



Academies Trust

Driving Policy

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Supporting Forms

- Annex 1: [Safe Working Procedures](#)

- Annex 2: [Templates & Checklists](#)
 - Driving at Work Request Form
 - Vehicle Damage/Accident Report Form
 - MB1 - Minibus Pre-Use Checklist
 - MB2 - Minibus Weekly Checklist
 - MB3 – Minibus Use Risk Assessment Matrix

- Annex 3: [Policy on using Private Vehicles for Business](#)

Driving at Work Policy

1. Purpose

This policy outlines the Co-operative Academies Trust's ("the Trust") driver risk management arrangements, and provides general guidance / procedures to follow and sample document templates, in relation to managing the risks associated with employees and authorised volunteers who use academy owned/leased vehicles, or their own vehicle, or to carry out academy related business activities.

The guidance is designed to ensure we comply with (as far as is reasonably practical) the general principles of the Health & Safety at Work (1974) Act and the Management of Health and Safety at Work Regulations (1999).

2. Applicability

This policy applies to all individuals, whether employees, volunteers, or governors, who are:

- Driving academy owned or leased vehicles, whether empty or to transport people or equipment between locations (including as part of education visits);
- Using privately owned vehicles to transport students to and from academy related activities. In line with Guidance for Safer Working Practice, wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort;
- Using privately owned vehicles on academy business (i.e., where mileage is claimed, excluding commuting) (see appendix 3).

3. Roles & Responsibilities

Individual staff members who drive in work time, whether using an academy owned/leased vehicle or a private vehicle to transport students, are responsible for reading and adhering to this policy. Colleagues using their own vehicles for other business use are responsible for reading and adhering to Annex 3.

Headteachers/Principals (academy-based staff) and Director of the Trust (for central team) are responsible for ensuring that this policy is communicated and implemented.

This includes:

- Establishing local academy operating procedures for practical implementation of the policy;
- Ensuring that relevant staff are aware of this policy and local academy operating procedures;
- Maintaining records which demonstrate that necessary checks (etc.) have taken place; and

- Academies should also ensure that the Educational Visits and Safeguarding / Child Protection policies are adhered to, if applicable to the journey being undertaken.

4. Legal Duties Summary

Each driver has the following legal responsibilities, to:

- Ensure their vehicle is in a roadworthy condition by undertaking regular and routine vehicle checks;
- Hold a current valid driving licence suitable for the vehicle to be driven;
- Ensure the vehicle has a current road fund licence (and if applicable) Section 19 permit disc displayed correctly on the windscreen;
- Arrange appropriate insurance (for privately owned vehicles) including use of the vehicle on academy/trust business;
- Arrange an MOT test (for privately owned vehicles) at the appropriate times and hold the relevant certificate;
- Abide by appropriate legislation, regulations and guidance contained within the highway code, a copy of the highway code can be downloaded from: www.gov.uk/highway-code
- Drive in a safe and courteous manner ensuring any passengers are wearing seatbelts and any cargo is appropriately and safely secured;
- Ensuring any fines, penalties or parking violations incurred whilst driving on academy/trust business (whether in an academy or personally owned vehicle) are paid by the driver who has incurred them, reimbursement will NOT be made by the academy/Trust;
- To notify their academy immediately of any significant changes in their ability and or status to drive.

Under the Trust's Staff Code of Conduct colleagues whose work involves driving must declare any motoring offences to their Headteacher/Principal (academy-based staff) or Director of the Trust (central team).

National Guidance Website Useful links:

Transport General Considerations [Contents | \(oeapng.info\)](http://oeapng.info)

Transport in Minibuses [Contents | \(oeapng.info\)](http://oeapng.info)

Seat Belts and Child Restraints [Contents | \(oeapng.info\)](http://oeapng.info)

Supervising Minibus Passengers [Contents | \(oeapng.info\)](http://oeapng.info)

5. Requirements in relation to Driving on Academy Business

Before driving on 'academy business' (as defined in section 2.0) for the first time a member of staff or volunteer will need to complete the Driving at Work Request Form (Annex 2) and be authorised by the Headteacher/Principal or Director of the Trust (or their nominated delegate, e.g., Business Manager). This will include providing all relevant documentary evidence requested, so appropriate checks can be undertaken, and copies of related information retained by the academy. Local academy operating procedures should be clearly set out and communicated.

Thereafter, it is recommended that academies choose a date in the year when all staff who use, or may use, a vehicle during the year are asked to submit all their documents. They can also be re-issued with the relevant policy documents, and asked to sign to say they understand all responsibilities.

