



University  
of Glasgow

Transport Services

Guidance  
on the Use of  
University Vehicles

## **Mission Statement**

The provision of a reliable, cost effective, high quality transport service and vehicle and equipment maintenance facility to the University of Glasgow. To offer support, advice and guidance on transport related matters. Included in our objective is the aspiration to identify and develop potential and suitable commercial business opportunities.

## **Hiring a vehicle with Transport Services**

- Fleet vehicles can be hired by staff at the University of Glasgow.
- The driver must first be approved to drive a university vehicle.
- To become an approved driver – follow the instructions in the following link:  
<https://www.gla.ac.uk/myglasgow/transportservices/bookadrivingassessment/>
- Once completed, the driver will be invited to attend a vehicle assessment, if successful, vehicle bookings can be placed.
- To book a vehicle - submit an online request at:  
<https://www.gla.ac.uk/myglasgow/transportservices/poolvehicledriverhire/>
- If you have any queries regarding your booking, please contact Transport Services on 0141 330 5330.

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## **Roles and responsibilities**

As part of their management structure Colleges/Schools/Research Institutes are advised to review the level of provision they have made for 'road risk assessment' in the same manner they deal with other H&S issues. Risk assessments are more than just a legal requirement they also enable informed decisions to be made on the level of driver training required.

### **1. Introduction**

More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time.

Health and safety law applies to work activities on the road in the same way as it does to all work activities. Risks to drivers need to be managed as part of health and safety arrangements.

Effective management of work-related road safety helps reduce risk. It could also result in, for example:

- fewer injuries to drivers.
- reduced risk of work-related ill health.
- reduced stress and improved morale.

### **2. The Law**

University of Glasgow has duties under health and safety law for on-the-road work activities. The Health and Safety at Work Act 1974 states you must ensure, so far as reasonably practicable, the health and safety of all employees while at work. The University must also ensure that others are not put at risk by your work-related driving activities.

Individuals also have duties under road traffic law, e.g. the Road Traffic Act and the Road Vehicles (Construction and Use) Regulations, which are administered by the police, and other agencies such as the Driver and Vehicle Standards Agency (DVSA).

In most cases, the police will continue to take the lead on investigating road traffic incidents on public roads. HSE will usually only take enforcement action where the police identify that serious management failures have been a significant contributory factor to the incident.

If one of our employees is killed, for example while driving on behalf of the University of Glasgow, and there is evidence that serious management failures resulted in a 'gross breach of a relevant duty of care', the university could be at risk of being prosecuted under the Corporate Manslaughter and Corporate Homicide Act 2007.

### **3. Management of University Fleet Vehicles**

The university has a legal duty to put in place suitable arrangements to manage our fleet of vehicles and to ensure that health and safety arrangements are in place for staff, students, or others authorised to drive university fleet vehicles.

#### **Insurance**

Zurich Insurance

Policy number: NHE-06CA02-0013-52

#### **What to Do if Involved in an Accident/Incident**

- Stop the vehicle as soon as possible – it's an offence not to do so.
- Turn off the engine.
- Switch the hazard lights on.
- Check for any injuries to yourself or your passengers.
- Call the police and an ambulance immediately if anyone is hurt or if the road is blocked.
- If it's a minor collision and there are no injuries, make a note of it in case the 3rd party claim for an injury.
- No admission of liability, either written or verbal should be offered. Money should not be offered (or accepted) as payment toward accident repair.

#### **When to Call the Police**

- If the other driver or drivers leave the scene without giving details.
- If you think the other driver has no insurance or is under the influence of drink or drugs.
- If you suspect that the other driver caused the collision deliberately.
- Tell the police about the accident/incident within 24 hours – if you don't you may be given a fine, points on your licence, or a disqualification from driving.
- Exchange motoring details.
- Share your name and the university address with everyone involved if the accident caused damage or injury – the law says you must do this.
- Take down details of any other passengers and witnesses to the accident/incident.
- Try to find out if the other driver is the registered owner of the vehicle, if they are not, find out who the owner is and get that information too (for instance it might be a company car)

#### **What Information to Record at The Accident/ Incident Scene**

- The make, model, colour, and number plate of the vehicles involved in the accident/incident.
- The time and date of the accident/incident.
- The driving conditions, including the weather, lighting, and road quality (such as road markings, whether it's wet or muddy, condition of the road surface).
- What sort of damage was caused to vehicles/property and where – e.g. nearside front wing and door (nearside is the left side of your vehicle, offside

is the driver's side).

