Policy on the Use of University Vehicles or Any Other Vehicles Used On University Business.

The purpose of this policy is to ensure that all members of staff 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 vehicles, with the exception of tractors and mowing machines, are the responsibility of Transport Services. The Transport Manager is responsible for the servicing and safety checking of those vehicles under their control. Vehicles must be made available for this purpose at a mutually agreed time. In the case of Grounds & Gardens these should be properly maintained by the Budget Centre and records retained for inspection.

The Transport Manager 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 whether or not the vehicle is under their direct control.

Drivers

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

- Be over the age of 21 years (Drivers of minibuses must be over 21 years old, have held a full licence for 2 years and have attended training via the Transport Services Office).
- Hold a full, clean driving licence appropriate to the type of vehicle driven
- Have held a full licence for more than 12 months
- Advise the Transport Manager through their line manager of any endorsements or other changes to their licence
- Produce their driving licences for inspection when required. (See below)
- Use vehicles for University business purposes only. Vehicles are not insured for private use.

In all cases, the authority of the Head of Budget Centre and the Transport Manager 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.
Driving Licence Checks

The driving licences for all members of staff who may be required to carry out driving duties on behalf of the University should be inspected annually by line managers or other appointed persons.

A record sheet (click here) giving details of the licence check should be completed within each unit, the licence check should record the classes of vehicle the licence shows an individual can drive and this should be noted. A copy must then be sent to Transport Services, the original being retained by the originator until the next inspection takes place. The Transport Manager should be informed immediately of any new endorsements. This may affect the eligibility to drive on behalf of the University and this needs to be checked with the Insurance Office before an individual is allowed to drive.

Vehicle Logs

To satisfy various legal and operational needs log books are placed in all University vehicles. Drivers are required to complete and sign a log showing the mileage, destination, times of travel and purpose of each journey.

Log sheets must be kept in the vehicle for inspection by Transport Services staff.

Vehicle Checks

As with any vehicle, it is the responsibility of the driver to check the following before driving away:

i. Superficial damage which must be reported to Transport Services before undertaking the journey.

ii. Be aware of any warning lights that relate to oil or water levels.

iii. 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)

Drivers must also ensure that the interior is left clean and tidy at the end of each shift. All food wrappings, newspapers etc should be removed.

Traffic Regulations

All drivers must comply with the University Traffic regulations a copy of which is attached to this document as Appendix I. In particular, those regulations relating to speed limits and parking in restricted areas should be noted. At all times when parking, drivers should be aware of the need for access by emergency vehicles.

No University vehicle should park in a disabled parking bay unless the driver is a blue badge holder.
**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.

All tools, equipment and personal possessions must be removed from vehicles at night and at weekends and stored in a secure area. Staff on duty during these periods should ensure that such items are not visible. Vehicles should be parked in a secure area at night and at weekends whenever possible.

Any break-in should be reported to the Transport Manager who will inform Security and if appropriate the police. The driver will be asked to complete a vehicle damage report to be submitted to the Transport Manager. All Section Heads have been issued with copies of the relevant forms.

**Accidents**

All vehicle damage of any description must be reported to the Transport Manager and the appropriate vehicle accident/damage report completed. The Transport Manager 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 Transport Manager
4. Registration number of the vehicle

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 on the tax disc.

Health and Safety

Drivers called upon to transport hazardous substances should make themselves aware of their responsibilities under University Health and Safety Policy. They should ensure that goods are secured to prevent loads shifting. Signs for display on vehicles carrying such substances may be obtained from Maintenance Stores.

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.

Engines should be switched off when vehicles are parked. If unattended, the vehicle should be secured.

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

Private Use of University Vehicles

Our policy is very clear; under no circumstance should the University’s vehicles be used for anything other than University business.

