



Be the Best You Can,
Guided by God

Our four Christian values that guide us

LOVE
HONESTY RESPECT
RESILIENCE

BOLNEY CEP SCHOOL

Driving Policy

Reviewed	Summer 2025
Next Review	Summer 2027

Our Whole Child Vision:

Each child is unique. We partner with families to nurture the ‘whole child’ – by understanding their specific emotional, spiritual and learning needs – so children flourish.

Children leave us as fearless lifelong learners, ready to meet the world with self-confidence, curiosity and resilience.

This vision has grown from our belief in the Bible verse:

“Do for other people what you want them to do for you.”

Luke 6:31 International Children’s Bible

Driving Policy

1. Aim of this policy

To provide a clear framework for ensuring that all employees who are required to drive for work are fit, qualified, insured and competent to drive safely.

To encourage a positive attitude towards safe driving at work through assessing travel related risks and taking steps to manage these accordingly.

To clarify the responsibilities of and expectations on individuals.

Cultural Ambition

"We will be an organisation which lives and breathes our values, where all of our people are able to work in an empowered, collaborative and innovative way to make a real and positive difference for all our communities."

2. Scope of the policy

This policy applies to all West Sussex County Council (WSCC) employees, including WSF&RS employees.

There are additional service specific requirements in place for some groups of employees. These include the Transport Co-ordination Group Staff Handbook and WSF&RS Policies and associated Standard Operating Procedures relating to Licence Checks, Driving Hours and Driving and Statutory Exemptions (SOP only).

The County Council also has a duty of care to volunteers and agency staff/consultants who are not employed by WSCC and who drive on our behalf and this policy also applies to them.

Employees who hold an LGV/HGV or PCV/PSV licence are subject to a medical examination and driving assessment as part of licensing arrangements. The additional requirements within this policy also apply to these employees.

This policy and procedure are not contractual.

3. Who can help?

If employees have any questions about driving while at work, they can contact their line manager or HR Customer Services on 01243 6(42148) or email hr.customer.services@westsussex.gov.uk.

Line managers can also get support from HR Customer Services, or for more in-depth questions about driving while at work (as a vocational or other driver) they can contact their usual services HR Business Partnering contact for advice.

The Council also has an Employee Assistance Programme which can help with financial, family and personal matters and can be accessed through the following link click [here](#).

If you require this document in an alternative format then please contact the HR Policy Queries email: HRPolicyQueries@westsussex.gov.uk

4. Policy Overview

The County Council recognises it has a responsibility not only for the health and safety of employees engaged in driving at work but also to customers, other road users, members of the public and anyone affected by the business of the County Council.

The County Council is fully committed to the principle that all its employees who need to drive as part of their job must be medically fit, qualified, insured and competent to do so. In order to meet this commitment:

- Eligibility to drive is to be verified by Line Managers on an annual basis for all Vocational Drivers and on a spot check basis for all Other Drivers i.e. driving licence and car documents (once authorised). Line Managers will also check car insurance on an annual basis for private vehicles being used for business use, when a claim is submitted. This is set out at section 4.
- Driver Awareness Training is compulsory for drivers who meet key triggers. These triggers are set out at section 5.
- All Vocational Drivers are required to meet minimum driver medical standards and undergo driver medical examinations by the Occupational Health Service on employment and at regular intervals thereafter. Driver medical standards are equivalent to those required for PCV/LGV licensed drivers. Further information is set out at section 10.
- Vocational Drivers are required to undertake regular driving assessments and driver training as required. Details are set out at section 7.
- All Vocational and Other Drivers are subject to a risk management approach through their line management in order to ensure that those driving in higher risk situations are identified and are fit and competent to drive safely. Details are set out at sections 7, 8 and 9.
- Vocational Minibus Drivers and Occasional/Volunteer Minibus Drivers are required to obtain and renew a Minibus Permit in order to drive on behalf of WSCC. Details are set out at section 8.

This policy is to be read in conjunction with the 'Guidance on Understanding and Checking Driving Licences', Quick Guide to the licensing, medical and training requirements for WSCC drivers, the Business Travel Policy and the 'Corporate Guidance on the Management of Driving at Work' document produced by Health and Safety/Road Safety.

5. Qualification to Drive

All Vocational Drivers (refer to section 7) are required to:

- Provide their driving licence to their Line Manager for inspection on commencement of employment and on an annual basis in order to prove eligibility to drive.