- Any injuries to drivers, passengers, or pedestrians.
- The names and contact details of any witnesses.
- Use your mobile phone to take pictures of the scene, the positions of the cars involved, and damage to the vehicles.
- If no one else is involved in the accident/incident, e.g. you caused damage to private property or a parked car, you should leave a note where the owner can see it with your details. If you leave the scene of an accident/incident without leaving your details, you could be prosecuted.
- A report containing details of any accident/incident involving a university vehicle or hired vehicle on university business, no matter how minor, must be completed as soon as possible and submitted to Transport Services. (Link below)
- Drivers are reminded that they are legally obliged to inform their personal insurance provider of any accidents/incidents resulting in an insurance claim.
- All insurance claims are always submitted in the name of the driver.

Report an incident: <https://www.gla.ac.uk/myglasgow/transportservices/>

## Vehicle Breakdown

If a mechanical problem occurs within the Glasgow area during normal working hours (Mon- Fri., 8.30am - 4.15pm), contact Transport Services for advice or assistance (Tel 0141-330-5330).

If you are out with normal working hours or out with the Glasgow area contact the vehicle breakdown recovery services with whom the university have membership **(details of your dept's vehicles recovery service are attached to the inner windscreen of each vehicle).**

### 1. Wright Recovery:

07947-102696

- Roadside recovery (the vehicle and driver must return to the University)
- For Minibuses only: A replacement minibus will be brought to the point of breakdown to enable onward travel.

### 1. The AA:

Fleet vehicles (not Minibus): 0800-420-420

Minibus: 0800-374-457

The AA service will provide the following:

- Roadside assistance / Home Start / Relay / Onward Travel.
- Relay: For vehicles up to 7 passengers (the vehicle and driver must return to

the University)

- Onward Travel: For Minibuses only. The AA will provide a vehicle, for driver and up to 13 passengers, to a single UK destination (one way only).

All vehicle recoveries should be to Transport Services, 13 Thurso St, G11 6PE. If outside normal working hours, please contact the Main Gatehouse to arrange access to Transport Services secure compound on 0141-330-4282

If your vehicle breaks down:

- Think of all other road users and get your vehicle off the road if possible.
- Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction.
- Help other road users see you by wearing light-coloured or fluorescent clothing in daylight and reflective clothing at night or in poor visibility.
- Put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road or use other permitted warning devices if you have them. Always take great care when placing or retrieving them, never use them on the motorway. This can be found within all vehicles.
- If possible, keep your sidelights on if it is dark or visibility is poor.
- Do not stand (or let anybody else stand) between your vehicle and oncoming traffic.
- At night or in poor visibility do not stand where you will prevent other road users seeing your lights.

If breakdown occurs on motorway:

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left.
- Try to stop near an emergency telephone (situated at approximately one-mile intervals along the hard shoulder)
- Leave the vehicle by the left-hand door and ensure your passengers do the same. Never attempt to place a warning triangle on a motorway.
- Do not put yourself in danger by attempting even simple repairs.
- Ensure that passengers keep away from the carriageway and hard shoulder, and that children are kept under control.
- Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) – the telephone is free of charge and connects directly to an operator. Use these in preference to a mobile phone as help will arrive quicker. Always face the traffic when you speak on the phone
- Give full details to the operator; also inform them if you are a vulnerable motorist such as disabled, older, or travelling alone.
- Return and wait near your vehicle (well away from the carriageway and hard shoulder)
- If you feel at risk from another person, return to your vehicle by a left-hand door and lock all doors. Leave your vehicle again as soon as you feel this

danger has passed.

