



# Vehicle Policy 2017

## Introduction

This policy aims to reduce legal, health and safety and financial liability and to control costs of managing University vehicles. The objective is to provide a framework for management of all vehicles used within the University, whether owned or leased and whether procured with Funding / Research Council or any other funds. Please contact the Parking Office for advice on all vehicle procurement and related issues and for copies of forms – which are all available at [www.ed.ac.uk/transport](http://www.ed.ac.uk/transport).

## 1. Organisation and Management

Responsibilities and organisational arrangements for this Policy follow the spirit of those defined in the University Health and Safety Policy [www.ed.ac.uk/schools-departments/health-safety/policy-cop](http://www.ed.ac.uk/schools-departments/health-safety/policy-cop), although these policies are separate entities. Heads of School / Support Service may delegate authority, but remain legally responsible – as with Health and Safety issues. References to “University” also mean the administrative unit that employs the member of staff.

### 1.1 Estates Department will be responsible for:

- providing an overall framework of guidance to the University on vehicle management.
- providing the authorisation systems for controlling the vehicle fleet and administrative systems for compiling formal records annually of all University vehicles.

### 1.2 The Procurement Department is responsible for:

- Providing an overall framework of advice to the University on vehicle procurement.

### 1.3 Any Head of School / Administrative Unit operating vehicles is responsible for:

- Overseeing the procurement and operation of all vehicles held or used by their School or Support Service and for ensuring compliance with this Policy.
- Ensuring integration of this Policy with local Health and Safety rules, where appropriate.
- Appointing a **Vehicle Co-ordinator** to implement this Policy locally and provide the first point of contact with Estates Department and other central departments.

### 1.4 Each Vehicle Coordinator will liaise with E&B and be responsible for:

- Ensuring all authorised drivers complete the **Authorised Driver Form**, present their driving licence, read the **University’s Vehicle and Driver Handbook** and attend a **Defensive Driving Training Session** (contact [Health.Safety@ed.ac.uk](mailto:Health.Safety@ed.ac.uk) to arrange)
- Ensuring that each driver of a vehicle completes the **Vehicle Safety Checklist** and organising any necessary repairs identified.
- Ensuring a **Vehicle Registration Form** is completed for all new vehicles and that they are registered with both the Insurance Office.
- Keeping records on all vehicles – including mileage, vehicle servicing and maintenance, any new vehicles, driver’s licences and Authorised Driver Forms.
- Ensuring all vehicles have a valid MOT Certificate, Road Fund Licence, MOT test, and all standard servicing and maintenance arrangements (including those in lease charges) for all their vehicles.
- Ensuring vehicles are maintained in a roadworthy condition and that maintenance work is carried out to vehicle manufacturer’s specifications and action taken on any relevant warranty issues through the University approved service centre; acting immediately on any safety-related defect reported and recording the action taken; organising cleaning of vehicle internally and externally on a regular basis.
- Acquiring Section 19 permits, recording additional details required for **Authorised Minibus Drivers** approved to drive minibus / Passenger Carrying Vehicles (PCV's) and

ensuring that the Minibus Competence Assessment is carried out and record those who have such competence in the **Minibus Drivers' List** (full information is available at: [www.ed.ac.uk/schools-departments/health-safety/guidance/transport-travel](http://www.ed.ac.uk/schools-departments/health-safety/guidance/transport-travel)).

- Ensuring that all necessary information following an accident or incident is gathered, entered onto a **Motor Claim Form** available from the University Insurance Office in the Finance Department, and returning it; and, if injuries are involved, ensuring submission of completed University **Accident & Incident Report Form** to the Health & Safety Department.
- Ensuring that vehicles under their control contain the required safety equipment listed at 4.6.
- Review use of vehicles annually at end of financial year in conjunction with the Parking Office and propose disposals where appropriate.

**1.5** The **Parking Office** will be responsible for:

- Acting as the main contact for vehicle management issues.
- Coordinating the fleet management system including collating data on mileage, etc.
- Advising procurement of University vehicles through approved University supplier
- Advising on disposal of University owned vehicles no longer required

## **2. Control of Vehicles**

### **2.1 Vehicle Procurement**

Prior to purchase or lease of any new University vehicle, Vehicle Coordinators should register for the **Pan Government Vehicle Lease and Purchase Portal**:

<https://gpsfleetportal.cabinetoffice.gov.uk/home.mth>. Three comparable quotes should be obtained from suppliers prior to lease or purchase.

Vehicles should normally be leased rather than purchased where appropriate. Engines should be a minimum of Euro IV compliant to minimise emissions and should normally be diesel-fuelled for enhanced fuel efficiency.

### **2.2 Fuel Purchasing Arrangements**

Drivers should normally use an approved **Fuel Card**, advice on how to obtain fuel cards can be obtained from the Parking Office.

Records of expenditure on fuel etc must be kept by Vehicle Coordinators. Where it has not been possible to use a Fuel Card, costs of fuel and oil purchased must only be reclaimed using an official Expenses Claim Form supported by receipts and using the account code 4702. Petty Cash must not be used.