All Other Drivers (refer to section 8) are required to:

Provide their driving licence to their Line Manager for inspection on commencement of employment and comply with random spot checks, providing their driving licence and other documentation for inspection as required e.g. a valid MOT certificate for using a private vehicle for business use.

For car insurance (post authorisation), managers will be expected to check that their staff are carrying valid car insurance for business use in the last 12 months. Managers will be asked to confirm this when a MT10 mileage claim is submitted. The managers guidance on approvals for ESS has also been updated. As guidance this check will involve a conversation between a manager and employee. The vehicle insurance documents do not need to be re-copied.

Authorisation process: All Other Drivers

Employees who need to use their private car for business travel should obtain prior authorisation from their line manager using an MT4 form at the start or during employment. Further details are included in the Business Travel Policy (refer to section 7).

6. Driving Licence checking

For further advice on the inspection of driving licences please refer to the associated guidance on Understanding and Checking Driving Licences.

In summary, managers will need to check that the licence dates are valid, the categories of the vehicle the employee is entitled to drive, if the employee has any current endorsements and whether or not they are disqualified from driving.

With the photo-card licence the dates and categories of vehicles will be available. Further details such as endorsements and disqualification will not be available. Managers can check these details through discussion with staff, or using external agents (where used by the Directorate e.g. WSF&RS and the Transport Bureau). If further detail is needed managers can use the DVLA 'view of share process' which needs the employee's consent.

From June 2015 onwards there is an on-line service which enables drivers to share their licence record with a third party (e.g. such as their employer) by obtaining a code to provide temporary access.

To set up this access the employee needs to enter their licence number, NI number and post code on the view your driving licence page of the UK Government website. There is no charge for this process.

<https://www.gov.uk/view-driving-licence>
<https://www.gov.uk/check-driving-information>

Endorsements are normally valid for the first 3 years of a 4 year endorsement and 10 years for an 11 year endorsement. Further details are provided in the guidance on Understanding and Checking Driving Licences. This information can also be viewed on:

<https://www.gov.uk/penalty-points-endorsements/removing-expired-endorsements-from-your-driving-licence>

Where there are past or new penalty points and the employee needs a full UK driving licence to carry out their role, managers are advised to follow this policy, refer to the 'Corporate Guidance on the Management of Driving at Work guidelines' and then seek further advice from their senior manager, or from their usual HR Business Partnering team contact.

7. Driver Training/Assessment Triggers

Driver Awareness Training and assessment is compulsory for any employee driving on behalf of WSCC who:

- Has two or more blameworthy accidents in an eighteen-month period whilst driving on WSCC business.
- Travels in excess of 10,000 business miles per year.
- Is identified as high risk following a risk assessment.

The Road Safety Education, Training and Publicity Team will contact those employees requiring training in line with the above triggers. Training is charged to individual service unit budgets.

Please note that all employees are eligible to attend Driver Awareness Training. Any driver interested in attending the training should speak to their Line Manager in the first instance. Further details are available on the intranet.

8. Responsibilities

All employees who drive on WSCC business are responsible for:

- Notifying their Line Manager of any fitness to drive problems or concerns or any other issues that may affect driving ability.
- Notifying the DVLA of any health issues affecting ability to drive. It is a criminal offence not to report to the DVLA any condition that affects ability to drive safely.
- Reporting any convictions for driving offences (including penalty points), periods of disqualification and work related traffic collisions or incidents to their Line Manager by the following working day.
- Employees who drive on WSCC business are also encouraged to report any driving accidents, cautions or summons that occur outside work to their Line Manager in order to enable a discussion to take place around whether any help is needed to ensure that they do not re-offend and whether there are any work related factors to consider.
- Ensuring that eyesight is checked regularly by an optician (recommended at least every two years or sooner if required).
- Ensuring that their vehicle is roadworthy, safe to drive and not a danger to passengers, pedestrians and other road users.
- Driving within the law, safely and responsibly on work journeys. Further guidance is available within the 'Corporate Guidance on the Management of Driving at Work' document.

Line Managers are responsible for:

- Ensuring that the Driving Policy is adhered to and that driver medicals, training and assessments are completed as required.
- Ensuring that risk assessments are carried out for driving roles and drivers as required and associated actions are completed and reviewed periodically (refer to section 9).
- Ensuring that driving licences and documents are inspected as required (refer to section 4).
- Ensuring that all work related driving accidents and incidents are investigated and reported to the relevant Health and Safety Team.
- Adhering to the additional Line Manager responsibilities set out in the associated 'Corporate Guidance on the Management of Driving at Work' document.