## **Fleet Maintenance**

Planned and preventative maintenance and legal requirements pertaining to university vehicles and related equipment are, in general, the responsibility of Transport Services and are covered under an annual maintenance/inspection scheme.

Any maintenance, defects or damage issues: Transport Services must be contacted immediately.

## **Use of Privately-owned Vehicles**

Within the provisions of the university, managers (or responsible persons) that encourage staff/students to use privately owned vehicles on university business are advised to take adequate measures to ensure that all such vehicles are properly insured and maintained in a roadworthy condition.

It is the responsibility of owners to inform their insurers of their intention to use their personal vehicle for business purposes and to ensure that any such vehicle is properly and adequately maintained and insured.

Colleges/Schools/Research Institutes that require staff/students to engage in driving duties are strongly encouraged to include Driver Training as an important element of their Health & Safety and Duty of Care Policy (e.g. defensive driving, carriage of loads etc).

## **External Vehicle Hire**

If hiring for 4 days or more; university insurance can be used but the driver must be approved by Transport Services (ie have sat and passed a TS driving assessment)  
If hiring for 3 days or less; hire companies' insurance should be used and therefore driving assessment is not required.

Whenever university insurance cover is being used, staff/students are advised that the insurance cover is only valid when a vehicle is being used on official University business.

When collecting a vehicle from a commercial hire company the customer should always satisfy him/herself that there is no obvious damage to the vehicle prior to accepting it. Should any damage be noted, however minor, the customer is advised to ensure the damage is recorded by the hire company before accepting the vehicle. Stone chips should also be reported. Where necessary obtain a copy of all reported damage and retain for your records.

Upon return of a vehicle to the hire company, staff and students are again advised to ensure that the hire company accepts the vehicle as having been returned in good order. This is to ensure that the university (and driver) is absolved from damage claim liability and that no charges for damage will be submitted at later date.

## **How do I Hire a University Vehicle?**

To become an approved driver and have the use of university vehicles and hire vehicles covered by university insurance, please follow the instructions on link below.

<https://www.gla.ac.uk/myglasgow/transportservices/bookadrivingassessment/>

## **4. Use of University Vehicles**

University vehicles represent a considerable investment and are a valuable resource which must always be treated with due care and respect.

University vehicles may only be used for official university business.

Unauthorised passengers and materials must not be conveyed in university vehicles.

Passengers carried in university vehicle must be conveyed free of charge. Failure to comply with this rule could render the university and the driver in breach of the law and open to prosecution. In event of an accident/incident insurance cover could be deemed invalid.

No unauthorised passengers or materials should be conveyed in university vehicles. Drivers and passengers travelling in university vehicles must observe and comply with all legal requirements; this includes the wearing of seat belts.

Drivers and passengers are requested to ensure that the interior of the vehicle they have been allocated is kept in a clean and tidy condition.

Alcohol must not be consumed by any person whilst they are travelling in a university vehicle.

Smoking/vaping in university vehicles is strictly prohibited.

Whilst on a journey, drivers are responsible for the safety and behaviour of their passengers as well as the security of the vehicle during the period it is entrusted to their care.

Drivers are solely responsible for all traffic offences associated with any university vehicle during the period it is assigned to their care.

Where fitted, seat belts must always be worn during a journey.