5.1 Qualified to drive

All persons who drive on academy business should present their driving licence for inspection by a designated member of staff on an annual basis.

These checks are to ascertain an individual's continued qualification to drive. In the event of any changes to their licence during the interim, it is the individual colleague's responsibility to notify the academy as soon as practical, so relevant information can be updated. Any endorsements added to the licence will be reviewed in respect of their nature and a decision taken with regard to the continued suitability of the individual to drive on academy related business, taking into account the safety of staff and students alike. Any such information will be treated in confidence and held securely by the academy at all times.

Drivers who have 7 points or more on their licence will not be allowed to drive the academy minibus and/or transport students in their own vehicle, unless this is agreed by exception with the Director of the Trust.

5.2 Road Fund Licence and Insurance

All vehicles irrespective of ownership, must have a current valid Road Fund Licence.

All persons who drive academy owned vehicles (e.g. the minibus) are automatically covered by the academy [insurance policy](#), providing they are registered as an authorised academy driver, have an appropriate licence and meet the other criteria as set out in section 5.4 below.

The law requires all persons who drive on the public highway to be adequately and appropriately insured. Colleagues using their own vehicle to transport students must ensure their motor insurance policy cover states they have insurance for using their vehicle for business use to ensure they are adequately covered, and provide a copy of a valid insurance certificate evidencing this on an annual basis.

5.3 Fitness to drive

It is every individual's responsibility to ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so as an individual for social, domestic or pleasure purposes, or whether they are doing so as a work-related activity.

Drivers of academy vehicles, or using their own vehicle to transport pupils/students, must declare to the Headteacher/Principal if they are suffering from any medical condition which might adversely affect their ability to drive safely (e.g. epilepsy, diabetes, visual impairment). Such staff may be referred to Occupational Health for an assessment in order to advise the individual concerned and the Trust regarding the correct course of action and available

alternatives (where applicable). Further guidance on health and driving is available at www.gov.uk.

The academy will seek to support individuals, wherever practical, to ensure that fitness to drive is maintained, where the person drives on behalf of the academy either as an essential part of their employment, or where driving is a regular part of an approved activity they undertake (e.g. driving an academy minibus).

Drivers are required to have adequate eyesight. If you need to wear glasses, contact lenses, etc. then these must be worn to drive. If you have any concerns about your eyesight, it is your responsibility to arrange a test and to follow the advice given. The NHS recommends that most people should have an eye sight test every 2 years.

5.4 Minibus Drivers

Colleagues should only be asked to drive an academy/Trust minibus if they volunteer to do so, or it is a requirement of an advertised role. If this is a requirement of the role, they must hold a D entitlement.

A minibus is a passenger carrying vehicle with a minimum of 9 and a maximum of 16 passenger seats (plus the driver's seat). The passenger limit for the vehicle must not be exceeded.

UK law requires all minibus drivers to:

- Be over 21 years of age
- Have held a UK car Licence for 2 years
- Have an entitlement to drive the minibus in question (*this depends on when someone took their driving test, whether they have taken any additional tests, maximum authorised mass of the vehicle, and whether or not a trailer is being towed*).
- Categories of licences can be found here: Driving Licence Categories:
<https://www.gov.uk/driving-licence-categories>

Further guidance can be found here:

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>

In addition, in order to comply with the Trust's insurance policy anyone driving one of the Trust's vehicles must also:

- Be aged 70 or under
- In the UK, drivers over 70 are required to renew their driving licenses every three years, but there's no upper age limit for driving. The DVLA (Driver and Vehicle Licensing Agency) automatically sends a renewal form 90 days before the 70th birthday and then every three years after that. While no mandatory re-tests are required, drivers need to meet the minimum eyesight standards and inform the DVLA of any medical conditions that might affect their ability to drive safely.
- All drivers must evidence they have renewed the license at 70 years old and this has been added to the records kept on school sites.
- Have a valid MiDAS* competence certificate

- Be authorised to drive by the Headteacher/Principal, who will require sight and a copy of the driver's Licence every 12 months
- Have held the relevant licence for driving a minibus for at least 12 months. If this is not the case, our insurers must be informed prior to use of a Trust vehicle, so that additional insurance arrangements can be made.