Please note that separate but similar arrangements are in place for staff and students using City Car Club vehicles, utilising fuel cards.

### **2.3 Vehicle Safety Checklist**

Under the Road Traffic Act the Driver and 'Operator' (i.e. the University – represented by the HoS) may be prosecuted if the vehicle is driven on a public road in an un-roadworthy condition. Each day, before taking responsibility for a vehicle, every driver must check that the vehicle is in a safe, legal and roadworthy condition and complete the **Vehicle Safety Checklist**.

Drivers of vehicles must submit completed Checklists to their Vehicle Coordinator.

Staff and student corporate members of City Car Club must conduct similar checks in line with the City Car Club terms and conditions.

### **2.4 Vehicle Alteration**

Vehicles are sometimes purchased with an approved level of "extras". Schools / Support Units must not carry out subsequent alterations to a University vehicle, nor are they permitted to fit radios, stereo equipment, fog lamps or other accessories without written approval of the Transport and Parking Office, as this can invalidate the vehicle insurance. The School / Support Unit shall pay for any recommended "extras" connected with safety.

## **2.5 Vehicle Disposals**

The Parking Office should be contacted in the first instance to arrange for disposal of any University owned vehicles no longer required via a vehicle auction. University owned vehicles no longer required may not be sold on privately to members of staff, students or the public.

## **3. Authorised Drivers**

### **3.1 Registration Required**

Only those employees – or other persons, such as registered student, researcher or visiting scholar – who have been formally registered by their Vehicle Coordinator, may drive a University or City Car Club vehicle. All drivers must attend Defensive Driving training – also open to staff who use their own vehicle on University business. Failure to attend a Defensive Driving Course within the first year of registration will negate your entitlement to re-register and to drive University vehicles. Family members may not drive University vehicles without registration as an Authorised Driver countersigned by HoS.

### **3.2 Driver responsibilities**

By becoming an Authorised Driver staff and students are entirely responsible for notifying their Vehicle Coordinator immediately of:

- any likely or pending prosecution due to any alleged contravention of the Road Traffic Act
- any changes in health conditions that might affect their driving ability

### **3.2 Annual Documentation Checks**

An **Authorised Driver Form** must be completed and updated annually. Vehicle Coordinators are responsible for checking each prospective driver has a valid, current and appropriate Driving Licence and for maintaining a list of **Authorised Drivers**.

Driving licences must be checked online by the Vehicle Co-ordinator once a year, in the presence of the employee at: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) to confirm it has no more than **eight** Penalty Points. Drivers with **nine or more** Penalty Points or a drink / drugs-driving conviction (eg DR10) in the previous five years cannot be authorised. Serious motoring offences may invalidate our insurance and make the employee personally, and the School, liable for any accident or repair costs and consequent liability.

### **3.3 Private Vehicle Use and / or Vehicle Hire**

Before an individual decides to use their own vehicle for University business they must ensure that the vehicle is taxed, has a valid MOT and the appropriate business use insurance cover. The vehicle should only be used in accordance with the insurance cover and should be maintained to a safe standard.

All University staff should consider the alternatives before using a car for a business journey. Reimbursement of expenses for privately owned cars, motorcycles and bicycles, compared to alternatives such as public transport is covered in the Finance Manual – see [www.ed.ac.uk/schools-departments/finance](http://www.ed.ac.uk/schools-departments/finance)

Consider using City Car Club or vehicle hire where more convenient and cheaper than claiming mileage expenses.

### **3.4 Income Tax, “P11D Expenses & Benefits” and Fuel Duty Liability**

Those who drive University vehicles other than for University business – including home to work and home while on-call – must declare this to HMRC, as there will be personal tax implications.

### **3.5 Responsible Use of Vehicle**

Drivers must remove the ignition key and lock the vehicle when leaving it unattended, otherwise the University insurance may be invalidated. The driver of the vehicle must drive within the law at all times, including: -

- ensuring that traffic signs and statutory speed limits are observed
- ensuring that seat belts are worn, both by the driver and all passengers
- ensuring that the vehicle is legally parked and not in breach of any regulations

The University expressly forbids the use of all mobile phones by authorised drivers at all times when the engine is running and/or the vehicle is in motion. Hands-free kits or similar devices are only acceptable if the phone is held in a 'cradle' or connected to the vehicle via Bluetooth. Under the law, 'using' includes any activity where the instrument is 'held' by the driver at any point during the making, conducting or ending of a call. The definition of driving covers those at the wheel of a vehicle while on public roads (this includes all University sites, car parks, lay-bys, etc.), while moving or stationary with the engine running.

Any member of staff (or student) who is charged and ultimately found guilty of a drink-driving or drug-driving offence will be banned from driving University vehicles. The carriage of alcohol or drugs intended for consumption by passengers (or driver) during any part of a journey is strictly prohibited.

No smoking is permitted in any University vehicles.

