

## AYR UNITED FOOTBALL ACADEMY



### **POLICY FOR VEHICLES AND OCCUPATIONAL DRIVING VOLUNTEERS AND STAFF**

**VERSION 1.1**

Created January 2013

Passed by Board of Management June 2013

**Review dates June 2017**

#### **1. Purpose**

1.1 To ensure that vehicles used on Academy business are considered in the same terms of safety as other places of work and that relevant legislation and guidance is complied with.

#### **2. References**

- 2.1 Health and Safety at Work etc. Act 1974
- 2.2 Management of Health and Safety at Work Regulations 1999
- 2.3 Provision and Use of Work Equipment Regulations 1998
- 2.4 Road Vehicles (Construction and Use) Regulations 1986

#### **3. Occupational Driving Management**

3.1 Employees and volunteers using Academy vehicles for Academy business will **have a D1 Class part of their driving licence and no more than 3 penalty points.**

3.2 Employees and volunteers using vehicles on Academy business will adhere to the following:

- Good driving practices, in accordance with the Highway Code, are expected of all vehicle users.
- Any accidents / incidents incurred will be reported, investigated by **the Head of Youth** and recorded on an accident report form and in the accident book.
- Employees and volunteers should not attempt to drive when feeling tired, unwell or under the influence of alcohol / drugs.
- Drivers should ensure an adequate means of communication is available on all excursions.
- Drivers must not use mobile phones or other hand-held communications devices whilst driving (even via a hands-free kit).
- Drivers using a Academy vehicle must complete a Vehicle Check Form on each day, requesting assistance from **Football Development Officer** where vehicles are not found to be roadworthy

3.3 Relevant forms will be completed on each day of Academy driving. The completed forms will be retained in the vehicle and submitted to **Football Development Officer** for filing at the end of each month. Where the check identifies a deficiency with a vehicle, the employee or volunteer will not be permitted to drive the vehicle on Academy business until the deficiency has been rectified. Where the deficiency is with an Academy vehicle, **Football Development Officer** will be informed without delay.

3.4 **Football Development Officer** will manage a robust inspection, cleaning, servicing and repair system for all Academy vehicles and will keep all records in the relevant files.

3.5 In the event of an accident or emergency situation, drivers will not attempt to deal with any situation unless they have been specifically trained and, making a personal judgement, believe that it would be safe to do so. Drivers will make a personal judgement on whether to contact the emergency services or road recovery firm but will, on all occasions, report details to **the Head of Youth** as soon as is reasonably practicable.

3.6 The General Risk Assessment carried out will take account of driving on Academy business, with control measures being implemented as appropriate. However, where significant driving is required as part of an employee/volunteer's job role, a specific Occupational Driving Risk Assessment will be carried out by the **Football Development Officer** and the driver concerned. **Football Development Officer** will be responsible for ensuring all identified control measures are made available and the driver will be responsible for taking all required control actions.

3.7 The depth and complexity of the assessment will depend upon the extent and nature of the actual driving operations carried out and the following issues will be considered:

- The driver – competency / training / fitness and health
- The vehicle – suitability / condition / safety equipment / safety critical information / ergonomic considerations
- The journey – routes / scheduling / time / distance / weather conditions