

Transport and Vehicles Policy

Policy Code:	HS3
Policy Start Date:	December 2023
Policy Review Date:	December 2026

Please read this policy in conjunction with the policies listed below:

- HS4 Health and Safety Policy
- SW11 Educational Visits Policy

1. Policy Statement

- 1.1 The following policy applies to any motor vehicle owned, leased, loaned to or operated by the Priory Federation of Academies Trust [The Trust] for the transportation of staff, volunteers, pupils and work-related goods on any journey irrespective of the distance involved.

The policy is intended to assist drivers who are using Trust vehicles and provide them with general information and procedures which must be followed; therefore the policy must be read fully prior to undertaking any initial journey and its content reviewed on a regular basis.

It is expected that the policy be used alongside any other documentation or advice given by other agencies such as the VOSA, DVLA, RoSPA etc.

Trust vehicles must only be used for Academy business. If an alternative use is required, in exceptional circumstances, this should be agreed by the Director of Trust Services. Failure to obtain permission to use a vehicle, or using a vehicle for purposes other than Academy business will invalidate the business insurance cover held. Unauthorised use of a Trust vehicle could incur disciplinary action.

If other organisations wish to use a Trust owned vehicle, further advice and permission must be obtained from the Federation Estates and Facilities team; Leased vehicles are unlikely to be allowed to be used by other organisations. If permission is granted, it is the responsibility of the user of the vehicle to ensure they have full and valid insurance for the vehicle being used, alongside the appropriate entitlements on their driving licence with which to drive the vehicle in question.

- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2. Responsibility and Implementation

2.1 Responsibilities of the Driver and the Academy

The proper maintenance of passenger-carrying vehicles is of the utmost importance. Both the Driver and the Academy are responsible for the condition of the vehicle. This applies to any of The Trust's vehicles and to any that are hired by the Academies.

The Federation Estates and Facilities Team is responsible for overseeing the operation and maintenance of the academies' vehicles and will arrange valid and suitable insurance cover for vehicles operated by the Trust.

Academy Site Managers must ensure that:

- The vehicle is licenced in the correct category and that the road fund licence and MOT are valid.
- That the Driver's licences are of the correct category, are valid and comply with the insurance and legal requirements. This will be monitored by Site Managers checking the driving licences of each respective Academy's Approved Drivers on a regular basis.
- 'Approved Drivers' are the only individuals given permission to drive 'company' vehicles. Approved Drivers are those that the organisation deems competent enough to safely drive 'company' (Trust) vehicles based on assessment and ongoing competency monitoring. Approved Drivers will undergo periodic Driver Competency Checks no less frequently than once every three years, but ideally on an annual basis. To retain their status as Approved Drivers, individuals will be required to undertake an assessment drive whilst being observed by the Academy Site Manager who will record the outcome of their assessment and inform them whether they still meet the requirements, in addition to offering advice or training to remedy any deficiencies. Academy Site Managers will undergo a Driver Competency Check observed by the Estates and Facilities Co-ordinator.
- That drivers of Priory Federation of Academies Trust vehicles receive appropriate familiarisation and training, either by a competent person organised and approved by the Estates and Facilities Team or a competent third party or agency.
- That vehicles are maintained correctly as per their service schedule and vehicle check record, and that the vehicle checks are being recorded, with defects being identified and rectified.
- That Drivers are aware of the Trust's vehicle policy relating to the loading of the vehicle and the use of seat-belts.

Approved Driver's agree to adhere to all laws set out in The Road Traffic Act 1991, and ensure that they are not in breach of The Road Vehicles (Construction and Use) (Amendment No.4) Regulations 2003 – this specifically prohibits the use of hand held mobile phone devices while driving. Handling of a hand-held mobile phone, satellite navigation

system or type 3 MP3 player whilst driving is now treated as a dangerous driving offence, and is therefore subject to more severe penalties – including a maximum of two years imprisonment.

