

# Terms and Conditions of Use of University Fleet, Hire & Work Vehicles

## 1. Introduction

The provision and use of vehicles form an essential part of the University business operations.

All University vehicles are provided and managed by the Facilities Management (FM) Department on behalf of Edge Hill University.

All drivers of University vehicles, regardless of department, status, or purpose of vehicle use, must adhere to the 'Drivers' Responsibilities' at all times, as described in these Terms and Conditions.

All drivers of university vehicles, regardless of department, status, or purpose of vehicle use, must be registered on the University Driver Database which is reviewed annually. Drivers must participate in the annual review process, as out of date registrations will invalidate any previous authority to drive a vehicle for work purposes.

All drivers should be aware that University vehicles are to be used exclusively for business purposes, not private or personal use for example the vehicles should not be taken home. Vehicles are provided to assist in university business only, and for the convenience of employees when conducting that business. This is in line with HMRC's guidelines on the use of company cars. A standard monthly usage report will be issued to your line manager who will monitor usage and cross reference against mileage claims.

## 2. Purpose

- a. To ensure that the University meets its statutory obligations, and complies with the relevant laws, in relation to the provision and use of vehicles.
- b. To ensure that processes and procedures are in place, communicated, monitored, and reviewed, to ensure that vehicles are used effectively, and all owned/leased vehicles are maintained in a condition appropriate to the positive promotion of the University, whilst vehicles are in use.
- c. To ensure that processes and procedures are in place, communicated, monitored, and reviewed, to ensure that the care and security of university vehicles and any hire vehicle is effectively maintained whilst vehicles are on university premises.

## 3. Sections

This document is divided into three sections which should be read together

**Section 1 - Information relating to ALL vehicle use.** To be read by all vehicle users.

**Section 2 - Hire of 'University vehicles'** i.e. all vehicles which are hired, owned or leased by the University, for use by any registered<sup>1</sup> member of staff for use in connection with University business.

**Section 3 - University service vehicles** i.e. vehicles owned, leased, or hired directly by the Facilities Management Department to provide core FM services.

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<sup>1</sup> Registered on the University Vehicle Drivers Database

## **SECTION 1 – INFORMATION RELATING TO ALL VEHICLE USE**

### **1.0 Health and Safety**

#### **1.1 Legislation**

Edge Hill University has a legal responsibility to ensure that robust management systems are in place to manage and control the risk associated with the provision and use of vehicles in the workplace.

The overarching legislation that applies to the provision and use of vehicles in the workplace is the Health and Safety at Work Act 1974 (HaSaWA). However, there are numerous specific requirements relating to vehicle safety and use, detailed within regulations and approved codes of practice made under the HaSaWA. The principal regulations can be identified as the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.

#### **1.2 Hours of Driving**

Driving hours, as laid down in the Transport Act 1968 and regulations made thereafter, must be complied with. Drivers should consider the number of hours required to complete their journey, together with the number of hours they may have already worked, for example travelling after a full day of teaching. Drivers should consider their departure and arrival times, to ensure that suitable journey breaks are planned in.

- a. The University recommends that staff members carry out no more than three hours continuous driving after which the length of break from driving should be at least 45 minutes.
- b. Drivers should not be required to supervise students during their breaks. If such supervision is required, a second person/passenger should be made available for this duty.
- c. During a normal working day, drivers should not drive for more than six hours in total. With each additional driving period, the break time should be extended.
- d. Drivers should never be expected to do a full day's work, or be awake for a full day and then drive for several hours in the evening. Staff should re-arrange their work schedule if this is the case. It is the driver's responsibility to ensure they do not drive when tired.

#### **1.3 Fitness to Drive**

- a. It is the individual's responsibility to ensure that they are medically fit to drive on the public highway when undertaking any work related driving duties. University employees must declare to their line manager if they suffer from or are subsequently diagnosed with any medical condition that may affect their ability to drive. If unsure the driver must seek the advice of a medical practitioner.

