

This policy and the guidance that follows for the use of the nursery vehicle or privately owned vehicle have been prepared to develop an effective system for controlling the risk to staff and clients who use the motor vehicles whilst on nursery business.

It is the responsibility of each member of staff driving the vehicles to co-operate with management and colleagues to ensure that they put into practice the points raised in the policy and to follow the guidance. This will then control the risks involved whilst driving the company/private vehicles.

Policy for Use of Vehicles

St Bernards is committed to ensure the health, safety and welfare of all its employees and clients whilst at work and this includes driving whilst on nursery business.

Staff will undertake a driver's induction session, to establish familiarity with the vehicle. Several short journeys will be advised before transporting clients and once the staff member and management agree on competency they will be given the opportunity to drive solo.

All staff driving vehicles on nursery business will:

- Be fit to drive – health checks will be carried out.
- Not drive whilst disqualified or incorrectly licensed
- Not drive recklessly

Drivers must hold a valid drivers license for the class of motor vehicle they are driving. Management will view driving licenses on a regular basis to ensure this is up held and copies will be retained.

Drivers whilst driving must ensure, so far as reasonably practicable that their vehicle is “fit for purpose” and is in a safe mechanical condition. Safety checks must be carried out regularly to ensure it is road worthy.

- Current motor vehicle tax disc is displayed
- Tyres properly inflated
- Headlights and brake lights work correctly
- Oil, water, windscreen wash levels are correct
- Indicators function correctly
- Seat belts and horn are effective
- Windows are able to see through clearly. Wipers work efficiently.
- No damage to bodywork likely to cause injury.

If the vehicle breaks down whilst staff are driving, the driver must report this to his/her senior as soon as possible, so guidance and help can be provided.

Personal vehicles must also follow the guidelines above. Checks will be carried out to ensure vehicles are suitable, have valid sufficient insurance, vehicle registration and a valid MOT certificate.

Drivers must report any vehicle incident immediately by telephone to management and complete an incident form as soon as possible.

Drivers whilst driving on nursery business will be expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving. Any fines or legal costs relating to inappropriate driving or parking will be the responsibility of the driver.

Staff while driving at work will not use mobile phones.

Drivers must adhere to the no smoking legislation while driving at work.

The company to ensure drivers are driving safely may carry out random checks.

Drivers whilst transporting clients must ensure the appropriate seat belts or car seats are adequately fitted and follow the guidelines within the escorting school children policy.

Drivers must inform management if they become aware of a medical condition or take any medication, which they believe may affect their ability to drive.

Date of Policy	Signed by	Review of policy
September 2015		September 2023