Approved Drivers also agree to adhere to any government-issued driving legislation, Trust guidelines speed limits appropriate to the size of their vehicles, and to avoid any driving behaviour or general conduct which could bring the organisation into disrepute.

3. Policy Details

3.1 Initial Application to Use Trust Vehicles

If staff wish to apply to use a Trust vehicle they must first complete an application form and provide details of their licence – the forms are available from the Academy Site Manager or Headteacher's PA. If the correct licence is held, the applicant should arrange for a driving assessment with the Academy Site Manager. Once this has taken place, provided all the requirements have been fulfilled, the application can be approved.

Once the approval has been given the applicant will be able to use the Trust's vehicles provided the policy is followed.

To be able to apply to drive a Trust vehicle applicants must meet the following criteria:

- Have a full current driving licence of the correct category **(D1 or D1 (101) entitlement must be held to drive minibuses with a Gross Vehicle Mass (GVM) of over 3500KG (or up to 4250kg if specialist access equipment contributes a minimum of 750kg to the GVM).**
- Be over 21 years of age with at least 2 years of driving experience, or have passed an official test and have the appropriate category shown on their licence.
- Have no driving offences, unless notified to the insurance company (via the Trust Estates and Facilities Team) and the insurance company agrees for that member of staff to drive the minibus.
- Do not suffer from heart disease, epilepsy, diabetes or any other medical condition which may affect their ability to drive and any notifiable medical condition which affects you whilst driving. If you are a restricted licence holder, please contact the Estates and

Facilities Team to confirm that you are covered by the motor vehicles insurance policy held by the Trust.

4. Information Regarding the use of School Vehicles

4.1 Driver Licensing

Driving Licences With Full Category D1 Status

All staff with driving included as part of their job description must hold a full D1 category licence. This is a separate licence endorsement obtained through meeting higher medical and standards and passing the appropriate tests, the licence is renewed at 5 yearly intervals.

Driving Licences Obtained Before 1 January 1997 – D1 (101)

Drivers who obtained their full car driving licence before 1 January 1997 may drive a minibus in the UK (until their licence expires) if they:

- Hold a valid full driving licence for private cars (group A, or B for automatics on an old style green or pink licence, or category B and D1 (101) on a pink and green or photo card licence);
- Are at least 21 years of age; and
- Are not using the vehicle for “hire or reward”.

However, drivers whose licences expire when they reach 70 years of age, or because they develop certain medical conditions, will not automatically retain the D1 (101) entitlement on their licence. They must apply to retain their D1(101) entitlement and also pass a medical to PCV standards.

Driving Licence Obtained On or After 1 January 1997

Drivers who obtained their full car driving licence on or after 1 January 1997 are only licenced to drive a vehicle with up to 8 seats (in addition to the Driver). To drive a minibus, such Drivers need to gain then full category D1 entitlement on their licence by meeting higher medical standards and passing an appropriate test.

However, “volunteer Drivers” are exempt from this requirement and are allowed to drive a minibus with up to 16 passenger seats (in addition to the Driver) **for social purposes by a non-commercial body**, provided that:

- The Driver has held a full B licence for at least 2 years;
- The Driver receives no payment or other consideration for driving the vehicle other than out-of-pocket expenses;

- The vehicle has a gross weight of no more than **3500kg** (4250kg where the additional weight can be attributed solely to specialised access equipment for carriage of disabled passengers);
- There is no trailer of any weight attached; and
- The Driver is aged 21 or over, but under 70 (unless the Driver has passed PCV Medical and gained restriction 120).

4.2 Hiring of additional minibuses from external agencies

Any minibuses hired by the Academies **must** be issued with, and display, a small bus Section 19 Permit disc and school bus signs (silhouette of children on a yellow background) clearly to the front and rear of the vehicle. This disc is a legal document and a requirement for the minibus to be driven by the Trust Approved Drivers, which would otherwise have to run under a PSV Operators Licence. Spare discs are held by the Academy Site Manager at the respective site (whilst Trust specific they are not vehicle specific).

