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Facilities Services

University of Birmingham

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Guidance for Drivers of University Fleet and Hire Vehicles

**Guidance on the use of University vehicles or other vehicles used for University business on and off campus**

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**Introduction and Purpose**

In this guidance, “vehicle” means a vehicle of any description and includes a machine or implement of any kind drawn or propelled whether by animal or mechanical power and includes bicycles, tricycles and invalid carriages and “drive” and “driver” shall be interpreted as including “ride” and “rider”.

This guidance has been created to support the Policy on the use of University vehicles (available within Transport Services section UoB Intranet). The purposes of the guidelines are to ensure all University employees driving vehicles on University business are aware of their responsibilities and the regulations covering vehicle use.

All University fleet vehicles must be procured, maintained and managed by Transport Services.

All University vehicle hires should be arranged through Transport Services.

How vehicles are driven has a significant impact on the reputation of the University locally, nationally and internationally. Whilst you are driving a University vehicle, you are a highly visible representative of the University.

All University vehicles, with the exception of tractors and mowing machines, are the responsibility of Transport Services. Transport Services are responsible for the servicing and safety checking of those vehicles which must be made available for this purpose at a mutually agreed time

The Manager of Transport Services has the authority to remove from use and “take off road” any University vehicle that they consider is not roadworthy or does not comply with the requirements of the Road Traffic Act. This applies to all vehicles.

The University expects its drivers to exhibit the highest standards of driving at all times, showing courtesy and respect to other road users and pedestrians.

The University is committed to safe, economical, low emissions driving and expects all employees to drive within regulations set out by The Highway Code when on University business.

The information contained in these guidelines is intended to support fleet drivers to:

* Improve safety and that of passengers, other road users and pedestrians by lowering the risks of accidents and other losses associated with driving for work
* Reduce costs by lessening the frequency and severity of accidents resulting in injury and/or damage.
* Reduce the impact of University vehicles on the environment by monitoring and improving economic driving.

The University vehicle represents a considerable capital investment; therefore, employees are requested to treat all vehicles with care and respect by driving in a professional and courteous manner in accordance with the Highway Code and the University Policies, Guidelines and Traffic Regulations.

**Private use of University Vehicles**

Personal use is defined as using the vehicle for anything other than work related. Employees should not take the vehicles home after work, during lunch or other breaks or use them at any point for personal business.

Failure to follow these guidelines may render the vehicle insurance invalid and may incur costs to the user under HMRC regulations. Any costs incurred as a result of not adhering to these guidelines may be at the driver’s own expense.

Any personal use of a vehicle that is deemed of benefit to the University business may be approved by the Manager of Transport Services but this must be done in advance, retrospective approval will not be granted.

The Policy and Guidelines clearly states under no circumstance should the University’s vehicles be used for anything other than University business. The policy makes clear that failure to observe its provisions and this guidance may lead to disciplinary action. The University will treat the private use of University vehicles as a serious matter and potentially as gross miss-conduct.

**Drivers**

In order to comply with the requirements of the University insurers all drivers must:

Be over the age of 21 years and have held a full licence for more than 12 months

Hold a full driving licence appropriate to the type of vehicle driven

Drivers who have six points or more must have authority from the Manager of Transport in order to drive vehicles for business.

Produce their driving licences for inspection when required or minimum of 12-month intervals. (See driving licence checks)

In all cases, the authority of the Head of Budget Centre and the Manager of Transport Services must be given before driving a University vehicle. This authority may be delegated to line managers who must ensure that drivers comply with the requirements as stated above.

**Driver Assessments**

All drivers must attend a fit to drive assessment through Occupational Health before they are permitted to drive University vehicles.

It is recommended that drivers of University vehicles are assessed once every 3 years to ensure they meet the standards of driving expected by the University. This should be arranged by the department manager and a record retained until the next assessment.

For support or advice on driver assessments please contact Transport Services.

**Insurance**

All University vehicles are covered under a comprehensive policy.

