

Vehicle Type and Driving Licence Requirements	<p style="text-align: center;"><b>University grounds ride on machinery (including trailers)</b></p> <p style="text-align: center;"><b>(Group 1 Licence, categories F, G, H, K)</b></p>
Insurance	<p>All new purchased/leased vehicles should be notified to the Insurance Office by Campus Services as soon as possible <b>and certainly before first use</b> in order that the Motor Insurance Database can be updated.</p> <p><i><b>Note:</b> 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 <b>before first use</b>.</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"> <li>1. Inform the University’s Transport Manager of all University vehicles they own and use*</li> <li>2. Arrange annual renewal of Vehicle Excise Duty i.e. <a href="#">road tax</a> and an <a href="#">MOT certificate</a> (if required)</li> </ol> <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"> <li>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)</li> <li>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</li> <li>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.</li> <li>4. Drivers must be given operator training on delivery of new machinery from suppliers, and this training must be recorded</li> <li>5. Drivers are only permitted to operate equipment that they are licenced to drive</li> <li>6. Training/supervision must be provided to establish driver competence</li> </ol>
Vehicle maintenance	<p>Campus Services responsible for machinery and equipment (including trailers) are required to ensure that:</p> <ol style="list-style-type: none"> <li>1. Daily defects checks are undertaken and recorded via Nav Man (all components of the train should be considered including trailers)</li> <li>2. When using trailers with tractors the PUWER checks should be included on the attachments section of the daily check sheets</li> <li>3. Weekly inspections are undertaken and recorded</li> <li>4. Annual safety inspections are carried out by an external company</li> </ol>

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 <a href="#">GEP014 Emergency Preparedness and Incident Response</a> 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 <a href="#">INS57P</a> supplied by the DVLA, the Hospital Specialist or General Practitioner would normally inform their patient when this is necessary).</p> <p><b><i>NB: Any doubts regarding notification of changes to health to the DLVA should be referred to the Occupational Health Service for advice</i></b></p>
Notes	Not applicable