

Vehicle Type and Driving Licence Requirements	<p style="text-align: center;">University grounds ride on machinery (including trailers)</p> <p style="text-align: center;">(Group 1 Licence, categories F, G, H, K)</p>
Insurance	<p>All new purchased/leased vehicles should be notified to the Insurance Office by Campus Services as soon as possible and certainly before first use in order that the Motor Insurance Database can be updated.</p> <p><i>Note: Further information may be requested by the Insurance Office</i></p> <p>Vehicles not hired but on temporary loan to the University should also be notified to the Insurance Office by Campus Services before first use.</p>
Breakdown cover	<p>Not applicable, unless vehicle is to be used on the public highway and driven significant distances off campus (responsibility lies with Campus Services).</p>
Other statutory requirements	<p>Colleges / Professional Services must:</p> <ol style="list-style-type: none"> 1. Inform the University’s Transport Manager of all University vehicles they own and use* 2. Arrange annual renewal of Vehicle Excise Duty i.e. road tax and an MOT certificate (if required) <p>*The Transport Manager will keep and maintain a central record of all University owned vehicles and prompt managers to ensure that renewals are made and remain current and valid.</p>
Driver competence	<ol style="list-style-type: none"> 1. Campus Services managers are responsible for checking that their employees have a full UK/EU/EEA or International driving permit (if required) for this category of vehicle (and retain a copy) 2. Employees have a duty to notify their line manager and/or the Transport Office of any driving convictions/penalty points etc. or changes in health 3. Equipment must only be operated by nominated ‘Authorised Drivers’ with back up drivers available to back fill the positions when a nominated driver is absent from work. 4. Drivers must be given operator training on delivery of new machinery from suppliers, and this training must be recorded 5. Drivers are only permitted to operate equipment that they are licenced to drive 6. Training/supervision must be provided to establish driver competence
Vehicle maintenance	<p>Campus Services responsible for machinery and equipment (including trailers) are required to ensure that:</p> <ol style="list-style-type: none"> 1. Daily defects checks are undertaken and recorded via Nav Man (all components of the train should be considered including trailers) 2. When using trailers with tractors the PUWER checks should be included on the attachments section of the daily check sheets 3. Weekly inspections are undertaken and recorded 4. Annual safety inspections are carried out by an external company

Journey recording	Not applicable
Environment	<p>Employees responsible for using machinery should ensure they carry out a visual inspection prior to use to prevent pollution.</p> <p>All refuelling should be carried out in an appropriate location and appropriate measures put in place to prevent uncontrolled discharge of fuels /oils during the refuelling process.</p> <p>The GEP014 Emergency Preparedness and Incident Response process should be adhered to in the event of an uncontrolled discharge of fuel/oil.</p>
Fuel	Authorised drivers must ensure that the correct fuel is used in machinery for the correct purpose.
Occupational health	The Occupational Health Service is required to review pre-employment medical questionnaire and (if appropriate) arrange for medical examination for employees thereafter.
Statutory health requirements	<p>It's the employee's responsibility to make a medical self-declaration of health to the DVLA from age 70 years and every 3 years thereafter.</p> <p>It is also the employee's responsibility to declare any changes in health, or following a newly diagnosed medical condition, to the DVLA when there is a legal requirement to do so, this should be done immediately this becomes apparent, (details are specified in INS57P supplied by the DVLA, the Hospital Specialist or General Practitioner would normally inform their patient when this is necessary).</p> <p><i>NB: Any doubts regarding notification of changes to health to the DLVA should be referred to the Occupational Health Service for advice</i></p>
Notes	Not applicable