In addition, academies must inform our insurance brokers (Arthur J Gallagher), if anyone driving one of our vehicles under [the insurance](#) has any unexpired points / convictions, or who incur such in the future. They need to know about these as soon as possible, as it could impact the premium and/or any claims should there be an accident. Please contact AJG via Rachael Fulleylove (phone 01924 433101 or email rachael_fulleylove@ajg.com) in the first instance, or David Hancock (Phone 01924 433176 or 07500 084076 or email david_hancock2@ajg.com) if you cannot contact Rachael.

All minibus drivers should receive refresher training at least once every four years.

If you are to drive abroad, please ensure you check in advance that your licence and vehicle permits you to do so. In addition, ensure that the vehicle is compliant with EU requirements e.g. headlight realignment.

**MiDAS is the Minibus Driver Awareness Scheme (organised by the Community Transport Association UK) which promotes a nationally recognised standard for the assessment and training of minibus drivers.*



5.5 Driver Vehicle Checks

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use, this includes the safe carriage of items and people.

Using own vehicle: in the case of employees who use their own vehicle to transport pupils/students, it is their responsibility to ensure that the vehicle has a valid MOT certificate (where applicable), is properly serviced (including the 16 week service as indicated on your Compliance Checklist issued prior to audit) and maintained. A best practice driver checklist is provided in Annex 1.

Using vehicles owned, leased or hired by the academy: appropriate servicing and maintenance arrangements will be established in accordance with manufacturer's recommendations, to ensure that the vehicle is fit for use.

Drivers of academy vehicles should however check the vehicle before use to satisfy themselves that it is safe to use for their intended journey, and arrangements for this should be set out in the local academy operating procedures. A vehicle checklist is provided within each vehicle so users can document the checks they have undertaken. A template copy is also provided in Annex 2 of this document.

5.6 Road Safety

Drivers must not drive if advised not to do so by their doctor, and never whilst under the influence of alcoholic drink, intoxicating drugs or other substances which are likely to impair judgement or the ability to react quickly and appropriately to road conditions or circumstances.

Employees who are driving whilst at work are required to comply fully with the law, Highway Code and any other relevant safety information or instruction. Any member of staff who fails to do so and are subsequently prosecuted and or fined, irrespective of if they are driving their own vehicle or a Trust vehicle, may be subject to disciplinary action and the Trust will not reimburse any costs, fines, parking tickets or loss of income incurred.

Staff using academy/Trust vehicles, or their own vehicle to transport pupils/students, will comply with the legislation regarding 'no smoking' and ensure compliance with the legislation by any passengers being carried.

Colleagues are expected to follow the Safe Working Procedures set out in Annex 1.

5.7 Reporting Accident and Incidents

Where employees who are driving academy owned or leased vehicles, or vehicles which are hired by the academy for their use, are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or injury to persons, must not admit or accept liability for the accident, and must complete the vehicle damage form (Annex Y) immediately, and notify the designated person the same day.

It is recommended that copies of this form are held in each academy vehicle, along with information on our insurance cover and vehicle recovery arrangements.

Where employees transporting pupils/students in their own vehicle are involved in a road traffic accident, they should notify their academy as a matter of urgency. The employee will be responsible for claiming on their own insurance for any damage to their vehicle: the Trust will not be liable.

Following an accident/incident the driver should arrange to meet with the designated person to have a post incident discussion/debrief, about what happened, how they feel and if they require any additional support or training.

5.8 Use of Trust Vehicles by Community Groups

Under the terms of insurance, Trust vehicles may be lent to community groups and driven by people who are not associated with the Trust, but only if the arrangement is not for hire or reward. In other words, the academy should not charge for the use of their vehicle. It is, however, acceptable for the community group to pay for their fuel that they have used, and the academy may accept a voluntary contribution from the community group towards the wear & tear / upkeep of the vehicle if this is offered – and as long as it is treated in accordance with the Trust's [Gifts & Hospitality Policy](#) that is Appendix E of the Anti-Fraud and Corruption Policy.

If lending their minibuses, academies are responsible for verifying that all drivers meet the requirements of the Trust's insurance policy as set out in section 5.4.

It is recommended, but not mandatory, that academies send an email to our insurance brokers (Rachael Fulleylove), see section 5.4 for contact details) to advise:

- which minibus
- the dates of the loan - who it is being loaned to.

6.0 Review

The Trust will review this policy every four years and/or if any significant changes in legislation occur.

Annex 1

Safe Working Procedures

1. Mobile Telephones and other Electronic Equipment

It is an offence to operate a mobile phone, sat nav, laptop or other electronic device while driving if it distracts the driver from concentrating on driving. It is our Trust policy that under no circumstances will staff operate a mobile phone or other hand held device whilst driving an academy owned or leased vehicle, or whilst using a private vehicle to transport pupils/students, including via hands-free kit.

