

CANTERBURY COLLEGE BUSINESS TRAVEL POLICY

1. SCOPE AND PURPOSE

1.1 Scope

- a. This policy aims to provide a framework for managing the risks associated with business driving by employees using Canterbury College owned vehicles, hired vehicles or their own transport.
- b. This Policy will also promote the environmentally friendly use of public transportation networks, where possible and practicable, rather than the dependence upon the sole use of cars or College vehicles.

1.2 Purpose

- a. The purpose of this policy is to introduce a framework whereby the risks associated with employees and students using College owned, hired, or personal vehicles for business use which will:
 - (1) So far as is reasonably practicably reduce the likelihood of a road traffic accident occurring;
 - (2) Allow the investigation of any road traffic accident, driving standard/behaviour complaint, etc. involving a Canterbury College employee and the identification of appropriate disciplinary and staff development action as necessary;
 - (3) Allow Canterbury College to adopt an environmentally responsible approach to the use of vehicles;
 - (4) Reduce the financial costs incurred in business travel by promoting the use of the most efficient method of transportation.

2. APPLICATION

This Policy is applicable to all Canterbury College employees who either drive vehicles provided by the College or their own transport for the purposes of their contract of employment. For College owned vehicles this should be read in conjunction with the Policy for Driving & Managing Vehicles. This can be found under the Estates section of the intranet.

- 2.1 Management and Supervisory Staff, are expected to ensure that their staff comply with the policy and guidelines, in particular they must:
 - a) Bring the policy to the attention of all those within their department who are authorised to drive for the purposes of work and ensure that It is adhered to.
 - b) Identify all risks associated with driving at work within their departments as well as identifying the individual risks to each driver.
 - c) Ensure that driving risk assessment is undertaken and any training need identified is made available.

- d) Ensure all employees are aware that they are responsible for their own driving behaviour, and for driving to the requirements of the Road Traffic Act, as contained in the Highway Code, and to College driving guidance.
- e) Line management have an additional duty to ensure that employees using College provided transportation adhere to College and national driving rules, so far as is possible and practicable, e.g. ensuring time is allowed for suitable rest breaks and approving overnight accommodation where necessary, etc.

2.2 Drivers at Work Are expected to make themselves familiar with this policy and to ensure that they practice safe methods of driving at all times. In particular employees will ensure that they:

- a) Drive in a safe and competent manner. All College employees are responsible for their own driving behaviour, and for driving to the requirements of the Road Traffic Act, as contained in the Highway Code, and to College driving guidance.
- b) Attend any training sessions required by the college and practice the safe driving methods identified.
- c) Provide copies of their driving license showing categories to the HR Department prior to driving on College business.
- d) Only use a College vehicle, or their personal authorised vehicle for the purposes of driving at work, any exceptions or use of hire vehicle must be authorised by their Director.
- e) Carry out regular safety checks on their own vehicles and ensure that maintenance is carried out in accordance with manufactures recommended safety intervals, and that repairs and testing are completed promptly.
- f) Keep their vehicle in a road worthy condition in compliance with legislation.
- g) Must not use any vehicle for college business if they have identified a defect or fault.
- h) Must inform the HR Department and their line manager of any endorsements gained on their license and any medical issues that may affect their driving. (failure to do so could invalidate insurance cover)
- i) It is the responsibility of all employees to notify their line manager and HR Department of any medical condition, medication, treatment, etc. which precludes them from driving vehicles or places restrictions on their driving licence.
- j) Comply with any and all details in lease agreements for vehicles undertaken by the college.
- k) Understand any driving/parking penalty/fine incurred is the responsibility of the driver and as such will not be paid or reimbursed by the College
- l) Any employee returning from an injury or illness which may have had an impact on their mobility, eyesight, or ability to drive etc. will need to obtain medical clearance via the Occupational Health Department in order to

undertake College business using a vehicle, either their own, hired or belonging to the College. An appropriate risk assessment should also be carried out.

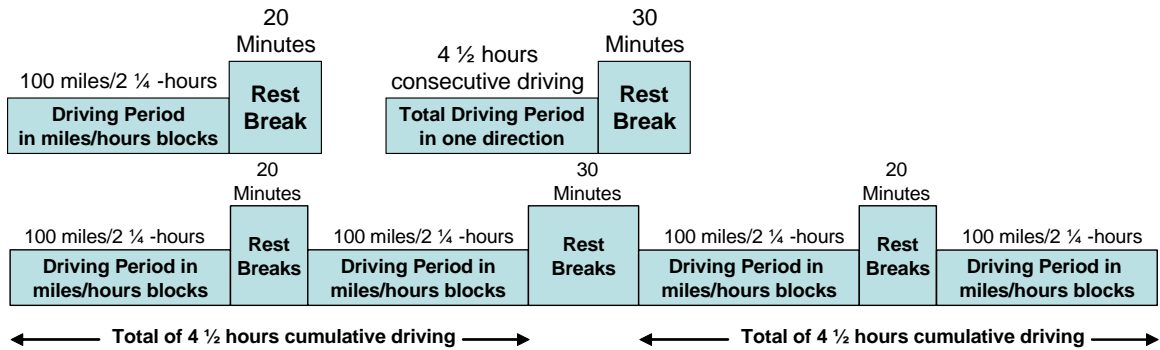
3. Alternative transportation:

The College seeks to promote the use of public transportation networks, where possible and practical, as an alternative to using cars or mini buses, to reduce both the environmental impact of high College vehicle usage, together with the costs associated with high use of personal or hired vehicles.

4. DRIVING HOURS

Canterbury College Management have set the following driving hours for cars, for information relating to mini buses please see Policy for Driving & Managing Vehicles. This can be found under the Estates section of the intranet.

After driving 100 miles a rest break of 20 minutes must be taken, and a rest break of no less than 30 minutes after a total of 4½ hours consecutive driving. This can be illustrated by the following diagrams:



- If driving in excess of 10 hours a rest break of no less than 10 hours should be arranged before driving a similar distance.
- If the total consecutive driving hours exceeds 6 hours in one direction, overnight accommodation should be arranged to prevent the onset of driver fatigue.

5. USE OF MOBILE TELEPHONES WHILST DRIVING

Even the use of a hands-free mobile telephone or other interactive communication device while driving can reduce concentration and increase the likelihood of an accident occurring. For this reason, mobile telephones and other interactive communication devices, whether hand held or hands free, **must not be** used by any College employee while the employee is driving a company, leased or private vehicle on the road on College business.

The exception to the College ban on the use of mobile telephone or other interactive communication devices while employees are driving on the road on College business is where it is necessary to contact the emergency services on 999 or 112 in the case of a genuine emergency and in circumstances in which it is unsafe or impracticable for the employee to stop driving in order to make the telephone call.

Any employee who disregards these rules will be subject to disciplinary action

6. APPLICABLE LEGISLATION AND GUIDANCE

- a) Road Vehicles (Construction and Use) Regulations 1986.
- b) Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003
- c) Road Traffic Act 1991
- d) Motor Vehicles (Driving Licences) (Amendment) No. 4) Regulations 2001.
- e) Highway Code.
- f) Health and Safety at Work Act 1974
- g) Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)