Adequate insurance must also be put in place prior to using any hired vehicle. The insurance company must be notified of the vehicle type, registration and length of hire in advance and confirmation received from them the vehicle is suitably insured before embarking.

4.3 Towing of trailers

Only Drivers holding a full D1 category licence or a D1 (101) licence may tow a trailer using a minibus, and the trailer cannot exceed 750kg MAM (maximum authorised mass). In this case the length of the vehicle and trailer combined may not exceed 8 metres. Vans may be driven with a trailer by holders of both B and both D1 category licences – again limited to a trailer with a MAM of 750kg.

4.4 Volunteer Drivers

The exemption for volunteer Drivers was designed to cater for charities who use vehicles but who would not have been able to provide training for all their volunteer Drivers. As teachers are not directly paid to drive Trust vehicles, they would also fall into this category.

It is the operator/driver's responsibility to ensure that they are appropriately licenced, as an individual, to drive the minibus. The DVLA does not rule on specific cases, as this is a matter for the Police and courts. If challenged, an individual driver and the operator would have to show that they were complying with the Regulations correctly.

4.5 Medical Fitness to Drive

Drivers must be medically fit to drive. All Drivers are legally required to inform the DVLA of any medical condition that affects their ability to drive. Drivers must also inform their Academy Site Manager or the Estates and Facilities Team of any declarations that have been made to the DVLA.

4.6 Driver Impairment

Drivers can be impaired by a number of factors, each of which can reduce their ability to drive safely and increase the risk of an accident. The main forms of Driver impairment are discussed below.

4.7 Alcohol

Alcohol reduces the ability to concentrate and increases the risk of being involved in an accident. Drivers must refrain from drinking any alcohol before or during driving. Alcohol remains in the body for up to 24 hours after it has been consumed and may still affect a driver the morning afterwards.

4.8 Medicines

Drivers must never drive if they feel tired or unwell, or if they are taking prescription or over the-counter medicine or undergoing any medical treatment which advises against driving. If medication may potentially affect driving, the driver should consult their doctor or pharmacist for an alternative that does not cause drowsiness.

4.9 Illicit Drugs

As well as being illegal, taking illicit drugs can seriously affect a driver's judgement and abilities. Many drugs remain in the body for much longer periods than alcohol. Drivers must never drive if under the influence of drugs.

4.10 Distractions

Anything which distracts a driver could easily cause an accident. There are a number of distractions that should be discouraged while driving: eating or drinking, tuning a radio or changing a CD, reading a map, writing, using a mobile phone or other electronic equipment, holding conversations with an escort or passenger unrelated to the task of driving.

Note: Smoking is not permitted in any Trust vehicles.

4.11 Mobile Phones

It is very useful to have a mobile telephone on the Trust transport. However, it is imperative that drivers do not make or receive calls while they are driving, as the distraction this causes (even if it is a hands-free phone) significantly increases the risk of an accident. The mobile phone must be kept by the escort, or the driver must only use it when stationary in a safe place.

4.12 Tiredness

Thousands of crashes are caused by tired drivers. They are most likely to happen:

- on long journeys on monotonous roads, such as motorways;
- between 2:00am and 6:00am;
- between 2:00pm and 4:00pm (especially after eating, or drinking even one alcoholic drink);
- after having less sleep than normal;
- after drinking alcohol;
- if taking medicines that cause drowsiness; and/or
- on journeys home after night shifts.

Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills. Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact. The Highway Code recommends a minimum break of at least 15 minutes after every two hours of driving or every 100 miles, whichever comes sooner. **Drivers who drive for more than two hours after a day's work are significantly more likely to be involved in an accident.**

Do not begin a journey if you are feeling tired, you must plan your journey including sufficient breaks. If a driver begins to feel tired during a journey, they must find somewhere safe to stop (not the hard shoulder), and take a nap of no less than 15 minutes. If there is a second driver, they must take over. Ultimately, sleep is the only cure for tiredness.