#### **1.4 Eyesight**

- a. All drivers of University vehicles must be compliant with requirements in relation to eyesight and are responsible for ensuring their eyesight is adequate in both daylight and night-time driving. You must be able to read a number plate from 20 metres and if glasses or contact lens are worn normally, these should be worn when driving.

## **2.0 Insurance**

- a. All registered<sup>2</sup> drivers of University vehicles are covered by the University Insurance. Drivers must ensure that the number of passengers, including the driver, does not exceed the number of seats available, or the insurance will be invalidated.
- b. In the event of an incident the driver must stop and, if so required by any person having reasonable cause to so demand, give his or her name and the name/address of the University. In no circumstances should the driver admit liability for the incident. A damage report<sup>3</sup> must be fully completed on return of the vehicle and / or the driver.

## **2.1 Seating Capacity**

- a. The number of passengers, including the driver, must never exceed the number of seats provided. Drivers who do not comply will not be covered by University insurance.

## **General Conditions**

### **3.0 Authority to Drive Vehicles**

- a. All drivers of University vehicles, regardless of department, status, or purpose of vehicle use, must be registered on the University Driver Database which is reviewed annually. Drivers must participate in the annual review process. Out of date registrations will invalidate any previous authority to drive a vehicle for work purposes.
- b. To become registered on the University Drivers Database, drivers must have a minimum of 2 years driving experience<sup>4</sup>. A minimum age limit of 21 years plus 2 years driving experience. Have no more than six penalty points on your license. Additional restrictions and licence requirements are required to drive a minibus.

### **3.1 Drinking & Driving**

- a. Persons intending to drive a University Vehicle should not do so if alcohol has been consumed within 24 hours prior to driving.
- b. No excisable liquor is permitted in the vehicles.

### **3.2 Driving Under the Influence of Drugs**

- a. It is illegal to drive if you are unfit to do so because you are on illegal drugs, or legal drugs above specified limits. Persons intending to drive must ensure that any prescribed or 'over the counter' medication taken does not impair their ability to drive. If unsure advice must be sought from a medical practitioner.

### **3.3 Use of Mobile Phones**

- a. It is illegal to use hand held mobile phones, or other devices whilst driving. In addition, the University recommends that hands free sets (blue tooth etc.) are not used whilst driving. Mobile phones should only be used when the vehicle is parked, and the engine switched off. The only exception to this condition is for the purposes of making an emergency 999 call, in circumstances where it would be otherwise unsafe to stop the vehicle to make the call.

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<sup>2</sup> Registered on the University Drivers' Database which is managed on behalf of Edge Hill University by [co-wheels.org.uk](http://co-wheels.org.uk)

<sup>3</sup> Which can be found on the staff WIKI pages: [Campus Support - Facilities Management - GO Spaces \(edgehill.ac.uk\)](http://Campus Support - Facilities Management - GO Spaces (edgehill.ac.uk))

<sup>4</sup> 2 years driving experience with a full driver's licence

### 3.4 Adverse Weather Conditions

- a. Facilities Management will provide a pack in each University Vehicle, containing de-icer and ice- scrapers, located in the boot of the car. The driver **must** ensure this is available in the vehicle before starting their journey, the S&CIC hold a stock of de-icer and ice-scrapers if required. When adverse weather conditions are forecast, the driver is advised not to plan or undertake a journey unless necessary.
- b. In periods of ice and snow the driver must use their discretion to decide whether a road is passable or not, and where possible choose a safer alternative. When the air temperature is below -12c diesel fuel will stop flowing due to wax build up in the pipeline. Drivers are advised **not** to attempt journeys in such low temperature conditions.
- c. At their discretion, drivers may abandon a journey and take students back to university (or another safe environment).

### 3.5 Windscreen Wash

- a. Before every journey, the driver must ensure that windscreen wash is available. The University **will not** accept any responsibility for there being no windscreen wash on board the vehicle.
- b. A supply of windscreen wash will generally be available in the boot of the vehicle, and it is the driver's responsibility to check this. If this is not present, or the bottle is empty, the driver must report this to the SCIC before the initial journey begins and be provided with a new supply. **Please note** that it is an offence to drive without windscreen wash fluid on board.