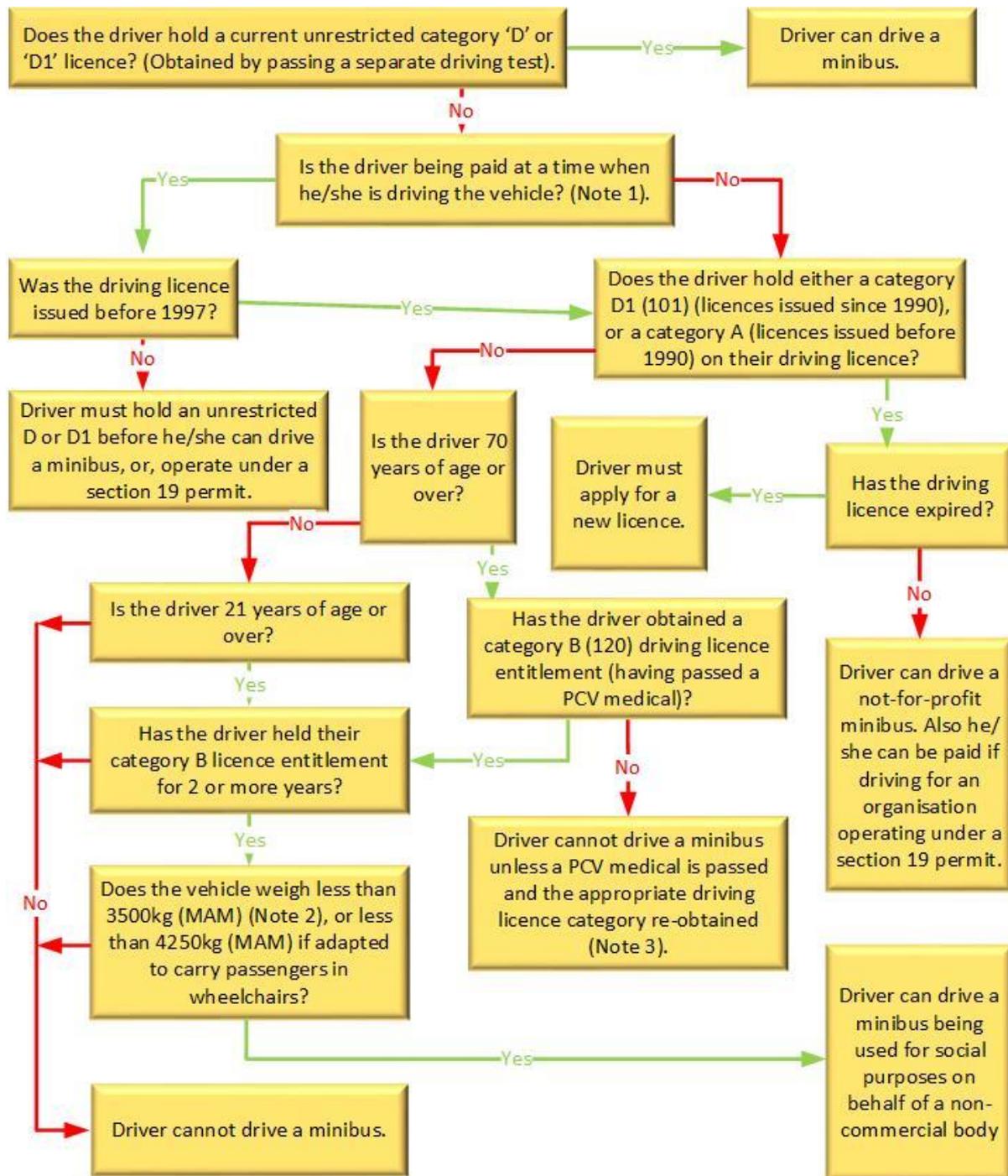
Vehicle logbooks must be fully and accurately completed for each journey.

It is the responsibility of drivers to ensure that all loads are properly and securely stowed and that the safe load-carrying capacity of the vehicle is not exceeded.

All accidents, involving university vehicles, no matter how minor, must be reported to Transport Services as soon as possible.

In the interests of security and safety the keys of all university vehicles parked on Campus overnight and at weekends must be lodged with Security staff at the Main Gatehouse.

## Minibus Driver Eligibility UK



1. When a current employee is driving for the University – they are considered to be paid for the purpose of driving a minibus.

2. MAM is Maximum Authorised Mass of the vehicle (also known as GVW – Gross Vehicle Weight).

3. Drivers who had D1 (101) can reapply for this category to be put on their driving licence after the age of 70, provided they have passed the PCV medical. Drivers who never had the D1(101) licence category entitlement, and have subsequently reached the age of 70, will need to pass a PCV medical to obtain the B(120) licence entitlement to allow them to continue to drive a minibus as a volunteer.

