



# LEICESTER TIGERS *Foundation*

## TRANSPORT POLICY

### Policy statement

Leicester Tigers Foundation (**Foundation**) is committed to taking all reasonable precautions to ensure, so far as is reasonably practicable, that those employees who are required to drive a company vehicle as part of their job are protected from any foreseeable risks to their health and safety.

### Purpose and objectives

Driving a vehicle requires additional skill in order to be able to handle the vehicle safely as the weight and the size of the vehicle are considerably greater than a family car. In addition the driver takes on the responsibility for the safety of passengers. Although rare, serious, sometimes fatal, accidents have occurred in the educational establishments who use vehicles. It is in order to minimise the risk of such accidents occurring that this policy has been produced. The policy will enable staff to appreciate the particular risks associated with driving a vehicle and to ensure that they are aware of, and understand the safety precautions necessary to reduce those risks to an acceptable level; it will also provide details of the emergency procedures required should something go wrong.

### Organisation and Responsibilities

Programme managers are responsible for following this procedure in respect of any vehicle drivers/operations in their areas of control.

It is the responsibility of Managers to:

- Ensure this policy and code of practice is communicated to, and fully understood by their staff
- Check that all the procedures are adhered to,
- The risk assessments related to specific offsite activities, are completed

It is the responsibility of the drivers to:

- Comply with the safe working procedures and control measures identified in the vehicle code of practice
- Return hired vehicles to Leicester Tigers Foundation in a clean condition
- Return vehicle keys promptly and fully complete all transport paperwork as instructed
- Report any damage (accidental or non-accidental) to their Line Manager as promptly as reasonably possible using the Tigers Accident Form provided
- Not knowingly place themselves or their passengers in a position of unnecessary risk.



# LEICESTER TIGERS

## Foundation

### **Quality and Monitoring**

This document will be reviewed by the Foundation manager on an annual basis and submitted to Chairman of the Board of Trustees for re-approval.

### **Code of Practice**

**(for the safe use of all Leicester Tigers Foundation vehicles)**

#### **1. Roadworthiness of the vehicle**

All vehicles owned by or hired by the Foundation must be regularly maintained and kept in a Roadworthy condition; a Foundation driver must check the vehicle at least every 24 hours using the vehicle checklist provided.

Before taking over responsibility for any vehicle, all drivers must carry out a pre-journey check list or satisfy themselves that such checks have already been carried out by the previous driver or hire company prior to handing over the vehicle.

#### **2. Provision and use of seatbelts**

All vehicle purchased, leased or hired must have seatbelts fitted to all seats. These should, as far as possible, be lap and diagonal belts, but where this is not feasible lap belts should be fitted. Vehicles must not have any sideways facing seats.

All passengers, driver and escorts must wear seatbelts. Where passengers are under 14 years old the driver is legally responsible for this and for passengers 14 and over this legal responsibility passes to passenger themselves. However Foundation drivers must remind passengers of this legal requirement on every journey.

Any equipment, luggage, buggies, wheelchairs etc. should be properly restrained to prevent them causing injury in the event of an accident or damage to the vehicle, but they must not be stored in a way that blocks emergency exits from the vehicle.



# LEICESTER TIGERS

## Foundation

### 3. Speed Limits

All speed limits must be complied with. The relevant limits are;

|   |        |
|---|--------|
| Motorways   | 70 MPH |
| Dual Carriageways                                 | 60 MPH |
| Other roads (where lower limit is not signposted) | 50 MPH |

The outer lane (overtaking) of a three or four lane motorway must not be used. The driver is legally responsible for all fines or penalties resulting from the misuse of a Foundation vehicle, which may include an administration fee levied by the vehicle hire company.

### 4. Competence of drivers and provision of information and training

The skill and care exercised by the driver is undoubtedly the most important aspect of vehicle safety. Driving a vehicle, especially a fully laden 17 seater over a long distance, is much more demanding than driving a private car.

To drive a vehicle you must have a licence category of D1. All drivers must register with the Human Resources department before driving the vehicle, providing evidence of their valid driving licence and any other relevant documentation.

The Foundation operates under the Standard small bus permit scheme (formerly section 19): drivers must first meet the following requirements:

- Be 21 years old or over
- Have held a full car driving licence for at least 2 years
- Must have category D1 clearly shown on the licence

To maintain their approved status, drivers must:

- Present the driving licence for inspection when requested to do so
- Be able to complete pre – journey vehicle checks
- Notify Human Resources of any convictions, and any pending prosecutions
- Inform Human Resources of any medical condition that could affect their ability to drive safely
- Undertake their own continuous development to ensure driving skills and driving knowledge remains current

All drivers are required to inform Human Resources Department and the DVLA Swansea of any physical or other disability, which might affect their fitness to drive any vehicle. Special care must be taken over the use of any medication, prescribed or otherwise, which might affect driving ability.



# LEICESTER TIGERS

## Foundation

**Note: Drivers must maintain high standards of driving, show courtesy to other road users, and remember that they are representing the Foundation and the Leicester Tigers Brand when driving the vehicles. Occasionally, vehicles display the Leicester Tigers Foundation name and contact information and any complaints will be investigated.**

### **5. Journey and driving times**

Tiredness of the driver has often been a significant factor relating to accidents involving vehicles. The presence of a second driver should always be considered both on account of possible incapacity of the first driver and also because of tiredness, particularly on long journeys. There are legal requirements relating to driving times. The maximum number of hours that a driver can complete in any 24 hour period is 9 hours; subject to a weekly maximum of 56 hours. Every driver must take a continuous rest period of at least 11 hours in 6 every 24 hour period. Suitable arrangements, such as booking a hotel room, must be made for this rest period. The driver must not be tired at the start of the journey so where a person drives and carries out other work, they should reduce their driving hours accordingly. Where the driver is carrying out other work they should have a break of at least 15 minutes, free of responsibilities, before commencing a journey. It is good practice for the maximum continuous period of driving not to exceed 2.5 hours and for this to be followed by a minimum break of 15 minutes out of the vehicle. Time spent travelling slowly in motorway hold ups should count as part of the driving period, as should any period spent driving to pick up a party.