5. The Journey

5.1 Journey Planning

This is essential for organised Academy trips. A planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saving time, stress and money.

Operators, trip organisers and drivers must ensure that each journey is planned in advance in terms of its time and distance, and their own, and their passengers' comfort. A suitable route should include places for rest, refreshment, comfort breaks and re-fuelling if necessary.

Drivers must check information on road works and weather conditions that may affect their route before they set out.

5.2 Time

Consider how long the journey will take, including time for rest breaks and unexpected delays.

Avoid driving in the early hours of the morning, when drivers have had less sleep than normal, or in mid-afternoon after eating a large meal - these are peak times for sleep-related accidents.

Avoid starting a long journey after a full day or shift at work.

5.3 Plan the Route

Write out a route plan that is easy to read. Check for road works or likely traffic jams, and if possible, plan an alternative route to avoid any major delays. Plan where to stop for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).

5.4 Normal Sleep Time

Drivers must avoid staying up late or reducing their normal sleep before a long journey.

Journeys must be planned so that, as far as possible, drivers are not driving when they would normally be sleeping; in the early hours of the morning, for example. Eating a full meal before driving may result in a lower ability to concentrate and/or sleepiness. Drivers should not eat or drink while driving.

5.5 Second Driver

A second driver is essential on long journeys or for shorter journeys where traffic conditions might significantly lengthen the journey time or create more stressful driving conditions.

Second drivers must comply with exactly the same requirements as the main driver, and ideally both should be trained as escorts.

6. After the Journey

Children and other vulnerable passengers must never be left to wait for their parents or guardians, or to travel home alone.

7. Escorts

The role of an escort (sometimes called a Passenger Assistant) in a Trust vehicle includes:

- Preventing the driver being distracted by passengers, especially when children are being carried.
- Supervising children and in particular preventing any behaviour that could create a hazard.
- Helping passengers whom the driver may not be qualified to help
- Assisting in the event of a breakdown or other emergency.

Escorts are required where multiple children are being transported (not including Sixth Form pupils) or where an individual passenger requires an escort to be present. The number of escorts will be determined by individual pupil needs and/or the appropriate risk assessment.

The main driver must ensure that escorts receive an introduction to their duties, and are familiar with the vehicle, especially the emergency exits, first aid kit, fire extinguisher, emergency/breakdown procedures and trip details. Operators must also ensure that escorts are provided with all necessary equipment.

8. Use of the Minibus and Responsibilities of the Drivers

The driver has the ultimate responsibility for traffic-related matters whilst the vehicle is on the highway. This responsibility covers personal driving standards, roadworthiness of the vehicle and the conduct of pupils carried in the vehicle.

To ensure safe operation of the vehicle being used, the driver will comply with the following:

- All users must have received instruction in the use of the vehicle including an assessment, training and a trial run from the designated academy's competent person.
- Be familiar with all aspects of the vehicle and carry out a pre-journey vehicle maintenance check before setting out.
- Observe safe loading practices for the vehicle. The vehicle being used must not be overloaded. Where passengers and luggage are

to be carried, then the combined weight must be assessed. Luggage must also be stored in the designated areas.

- All speed limits must be observed. Please note that minibus speed limits are different to car speed limits, with the maximum speed being 60mph when on dual carriageways and 50mph on other roads. Any other lower limits must also be observed. The driver is responsible for ensuring all speed limits are observed and would also be responsible for the payment of any fines or costs incurred if a speeding or driving offence was to be committed.
- Drivers must ensure that the vehicle they are using is parked legally and in compliance with any local parking restrictions – failure to do so may mean that the driver is liable to pay any penalties (fines) incurred.