## **Electric Vehicles (EVs)**

Specific training on using EVs will be given by Transport Services before access to them is granted. All drivers wishing to use an EV must be assessed in an EV.

## **Dash Cams/Tracker**

For reference to university guidelines on the use of Dash Cams and Trackers in fleet vehicles, please see the Transport Services webpage:

<https://www.gla.ac.uk/myglasgow/transportservices/>.

## **Speed Limiters**

With effect from 1st January 2008 all vehicles weighing more than 3.5 tonnes or minibuses (with more than 8 passenger seats) legally require to be fitted with a speed-limiter which will restrict top speeds to 62mph.

It is now university policy to speed limit **all** university vehicles.

All such vehicles are prohibited from using the outside lane of a motorway.

## **Off-Road Driving**

Off-road driving can present numerous hazards. College/School/Research Institutes requiring drivers to operate 4x4 vehicles in off-road conditions are advised to contact Transport Services who can offer practical advice and will arrange appropriate training. Training for all off-road driving is compulsory. Off-roading is the activity of driving or riding a vehicle on unsurfaced roads or tracks, made of materials such as sand, gravel, riverbeds, mud, snow, rocks, and other natural terrain.

## **Towing**

Towing with minibuses with more than 9 seats is strictly prohibited.

Towing abroad with university vehicles is strictly prohibited.

Drivers wishing to tow with a vehicle up to 9 seats must obtain the permission of Transport Services and hold a Category 'B+E' licence.

## **General Towing Advice**

- Check the permissible MAM (maximum authorised mass) or GVW (gross vehicle weight) of the vehicle and trailer combination. The MAM/GVW can be found on the vehicle chassis plate.
- Check the suitability and security of the tow hitch.
- Check the operation of all lights and marker boards (where appropriate)
- Check wheels and tyres.
- Check operation of brakes, including break-away cable and handbrake.
- Check jockey wheel.
- Check chassis/body condition.
- Check security of load.

Passing the 'B+E' driving test entitles a driver to:

- Drive a vehicle of up to 3500kg MAM and tow a trailer up to 750kg MAM.
- Tow a trailer over 750kg MAM if the combined weight of the trailer and towing vehicle is no more than 3,500kg.

Further guidance can be found at: <https://www.gov.uk/towing-with-car>

### **Tractors, Trailers & Forklift Trucks**

Only trained and authorised persons holding a suitable driving licence may operate mechanically/electrically driven forklift/pallet trucks, tractors, trailers and other similar types of vehicle.

Appropriate training is compulsory and can be arranged by contacting Transport Services.

Drivers of slow-moving vehicles such as tractors must display a working beacon whilst the vehicle is operating or travelling on public roads.

Slow moving vehicles towing trailers must ensure that such units are properly secured to the towing vehicle and must clearly display rear lamps in working order. The trailer must have a number plate bearing the number of the towing vehicle as well as displaying 'red reflecting triangles' that identify the unit as a trailer.

Exercise extreme caution when reversing or manoeuvring a trailer using a banksman where possible.

### **Conveyance of Hazardous Substances**

Fuels should only be moved in approved containers, e.g. their original packaging or containers designed for the purpose such as plastic fuel containers (up to 10l in size) and approved metal containers e.g. jerry cans. They should not be transported in passenger carrying compartments such as vehicle cabs and where possible should be in separate compartments or the boot of the vehicle. If re-used containers should be inspected regularly, and they should be properly sealed. Where practical they should be appropriately restrained and where vehicles are fitted with suitable fire-resistant lockers these should be used for the transport of fuels.

The below guidelines have been taken from the ADR: European Agreement Concerning the International Carriage of Dangerous Goods by Road, 1st January 2017.

