

Vehicle Policy

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Signature	
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Trust vehicles (which include Trust mini-buses) may only be used for recognised Trust business. They may not, under any circumstances, to be used for non-school, personal use. In the event of any misuse of Trust vehicles, the Trust reserves the right to charge staff for mileage and may also consider taking disciplinary action against staff.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. The Trust reserves the right to amend this policy at any time.

This policy covers all individuals working at all levels and grades, including the Headteacher, members of the Senior Management Team, officers, directors, employees, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff (collectively referred to as "Staff" in this policy).

You are required to inform the Trust of any changes to your driving licence immediately. Any endorsements and convictions received must be reported and may result in a review of the staff member's eligibility to drive a Trust vehicle.

Schedule of Responsibilities

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's HR Advisers, are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's HR Providers may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

The following persons will generally be responsible for managing employees under this policy:

The Academy Headteacher (for Academy based teaching and educational or non-educational support staff) and the Chief Executive Officer (for Academy Headteachers and centrally appointed teaching and support staff) (the “Line Manager”).

Driver

The driver is responsible for:

- Vehicle condition on road
- Vehicle condition on return
- Care of the vehicle, passengers and behaviour

He or she may be assisted by other staff, but it is the driver who has overall responsibility.

Before setting off

The driver shall:

- Conduct vehicle checks (including fuel, seat belts etc)
- Collect and sign for the keys (available from the school office)
- Complete first part of User Log Book in vehicle

During the journey

- Students in Years 7-10 should not sit in the front of the cab
- Students should not touch any controls in the cab including the radio
- Students should not be given keys or be left unsupervised in the vehicle
- Students should not be allowed on the roof or ladders
- Food and drink must not be consumed in the vehicle
- Smoking is not allowed at any time
- Appropriate Teacher:Student ratios should be maintained at all times

On returning to School

The driver, with the support of the relevant department is responsible for the following:

- Completion of Vehicle Use Log including fault reporting
- Checking interior cleanliness – the vehicle must be returned in a clean and swept state **on point of return** – not the next day
- The closing and **locking** of **all** doors and windows including passenger/saloon windows and doors

- The untwisting and resetting of all passenger saloon seat belts so that they are closed across the seats, ready for the next user
- Checking that all lights, controls and radio are turned off before leaving the vehicle, in particular the radio, headlights and interior saloon lights.
- The correct fitting of the steering wheel 'crook lock' and the setting of the engine immobiliser switch
- The return of any vehicle equipment used, to the correct area, i.e. atlas, torch, first aid kit, luggage ropes, tarpaulin etc
- Correct and prompt return of keys to the school office where possible, immediately on return. If this is not possible, then by 9am the next working day. The keys must not be passed on to other staff directly, without the prior agreement of the Line Manager. In an emergency, keys may be left with a member of the Senior Leadership Team. However, it is still the responsibility of the driver to check that the subsequent return of the keys to the school office has taken place.

Driving Guidelines

At no time and under no circumstances will the Trust condone speeding, driving whilst overtired, illegal parking leading to a fine or clamping, eating, drinking or using a hand-held mobile phone whilst driving. Every consideration should be given to driving in a way that is safe both to you and all other road users. Should the Trust be pursued for an unpaid fine, an appropriate amount will be deducted from your next salary payment or other monies due to you.

It is a criminal offence to use a mobile phone in a vehicle whilst driving unless via a recognised hands-free application. If you drive a Trust vehicle whilst on Trust business, you are reminded that you are absolutely forbidden to use your mobile phone whilst driving unless via a hands-free application. Such use is gross misconduct and will warrant summary dismissal.

Any accident when driving on Trust business, whether involving vehicle damage or not, and however minor in nature, must be reported as soon as possible on return to the School, both verbally and in writing to the Line Manager (briefly describing the damage in the User Log Book and in more detail on an accident/incident form, available from the school office.

Authorised drivers of Trust vehicles involved in accidents must not make admissions of liability nor make statements to third parties, unless under legal obligation to do so by the Police, without first consulting with a member of the Senior Leadership Team.

You are also requested to inform the Headteacher when any Trust vehicle is found to be damaged in any way.

Should you be involved in an own fault accident, you may be required by the Trust to pay the excess charged by the insurance company and the cost of any uninsured losses. You agree that such monies may be deducted from pay or other monies due to you.

In addition

Only drivers who are regular drivers (at least 4 times a week) will be permitted to drive Trust vehicles.

On journeys of over 50 miles, or if the fuel gauge indicates it is necessary by showing only a quarter of a tank of fuel or less, users of the vehicle must replace the fuel used by refilling the tank. They can subsequently claim the cost back from the Trust by presenting receipts in the normal way. They must also write details in the User Log Book.

Only drivers who have passed an approved Proficiency Test and have a valid full driving licence with the correct driving categories will be allowed to drive school vehicles. No one under the age of 23 years is allowed to drive a Trust vehicle, for insurance purposes.

The loss of keys must be reported immediately, and the replacement cost will be the responsibility of the Department on whose behalf the vehicle was being used.

On all journeys, a list of the names of the travellers must be left with Reception (staff and students) along with contact telephone numbers, destination and estimated return time. On all journeys requiring a second member of staff, a working mobile telephone must be taken and the telephone number left at Reception before departure.

If in any doubt, ask for guidance before proceeding.