The policy covers all leased and business owned vehicles along with all standard hired vehicles.

The policy does not cover private vehicles used on University business, this cover is the responsibility of the driver who must make sure the cover is adequate for the purpose.

If a driver has reason to suspect they may have a condition that may affect their insurance status this must be disclosed to the Manager of Transport Services and Occupational Health who in connection with the Insurance Office will confirm if that driver can drive University vehicles.

**Driving Licence Checks**

All employees driving on behalf of the University are required to produce their driving licences for inspection annually or in the event of an incident by line managers or other appointed persons.

This is done using the DVLA licence check service (see link below)

<https://www.gov.uk/view-driving-licence>

The department manager or line manager checks the licence and a record sheet (copy available via Transport Services section UoB Intranet, a copy will also be sent by Transport Services admin to managers when licence checks are due) containing details of the licence check should be completed within each department; the licence check should include vehicle classifications for each driver. All driving endorsements must also be recorded on the record sheet.

A copy should be sent to Transport Services with the original being encrypted and stored for 12 months.

The Manager of Transport Services must be informed immediately of any new endorsements. It is the responsibility of the individual driver to ensure this is done as soon as the endorsement is issued.

This may affect the eligibility to drive on behalf of the University and needs to be checked by the Manager of Transport Services with the Insurance Office before an individual is allowed to drive.

**Vehicle Checks**

It is the responsibility of the driver to complete a daily check of the vehicle before it is used.

By using the vehicle key and/or driver fobs the user is confirming the checks have been completed.

Daily checks include but are not limited to;

* Lights including indicators.
* Wipers and washer fluid
* Bodywork
* Tyres and wheels
* Brakes including hand brake
* Mirrors
* Steering
* Warning lights

Any defects must be reported to Transport Services

1. Superficial damage must be reported to Transport Services before using the vehicle.
2. Any warning lights showing should be reported to Transport Services before using the vehicle.
3. Items such as faulty light bulbs must be replaced before the journey is undertaken. (Should this be out of hours then any costs incurred will be reimbursed by Transport Services)

It is the responsibility of the driver to make sure the vehicles is legal and roadworthy at all times.

Drivers must also ensure that the interior is left clean and tidy at the end of each use.. All food wrappings, newspapers or other litter must be removed.

**Vehicle Maintenance**

Vehicle maintenance and repairs are arranged by Transport Services.

Transport Services will carry out vehicle washing/cleaning for each vehicle along with a safety check approximately every six weeks. Should a vehicle not be available to be removed for cleaning they will still carry out a safety check which will be recorded on our system. Should a vehicle not be available for the six weekly checks, Transport Services will endeavour to carry out the check as soon as possible after the due date.

Transport Services will arrange scheduled servicing and MOT (when applicable) as well as defect rectification and damage repairs, they will also liaise with contractors attending vehicles for specialist maintenance.

As much notice as possible will be given in advance of a vehicle being requirement for maintenance.

**Vehicle Security**

Vehicles left unattended at any time and in any location are to be secured.

This includes locking all doors, closing and securing all windows and removing all keys. Alarms and immobilisers must be activated if fitted. Hand or portable tools must not be visible in an unattended vehicle even if it is secured.

Vehicles should be parked in a secure area at night and at weekends whenever possible.

Any attempt to break-in to the vehicle should be reported to Security and Manager of Transport and if appropriate the police. The driver will be asked to complete a vehicle damage report using the accident/incident form; this is to be submitted to the Manager of Transport Services within 48hrs. The accident/incident form is available from Transport Services.

**Accidents/Incidents**

All vehicle damage must be reported to Transport Services and the appropriate vehicle accident/incident report completed and returned to the Manager of Transport Services within 48hrs. A copy of this report will be forwarded by Transport Services to Safety Services.

Transport Services will then submit a report to the insurance office.

In the event of injury to a person, the accident must be immediately reported to Security who will arrange for emergency services to attend. A completed accident report form will also be required in this instance.

