a full 'D' or 'D1' PCV licence may drive any minibus abroad.

Trailers – only a driver holding a current PCV licence and additional qualification may drive a minibus and trailer.

Drivers who take their test after 1997 and are not permitted to drive any minibuses with any trailer.

3.1(b) Qualification

All drivers must have passed the KCC minibus driver test for which a certificate will be issued and must observe the College procedures. Training is applied for via the Staff Development Department and is provided by Kent County Council.

This qualification must be renewed every three years.

3.1(c) Hours of driving and work for drivers of minibuses

Drivers must comply with driving hours regulations:

A driver must not drive for any period exceeding 3 hours without a break of at least 30 minutes.

A driver must not drive for more than 9½ hours in any one day (excluding breaks).

A driver must not work for more than 15 hours in any one-day. Work includes all activities relating to an off-site activity.

Length of working day: following the M1 accident when a school teacher collided with a stationary vehicle it was felt that a member of staff must not drive in the evening if they have been working during the day (see 15 hour rule above). Staff who are going to drive students in the evening must not work during the morning session.

3.1(d) Driving a Minibus Abroad

Minibuses may only be driven in countries that are members of the European Community.

Only holders of a full D or D1 PCV licence may drive a minibus in the EC.

Only holders of a trailer endorsement to a full D or D1 PCV licence may tow a trailer where this trailer exceeds 750kg mgn.

A driver undertaking continental work may not drive a minibus for a period of 24 hours prior to departure for Europe.

Any member of staff taking an 8 or more seater vehicle to travel anywhere outside of the UK must first successfully complete the minibus driver course.

If a driver's health deteriorates so that it may affect ability to drive, be it only temporarily they should consult their doctor before driving and advise the Estates & Facilities Manager accordingly.

The driving regulations for the country must be observed.

A continental driving pack will be issued for journeys abroad.

A letter of authority signed by the Estates & Facilities Manager or the Director of Support Services must be carried and shown to the authorities if requested. The driver must also sign the declaration that they have not driven a minibus during the 24 hours previous to the journey.

3.1(e) Drivers Responsibilities

When driving a minibus:

Ensure a risk assessment has been undertaken before the journey and a copy passed to the Estates & Facilities Department when the keys are collected.

Use a tachograph at all times. A tachograph is a disk which records driving hours, resting hours and speeds. The driver must complete on the tachograph:

- Name
- Date
- Vehicle registration number
- Start and finish mileage
- Start point and destination

Undertake a visual vehicle check before driving and give the completed checklist to the Estates Administrator with the tachograph after the journey.

For all vehicles:

Check the condition of the vehicle before starting the journey and report any problems to the Estates & Facilities Department.

Drivers must report any damage to the vehicle incurred during their journey.

Ensure that seat belts are worn by everyone.

Ensure that a minibus carries no more than sixteen passengers, a van no more than one passenger and a car no more than three passengers.

All drivers must obey the current law on speed limits and minibuses must be driven at the recommended speed of 90 kph.

It is the responsibility of the driver to ensure the vehicle is driven at a speed that is safe for the condition of the road, weather and traffic.

When driving a van or car the start and finish mileage must be recorded and returned with the keys.

Collect the vehicle, keys and documents from the Estates & Facilities Office and return them with the documents fully completed.

Use the fuel card provided and ensure the vehicle is returned with at least a quarter of a tank of fuel.

Ensure that the vehicle is returned in a clean and tidy condition

Park the vehicle safely and carefully as directed and leave it secure.

4 UNRULY BEHAVIOUR

The driver must be able to concentrate on driving the minibus and it is recommended that a second member of staff accompanies the party to ensure that there is no unruly behaviour in the vehicle.

5 BREAKDOWN ARRANGEMENTS

Emergency breakdown procedures are in place for minibuses/Vans/Cars. Some of the fleet have European breakdown cover.

Breakdown in the UK - minibuses:

The College has a contract with the RAC the membership card is in the vehicle.

The number to phone is printed on the card; you will need to quote the membership number also printed on the card.

The lecturer in charge must contact the RAC for assistance.

In the event of a breakdown whilst students are in a minibus telephone the office of the appropriate Faculty Head or Director at the College to advise them of what has happened so that parents/guardians can be contacted if necessary.

Breakdown Cover for the vans X697 EKO and GD53 OSV : there is RAC cover these are the only vans allowed to travel abroad to assist with an off-site activity.

The number to phone is printed on the card; you will need to quote the membership number also printed on the card.

- The cover is roadside/relay/homestart and European travel.

The driver must telephone the Estates & Facilities Department at the College to advise of the problem.

There is breakdown cover on all vehicles within the Estates & Facilities Fleet.

Please note: Not all vehicles can be driven abroad as they do not have appropriate level of cover please ask for details.

For all other vehicles:

In the event of a breakdown contact the College Reception and the Estates and Facilities Department will make the necessary arrangements.

Breakdown in Europe:

A travel pack is provided when taking minibuses abroad. The instructions contained in the pack should be followed.