### 3.6 Smoking

- a. No smoking is permitted in any University or 3rd Party Hire vehicle this includes e-cigarettes.

### 3.7 Food Consumption

- a. No food should be consumed within a university or 3<sup>rd</sup> Party Hire vehicle at any time.
- b. Food odours linger and accidental stains and spillages make driving unpleasant for other users and incur unnecessary cleaning charges.

### 3.8 Fuel

- a. It is a condition of hire that vehicles are returned to campus after use with the requisite amount of fuel in the fuel tank.
- b. University fleet vehicles must be returned with a minimum of half a tank of fuel
- c. Minibuses must be returned with a full tank of fuel.
- d. If a fuel card is provided, this must be used to replenish the fuel tank. Otherwise, drivers should use their own funds and complete expenses claim form.
- e. Hire vehicles should be returned with the same amount of fuel at the beginning of the hire. Drivers should use their own funds in this case and complete expenses claim form.

### **3.9 Penalty Charges, Fines, Tolls, Parking or Congestion Charges**

- a. It is the driver's responsibility to pay any parking charges, toll fees, including tunnels and bridges, during their loan of the vehicle. These charges may be claimed back by means of completing a staff expense claim form (available from the Finance wiki pages) and providing receipts or confirmation of the payment.
- b. Penalty charges or fines including any administration charges are the responsibility of the driver and will not be reimbursed via staff expenses. Failure to abide to all terms and conditions may result in formal disciplinary procedures.

### **3.10 Route Planner**

- a. Plan your route to see where Tolls may apply and see current traffic information - <https://maps.google.co.uk/>

## SECTION 2 – UNIVERSITY & HIRE VEHICLES

This section is to be read in addition to Section 1

### 1.0 Introduction

This section refers to all vehicles which are hired, owned, or leased by the University, for use by any registered<sup>5</sup> member of staff for use in connection with university business.

Nothing contained within these Terms and Conditions shall override a driver's statutory legal obligations.

The University Fleet Vehicles will bear the Edge Hill livery and will play a key part in promoting the Edge Hill University brand. It is therefore essential that these vehicles are kept in the best condition possible, always, and that all processes for the booking and hire, monitoring, care, and security are arranged to support this key principle.

### 1.1 Drivers' Responsibilities

Drivers' responsibilities relate to the driving of all vehicles.

To maintain the best condition of the University vehicle fleet, ensure the health and safety of university staff and to ensure a positive image of Edge Hill University is always portrayed, all drivers of fleet vehicles and hire vehicles are required to adhere to the terms and conditions of use and drivers' responsibilities as stated below, as well as their statutory obligations. Failure to observe these responsibilities will, in every case, be reported to the driver's Line Manager for further investigation and may lead to the withdrawal or suspension of this privilege of use or be dealt with under disciplinary procedures.

#### 1.1.1 Prior to the Journey Commencing Fleet Car bookings

- a. The driver must seek the approval of their Line Manager prior to requesting the use of a university or hire vehicle.
- b. The driver will register as a driver with Co-Wheels prior to requesting the use of a fleet car. Co-Wheels will conduct the prerequisite license checks on behalf of Edge Hill University.
- c. The driver will require a vehicle user card which can be sought from the FM Helpdesk after registering as a driver with Co-Wheels
- d. Before your first vehicle use you will need to register your vehicle user card with Co-wheels by calling the customer service team on 0191 375 1050. This is required to unlock the vehicle.
- e. The driver **must** undertake a visual check of the vehicle.
- f. Any visual or mechanical defects must be reported immediately to the customer service team on 0191 375 1050 and before commencement of the journey. In the event of a mechanical defect the vehicle **must not** be used. A replacement vehicle may be offered if available.