**What to do in the event of an Accident**

The driver of the vehicle should obtain the following details from the third party:

1. Registration number

2. Name and address of driver

3. Insurance Company

4. Insurance Policy Number

5. Owner’s name and address if different from above

Also the driver should note the following details:

1. Name of any independent witnesses

2. Time and date of accident

3. Location of accident

4. Speed of vehicles (a) Own (b) Third Party (estimated)

5. Road conditions

6. Damage to third party vehicle

7. Rough sketch of vehicle positions and any relevant traffic signs and road markings etc. and if possible photographs are an important piece of evidence

8. Any other notes that the driver thinks important

The driver should not under any circumstances admit liability to the third party but should supply the following information:

1. Name and address

2. Address of the University of Birmingham

3. Name and telephone number of his/her Manager or the Manager of Transport Services

4. Registration number of the vehicle

The accident/incident form should be completed as fully as possible as it is used for the basis of submitting an insurance claim, if we are not able to submit a valid claim within the given timeframes all costs would be recharged to the relevant department.

**Accident/Incident review**

Following every accident/incident a review should be carried out with the driver by their line manager.

The review should be completed within 10 days and recorded using the Accident/Incident Review Form.

The Accident/Incident Review Form should be forwarded to the Manager of Transport Services.

The purpose of the Accident/Incident Review Form is to collate data and trends, that may then be used to increase safety and awareness, identify training requirements, identify issues on and off campus in addition to demonstrate to our insurers a robust post-accident/incident review process is in place.

**What to do in the event of a Breakdown**

For fleet vehicles within working hours, contact Transport Services.

For other vehicles or outside normal hours contact the Recovery Company, this number is located within the vehicle.

**Refuelling vehicles**

The University operates fuel pumps on campus for both unleaded petrol and diesel.

The fuel pumps are self-service and the fuel is dispensed using the fuel key fob allocated to the vehicle. The fob is programmed to only dispense the type of fuel associated with that vehicle. The fob must only be used for the vehicle it has been allocated to and must not be used to refuel any other vehicle or container.

Care should be taken to enter the correct odometer reading when dispensing fuel as an incorrect entry may disable the fob. If a fob is disabled this should be reported to Transport Services.

When refuelling a vehicle all health and safety instructions should be followed and any spills no matter how small should be reported immediately to Transport Services.

**Diesel Vehicles**

Diesel vehicles have a particular requirement in order to maintain the diesel particulate filter or DPF.

A DPF is a device designed to remove diesel particulate matter or soot from the exhaust gas of a diesel engine.

The DPF needs to regenerate on a regular basis which involves running at a high temperature for a sustained time period to burn away collected matter, this normally occurs during regular use of the vehicle, however due to some University vehicles only covering low distances the regeneration needs to be planned separately.

Every two weeks each diesel vehicle should be driven for a period of thirty minutes at approximately fifty miles per hour, this will allow the regeneration to occur.

Failure to carry out this maintenance may result in the DPF becoming blocked and unable to regenerate, should this occur the DPF would need to be replaced, the vehicle may be out of service for some time and the repair bill could be very costly. This cost is not covered under warranty and would be charged to the department.

**Electric Vehicles**

All electric vehicles should be charged at their designated electric socket at the end of the day.

Drivers have responsibility to ensure vehicles have sufficient charge to carry out their functions. In addition cables and charging equipment should be made secure when not in use.

**Health and Safety**

Mobile phones and 2 way radios must not be used while a vehicle is in motion unless a hands free system is fitted on the vehicle.

Smoking is not permitted in vehicles.

Vaping is not permitted in vehicles.

Engines should be switched off when vehicles are parked.

Seat belts must be worn at all times when vehicle is in motion.

Animals are not permitted to travel in the vehicles

Alcohol or drugs may not be consumed in University vehicles and no driver who is under the effect of alcohol or drugs is permitted to drive.

Drivers should be aware of the levels of alcohol or drugs consumed the night before driving and how long these may remain before being fully clear of their body.