When the extent of the problem is known the information should be passed to the Estates & Facilities Department.

6 BOOKING VEHICLES

When agreeing a booking fair distribution of usage must be considered ie

- frequency of use by one area of the College
- the length of time a vehicle will be away from the College site
- the likely safety implications
- the cost

Block booking of minibuses is not permitted because 2 Minibuses cannot provide an adequate block booking system across College to all academic areas. Further more as experience has shown that bookings are unreliable, frequently not fulfilled and cancelled too late to permit others to use the vehicles.

A minibus and driver can be hired and the Estates & Facilities Department will obtain a price on request.

Rental is an option for regular bookings and preferential rates should be negotiated in these cases. A booking form must be fully completed before a

minibus or van can be taken out and must clearly state whether a hired minibus including a driver or a college minibus is required. This form is not valid unless signed by the budget holder.

The booking form: can be downloaded from the Staff Intranet Under College Support Services/Estates and then scroll down to Minibus.

All vehicles are booked with the Estates & Facilities Department in PG08. The Administrator has responsibility for keeping the booking diary and completed forms should be returned to him.

Five working days notice must be given to book any minibus.

Keys/checklist/ radio/tacho: must be returned the same day (except for multiple day bookings) unless prior agreement has been made with the Estates & Facilities Department.

7 COLLECTION OF KEYS

There are certain conditions that need to be met before the keys can be issued to the driver.

If the following paperwork is not completed and handed into the Estates Administrator on the day of the trip then the keys cannot be released.

This is to ensure that all aspects of the trip have been considered / covered to ensure the safety of the staff and students.

- The drivers original Counterpart Drivers Licence
- The drivers KCC approved Minibus Drivers Card
- Risk Assessment for the trip with correct date and year on it and signed by the person organising the trip
- Student List
- Minibus Booking form completed and signed by the budget manager

8 PAYMENT

College vehicles: a charge will be made to the budget holder currently 40p per kilometre (minibus) or 55p per mile (van or car).

Hired minibus and driver: a price will be obtained by the Estates Administrator and advised. An order must be sent to the company by the department to confirm the booking.

If any minibus is cancelled less than 72hrs before the event the budget holder must pay for the booking. The full amount will be charged for a hired vehicle and £50 for a College minibus.

The mileage for minibuses will be calculated from the tachograph reading, if for any reason a tachograph is not used a minimum charge of £50 will be made.

On completion of the journey: the mileage for all vehicles within the Estates Fleet must be obtained and given to the Estates Administrator along with the keys.

9 MAINTENANCE

The Estates & Facilities Department will ensure that the vehicles are compliant with all legal requirements in respect of maintenance. This will entail regular servicing as follows:

Minibuses: Annual full service and MOT including required check on seat fixings and seatbelts.
Minor service undertaken once per term.

Vans/Cars: Annual full service and MOT.

Where faults are reported they will be dealt with as appropriate.

10 CLEANING

Each driver is responsible for ensuring that the interior of a vehicle is clear of rubbish before leaving the vehicle and for reporting any special cleaning need at the end of a journey.

The Estates & Facilities Department will be responsible for external cleaning of the vehicles and will arrange for the interiors and exteriors to be cleaned regularly.

11 DOCUMENTATION

The Estates & Facilities Department will maintain all documentation for vehicles including the V5, MOT, Congestion Charge forms and any other relevant information.

12 FUEL CARDS

Each vehicle has a fuel card that must always be used in the UK for the purchase of fuel; it is attached to the keys. These cards are valid only in the UK.

When travelling abroad there is a different fuel card which is in the European Pack.

13 CONGESTION CHARGE

The minibuses are exempt from the London Congestion Charge which is applied for annually by the Estates & Facilities Department.

The vans and cars are not exempt.

14 TRAFFIC ACCIDENTS

If a vehicle is involved in an accident it must be reported to the Estates & Facilities Manager as soon as possible. Details of any other vehicle(s) involved should be obtained at the time of the incident:

- Name and address of driver
- Vehicle registration number
- Insurance company and policy number
- Police incident number and details (if appropriate)
- Sketch of the area and incident.
- Names and addresses of any independent witnesses

This information will be used if an insurance claim is to be made.

15 TRAFFIC OFFENCES

All drivers of College vehicles are responsible for motoring offences committed whilst driving College vehicles and any resultant fines including parking fines.

16 MOBILE PHONES

A driver may not use a mobile phone whilst driving a College vehicle, even where a hands free kit is used.

17 SMOKING

Smoking is not permitted in any College vehicle.

18 SHEPPEY COLLEGE

Maintenance: the minibus at Sheppey is on contract hire from KCS and the Facilities Supervisor is responsible for liaising with them for maintenance etc.

Cleaning: the Facilities Supervisor is responsible for ensuring that the minibus is maintained in a clean and tidy condition inside and out.

Booking: bookings are arranged via the Admin Office.

Breakdown Cover: is arranged by KCS and details are kept in the vehicle.

NOTE: Breaches of items 15 and 16 leaves a member of staff open to disciplinary procedures.