

What is 'Occupational Driving' ?

If an employee does any driving for work purposes (not including commuting to/from work) this is classed as occupational driving, below are several examples.

- Driving their own or school vehicle (e.g minibus) from their school to another location to attend a meeting/training/seminar etc.
- Driving their own or school vehicle to transport pupils from their school to another location i.e. sporting event, field trip, etc.
- Driving their own or school vehicle to transport a pupil back home, to an appointment, A&E etc.

If you or any of your employees undertake any of the examples above or similar, where they are driving a vehicle on the roads for work purposes, then you have an occupational driving risk that you need to manage.

Why do we have to manage this risk?

Although there are no specific health and safety regulations that cover occupational driving, there are national laws for driving standards/requirements i.e. people must have a licence, a safe car (MOT's) and insurance etc, plus general health and safety law i.e. *Health & Safety at Work etc Act* and the *Management of Health and Safety at Work* that places general duties on employers to prevent/reduce the risk of harm to their employees and others whilst in the course of their work and undertake risk assessment to identify hazards, evaluate the risk of harm and implement suitable control measures. As highlighted above, when employees are driving for 'work purposes' its classified as 'occupational driving' and therefore suitable and proportionate control measures should be identified and implemented as part of your school's health and safety management systems/policies.

So, what actions do we need to take?

This will depend on the amount/type of occupational driving your employees undertake and the level of risk this poses within your school, where employees are using their own vehicle to occasionally travel for work related meetings, training, etc the control measures required will be very simple and easy to implement. Where more frequent, different vehicles or passengers are included, further, more detailed controls may be required. Below are some basic examples of actions/control measures, based on various risk factors, that you may want to consider identifying within your relevant operational risk assessments and implementing.

Description of driving activity	Risk factor	Action/Control
Minimal/occasional driving of personal vehicle to work related meeting, training, etc, with no passengers	Low to medium	<ul style="list-style-type: none">• Identify those employees who do ANY 'driving for work' and undertake an annual driving licence check of

		<p>those employees to ensure they have a valid/in date licence.</p> <ul style="list-style-type: none"> • Annual check to ensure those employees who drive their own vehicle for work have a valid MOT certificate or they confirmed a MOT is not required because the vehicle is less than 3 years old or over 40 years. • Annual check to ensure those employees who drive their own vehicle for work have valid insurance for the vehicle that includes the appropriate ' Business Use' either Class 1 or 2.
<p>Frequent driving for work using personal vehicle, i.e. attending meetings, training events. Sometimes with passengers</p>	<p>Medium</p>	<p>Same as above, plus –</p> <ul style="list-style-type: none"> • Completion of basic driving safety training every 3-5 years • Completion of an on-line 'Driver Assessment' every 3-5 years • Ensuring employees have informed their insurance that they do 'transport' work colleagues/pupils in their vehicle and that they have the correct cover. • Information and guidance available to employees on good driving behaviour, mobile phone use, basic vehicle maintenance/servicing, emergency recovery, etc.

<p>Driving a vehicle own by the school or hired i.e. minibus on a regular basis or as the main driver of that vehicle, transporting multiple pupils, other colleagues, or other individuals i.e. parents, pupils from other schools, etc.</p>	<p>Medium to High</p>	<p>Same as all the above, plus –</p> <ul style="list-style-type: none"> • All employees who drive a minibus have completed regular MiDUS or similar minibus training. • Implementation of a simple pre-use checklist of the school/hire vehicle i.e. brakes, lights, tyres etc. • Ensure the vehicle is serviced and maintained in line with manufacturers requirements. • That the vehicle is MOT'd (if required) and is correctly insured • That the vehicle as appropriate roadside assistance/recovery.
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