Further guidance can be found at:

[http://www.unece.org/fileadmin/DAM/trans/danger/publi/adr/adr2017/ADR2017E\\_web.pdf](http://www.unece.org/fileadmin/DAM/trans/danger/publi/adr/adr2017/ADR2017E_web.pdf)

International agreement covering transport of hazardous substances on the roads:

- Driver training
- Safety equipment
- Documents (e.g. instructions in writing)
- Signage and placarding
- Packaging
- Emergency procedures
- Generally intended to cover large quantities / hazardous materials
- Several exemptions and relaxations for small / limited quantities

Relaxations for Small Loads (ADR 1.1.3.6):

- Several key requirements relaxed for substances moved in small amounts
- DGSA not required
- No requirement for exterior signage / placarding
- Instructions in writing not required
- Loading / unloading in public places permitted
- Remaining requirements\*
- General awareness training for drivers (with training record kept)
- Provision of one 2kg dry powder fire extinguisher
- Correct stowage of dangerous goods in vehicles

Small Load Thresholds (ADR1.1.3.6.3):

- Exemptions apply where total quantity of hazardous substance is below a set limit.
- Limit based on Transport Category of substance.
- (Category listing and limit can be found at ADR 3.2.1)
- Equivalency needs to be calculated where mixed loads transported.
- All substances commonly moved by Transport Services fall below the threshold (provided in ADR Publication, section cited above).

Transport Category	Maximum Total Quantity
0	No exemption
1	20l
2	333l
3	1000l
4	No restriction

## **Movement of Livestock**

All schools/departments and drivers involved in the transportation of livestock must be aware of and comply with current regulations governing the conveyance, treatment and welfare of animals whilst in transit.

Further guidance can be found at: <https://www.gov.uk/guidance/farm-animal-welfare-during-transportation>

## 5. Licence Requirements

Any person wishing to drive a university vehicle must be the holder of a current and valid UK driving licence appropriate to the category of vehicle he/she intends using.

Further guidance can be found at: <https://www.gov.uk/driving-licence-categories>

Driving licences must be made available for inspection at least once a year or as requested. If it is the intention of a member of staff or student to drive a university vehicle, they must inform Transport Services in writing of any traffic offence and/or changes in driver circumstances without delay.

Drivers who were issued with a photo-card as part of their driving licence are advised the photo-card is valid for 10 years only. Drivers must renew their photocard licence when it expires. If they fail to renew their licence they will be breaking the law and risk a fine of up to £1,000.

Further guidance can be found at: <https://www.gov.uk/renew-driving-licence>.

### Non-UK Driving Licences (Foreign nationals)

The university requires all staff/students with a non-UK licence, who wish to use university vehicles, to exchange to a UK licence.

Further guidance can be found at: <https://www.gov.uk/exchange-foreign-driving-licence>

## 6. Health & Safety

The university has assessed the risks from work-related road safety and vehicle use. Below are considerations that need to be applied.

### Pre-Journey Vehicle Check List

Drivers are reminded that under the Road Traffic Act it is they who will be prosecuted if the vehicle they are driving on a public road is found to be in an un-roadworthy condition. Therefore, drivers should satisfy themselves daily that any vehicle they intend driving is roadworthy. It is in the interest of all persons intending to drive a university vehicle to carry out the following basic checks prior to driving the vehicle on the public highway: -

- Carry out all engine checks when the engine is cold, never when the engine is running. Do not remove the radiator cap when an engine is hot.
- Check tyre-pressures and visually examine the tyres for obvious damage or

- wear.
- Clean windscreen, windows, lights, mirrors and number plates.
  - Check all fluid levels including windscreen wash.
  - Ensure all lights are in working order.
  - Check heater blower/demister is working.
  - Check that all in-cab warning lights/gauges are functioning.
  - Check operation of windscreen wipers and washers.
  - Check spare wheel, jack and wheel key are in place.
  - Minibus: ensure a Section 19 Bus Permit is in place.
  - Check brake fluid and top up if required.
  - Report immediately any fluid leaks or abnormal noises from the vehicle.
  - Adjust door wing/mirrors before moving off.
  - Ensure that minibuses have a suitable fire extinguisher and first aid kit, warning triangle and drivers Hi-Viz vest.
  - Report all suspect defects to Transport Services immediately.