#### 1.1.2 Prior to the journey commencing for any other University or hire vehicle other than a Fleet Car

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<sup>5</sup> Registered on the University Vehicle Drivers Database

- a. The driver must seek the approval of their line manager prior to requesting the use of a university or hire vehicle.
- b. The driver will register as a driver with Co-Wheels prior to requesting the use of any other University or hire vehicle. Co-Wheels will conduct the prerequisite license checks on behalf of Edge Hill University.
- c. If a fleet vehicle is unavailable, the driver will request a hire vehicle via the vehicle requisition form via FM wiki or FM Helpdesk.
- d. If a hire vehicle is booked and confirmed, the driver will present their Photocard Licence and their Vehicle Booking Authorisation form to the Campus Support Team within the SCIC prior to being issued with a vehicle key.
- e. In accepting the keys to any vehicle, the driver accepts that the vehicle is to be used for business purposes only and takes full and absolute responsibility for the safe and legal operation of the vehicle, together with the safe parking of the vehicle, always until the vehicle and keys are returned to the SCIC at the end of the hire period.
- f. The driver will undertake a visual check of the vehicle.
- g. Any visual or mechanical defects of the vehicle must be reported immediately to the SCIC and before commencement of the journey. In the event of a mechanical defect the vehicle must not be used. A replacement vehicle will be offered if available.

The driver will check that a bottle of screen wash is available in the boot of the vehicle. The driver will enter journey details into any Vehicle Logbook, to include date of journey, mileage reading at the start of the journey, destination, and name of driver. (NB a Vehicle Logbook will only be present in university fleet vehicles).

### **1.1.3 During the Period of Use for both fleet and hire / other vehicles**

- a. Vehicle to be always driven in a safe and courteous manner.
- b. Speed limits must be always observed.
- c. Fuel and windscreen wash is to be topped up as required
- d. No smoking within the vehicle this includes e-cigarettes.
- e. No food to be consumed within the vehicle. (This condition may **only** be relaxed in the case of minibus hire).
- f. No inappropriate or non-work-related loads to be carried.
- g. The Vehicle must be returned in a clean and tidy condition after use.
- h. Any accident or damage sustained during the period of use is to be reported to the Campus Support Team within the SCIC. A damage report<sup>6</sup> is to be completed by the driver as soon as possible.

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<sup>6</sup> Which can be found on the staff WIKI pages: [Campus Support - Facilities Management - GO Spaces \(edgehill.ac.uk\)](https://www.edgehill.ac.uk/campus-support-facilities-management-go-spaces)

#### **1.1.4 At the End of the Journey**

- a. The vehicle is to be parked in their designated position to end the journey.
- b. The driver will ensure that fleet vehicles are returned with a minimum of a half tank of fuel. EHU Minibuses must be returned with a full tank of fuel as part of these conditions of use. Hire vehicle must have the same amount of fuel as the beginning of hire. The user is required to replenish the fuel to this minimum level, using the fuel card supplied with, or their own funds, if necessary (all hire vehicles), to be claimed back after the journey.
- c. On returning to campus, the driver will complete the journey information in the Vehicle Logbook (if issued), to include date, mileage reading at end of journey, any faults or damage incurred during the period of booking and signature of the driver. The Vehicle Logbook remains in the vehicle. Please note Vehicle Logbooks will only be present in university minibus fleet vehicles.
- d. Any damage incurred must be reported to the SCIC in the first instance and the appropriate documentation completed and any further information (photographs, drawings, 3<sup>rd</sup> party details recorded)
- e. The driver will remove all their belongings and any rubbish from the vehicle and ensure the vehicle is returned in a tidy condition.
- f. Keys should then be returned to the SCIC for minibuses / Hire vehicles or kept in the vehicles in relation to pool cars.

#### **1.2 Road Traffic Offences**

- a. The University will not reimburse, or support, any penalty applied to the driver during their period of vehicle hire. Any offence committed under the Road Traffic Act may lead to the suspension or withdrawal of the privilege of use, regardless of any penalty imposed under statutory law.

