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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
| Issue No.: 01 | Document Number: STAN: 0032010 |
| Issue Date: 16th January 2019 | Originator: Hanna Claydon |
| Version: 01 | Responsibility: Hanna Claydon |
| Reason for version change: Review & Update | Dated: 16 June 2020 |
| Authorised by: Wayne Marshall Date: 16 June 2020 | Wayne SignatureSignature |

**Introduction**

There are various circumstances in which company staff will need to use their private vehicles or other vehicles that they have the approval to drive for business purposes.

The company has a legal responsibility to ensure that all vehicles used for work purposes conform to road traffic law, are safe, properly maintained and fit for purpose (have a valid MOT). This applies whether the vehicle is owned by the business or owned privately.

**Type of car insurance**

If a member of staff uses their own vehicle for anything other than commuting to a single place of work, he/she will need to contact their insurance company to find out what insurance is required. The member of staff should accurately describe the way in which their vehicle is used. Examples relating to St.Andrew’s and Select English include:

- Visiting host families

- Driving to the airport

- Driving to different halls of residence

- Driving to shops to pick up goods for work

- Driving to different summer school locations

The above list is not exhaustive and so it is important that the member of staff discusses their own personal vehicle use with their insurance company.

**Documents**

Any member of staff who uses their vehicle for any of the activities listed above should provide the Deputy Director with the following information/documents:

- Driving licence

- Valid MOT

- Insurance documents that show cover for business use

It is the employee’s responsibility to provide the employer with any updated documents.

**Cost of additional insurance**

The company reimburses its staff for business miles done in their personal cars.

The amount per mile is higher than the cost of fuel and it should therefore reimburse employees for the extra insurance costs and wear and tear on the vehicle.

**Driver safety**

- Employees should not use a mobile phone while driving and should also be aware that a hands-free phone can affect concentration.

- Employees should not drive if the weather conditions make the journey too high a risk.

- Employees should not drive if they feel tired. After working a long shift or after a long journey, the employee should take a taxi instead of driving themselves.

- Employees should perform regular checks of their vehicle to ensure its safety.

- Employees should plan their route and consider any potential hazards. If considered unsafe, another route or form of transport should be sought.

- If a journey is considered unsafe, the employee should consider other methods of completing the work. For example, by phone or e-mail.

- Employees should not drive under the influence of drink, drugs or medicine that makes them sleepy.

- Employees should make every effort to drive safely and within the speed limit, even if this results in arriving late at their destination.

- Employees should adapt their driving to the conditions.

- Employees with 6 points or more on their licence should not drive other people for business purposes. When an employee is given points on their licence and they are driving for work they must inform their employer. Failure to inform the employer could result in disciplinary action.

**Driving other people**

In general, staff should not drive under 18s in their cars. However, it is understood that there may be occasions when this is necessary and in the best interests of the student. For example, if the student needs to get to the hospital or other medical care quickly.

Next review: June 2021