At the end of each journey the driver is to ensure that:

- a) All rubbish is correctly disposed of.
- b) The minibus is checked for cleanliness.
- c) The minibus journey log sheet is completed.
- d) The minibus lights, internal and external, are turned off.
- e) The minibus is locked and secure (Satellite navigation device removed, if present / possible).
- f) The minibus keys are returned to the originator.
- g) The tank is full or has sufficient fuel for the next journey.
- h) Any damage or faults are reported to the Academy.
- i) Any incidents which may cause concern at a later date are reported to the Headteacher or a member of the Trust Estates and Facilities Team.

9. Safety – Checks

The Driver of Trust vehicles must always conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she will walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below. Any concerns should be reported to the Academy Site Manager or the Estates and Facilities Team.

Interior Check	OK	Not OK
Mirrors are correctly adjusted, clean and unobstructed		
Position and function/purpose of all the dashboard controls		
Position of driving seat so that all controls can be operated comfortably		
Check for pressure on brake pedal		
Wipers and washers are working properly		
Fuel level (and type of fuel: diesel or petrol)		
Seat belts, where fitted, are undamaged and working properly		
Location of wheel brace and jack		
Location and contents of first aid kit and fire extinguisher(s)		
Location of relevant paperwork (permit disc, insurance, road tax disc, MOT, emergency numbers and driving licence)		
Change for parking or mobile phone for emergency calls		
Luggage is securely stowed and aisles and exits are clear		
Damage or sharp edges		

Exterior Check	OK	Not OK
Oil level (once only at start of day)		
Coolant level (once only at start of day)		
Windscreen washer fluid level (once only at start of day)		
Brake fluid level (once only at start of day)		
Windscreen and windows are clean and undamaged		
Wiper blades are clean and undamaged		

Lights, including brake lights and indicators, are clean and working		
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)		
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 2.0mm across centre 3/4 is recommended		
Any cuts and bulges?		
Doors open and close properly		
Trailer brake lights and indicators work, if applicable		
Lift (if fitted) works safely		
Ramp (if fitted) fits and works safely		
Roof rack or trailer is properly fitted, and all luggage is securely held		
Damage or sharp edges		

Ensure that emergency equipment is available in the event of breakdown or accident. For example, a high visibility jacket, a foot pump, warning triangle and torch may also be useful items to carry. In winter or when adverse weather is forecast, you should avoid travelling unless absolutely necessary. However, if you must make a journey, ensure that you carry extra food, drink and warm clothing in case of a vehicle breakdown.

9.1 Brake Checks

Before the passengers are loaded the brakes must be checked. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed. A moving brake test must then be conducted, off-road if possible. Warn the intended passengers and any other pedestrians, reach a speed of **not more than 15 mph**, check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively, the vehicle should not pull to one side and luggage should be stored securely.

If faults that might affect the vehicle's or passenger's safety are found, the vehicle must not be used until they are all remedied. The person who issued the vehicle, typically the Site Manager, or the Estates and Facilities Team must also be informed of the concerns.

A First Aid Kit is available in all vehicles; this must be checked by the driver prior to using the vehicle.

Seat-belts must be worn by staff and pupils at all times. Any child refusing to wear a seat-belt will not be included in the journey. All pupils

must stay sitting with seat-belts on until the driver instructs them that the journey is complete and they may alight from the minibus.

Eating and drinking should be discouraged wherever possible.

Drivers must take at least the minimum rest breaks on a continuous drive as follows:

	Driving Only	Driving + Other Work
Maximum length of working day*	13 hours	10 hours
Of which spent driving.	9 hours	4 hours
Maximum time driving without a break.	2 hours	2 hours
Minimum length of break.	15 mins**	15 mins**
Daily rest period.	11 ours	12 hours

*Taking account of other work undertaken before starting a journey.

** After 4 ½ hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

In the case of people who are required to drive for several days on long trips, attention must be given to the potential for driver fatigue. This applies both to UK based trips, and to continental journeys.

10. Booking a Trust Vehicle

Any driver wishing to use an academy vehicle must first clear the journey with the Academy Site Manager. For use of the minibus for visits this is achieved by completing the appropriate visits paperwork.

