



## Driving for Work Policy

V1.4

This document applies to all academies and operations of Cambrian Learning Trust.

[www.cambrianlearningtrust.org](http://www.cambrianlearningtrust.org)

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<b>Author</b>	Operations Officer	<b>Approved By</b>	Trust Resources Committee
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# Contents

Introduction .....	3
Policy .....	3
Linked Documents .....	3

## Introduction

Cambrian Learning Trust is responsible for the health, safety, and welfare of its employees at work. In carrying out that work Trust Members, Trustees, Governors and Employees and volunteers may be required to drive for work. In these circumstances, the Trust recognises that any vehicle used becomes both a workplace and work equipment.

The Trust recognises therefore that both individuals and vehicles must be fit for purpose.

This policy applies to all Trust employees, and other individuals who are not employees but who are directly managed by the Trust and are required to drive for work on Trust business.

This Driving for Work Policy and its supporting documents seek to encourage that all work-related journeys are carried out safely and without risks to the health, safety and welfare of Trust employees and others who may be affected by those journeys.

This policy does not include driving to a fixed place of work commonly known as commuting.

## Policy

Cambrian Learning Trust is committed to ensuring that all work journeys are carried out safely by:

- Requiring those who drive for work to be fit to drive for work.
- Encouraging individuals to only carry out necessary journeys.
- Promoting alternative ways of communication and travel.
- Expecting all who drive for work on Trust business to comply with the highway code and any relevant Trust policies, procedures, and guidance.
- Actively promoting a driving culture, which encourages drivers to drive in a socially responsible manner.
- Ensuring only those persons who have had a DBS (Disclosure and Barring Service) check and safeguarding training are authorised to drive children.
- Requiring company vehicles and own cars, are maintained serviced and inspected according to the guidelines.
- If your contract requires to drive for work and you feel you need additional training support this is provided.

## Linked Documents

- Driving for Work – Approved Driver Form

- Driving for Work – Approved Driver Register
- Driving for Work - Management and Safe Driving
- Driving for Work – School Risk Assessment
- Driving for Work – Trust Vehicle and Minibus Monthly Check Form