Drivers will be held responsible and fully accountable for all traffic offences associated with any University vehicle, or vehicle hired on behalf of the University, during the period that such a vehicle is assigned to their care. Such offences might include parking, speeding etc. All authorised drivers (staff/students) must inform the Insurance Office and the Vehicle Co-ordinator immediately of any notice of intended prosecution, summons, etc. whilst on University business. Where necessary, such notices will be sent to the insurance company, who will deal with the matter.

### **3.6 University Vehicles Abroad**

The University permits the use of University vehicles outside the UK for business purposes only, subject to the following conditions. Well in advance of travelling abroad:

Any Department wishing to use their vehicle for business use abroad will require the following documents:

- Confirmation from Insurers that the trip is covered - arranged by the Insurance Section.
- The vehicle details, length of journey and driver name must be supplied to the Insurance Office before departure.
- Valid motor insurance certificate AA or RAC 5-Star Breakdown cover or equivalent product.
- The Vehicle Registration Document (V5) or the Vehicle on Hire Cert (VE1030) which should be obtainable from the hire/lease company.
- The School / Admin Unit must – at their own expense and prior to travelling – obtain Repatriation Insurance for the vehicle, in case, for any reason, they are required to travel home without the vehicle (for example European Breakdown Cover).

The University insurance policy applies throughout the European Union and in Liechtenstein, Norway, Iceland, Croatia and Switzerland.

## **4. Insurance Issues**

### **4.1 Limitations on Vehicle Use**

University vehicles may not normally be used for:

- Any social or private purpose or any business purposes other than on behalf of the University
- Transporting family members
- Vehicles may not be taken home overnight without permission of HoS or equivalent

- Hire or reward except where authorised in writing by HoS or equivalent
- Towing trailers, caravans etc, where manufacturer's specified maximum tow load is exceeded
- Towing, racing, pace-making, rally driving or any other competitive event

Vehicles must be fit for purpose and used only for the purpose they were designed for e.g. a minibus is designed for the carriage of people therefore very heavy goods must not be carried in the passenger compartment; likewise passengers must not be carried in the load area of a van designed to carry goods; all passengers must have a separate seat which is fitted with a seatbelt. If the vehicle is used in contravention of these conditions, any resulting damage or charges will be the responsibility of the driver to whom vehicle has been issued. Such use will render employee liable to disciplinary proceedings and to withdrawal of vehicle from School / Group.

#### 4.2 Insurance Excess

The School / Support Group allocated the vehicle is liable for first £100 on each and every accidental damage claim for cars or £250 for each and every accidental damage claim for minibuses following an incident. However, increased excesses apply for young / inexperienced drivers: £300 for under 21 and £200 for driver aged 21-25 or with less than 12 months experience. Because of this the University discourages authorisation of younger, less experienced drivers, where possible. If a driver has an insurance claim made against them, it might require the University insurers to impose increased excess; and this must be declared to Insurers without delay. The Vehicle Coordinator must update Authorised Driver's record form and copy to the Transport and Parking Office.

Please note that different a insurance excess applies to City Car Club vehicles, details of which can be viewed on their website [www.citycarclub.co.uk](http://www.citycarclub.co.uk).

#### 4.3 Loss or Damage to Vehicle

Employees must report to their Vehicle Coordinator any damage to, or loss of, any University vehicle using the **Motor Claim Form** available from the Insurance Office or [www.ed.ac.uk/schools-departments/finance/about/sections/insurance](http://www.ed.ac.uk/schools-departments/finance/about/sections/insurance). The Vehicle Coordinator must send the completed form to the Insurance Office. If necessary they must also advise the police, and complete a Health & Safety **Accident & Incident Report** [www.ed.ac.uk/schools-departments/health-safety/accident-reporting](http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting). When a vehicle is handed over from one Authorised Driver to another, any damage / defects must be noted on the Vehicle Safety Checklist before vehicle is used otherwise the new driver may be held liable for damage.

#### 4.4 Accidents

In the event of an accident, drivers must report to their Vehicle Coordinator and if required complete the **Motor Claim Form** as soon as possible. **On no account should liability be admitted** as this may prejudice the University Insurers' position. The driver is responsible for obtaining the names and addresses of any persons involved in the accident as well as of witnesses. A **Motor Claim Form** must be completed and forwarded to the HoS, who must submit it to the Insurance Office within 48 hours of the accident. The Authorised Driver must immediately pass on to the Insurance Office any correspondence received, unanswered, to enable these matters to be dealt with promptly by the University.

#### 4.5 Vehicle Contents Loss

Personal property in a University vehicle must be covered by the driver's own insurance – it is not covered by University insurance.

#### 4.6 Vehicle Safety / Emergency Equipment

All University owned, or leased, vehicles must carry the following safety equipment in the boot at all times:

- a first aid kit
- a fire extinguisher
- a warning triangle
- a hi-visibility reflective waistcoat

- a 'What to do in event of an accident' card, an Accident Report card and a list of emergency contacts.