Before booking the vehicle all drivers must have read the Transport and Vehicles policy and fully understand the procedures and requirements.

To book the minibus, drivers must contact their Academy's staff member in charge of issuing minibuses. Drivers must complete the mileage and fault forms in the vehicle before and after their journey.

11. Journeys Abroad

Trust vehicles may not be used for journeys abroad, unless authorised by the Trust Estates and Facilities Co-ordinator or Headteacher, as appropriate, since additional insurance cover and training may be required. There are additional requirements and authorisations that need to be considered; further advice and guidance must be sought from the Estates and Facilities Team as soon as any journey/trip is planned.

12. Breakdown Procedures

In each vehicle there are contact details of the breakdown service provider. Drivers must familiarise themselves with the breakdown procedure, prior to undertaking a journey. Arval assist will help in the event of any leased minibus breakdown, but owned vans and other vehicles will be covered by the AA, and will have different recovery details. Please inform the Academy Site Manager immediately of any vehicle breakdowns or incidents within office hours. If your breakdown occurs outside of office hours, please liaise with the breakdown service directly and notify the Academy Site Manager promptly during the next working day.

13. Technical Details

Please take note of the type of fuel required by the vehicle used and only refill with that fuel type.

The Academies all hold their own fuel accounts with different garages; Drivers are to familiarise themselves with which provider they can use. After purchasing fuel with the appropriate account cards, which are kept in the vehicle, receipts must be kept and forwarded to your academy's finance officer on your return. Please note that the fuel level should always be left full as it was before using the vehicle.

Details of the following will vary for each vehicle. These can be checked by using the vehicle handbook which will be held in the glove compartment of each bus.

14. All Users of Trust Vehicles

Use of Trust vehicles is restricted to Academy activities only and should not be used for personal use as they are not insured for this purpose.

Only Priory Federation of Academies Trust Approved Drivers should use Trust vehicles.

15. Policy Changes

- 15.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

Appendix 1:

Application for approval to use Trust vehicles: *Personal details (to be completed by the applicant)*

Name:		Position:			
Staff initials:		D.O.B.		Age:	
Driver Licence No:		<i>Note, a copy of your full Licence should be attached to this form.</i>			
Date test passed:					
Have you ever been convicted of any driving offences or do you have any points on your licence?		Yes / No <i>If yes please give details below.</i>			
Convictions:					
No of points	Date gained	Reason			
Do you have any medical conditions which may affect your driving ability?	Yes/ No	<i>Details:</i>			
If the answer to the above is 'yes' have these been declared to the DVLA?					Yes / No

Declaration:

I understand / agree that:

By signing this document I am agreeing to follow all aspects of the Trust's Transport and Vehicle Policy and declare that to the best of my knowledge the information given above is correct. I agree to inform the Academy immediately of any changes.

I am currently medically fit to drive, and will not drive any Trust vehicle whilst taking any medication or undergoing any medical treatment which may affect my ability to drive.

I must not be under the influence of alcohol or any type of drugs at the time of driving the vehicle.

Smoking and the use of mobile phones are prohibited whilst driving Trust vehicles; this also includes the use of hands-free kits.

Signed Name Date

To be completed by the individual Academy's Driving Standards Assessor:

Licence checked:	Yes / No	Does the applicant hold the required categories / licence to drive Trust vehicles and have they held the licence for 5 years, or passed an appropriate test?	Yes / No
<i>If the answer to any of the above is 'no' the applicant should not be allowed to proceed with this application.</i>			

Appendix 2:

Driver Competency Assessment Form

Please use this sheet to record any '**Minor**', '**Serious**' and '**Dangerous**' driving faults made during the assessment drive (if applicable).

A driver can still pass the assessment with 15 '**Minor**' faults or less – however, the driver should **not** be approved to drive Trust vehicles if they commit any '**Serious**' or '**Dangerous**' driving faults, as they may require more training with the specific type of vehicle that they are driving.