Calls / text messages / emails should only be made or answered when the vehicle is parked and the engine is switched off.

2. Smoking in Vehicles

In all parts of the UK, it is the law that smoking in public enclosed spaces is not permitted. Workplaces (including cars used on academy business) are included in "enclosed public spaces". Therefore drivers and passengers of any vehicle (academy owned or not) must not smoke inside the vehicle whilst on academy related business.

It is our Trust policy that those driving on academy business, or who are a passenger in such a vehicle, do not smoke in the vehicle (whether in the UK or abroad) or when standing next to an academy owned/leased vehicle whilst it is parked.

3. Passengers

The number of passengers must not exceed the number which the vehicle is designed to carry. The safety of all passengers transported by staff on academy related business/trips are the responsibility of the driver. In line with Guidance on Safer Working Practice, wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

Consideration should be given to the maturity and behavioural issues of children transported and it is recommended that seating plans are devised in advance that will minimise potential driver distraction during journeys.

4. Use of Seat Belts, Head Rests and Child Seats

Drivers and passengers of all vehicles must wear seat belts at all times whilst the engine is switched on even if the vehicle is stationary. Passengers who are not exempt and refuse to comply with the driver's instructions regarding the wearing of seatbelts should not be transported, this includes young people.

In addition ensure where headrests are provided that they are correctly adjusted to afford the maximum protection against whiplash by ensuring when the head is rested on it that:

- The centre part of the head restraint should be at least the height of the eyes or the top of the ears
- The restraint should be as close to the back of the head as is comfortable.

The driver must ensure that all children under 14 years of age wear seat belts or sit in an approved child restraint. This should be a baby seat, child seat, booster seat or booster cushion appropriate to the child's weight and size, fitted to the manufacturer's instructions. (Refer to the table below for further guidance).

Drivers who are carrying children in vehicles should ensure that: -

- Children do not sit behind the rear seats in an estate car or hatchback, or on side facing rear seats in an SUV type vehicle unless a special child seat has been fitted
- The child safety door locks, where fitted, are used when children are in a car
- Children are kept under control at all times
- A rear facing baby seat is **NEVER** fitted to a seat protected by an airbag
- Children are kept supervised and occupied by another passenger, particularly on long journeys
- If a situation arises, they stop in a safe place to attend to it
- Route selection when travelling with young children includes scheduled stops where toilet and meal facilities exist

- They never transport more children than the vehicle has the required restraint systems for, and never use seatbelts for more than one child or for a child and adult with the child sitting on the adult's lap
- They always ensure that the child restraint is suitable and fitted to the manufacturer's specifications by a competent person
- Children are **NEVER** left unattended in the vehicle for any period of time

This table summarises the main legal requirements for wearing of seatbelts for adults and children and the associated responsibility for ensuring compliance with legislation:

Occupant	Front Seat	Rear Seat	Who is Responsible?
Driver* (pregnant drivers see below)	Seat belts MUST be worn if available.	N/A	Driver
Child up to 3 years	Correct child restraint MUST be used.	Correct child restraint MUST be used. If one is not available (e.g. in a taxi) may travel unrestrained.	Driver
Child from 3rd birthday up to 135 cms in height (or 12th birthday whichever they reach first)	Correct child restraint MUST be used.	Where seat belts are fitted, correct child restraint MUST be used. Must use adult belt if the correct child restraint is not available: for example - in a Licenced taxi, for a short distance for reason of unexpected necessity (e.g. emergency), or if two occupied child restraints prevent fitment of a third.	Driver
Child over 1.35 metres (approx 4ft 5ins in height) or 12/13 years of age	Seat belts MUST be worn if available.	Seat belts MUST be worn if available.	Driver
Adult passengers (i.e. 14 years and over)	Seat belts MUST be worn if available.	Seat belts MUST be worn if available.	Passenger

5. Pregnant Drivers & Passengers

Like any driver or passenger, pregnant women must wear a seat belt, unless their doctor certifies that they are medically exempt, if this is the case the Trust will require appropriate medical evidence of this exemption. Whilst it is appreciated that wearing a seatbelts may not be comfortable, it does provide safety for both expectant mother and the unborn baby. Compared to the average motorist, pregnant women face additional safety concerns when riding in motor vehicles.

