UCQ UNIVERSITY CENTRE QUAYSIDE

Appendix L: Driving at Work

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Table of Contents

1. Purpose 3
2. Scope 3
3. Introduction 3
4. Using a vehicle for work 3
5. Responsibilities 4
6. Breakdown 6
7. Travel Authorisation and Reimbursement 6
8. Compliance and Penalties 6
9. Legislation reference 6
10. Further information 6
11. Forms 6
12. Initial equalities impact assessment 7

1. Purpose

1.1 **University Centre Quayside (UCQ)** aims to comply with the Health and Safety at Work Act 1974, Health and Safety Regulations, and any related codes of practice to reduce the risk of harm to staff, students and visitors.

1.2 The purpose of this driving policy is to establish guidelines and expectations for employees of UCQ who use their own vehicles for work-related travel, including travel between sites, meetings, training venues and other work-related locations.

2. Scope

2.1 This policy applies to all UCQ employees, using personal vehicles for work-related travel.

3. Introduction

3.1 Driving at work remains one of the most common causes of serious injury and death at work. The legislation and obligations associated with driving are aimed at promoting road safety. This policy identifies the obligations placed upon UCQ employees to identify and minimise associated risks when using their own vehicles.

4. Using a vehicle for work

4.1 In the context of car insurance **Commuting** refers to traveling **between your home and your regular place of work**. This could be a fixed office or any other place you go to start your workday regularly.

4.2 For insurance purposes, commuting typically only covers **one journey per day to and from** your regular place of work (or a park-and-ride/train station that forms part of the commute). Any deviations from this may not be covered under the standard "commuting" definition.

4.3 **Business use**, on the other hand, covers journeys **made as part of your job**, which are beyond simply traveling to your normal workplace. This could include:

- Traveling between multiple sites for work (e.g., visiting clients, attending meetings, delivering goods or services).
- Going to training sessions or courses related to your employment.
- Traveling to conferences or temporary work sites.

4.4 **Scenario: Traveling to Multiple Employers:**

- If an employee works for two different employers on the same day and travels from home to Employer A in the morning and Employer B in the afternoon, **both trips might not be considered commuting**. Typically:
    - **The journey from home to Employer A** could be considered commuting.
    - **The trip from Employer A to Employer B** may fall under **business use**, as it's travel between different work locations.

4.5 **Difference Between Traveling to Meetings and Delivering a Class:**
Both of these examples generally fall under **business use**, but the context can change things:

- **Traveling to meetings**: If you're traveling to a meeting as part of your job (e.g., meeting a client or attending a work event), it's **business use**. It's not commuting because it's not a regular, routine journey to a fixed place of work.
- **Traveling to deliver a class**: If you are a teacher or instructor traveling to another location (not your regular place of work) to give a class, this is also **business use**. The key here is that it's work-related and not your regular commute.

4.6 In Summary:

- **Commuting** is travel between your home and your regular place of work, generally limited to one daily trip to and from that location.
- **Business use** applies to travel undertaken for work purposes beyond this regular commute, such as going to client sites, attending off-site meetings, or working at multiple locations in one day.

4.7 If an employee uses their car for any business use outlined above, including between different employers, sites, or locations during the workday, they will need **business use insurance** to ensure they're fully covered for all journeys made as part of their job. UCQ will only reimburse mileage for employees whose vehicles are covered for business use.

5. Responsibilities

5.1 The Principal & CEO has overall responsibility for ensuring that UCQ have the necessary management systems in place to enable the effective implementation of all health and safety and risk management policies and procedures.

5.2 The Strategic Health and Safety Lead

Will be responsible for ensuring that:

- The requirements of all relevant health and safety legislation and Health and Safety policies are followed and managers fully understand their responsibilities to both support and inform staff.

5.3 The Health and Safety Officer

Has responsibility to:

- Support managers and inform staff on the content and implementation of this policy.
- Ensure risk assessments are suitable and sufficient.
- Upload completed risk assessments to UCQ's designated health and safety records system.
- Ensure risk assessments are reviewed annually or as the business experiences change.

