



Alpha Training and Hawthorn Farm
Driving Policy

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Author / Reviewer responsible: HAYLEY BODEN
Reviewed by: MICHELLE HOWDLE
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Introduction

The staff at Alpha Training are aware of its obligations under 'The Corporate Manslaughter & Corporate Homicide Act 2007', which came into force in April 2008 and recognises that an organisation will be guilty of the new offence if the way in which its activities are managed or organised causes a death and amounts to a gross breach of a duty of care to the deceased. Accordingly this policy in respect of driving on behalf of Alpha Training must be adhered to. Failure to comply with its content could lead to disciplinary action.

Policy Statement

The purpose of the Policy is to ensure that the staff of Alpha Training meets its obligations under its duty of care for employees who drive on its behalf. The policy is written to meet the requirements of the Health and Safety at Work Act 1974 and to ensure compliance with the guidance issued by organisations such as RoSPA, the Department of Transport, the Health and Safety Executive and the DCSF.

The policy applies to all persons who drive on behalf of Alpha Training in vehicles owned, leased or hired by the organisation. It also applies to those who drive their own vehicles on behalf of Alpha Training. Staff members recognise that most journeys undertaken on behalf of Alpha Training are of a voluntary nature and they are appreciative of the goodwill shown by staff in this regard. However they are required to undertake proper risk assessments of all activities including those of a voluntary nature and this policy is designed to minimise the risk to employees and also to protect the interests of Alpha Training and their learners.

Driving on behalf of Alpha Training is defined as staff who drive regularly as a major part of their job, and those who drive occasionally or for short distances:

In all circumstances for vehicles owned, leased or hired, Alpha Training view the original and record the following:

Driving license number

MOT certificate number (if applicable) Insurance Documents

Alpha Training reserves the right to request evidence to support any declaration given.

It is the responsibility of each member of staff to inform Alpha Training of any change(s) to the documents held on file. Failure to provide details within 10 days of the change may result in disciplinary action been taken.

Fit to Drive

Each time a member of staff drives a vehicle on behalf of Alpha Training the following applies: that it is the individuals responsibility to ensure that they are fit to drive when they take a vehicle onto the public highway.

that any person who is required to drive as part of their employment, or as part of an approved activity, must declare to Alpha Training any medical condition which adversely affects their ability to drive safely (all information provided will be treated as confidential). In these circumstances Alpha Training will endeavour to make reasonable adjustments, in consultation with the individual employee and Occupational Health, and other support agencies as appropriate.



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Where Alpha Training has a concern about a potential alcohol or drug abuse issue then the employee should not drive on the school's business until and unless the concerns prove to be unfounded.

Disqualification from Driving

Employees who drive vehicles on behalf of Alpha Training are duty bound to inform us immediately of disqualification from driving on the public highway. Where that person drives as a requirement of their job they will be relieved of all driving duties with immediate effect and in consultation with the individual employee. Alpha Training will determine the most appropriate course of action. This could result in disciplinary action. Each case will be dealt with on its own merits.

Accidents

In the event of an accident, the driver should follow the directions of Alpha insurance policy for reporting and recording the accident.

Business Travel Arrangements

If travelling is required as part of Alpha Training business, it is also an option to consider other modes of transport especially for longer journeys. For further guidance, please consult Michelle Howdle or Hayley Boden.