Personal use is defined as using the vehicle for anything other than work related. You should not take the vehicles home after work or at lunchtimes or use them at any point for personal business.
Barrier Cards

Each University Fleet vehicle is issued with a barrier card, under no circumstances should these cards be used on a personal basis to gain access to the Campus in an attempt to avoid car parking charges. Cards should be kept in the vehicle at all times. It is the Driver’s responsibility to ensure he vehicles’ barrier card is secure at all times and that Transport Services are informed immediately of a lost or damaged card.

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, be regularly maintained and hold an MOT certificate if appropriate. It is the driver’s responsibility to ensure that the vehicle is roadworthy before embarking on a business trip, checking tyre pressures, oil and water as appropriate. When on University premises, drivers should also observe University Traffic Regulations and those parts of this policy which are relevant.

Maintenance Yard

Special conditions apply to vehicles parked in 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.

Animals

Drivers’ domestic pets should not be carried in University vehicles at any time.

Alcohol

Alcohol may not be consumed in University vehicles and no driver who is under the effect of alcohol is permitted to drive. Drivers should be aware of the levels of alcohol consumed the night before driving.

Notes
Any losses from vehicles, which arise from failure to adhere to this policy, may be at the driver’s own expense.

Failure to observe the guidelines may lead to disciplinary action.

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

**Driver Assessments**

It is recommended that drivers of University fleet vehicles are assessed once every 3 years to ensure they meet the standards of driving expected by the University. It is also recommend that regular eye sight tests are taken.

For details please contact Transport Services on 48120.

Appendix 1

University Vehicle and Traffic Regulations

6.2.1 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".

6.2.2 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.

6.2.3 All persons driving, using or parking a vehicle not registered in the name of the University in the grounds of the University do so at their own risk, whether to themselves, 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 any thing contained therein or thereon however the loss or damage may be caused.

6.2.4 The Estates and Infrastructure Sub-Committee 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; may specify speed limits and otherwise regulate traffic and parking and may at any time prohibit any person from bringing a vehicle on to University premises.

6.2.5 No member of the University or person employed by the University shall bring or cause a motor vehicle to be brought on to University premises without first obtaining from the Director of Hospitality and Accommodation Services the appropriate permit for the current academic year. Permits for motor vehicles are issued to individuals by the Director's Office; are not transferable; remain the property of the University and must be returned to the issuing office on demand.

6.2.6 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.

6.2.7 No person shall drive a vehicle on University premises at a speed exceeding 15 miles per hour unless the vehicle is being used for fire brigade, ambulance or police purposes.
6.2.8
Drivers of vehicles 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 them to stop before reaching it unless they 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 utilized for providing stripes which would otherwise be required to be black.

6.2.9
Driving instruction may not be given in the grounds of the University.

6.2.10
No vehicle, except an invalid carriage shall be driven or parked on any footpath or grassed area within the University grounds nor parked on that side of any road on which two yellow lines are painted nor (unless driven by a person suffering from some physical defect or disability) in a space marked as for the use of disabled drivers’ vehicles.

6.2.11
No vehicle shall be parked in car parks or elsewhere on the University campus for more than 24 hours unless authorized by the Director of Hospitality and Accommodation Services. Only such light running repairs may be carried out as are necessary to enable vehicles to be removed from thence except in those areas designated for more extensive repairs.

6.2.12
The Director of Hospitality and Accommodation Services may cause any vehicle found parked in an unauthorized place or manner or in any way in contravention of these Regulations to be detained and may have any vehicle removed if it constitutes a danger or obstruction or is parked on a footpath or a grassed area. The owner of any vehicle so detained or removed will be required to pay such fee as may be laid down from time to time by the Estates and Infrastructure Sub-Committee to cover the cost of the vehicle's detention or removal and storage. If such a vehicle is not claimed and removed from the University grounds by the owner within one month of the date of posting by registered post a notice from the Director of Hospitality and Accommodation Services requesting him or her to do so, the University may dispose of it at its discretion and from the proceeds recover the cost of its detention, removal and any other relevant expenses.

6.2.13
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.