The organisation has committed to provide:

- A positive environment in which employees feel confident that they can report health issues and their ability to drive safely, without fear of being treated unfairly.
- Appropriate risk assessment, driver assessment and training to help employees drive as safely as possible.
- Vehicles that are roadworthy and safe to drive.
- A framework for managing the impact on employees no longer capable of carrying out a driving role. Employees will be considered for redeployment on a temporary or permanent basis and, if this is unsuccessful, the employee will be managed under the Capability Policy.

9. Vocational Drivers

Vocational Drivers are those drivers who:

- Drive as their substantive role e.g. Minibus Drivers, Driver/Carers, Couriers.
- Drive West Sussex Fire and Rescue Service 'blue light' and LGV vehicles.

Vocational Drivers are required to:

- Undertake a driver medical on employment and at specified triggers. These are set out at section 10.
- Complete a driving assessment every three years and any subsequent follow up driver training as required. (Minibus Permits for Minibus Drivers). Driving assessments and training are carried out by the Road Safety Education, Training and Publicity Team or WSF&RS Driving School and are charged to individual service unit budgets.

A risk assessment must be carried out to identify additional risks faced by pregnant women who drive and those with disabilities who drive to ensure that their needs are met, and may be necessary in cases where there is a higher level of driving risk. Details are set out at section 9.

10. Other Drivers

Other Drivers are those drivers who:

- Drive pool cars, lease cars and private cars on WSCC business.
- Occasionally drive other WSCC vehicles as a means of transport.
- Drive customers in any of the above vehicles e.g. Child Care Officers, Youth Workers.
- Drive WSCC identifiable vehicles in higher risk situations e.g. highway inspection vehicles.
- Drive minibuses to transport customers on a volunteer/occasional basis e.g. ad hoc trips/outings.

Other Drivers are subject to:

- A risk management approach in cases where there may be a higher level of driving risk determined by the employee or Line Manager in order to ascertain whether a driver medical and/or driver assessment/training is required. Details are set out at section 9 below.
- A requirement when driving a minibus on a volunteer/occasional basis, to obtain and maintain a Minibus Permit through undertaking a driving assessment every three years. The Minibus Permit Scheme is administered by the Road Safety Education, Training and Publicity Team and is charged to individual service unit budgets.

11. Risk Assessments

Line Managers have a duty to make an assessment of the risks to employees while at work and the risk to others affected by County Council business, and to take reasonably practicable steps to minimise these risks.

In cases where there is a higher level of driving risk, trained and competent staff are required to carry out a risk assessment, which may indicate a need for a driver medical and/or driver assessment/training.

Risk assessments are to be completed for the driving role and for the employee completing the role.

In addition, specific risk assessments will be required where:

- The driver is pregnant or nursing an infant.
- The driver has declared a disability or other factor that might affect their driving ability to their line manager.
- The driving role is assessed as higher risk.
- The driver performance is below the expected standard.

Instructions and examples on how to complete a risk assessment are contained in the Guidance on Occupational Road Risk document.

12. Fitness to Drive

All Vocational Drivers (see Section 7) and those drivers identified as requiring a driver medical following a risk assessment must undergo medical examinations equivalent to those required for PCV/LGV licensed drivers at the following times:

(a) On employment.

- (b) Within three calendar months of attaining age 45, 50, 55, 60.
- (c) If applicable, on reaching age 65 and annually thereafter.
- (d) At the discretion of the Occupational Health Physician, whenever a change in health is reported.

Medical examinations are undertaken by the Occupational Health Contractor.

Employees are responsible for notifying their Line Manager of any health issues or concerns affecting ability to drive.

The DVLA sets minimum medical standards for drivers, including conditions that must be reported to the DVLA. These include neurological disorders, cardiovascular disorders, diabetes, psychiatric disorders, visual disorders, renal disorders, respiratory and sleep disorders and other miscellaneous conditions. Full details are available at www.dvla.gov.uk. It is a criminal offence for a driver not to report to the DVLA any medical condition that affects their ability to drive safely.

Drivers who fail to meet WSCC driver medical standards will be considered for redeployment either on a temporary or permanent basis and, if this is unsuccessful, the employee will be managed under the Capability Policy.

13. Related Documents

- Quick Guide to Licensing, Medical and Training Requirements for WSCC Drivers
- Guidance on Understanding and Checking Driving Licences
- Corporate Guidance on the Management of Driving at Work
- Business Travel Policy
- Litigation, Insurance & Risk Management Services Advice
- Support documents to the Driving Policy on the Point

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