#### **1.3 Penalty Charges, Fines, Tolls or Parking Charges**

- a. It is the driver's responsibility to pay any parking charges or toll fees, including tunnels and bridges, during their loan of the vehicle. These charges may be claimed back by means of completing a staff expense claim form (available from the Finance wiki pages) and providing receipts or confirmation of the payment.
- b. Penalty charges or fines including any administration charges are the responsibility of the driver and will not be reimbursed via staff expenses. Failure to abide to all terms and conditions may result in formal disciplinary procedures.

#### **1.4 Route Planner**

- a. Plan your route to see where Tolls may apply and see current traffic information - <https://maps.google.co.uk/>

## **SECTION 3 – UNIVERSITY SERVICE VEHICLES (Including Buggy's)**

This section to be read in addition to Section 1 & 2

### **1.0 Introduction**

This section refers to vehicles owned, leased, or hired directly by the Facilities Management Department to provide core FM services.

### **1.1 FM Responsibilities**

**1.1.1** FM teams must take responsibility and ownership for any vehicle owned or hired for their use, by the University. Ownership of these vehicles involves the following criteria:

- a. Maintaining the condition of the vehicle
- b. Ensuring sufficient fuel is available for the next user
- c. Maintaining control and security of the Fuel Card
- d. Maintaining control and security of the vehicle keys
- e. Ensuring the driver using the vehicle is fit to do so
- f. Providing a written report of any accident or damage involving a vehicle within 24hours of the incident occurring.
- g. Logging accident or near miss on the online recording system in MyFM.

**1.1.2** FM Service Manager is responsible for:

- a. The health & safety of all their team in their use of vehicles in their role
- b. Ensuring that risk assessments have been undertaken, where required, by the Supervisor or other competent person under their management
- c. Overall staff training and development (capability) regarding fleet management
- d. Ensuring the vehicle is fit for purpose
- e. Encouraging value for money in vehicle use
- f. Ensuring that all requirements of 'ownership' are adhered to
- g. Monitoring staff using the vehicles and take appropriate action if the vehicle is misused this could include disciplinary procedures

**1.1.3** FM Supervisor (Operational Line Manager) is responsible for:

- a. The health & safety of the employee using the vehicle in their role.
- b. Allocation and use of the vehicle
- c. Recording vehicle use
- d. Ensuring the driver is fit to drive the vehicle (capability of the individual).
- e. Ensuring the vehicle is fit for purpose
- f. Ensuring the overall maintenance of the vehicle (including vehicle checks)

- g. Security and allocation (correct use of) vehicle Fuel Cards, or ensuring that the vehicle can be fuelled
- h. Security and allocation of vehicle keys
- i. Providing a written report of any accident or damage within 24 hours to Business Support, via their FM Manager
- j. Logging accident or near miss on the online recording system in MyFM.

**1.1.4** FM Driver is responsible for:

- a. Their own health and safety in carrying out their work, and the health and safety of other colleagues, students, and visitors
- b. Declaring any issues relating to the registration of themselves as a driver and their capability in driving the vehicle
- c. Maintaining the condition of the vehicle (cleanliness and reporting of any faults)
- d. Individual vehicle checks prior to vehicle use
- e. Ensuring enough fuel is available for the next user
- f. Keys/Fuel Cards when in use (collected from and returned to FM Supervisor)
- g. Providing a written report of any accident or damage to their supervisor and/or FM Manager within 24 hours
- h. Logging accident or near miss on the online recording system in MyFM.
- i. Adhering to Terms and Conditions and associated procedures.

**1.1.5** FM Business Support is responsible for

- a. The overall co-ordination of the FM Fleet Management function
- b. The improvement of all Fleet Management processes
- c. The recording and processing of data related to Fleet Management (including vehicle use)
- d. The processing of orders relating to Fleet Management costs
- e. The hire of third-party vehicles for FM
- f. The processing of servicing/MOT/planned repairs relating to FM vehicles
- g. A point of contact for FM with Compliance, Finance, and external Fleet Management suppliers, including providing information for communication to customers

## **Maintaining Vehicle Condition**

### **2.0 Vehicle Checks**

- a. Vehicle checks should be conducted by the 'owning' team at the start of each day. During the day everyone using the vehicle should conduct their own check prior to working with that vehicle (in the same way they would check the area they are working in before carrying out any tasks). Any faults must be reported to their supervisor or FM Manager, depending on availability, to be rectified.