Pregnant drivers / passengers are offered the following guidance to help minimise any additional risks they may face -

- Adjust the seat, as far back as it is safe and practical to do so to maximise room.
- Ensure that you have two good handholds when entering or exiting the vehicle.
- Get assistance if entry or exit from the vehicle is difficult.
- When possible, ride as a passenger rather than drive to avoid potential contact with the steering wheel.
- A lap-and-diagonal standard seat belt is preferable to a lap-only belt.
- On a standard safety belt, always position the lap strap across the hips, to ensure it fits comfortably under the bump.
- The diagonal strap should be placed between the breasts over the sternum around the side of the bump.
- Ensure the belt 'clicks' into the buckle securely, as you may not be able to observe this.
- Never use the lap portion of the belt with the diagonal strap behind you, even if the diagonal strap is causing breast discomfort (especially in later months).
- If fitted the airbag should not be disconnected and remain operational.
- Try to always drive a vehicle that allows the most clearance between the steering wheel and your abdomen.
- If an adjustable steering wheel is fitted, maximise abdomen-to-wheel clearance.
- If wearing a coat remove it or adjust the coat to make sure it does not interfere with low placement of the lap belt.
- If driving for long periods take regular breaks to avoid driver fatigue and uncomfortable seat belts or seating positions.
- Ensure that the vehicle that you intend to use has no defects that might cause a breakdown, and always ensure you have a mobile telephone with you to call the emergency services.

6. Route planning and Rest Breaks

When planning a journey it is important to allow adequate time for traffic delays, diversions, rest breaks, fuel and food stops. The route plan should also take into account the experience of the driver, the prevailing or expected weather conditions, and the needs (medical or otherwise) of passengers.

On long journeys the Trust recommends stopping every 2 hours, depending on the driving and driver's condition. For very long journeys (over 6 hours), consideration should be given to breaking the journey with an overnight stay. If you feel tired you should always stop as soon as

it is safe to do so and take a comfort break. It is important that drivers plan to minimise such situations, but if you are unable to continue the journey safely then you must stop and rest to avoid the risk of an accident.

If parking sensors are not fitted and the driver lacks confidence in reversing, they may ask an adult passenger to supervise them if it is practical and safe to do so but this person must remain visible to the driver at all times when manoeuvring.

7. Driver Use of Alcohol and or Drugs and or Prescribed Medicines

Many people who have taken alcohol or illegal drugs the night previously may still be operating a vehicle illegally due to their retention in the body. The Trust's [Staff Code of Conduct](#) (Section 18) makes clear that *"zero alcohol is the expectation when driving on academy business"*. All staff should be aware that in situations where you are found to be operating under the influence of alcohol or illegal drugs at work (whether driving or not) this will be regarded as potential gross misconduct, and dealt with under the Trust's disciplinary procedure.

Drivers should also be aware that the purchase and use of 'over the counter' medicines might render them liable to higher risk when operating a vehicle and should always seek the advice of a pharmacist or their GP before using the medicines if intending to drive.

8. Driver Vehicle Checks

In line with section 5.5 of this policy:

- Staff or authorised volunteers driving academy owned/leased or hired vehicles (including minibuses) are responsible for undertaking a pre-use check in line with local academy operational procedures.
- Staff who use their own vehicle to transport pupils/students are responsible for ensuring that the vehicle is properly serviced & maintained. The checklist below is included as a best practice guide.

There is general guidance here: <https://www.gov.uk/check-vehicle-safe>

9. Weather Conditions

Drivers should use facilities such as local radio stations, information from the Met Office or AA

Weatherwatch to check weather conditions that may affect their journey or arrival times. Do not drive on Trust business if the Roadside Agencies are advising you not to. If in doubt, contact your line manager for advice.

Be aware of your own level of experience and competence in operating a vehicle in adverse weather conditions, in addition to the limitations and condition of your vehicle when travelling in adverse weather conditions, any fault can become a serious risk if the weather is or becomes severe. Further guidance on driving in adverse weather conditions can be found on-line, for example:

<http://www.rospa.com/roadsafety/advice/drivers/better-driving/winter-tips/>.

10. Mileage Reimbursement

Reimbursement of mileage costs, if agreed in advance with your line manager, in respect of use of private vehicles for academy business can be claimed in line with the Trust's [Travel & Expense Policy Statement](#).

The process for refuelling academy owned / leased vehicles (e.g., minibus) should be set out in local academy operating procedures.