The vehicle should be driven according to details laid out in The Highway Code.

**Minibus Driving Policy of Understanding**

**Minibus driving**

A minibus is a motor vehicle with between 9 and 16 passenger seats in addition to the driver’s seat.

**Licence requirements**

The University does not operate minibuses for hire and reward and therefore our understanding of the regulations are that a minibus may be driven under a category B (car) licence due to the following conditions;-

University of Birmingham operates minibuses under a ‘section 19 permit’.

The permit is issued by the Traffic Commissioner and certain designated organisations.

The valid permit must be displayed in the vehicle at all times.

The minibus maximum weight is below 3500kg (4250kg if including any specialist equipment to carry disabled passengers).

The licence holder is over 21 years old.

The licence holder has held their licence for at least two years.

The licence holder has completed basic minibus driving training.

In addition, we insist all Transport Department staff are trained to at least D1 standard.

**Private Vehicles Used on University Business**

Drivers using their own vehicles on University business must ensure that those vehicles comply with all legislation of Common and Statute Law regarding vehicles and drivers.

The vehicle insurance must be valid for business use and where applicable cover for parking away from the home address overnight, the vehicle must be regularly maintained according to manufacturer’s schedules and hold a valid MOT certificate if appropriate.

It is the driver’s responsibility to ensure that the vehicle is both legal and roadworthy before embarking on a business trip, checking tyre pressures, oil and water as appropriate in line with the daily vehicle check required for a University vehicle.

When on University premises, drivers should also observe University Traffic Regulations and those parts of these guidelines which are relevant.

**University Owned Bicycles**

If you ride a bicycle as part of your role it may be a requirement to pass a cycle proficiency test.

Cycle helmets conforming to a reputable standard BSEN1078 should be worn at all times

Reflective jackets/vest should be worn.

Bicycles should be serviced regularly but the user should check the following daily:

* Lights
* Brakes
* Tyres
* Saddle
* Bell

Any bicycle bags should be secured and not be overloaded

**Hiring Vehicles**

All standard vehicle hires including cars, people carriers, minibuses and vans up to 3500kg GVW should be arranged through Transport Services.

All hirers must ensure they have the correct driving licence categories to drive the requested hire vehicle.

The hire should be requested using the on line request form which can be located within Transport Services section of the Intranet or follow this link

<https://intranet.birmingham.ac.uk/has/Transport-services.aspx>

The University motor insurance policy covers all standard hire vehicles to the same level and conditions as University fleet vehicles.

Hire of plant machinery or specialist hire can be arranged directly but Transport Services should be advised prior to hire commencing. Insurance for these types of hire should be confirmed with the Insurance Office prior to hire commencing.

Hirers are required to visually check the condition of the vehicle prior to use and report any defects to Transport Services and if possible provide a photograph of the damage. Failure to report a defect will leave the University liable for the damage.

Hirers are also required to visually check vehicles for defects at the end of the hire period and report any change in condition as per pre-hire check process.

The University remains liable for damage to vehicles until they are collected by the hire company in line with our service level agreements.

If any change in condition is identified the hirer must complete an accident/incident report form and forward to the Manager of Transport Services within 48 hours, as per the process for a fleet vehicle.

Hire vehicles should be returned with a full tank of fuel, any fuel required to bring the tank to a full level will be recharged to the department.

Damaged or punctured tyres will be recharged to the department of the hirer.

Hire vehicles delivered/collected from addresses outside of campus are treated in the same way under these guidelines.

Excessive cleaning or valeting of a returned hire vehicle will be charged to the department of the hirer.

**Maintenance Yard**

Special conditions apply to vehicles parked in the Maintenance yard.

1. The one-way system and parking restrictions must be strictly observed
2. Vehicles should be parked neatly and considerately at all times. At night and at weekends they should be parked in the designated compound which must remain locked during these times. Pedestrians entering or leaving the compound should ensure that the gate is secure after they have passed through.
3. In view of the proximity of the CHP plant, special attention must be given to ensure that parked vehicles do not obstruct access for emergency vehicles or on-call engineers.
4. Where applicable, vehicles should be parked in their designated spaces.