### **6. Consumption of alcohol by any driver**

Drivers should not consume any alcohol during any journey or in a 12 hour period before any journey. Since blood alcohol level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Breaches in this respect will be taken extremely seriously and dealt with through the Foundation's disciplinary procedure.

### **7. Mobile Phones**

Before using a mobile phone drivers must stop at a safe place away from the main carriageway, turning off the engine and applying the hand brake.

### **8. First aid and emergency procedures**

If a vehicle is involved in an accident:

- Make sure all passengers are safe and if necessary summon the emergency services for assistance. Refer to the "Bump Advice Card" located within the vehicle that will guide you through the process to:
- Obtain the registration number (s) and insurance details of any other vehicle (s) involved.



# LEICESTER TIGERS

## Foundation

- Take names, addresses and if appropriate vehicle registration numbers of any witnesses and the number and the base of the police officer who attended.
- Write down as soon as possible after the accident all the relevant details in a precise manner. Take photographs on your mobile phone if safe to do so.
- Also you must draw a detailed diagram of how the incident occurred. Relevant paper work and information on how to do so will be located within the vehicle in the vehicle pack.
- Report all of the above details on an accident form to the transport team as soon as possible. All forms are located within the vehicle pack, in the vehicle.
- If you need any immediate or emergency assistance from the Foundation, call 01162 3198888 and ask for the Foundation Manager or Head of Human Resources.

It is recommended that in addition to a first aid kit being kept on board, that a mobile phone is available for ease of communication from and to the vehicle.

### 9. Students

The term student is used to describe any student enrolled on any of the Foundation's programmes. For the purpose of this document a young person describes a student between the ages of 14-21 years.

No student is left alone in the car with the driver, unless it is the adult's own child. If, in extenuating circumstances, this situation arises. The Foundation Driver must inform the Foundation Manager and the child should sit in the back of the car if possible.

The group leader should make it clear to students they must:

- Not take unnecessary risks
- Follow the instructions of the party leader and other supervisors including those at the venue of the visit
- Dress and behave sensibly and responsibly
- If abroad be sensitive to local codes and customs
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Where young people are required to make their own way to enrichment activities, work experience, independence training and vocational courses to a range of sites, the ratio rulings **do not apply**. Young people in these categories should be given appropriate training, which includes;

Understanding travel procedures. Expectations of their behaviour.

Possession of contact numbers and names, in case of emergencies.



# LEICESTER TIGERS

## Foundation

Where possible, young people should travel in twos or threes.

**Any student whose behaviour may be considered to be a danger to themselves or the rest of the group may be stopped from going on the visit.**

**All students should be aware of their conduct at all times and should ensure that they behave in a respectable manner to their fellow students and members of staff. Student behaviour whilst travelling in a Foundation vehicle should be closely monitored by the Foundation driver and/or group escort. Passengers must remain seated at all times whilst the vehicle is in motion and refrain from any behaviour which may cause distraction to the driver.**

### **10. Damage**

Unacceptable behaviour which results in driver distraction or damage to the vehicle will not be tolerated. All such behaviour will be dealt with strictly in line with the student disciplinary procedure and all incidents must be reported to the relevant Foundation Manager in the first instance. Incidents which result in criminal damage will be dealt with severely and will be escalated to the Foundation Management Team. If necessary the police will be informed.

### **11. Vehicle Breakdown/Tyre Repair or Replacement/Windcreens**

A card / contact details will be located in your vehicle which provides emergency contact information for breakdown recovery or roadside maintenance.

You should also contact your line manager to report the incident immediately or to receive further support, advice or information.

**In the event of a vehicle breakdown, the Royal Society for the Prevention of Accidents (RoSPA) advise the following:-**

- The driver should move the vehicle off the carriageway (on to the hard shoulder on a motorway) or as far away from moving traffic as possible and switch on the hazard warning lights.
- The passengers should be moved out of the nearside of the vehicle and remain as far away from it and other traffic as possible. No-one should stand between the vehicle and oncoming traffic. On motorways or other busy roads, passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous;
- All vehicles are equipped with a Hi visibility jacket. Foundation drivers must wear the jacket and switch on hazard lights to warn passing traffic of the break down.



# LEICESTER TIGERS Foundation

- Passengers should be kept together in one group. Children should be kept calm and under constant supervision on a motorway. A mobile phone (once the vehicle is stationary) or a roadside emergency telephone should be used as this will enable the police to pinpoint your location.
- In some circumstances it may be safer for passengers to remain seated in the vehicle, for example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver will need to assess the situation and decide whether or not to unload passengers.

## 12. Compliance

### TRANSPORT POLICY & CODE OF PRACTICE FOR THE SAFE USE OF VEHICLES

I have read and agree to comply with the terms of this policy concerning Transport Policy and the Safe Use of Vehicles. I understand that failure to comply with this policy may lead to disciplinary action, and that a copy of this acceptance will be placed on my personal file

|           |  |
|-----------|--|
| Name      |  |
| Signature |  |
| Date      |  |

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|------------------|---------------|
| UPDATED          | November 2020 |
| DATE FOR REVIEW: | July 2021     |

|                     |                                   |
|---------------------|-----------------------------------|
| RESPONSIBILITY:     | Foundation Manager                |
| Approved by Trustee | Chairman of the Board of Trustees |