11. Lone Working

If staff are driving alone they should leave a mobile number with a nominated contact in case of an emergency (e.g. the academy office - to be specified in local academy operating procedures). They should inform the nominated contact of their destination, intended arrival time and contact them to advise when they have arrived. The same applies for a return trip (unless the trip is so short as to make this unnecessary e.g. popping out for 10 minutes to the bank).

Annex 2

Templates & Checklists

This section provides a range of recommended templates and checklists to minimise the risks associated with driving on work related business.

- Driving at Work Request Form
- Vehicle Damage/Accident Report Form
- MB1 - Minibus Pre-Use Checklist
- MB2 - Minibus Weekly Checklist
- MB3 – Minibus Use Risk Assessment Matrix

DRIVING AT WORK REQUEST FORM

(To request use of private vehicle for 'driving at work' – as set out in section 2.0 of policy)

Section 1	
Employee Name:	
Post Title:	Employee Number:
Academy:	
Vehicle make & Model:	
Registration Number:	
Reason for request to use private vehicle for academy business:	

<p>Section 2</p> <p>I confirm the above details are correct and that the vehicle detailed above has a valid MOT (if applicable) and current Road Fund Licence, furthermore if I change my vehicle or any other details on this form change I will advise the academy immediately.</p> <p>I confirm my insurance documents cover me to use the vehicle above for business use / work related travel, including the transport of pupils/students if applicable, and that I will provide a copy of this document. I will advise the academy immediately if these details change.</p> <p>I will ensure that my vehicle is in a safe & roadworthy condition at all times and will abide by any driving at work guidelines given to me by the academy.</p> <p>I confirm that I have a current valid driving Licence and that I will notify the academy immediately if I obtain any endorsements or am advised for whatever reason not to drive.</p> <p>Signed (member of staff) Date</p>
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Section 3

The employee is authorised to use the above vehicle for business purposes and may claim reimbursement under the terms of the Travel & Expense Policy Statement if they wish

Insurance Documents Checked (Copy Attached)

Licence Checked (Copy Attached)

Authorised byDate

RETAIN A COPY OF THIS DOCUMENT IN THE COLLEAGUE'S HR / PERSONAL FILE

VEHICLE DAMAGE / ACCIDENT REPORT FORM

To be completed in the event of damage to or an accident involving an academy owned/leased vehicle and handed to Academy Office

Accident Details

Location:	
Date:	Time:
How Did the Accident Occur:	
Road & Weather Conditions:	
Speed of Own Vehicle:	
Speed of Third Party (TP) Vehicle:	

Academy Driver & Academy Vehicle Details

Name of Driver:	Date of Birth:
Occupation:	Tel No:
Licence held more than one year: <input type="checkbox"/> YES <input type="checkbox"/> NO	Employee or Form Agency:
Department / Section:	
Line Manager's Name:	Tel No:
Registration Number	
Make & Model:	
Is the vehicle on lease / hire? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Passengers:
Any injuries to Driver & / or Passengers:	

Third Party Details

Name:
Address:
Registration:
Make, Model & Colour of Vehicle:
Was the vehicle parked/stationary unattended? <input type="checkbox"/> YES <input type="checkbox"/> NO
Number of Passengers:
Any injuries to Driver &/or Passengers:
Insurance Company Name / Address / Tel No.

Witness Details *(continue on separate sheet if necessary)*

Witness 1	
Name:	Tel No:
Address:	
Is this witness independent? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Witness 2	
Name:	Tel No:
Address:	
Is this witness independent? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Police Details

Name:	Tel No:
Address:	
Is this witness independent? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name:	Tel No:
Address:	
Is this witness independent? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Police Details

Did the police take particulars of accident: YES NO

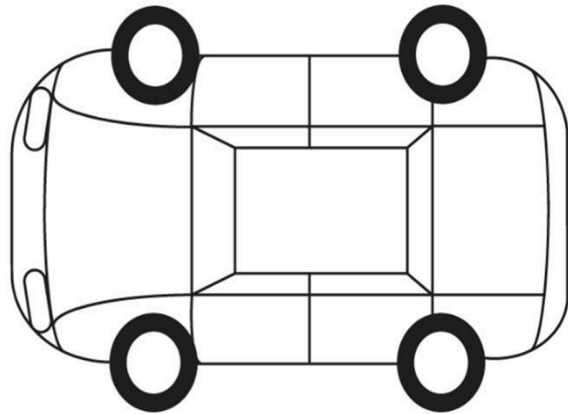
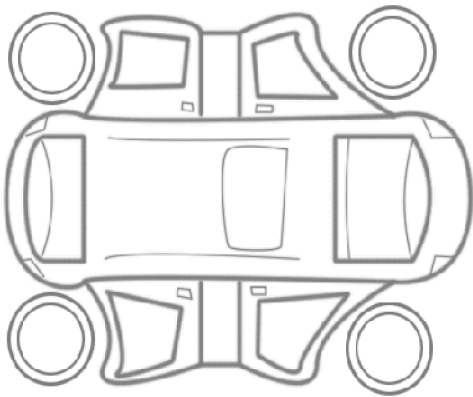
If YES, please state Name of Officer, Division and Incident / Crime Number:

Damage Details

ACADEMY VEHICLE

Damage:

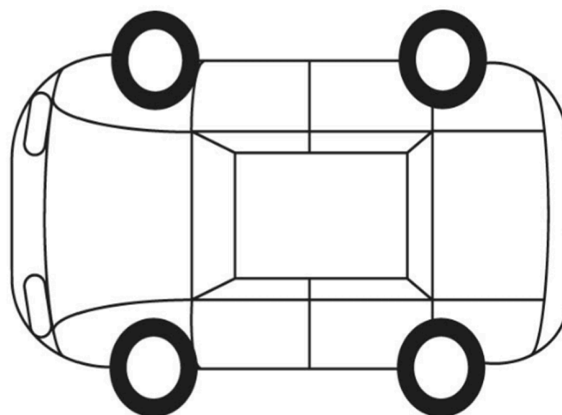
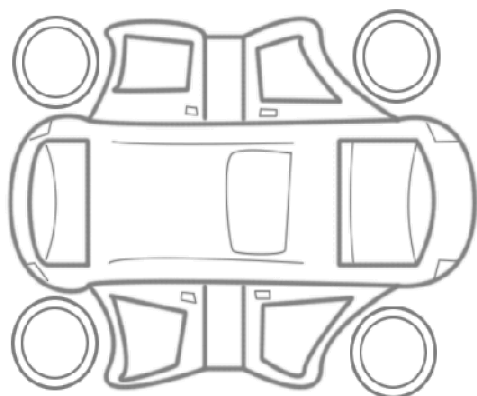
Marked areas of damage:



THIRD PARTY VEHICLE

Damage:

Marked areas of damage:



Please use space below to sketch position of vehicles involved at point of impact:

A large empty rectangular box provided for sketching the position of vehicles involved at the point of impact.

Additional Information

Do you feel anything could have been done by either yourself or the other driver(s) to prevent the accident? If so please give details:

Please give details of how a similar accident can be prevented in the future:

Declaration

I declare that the information given on this form is a true reflection of the incident.

Driver Signature: _____ Date: _____

WARNING: In order not to prejudice the Academy’s conduct of any litigation which may ensue as a consequence of an accident it is imperative that the contents of this form and/or copy thereof are not divulged to third parties involved. No admission of responsibility and or liability should be admitted.

Vehicle for Repair on _____ Cost _____

Insurer Notified ACADEMY OFFICE USE: YES / NO

Insurer Claim No. (if applicable) _____

Any Other Comments/Information

Driver Attended Incident Debrief with SBM YES / NO

MB1 Minibus Reg: xxxxxxxx Daily Driver Checklist

Will all Drivers please complete this form before leaving the academy Thank you

Driver's Name:		
Academy & Department:		
Date:	Time Out:	Time Back:
Milage Start:	Mileage Finish:	Total of Miles Used:
Fuel Added: (if applicable)		

For your safety and that of your passengers, you are required to undertake a safety check of the minibus before driving away, in addition never leave the keys in the ignition or vehicle when you are not in attendance.

If you've ticked NO for any checkbox, please report it to xxxxxxxx immediately upon your return and make comments below on your findings:

Checks Completed by: _____ (Signature)

Safety Checks	Yes	No
Bodywork panels in good order (no evident damage)		
Tyres fully inflated & appear in good order		
Sufficient fuel in tank (never leave academy if gauge is on the red)		
Lights & indicators checked and are working correctly		
Mirrors working check security and cleanliness of driving mirrors (including wing mirrors)		
Tax, minibus permit "Section 19" and green certificate of ownership has been checked		