5.4 Managers / Supervisors

Are responsible for:

- Support staff in the implementation of this policy.
- Inform SLT/HR where employees have disclosed penalties or disqualification.
- Ensure all reported incidents are reported to the Health and Safety Officer.

5.5 Staff

5.5.1 Legal Requirements:

Employees using personal vehicles for work-related travel must provide UCQ with:

- a valid and current driver's full licence;
- valid motor insurance which includes appropriate business-use cover.

5.5.2 Safe Driving Practices

Employees, using a vehicle to travel for work-related travel, commuting and travel between sites must adhere to traffic laws, regulations and safe driving practices including:

- comply with speed limits and traffic signs, including driving to the conditions.
- ensure drivers and passengers wear seatbelts.
- comply with the law on using a phone or a sat nav when driving and never use a phone, sat nav, tablet or any device when driving for any reason.
- do not text, make calls, take photographs, or browse the web.
- only use devices with hands-free access, as long as you do not hold them at any time during usage e.g., built-in sat nav, voice command etc.
- comply with the duty of care ensuring the safety and wellbeing of themselves and others affected by their acts or omissions to report road safety problems, including accidents, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects, to their line manager.
- ensure their vehicle is properly maintained and fit for its purpose and expected mileage, including carrying out regular checks/servicing to ensure the vehicle is safe to drive including: oil, water, washer fluid, wipers, lights, tyre condition and pressures and properly functioning seat belts. Check your vehicle is safe to drive - https://www.gov.uk/check-vehicle-safe
- for cars over 3-year old, hold a full MOT certificate
- ensures all equipment is secured to prevent any movement likely to endanger driver and/or passenger/s.
- ensures adequate time is available to make journeys safely with appropriate rest breaks being taken. (The Highway Code advises a 15-minute break every 2 hours).
- never drive under the effect of drugs or alcohol or in any unfit state – e.g. after receiving a shock or while very upset or taking prescribed drugs that affect the ability to drive.
- do not smoke or use e-cigarettes while driving.

Notes:

- the above list is non-exhaustive
- the law relating to using electronic devices still applies when stopped at traffic lights, queuing in traffic or holding a device that's offline.

5.5.3 Reporting

- Employees are required to inform their manager if they are charged with any motoring offence or incur any penalty points on their driving licence, or if they become disqualified from driving.
  - In the event of an accident, employees must report the incident to their line manager as soon as possible.
  - Advise their line manager if they have a disability or medical condition that could affect their ability to drive or if they believe they are unfit to drive for any reason.

6. Breakdown

6.1 In the event of breakdown, inform your line manager at the earliest opportunity and ensure you follow safety precautions to keep yourself safe.

7. Travel Authorisation and Reimbursement

7.1 Where employees have been authorised to travel and have provided evidence of sufficient insurance coverage, UCQ will reimburse for mileage or travel expenses, in accordance with policy GP-013 Staff Handbook, section 6.4.

8. Compliance and Penalties

8.1 Non-compliance with this driving policy may result in disciplinary actions, up to and including termination of employment.

9. Legislation reference

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999

10. Further information

https://www.hse.gov.uk/roadsafety/worker/index.htm

https://www.hse.gov.uk/roadsafety/experience.htm

https://www.rospa.com/road-safety/road-safety-information/driving-for-work

The Managing for Health and Safety (HSG65)

11. Forms

The following form/s will be used alongside this policy:
QD OPS 016 Risk Assessment

12. Initial equalities impact assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 31/10/2023 Reviewed 03/09/2026
Area to be assessed:	HS-001 Appendix L – Driving at Work	
Existing or new policy/procedure:	New	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health and Safety Executive guidance ➢ Health and Safety at Work etc. Act 1974 ➢ The Managing for Health and Safety (HSG65) **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		Guidance to ensure that all employees are aware of UCQ, line manager and personal responsibilities when using their personal vehicle for work-related commuting and travel.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All employees		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimisation (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	Low	Employees are required to inform where they are unable to drive due to disability	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable

	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 31/10/2023