Driver, Assessor and Vehicle Details			
Driver Name		Licence No.	
Assessor Name		Date / Time	
VRN		Vehicle Type	
Does the driver meet the eyesight requirements? (Y/N)			
Did the driver answer the ' <u>Demonstrate</u> ' safety question correctly? (Y/N)			
Did the driver answer the ' <u>Explain</u> ' safety question correctly? (Y/N)			

Faults made during the Assessment Drive (Minor, Serious and Dangerous, represented as 'M', 'S' and 'D')	M	S	D
Appropriate use of speed for the conditions and restrictions on road			
Observing safe following distances			
Making sufficient progress as befits the speed limits and conditions			
Moving off and progressing without undue hesitation			
Correctly approaching junctions, at the appropriate speed, with adequate and appropriate observations, correct positioning, without cutting corners, etc			
Correctly positioning the vehicle for normal driving and when using lanes			
Giving sufficient clearance to obstructions			
Demonstrating appropriate judgement when overtaking, meeting and crossing other traffic			
Safe use of vehicle signals, correctly, and given in a timely manner, in accordance with the guidance set out by the Highway Code			
Move Off and Pull Over , safely and under control, signalling as appropriate			

Perform a Controlled Stop , stopping the vehicle safely and under full control as if in an emergency situation			
Manoeuvres carried out during the assessment drive <i>(Complete 2 reversing manoeuvres, one of which is to be a reverse into a parking bay)</i>	M	S	D
Reverse to the left or the right <i>(either into a limited opening, or keeping close and parallel to the kerb)</i>			
Reverse around a parked vehicle <i>(into a space approx, twice the length of the Assessment vehicle)</i>			
Turn in the road (in as few turns as possible and without touching either kerb)			
	Y	N	
Has the driver passed the Driver Competency Assessment? (Y/N)			

[illegible]

[illegible]

Appendix 5:

Driving Licence Check

The Driving Licence Check should be carried out annually to ensure that drivers of Federation vehicles are in possession of a current driving licence and agree to drive Federation vehicles, for work purposes, in accordance with The Priory Federation of Academies Transport and Vehicles Policy.

Please complete, sign and date the following sections:

Full Name	
Date of Birth	
Date of Issue	
Driver Number	

Licence/Home Address	
Job Role	
Normal Place of Work	

Licence Category e.g. Category B, full category D1 or D+ E (101)		
If Category B or D1 (101), have the following conditions been met? (Please tick)	You are over 21 and have held a category B licence for at least 2 years?	
	The minibus will be used by a non-commercial body for social purposes?	
	You receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs)?	
	You provide the service on a voluntary basis?	
	Definitions: Those whose contract terms DO NOT state duties include driving a minibus or receiving additional sum for driving a minibus are classed as driving on an extra-contractual, voluntary basis. In this case, the category B licence would suffice (assuming the above conditions are met). Those whose contract terms state duties include driving a minibus or additional sum for driving a minibus would be deemed as receiving payment for driving a minibus	

	and would not be driving the minibus 'on a voluntary basis'. In these cases, a full D1 licence (or a full D licence) would be needed.	
	The gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)?	
	You do not tow a trailer?	
<p>I can confirm the following:</p> <ul style="list-style-type: none"> ▪ The name and address details printed on my driving licence are correct and up-to-date; ▪ I have not received any driving licence endorsements since my last driving licence check*; ▪ There have been no changes to my health that require a declaration to the DVLA since my last driving licence check; ▪ I have no pending driving convictions; ▪ I am not currently disqualified from driving; ▪ I agree to drive Federation vehicles in accordance with The Priory Federation of Academies Trust Transport and Vehicles Policy; 		
Signed:		Date:

If you have received driving licence endorsements since your last driving licence check, please give details below:

The Priory Federation of Academies Trust Transport & Vehicle Policy

This Policy has been approved by the Priory Federation of Academies Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources or The Priory Federation of Academies Trust website.