**Vehicle Telematics**

University vehicles are fitted with telematics equipment which uses a GPS signal to register vehicle movements.

This has many benefits including increasing our negotiating position when renewing motor insurance, it is a useful tool in defending accountability in the event of an accident or incident, the ability to locate vehicles quickly when required for servicing etc, department staff being able to update customers on delivery schedules and data to improve campus safety.

Each driver required to drive a University vehicle will be issued a driver fob, the fob is used every time the driver uses the vehicle by placing it to a corresponding fob within the vehicle.

The driver fob is unique to each driver and should not be used by anyone else apart from the driver it was issued to.

Vehicles should not be driven without the fob engaged. Vehicles driven without the fob being engaged will have a sound emitted within the cab to clearly advise the driver..

Data from the telematics system will be available to each department manager although this will be limited to only the vehicles under their control. Full visibility of all vehicles will be available to the Manager of Transport Services and staff required this access as part of their duties.

The data remains the property of the University and will not be made available outside of University staff.

If a fob is lost it must be reported as soon as possible to the Manager of Transport Services.

**Notices**

Failure to observe these guidelines may lead to disciplinary action.

The University is not responsible for the payment of any penalty incurred by breach of the law or by not observing private area notices. These are the responsibility of the driver of the vehicle involved.

Legislation requires the University to advise the police of the name and address details of any driver charged with an alleged offence such as exceeding speed limits or incorrectly parking.

**Barrier Cards**

Each University Fleet vehicle is issued with a barrier card, these are not transferable and should be kept in the vehicle at all times. The card allows a driver to enter and exit the campus barrier system. Drivers should not press the intercom for access or to exit, this practice causes pressures on our Security Control Room staff especially at peak times and is unnecessary.

Under no circumstances should these cards be used on a personal basis to gain access to the Campus, any such use will be viewed as an attempt to avoid car parking charges.

It is the Driver’s responsibility to ensure the vehicles’ barrier card is secure at all times and that Car Parking Services are informed immediately of a lost or damaged card.

**Hills Car Park**

Hills car park is a secure car park and only authorised fleet vehicles are able to park in this area. Drivers should be aware that the area is congested at peak times and therefore careful parking in designated bays is essential.

**Campus Parking and Traffic Regulations**

Drivers should not park on double yellow lines or No Parking areas of campus. Although this may be necessary on occasion due to the logistics of work projects it is not encouraged and should be avoided wherever possible. A particular concern is the shared space area outside University Centre. This area has a large pedestrian footfall and parking on footpaths here is a health and safety hazard.

**No University vehicle should be parked in a disabled parking bay unless the driver is a blue badge holder and that badge is clearly displayed.**

All drivers must comply with the University Vehicle and Traffic Regulations a copy of which is attached to this document as Appendix I.

Vehicles found parked in breach of the University’s Traffic Regulations may receive a Parking Charge Notice, payment for which will be the responsibility of the Department to which the vehicle is leased.

During certain times such as graduation ceremonies, exams etc vehicle access to Chancellor’s Court and other areas may be restricted.

**Appendix 1**

**University Traffic Regulations**

(Regulations concerning the use of vehicles in the grounds

of the University of Birmingham)

Anyone parking in the grounds of the University of Birmingham is entering into a contract with the University to abide by its terms and conditions of a private land owner.

1. In these Regulations, "vehicle" means a vehicle of any description and includes a machine or implement of any kind drawn or propelled whether by animal or mechanical power and includes bicycles, tricycles and invalid carriages and "drive" and "driver" shall be interpreted as including "ride" and "rider".
2. No person shall drive a vehicle on University premises without observing these Regulations which shall be deemed to incorporate those provisions of the Common and Statute Law applicable to drivers and vehicles on public roads.
3. No person shall drive a vehicle on University premises without being in possession of a valid

driving licence.