Interior of vehicle is clean and undamaged		
All seat belts are working correctly		
Fire extinguisher present & condition is good		
First Aid box present & contents full		
Steering wheel movement checked for loose play		
Effective operation of the horn		
Effective operation of the brakes (check before driving off)		
Effective operation of the hand brake (check before driving off)		
Effective operation of the windscreen wipers and washers		
Security and legibility of number plates		
Confirm any trailers, roof boxes and luggage are safely secured and cannot move during travel		
I consider the vehicle safe for the intended journey today		
Minibus securely parked and locked – up at the end of use period		
Comments:		

Copy of vehicle MOT & Insurance Information provided in glove box									
Vehicle operating manual provided in glove box									
Any special straps/fixings (for disabled passengers) in good working order									
Signature of person making checks									
If you identify problems with any of the above immediately contact:	(insert name of responsible person)								
When the inspection sheet is completed please return it to:	(insert name of monitoring officer)								

THIS CHECKLIST SHOULD BE RETAINED IN THE VEHICLE FOR THE CURRENT HALF TERM AND THEN HELD SECURELY BY ACADEMY FOR 6 YEARS PLUS CURRENT YEAR

MB3 Risk Matrix for use of Academy Minibus

This document is intended to support drivers when undertaking their activity specific use of the Minibus risk assessment document.

Potential Hazard	Associated Risk	Suggested Control Measure Examples	Trust Mitigating Action in Place	Additional Comments
Unqualified drivers	To passengers and other road users	Only adults who have passed the Minibus driving competence test and have a driver's permit are allowed to drive minibus. Drivers have at least 2 hours/50 miles driving per term. Where possible a second adult should be present to control behaviour. Driver provided with driver handbook.	Permit number to be recorded on log sheet (held by office) and licences checked 12 monthly	
Seat belts and general safety of passengers	To driver and passengers	Driver to check seatbelts of passengers before setting off as part of pre-use checks. Passengers must not be left unattended in vehicle	On driver checklist and further information in driver handbook	
Inappropriate behaviour/horse play	To driver and passengers/ other road users	Review behaviour of students as part of risk assessment, and ensure seating plan in place to minimise flashpoints Never leave students unattended in the vehicle.	All staff have understanding of behaviour management procedures, suitable ratios in place	
Safety of vehicle	To driver and passengers /other road users	Check oil, coolant, brake fluid, tyres, windscreen, etc as stated in daily and weekly checklists provided (and detailed in driver handbook)	Daily and weekly checklist to be completed , random sample undertaken by Business Manager to ensure compliance Driver's checklist to be	

			completed before setting off (Checklist in log sheet folder)	
Fire or accident	To driver and passengers /other road users	Follow procedures in Critical incident Plan (copy held in vehicle) Ensure First Aid, fire extinguisher present and operational	Go through as part of induction to vehicle by authorised person on site	
Inability to communicate in case of accident/break down	Driver/passengers	On journeys out of academy town/city/district mobile phone to be taken.	Roadside assistance cover in place and number on windscreen.	
Damage caused by loose luggage/items	Driver/passengers and other road users	All luggage to be securely stored and gangways and emergency exits to be kept clear.	Use areas provided	

Policy on using Private Vehicles for Business

1. Introduction

This policy relates to employees who use their private vehicle for business use which does not include the transport of pupils/students. For example, to travel to meetings/training courses, or between different academy sites.

For the avoidance of doubt, this does not include travel to and from a colleague's usual place of work.

2. Requirements

The Trust advises these drivers to ensure that:

- They are adequately insured
- Their vehicle is suitably maintained and in a road-worthy condition
- They are fit and competent to drive on the day the journey is undertaken
- They have considered the prevailing or expected weather conditions before embarking on their journey.

If they are unsure if they meet these criteria, our Trust advises that they should travel by alternative means.

Under the Trust's Travel & Expense Policy Statement ([Travel and Expenses 2024](#)) *"private cars used on Trust business must have insurance cover which extends to business use. Reimbursement of mileage claims will be provided on condition of evidence of business use insurance"*. Therefore, a copy of a valid insurance certificate stating "for business use" should be provided on an annual basis (arrangements for this to be communicated locally).

Colleagues are expected to notify the Trust of any significant changes in their ability and/or status to drive.

3. Mileage Reimbursement

Reimbursement of mileage costs in respect of use of private vehicles for academy business, if agreed in advance with your line manager, can be claimed in line with the Trust's Travel & Expense Policy Statement ([Travel and Expenses 2024](#)).

Colleagues should note that any fines, penalties or parking violations incurred whilst driving on academy/trust business must be paid by the driver who has incurred them, reimbursement will NOT be made by the academy/Trust.