## **Journey Planning**

- Drivers should familiarise themselves with the vehicle's controls and instrumentation before driving off.
- Plan all journeys in advance and allow ample time for the trip. Allow for changing weather conditions.
- Drivers must ensure that the vehicle is not overloaded. When using a luggage/roof rack it is the driver's responsibility to ensure the load is properly and safely secured
- When towing a trailer ensure it is coupled securely to the vehicle. After coupling a trailer check that all lights and brakes are working properly.
- When driving in traffic always keep a safe distance from the vehicle in front. Apply the two-second rule. (four-second rule in wet conditions).
- Allow additional braking distance when driving a laden vehicle - the additional weight of passengers/equipment requires a greater stopping distance.
- Use dipped headlights when visibility is poor or if it is raining.
- Ensure that all vehicle doors can be easily opened from the outside in event of an emergency.
- Be aware of your speed always. Do not take unnecessary risks.
- Do not use a vehicle for a short journey when you could just as easily walk.
- Look and plan. Decelerate when approaching a queue of traffic or a red traffic light; this practise will reduce the need for hard braking and will reduce fuel costs.
- Check tyre pressures (and condition) regularly – underinflated tyres can increase fuel consumption by up to 3%.
- Do not leave vehicles idling unnecessarily not only will this waste fuel and contribute to exhaust pollution it is unlawful and drivers are liable to a fine.
- Check with Met Office for local weather conditions and weather warnings.

## **Parking and Traffic Offences**

Drivers will be held responsible and fully accountable for all traffic offences

associated with any University vehicle or vehicle hired on behalf of the University during the period that such a vehicle is assigned to their care. Such offences might include parking, speeding etc.

All authorised drivers (staff/students) who have been charged with a traffic offence must notify Transport Services in writing without delay.

### **Drink Driving/Driving Whilst Under Influence of Drugs**

Any member of staff or student who is charged and ultimately found guilty of a drink-driving or drug related offence will be banned from driving University vehicles.

The carriage of alcohol intended for consumption by the driver or passengers during any part of a journey is strictly prohibited.

### **Licence Endorsements**

To help manage the health & safety risk to university drivers and the public, approved drivers who accumulate licence penalty points will be given advice/training as follows

6 points: driving safety conversation

9 points: driving re-assessment

Further external training can also be offered.

### **Mobile Phones**

The Road Traffic Act states it is an offence to use hand-held mobile phones whilst driving a vehicle. This includes sending or receiving oral or text messages. If a driver carries a mobile phone the device should only be used once the vehicle has been safely parked with the keys removed from the ignition. (except in certain cases of extreme emergency).

Further guidance can be found at: <https://www.gov.uk/using-mobile-phones-when-driving-the-law>

### **Driving Outside the UK**

When planning a driving trip abroad make sure you carry your driving licence, a copy of the vehicle registration document, or proof of ownership, and arrange any necessary insurance cover. Your attention is drawn to licence restrictions placed on drivers wishing to take vehicles with more than 9 passenger seats (minibuses) abroad.

Passenger carrying vehicles with 10 seats or more (including that of the driver) being used for an international journey require a working tachometer. Drivers of such vehicles must ensure that a tachograph smart card is used at all times.

Ensure the vehicle has a first aid kit, headlamp deflectors, a warning triangle, high-viz jacket, breathalysers, and basic breakdown kit (spare bulbs etc).

For further guidance: <https://www.gov.uk/driving-abroad>.

**Available from DVLA –**

INF28 - Driving a Minibus  
INF30 - Towing Trailers in Great Britain  
INF38 - Driving in Great Britain as a Visitor Resident  
INF90 - A General Guide to Driver Licensing

**Transport Services**

13 Thurso Street  
Glasgow G11 6PE  
Tel: 0141-330-5330 (internal calls - ext. 5330)  
Email: [ecs-business-hub@glasgow.ac.uk](mailto:ecs-business-hub@glasgow.ac.uk)

**Security and Operational Support (24h cover)**

Tel: 0141-330-4282 (internal calls – ext. 4282)  
Email: [security-main-campus@glasgow.ac.uk](mailto:security-main-campus@glasgow.ac.uk)