1. Any person driving, using or parking a vehicle not registered in the name of the

University in the grounds of the University does so at his own risk, whether to themself, their passengers, the vehicle or its contents. All persons driving motor vehicles on University premises must satisfy themselves that their third party insurance policies are valid for University roads. The University will not be responsible for any loss of or damage to any such vehicle or to any person or anything contained therein or thereon however the loss or damage may be caused except where a statutory liability exists through operation of law.

1. The University Council may from time to time determine routes of entry and exit, parking sites and times between which vehicles may be brought on to and taken from the University grounds. Support Services specify speed limits and otherwise regulate traffic and parking controls and may at any time prohibit any person from bringing a vehicle on to University premises; in particular any vehicle that is persistently in breach of these Traffic Regulations and the University's Terms and Conditions of parking.
2. No member of the University or person employed by the University shall bring or cause a motor vehicle to

be brought on to the University premises without first obtaining, from Support Services; the appropriate parking permit. Permits for motor vehicles are issued to individuals by Support Services, said individuals are obliged by the Terms and Conditions of Parking to adhere to these Traffic Regulations. Permits are granted at the discretion of Support Services, are not transferable remain the property of the University and must be returned to the issuing office on demand. The University reserves the right to withdraw the permit for breach of these regulations including non-payment of penalty charges and avoidance of daily parking fees.

1. All drivers shall comply with the indication given by the signs regulating traffic within the University and shall obey the directions of the University's traffic control staff and security staff.
2. No person shall drive a vehicle on University premises at a speed exceeding 15 miles per hour or lower where indicated unless the vehicle is being used by emergency vehicles (fire services, ambulance services or police purposes).
3. The driver of a vehicle shall accord precedence to a pedestrian on any carriageway within the limits of a pedestrian crossing and shall approach a crossing in a manner that enables him/her to stop before reaching it unless he/she can see that there is no pedestrian on the crossing. Pedestrian crossings on University roads shall be indicated by the marking of the carriageway with a pattern of alternate black and white stripes unless the surface itself be utilised for providing strips which would otherwise be

required to be black.

1. Driving instruction may not be given in the grounds of the University.
2. No vehicle should be parked in a prohibited location at the University. The following

would be classed as prohibited parking at the University:

o Parking without displaying a University permit;

o Parking in disabled bays without displaying a blue badge;

o Parking on double yellow and red lines;

o Parking on the pavement;

o Parking on grass verges;

o Parking in loading areas;

o Double parking;

o Parking in keep clear/yellow hatched areas; and

o Parking in any area which causes obstruction or limited access to other users.

1. No vehicles shall be parked in car parks or elsewhere on the University campus for

more than 24 hours unless authorised by Security. Only such light running repairs

may be carried out as are necessary to enable vehicles to be removed from where

they have been parked except in those areas designated for more extensive repairs.

1. The General Manager, Support Services may cause any vehicle found parked in an

unauthorised or prohibited place or manner, or in any way in contravention of these

Regulations to be issued with a financial penalty. The rates for financial penalty will be

as authorised by Council and will be published by the University in signage on campus

and by other forms of notice.

1. In order to enforce these Regulations it will be necessary for the University to hold

personal data relating to the drivers and registered owners of vehicles found parked in

an unauthorised or prohibited place or manner. Personal data may be held by the

University and shared with, or received from, any external contractor engaged by the

University for the administration, enforcement, and/or recovery of financial penalties

and expenses arising from the application of these Regulations. Any personal data

must be held in accordance with the Data Protection Act 1998 and the University’s

Data Protection Policy. Drivers entering onto University premises will be notified in

signage or other forms of notice that their entry will be deemed to signify their consent

for the University to hold and process personal data for the purposes of these

Regulations.

1. Failure to observe these Regulations shall render the owner of the vehicle concerned

liable to reimburse the University the expense incurred in tracing the ownership of the

vehicle.