



The Athelstan Trust

Driving Policy

Date of review	Approved by	Date of Approval	Next review	Website
December 2024	Site and Facilities Committee	30 th January 2025	Jan 2028	Y

Introduction

As an employee of the Athelstan Trust, you may be required to travel to the Athelstan Trust office, other Trust school or other location as part of your role. Any mileage incurred from a place of work in order to carry out your role can be claimed, as per the Trust's Travel and Subsistence Policy.

This Policy contains guidance and best practice standards for people who drive through the course of their employment at The Athelstan Trust and will be made available to all employees via the Trust and School websites.

This Policy is not intended to cover arrangements for the use of School Minibuses: the Minibus Policy for the individual school should be referred to.

Legal Position and Guidance

Any person driving a vehicle on the highway has duties under road traffic law, principally:

- the Road Traffic Act
- the Road Vehicle (Construction and Use) Regulations.

The Highway Code should be observed.

Drivers' Responsibilities

If you are required to drive your own vehicle as part of your role at The Athelstan Trust, you are responsible for ensuring:

- that your vehicle is in a roadworthy condition and ready for this journey with regular maintenance checks completed. Drivers may wish to refer to a checklist such as the following: *POWDERY checks prior to each vehicle journey* <https://www.iam-bristol.org.uk/index.php/articles/associate-s-guide/48-powdery-check>
- that your vehicle has a valid MOT certificate, (if the vehicle is more than three years old)
- that the car is taxed at the appropriate rate
- that you are adequately insured for business use.

As a vehicle driver, you have overall legal responsibility for your vehicle, its contents and its passengers.

In the unfortunate event of an accident, please follow the guidance provided by your insurance company.

Licence Validity

As a driver, it is your responsibility to obtain and retain a valid driving licence and observe any conditions at all times which is appropriate for the type of vehicle you are driving. You should inform your line manager and should not drive if your licence is revoked or if there are changes in medical conditions that will disqualify you from being able to drive on the grounds of your health or fitness.

Driver Health, Safety and Wellbeing

The Athelstan Trust recognise that employees will make their own judgements about the journeys required in the course of their work. We ask that the following points are considered:

- In some circumstances, it is possible for travel to be avoided – please make use of conference rooms and meeting online (e.g. Microsoft Teams) if possible.
- Consider any car-sharing opportunities.
- Don't drive if you are unwell: please reschedule your meeting. Please remember that certain medication can cause drowsiness, and you are advised not to drive if you have taken these.
- Don't drive when tired and stop for a break if you need to – even if this means being late for your meeting. Guidance recommends that drivers should take a 15-minute break for every 2 hours of driving.
- Journeys in the course of your employment should be completed between 6am and 8pm. Travel outside of these hours should only be undertaken in exceptional circumstances.
- In adverse weather conditions (including high rainfall, fog, snow and ice), consider if it will be safe to make your journey – if there is any doubt, please reschedule your meeting.
- Don't drive under the influence of drugs or alcohol – the Trust Policy on Smoking, Alcohol and Drugs provides more information.
- Plan your journey to avoid the use of distractions – for example from navigation aids, mobile phones, food and drink. Only use a mobile phone where safe and legal to do so.
- Consider your personal safety when making journeys – let someone know where you are going and how long you will be. Park in areas or car parks that are well-lit and used regularly.