## **2.1 Reporting Damage, Accidents/near misses**

a. Any damage discovered must be investigated immediately and a written report provided to FM Business Support via the FM Manager responsible for the ownership of that vehicle. All accidents/near misses must be reported on the online accident reporting form available via MyFM. Please note that Business Support cannot do this for you.

## **2.2 Vehicle Breakdown**

a. If any FM vehicle requires the breakdown service at any time, they should be called immediately (the number is available in the repair information in the FM Vehicle Guide, and on the key fob/tax disc of each vehicle). This is the responsibility of the driver using the vehicle and should then be communicated to the Supervisor of the owning team, with a copy to the Business Support Team via [fleetmanagement@edgehill.ac.uk](mailto:fleetmanagement@edgehill.ac.uk).

## **2.3 Vehicle Cleanliness**

a. Cleanliness of the vehicle is the responsibility of the driver. Any litter/waste created during their use must be disposed of and the vehicle kept in good condition. The FM vehicles represent FM on campus and are highly visible; therefore, it is essential that the outside of the vehicle is always maintained in a clean and tidy state.

## **2.4 Servicing and Valeting**

a. FM Campus Support will arrange for all servicing of vehicles and will provide basic information on the procedure for repairs relating to each vehicle. Campus Support will organise valet monthly.

## **3.0 Health and Safety**

a. Health and Safety procedures should be followed in the event of any accident, including the production of an accident/near miss report form and the follow up investigation. This is vital information for insurance purposes. Where special vehicles are required, e.g. a Forklift Truck, a risk assessment and training must be undertaken prior to any subsequent use or hire.

## **4.0 Vehicle Fuel**

a. Each vehicle, except for electric vehicles, has its own fuel card assigned. The security of the card and its use is the responsibility of the 'owning' team and the driver. Fuel cards must only be used for the registered vehicle to which the fuel card is assigned. The owning team must ensure effective measures are in place to maintain the security of the fuel cards and prevent the fraudulent use.

b. FM Finance and Campus Support will act as point of contact to the fuel card company and administer all payments. They may request new cards or cancel current ones, depending on the requirements of the owning team and will receive reports of any suspected fraudulent use of the card.

c. FM Finance and Campus Support cannot provide fuel cards for temporary or replacement vehicles and does not hold petty cash. A staff advance is available for paying for fuel and other related items, on completing the appropriate form available from Finance. All claim forms must be authorised by the Line Manager. Fuel for this type of vehicle may also be bought via personal debit/credit cards and claimed back from Edge Hill using the appropriate claim form.

## **5.0 Vehicle Keys and Vehicle Use**

a. Vehicle keys must be signed in and out by each driver. It is vital that the vehicle key is secured when not in use, in a lockable container. The owning team will issue the key to the driver, regardless of the FM Team requiring the vehicle, and will collect information on:

- (1) Name of the driver
- (2) FM Team
- (3) Time/Date in and out
- (4) Purpose of use
- (5) Any problems with the vehicle
- (6) FM Finance and Campus Support will review the use of each vehicle to inform the future procurement process.

## **6.0 Authority to Drive**

Please refer to Section 1, Para 3.1.

- a. FM Managers and Supervisors must ensure that a risk assessment is undertaken along with training before any specialised vehicle is authorised for use, e.g. Forklift Truck.
- b. FM vehicle key holders must ensure that all FM drivers are fully registered on the Co-Wheels database and that their details are renewed annually. Drivers who do not renew their details annually are **not** authorised to drive. If a driver requests a vehicle without being registered on the University Vehicle Driver Database, the keys should not be provided under any circumstances until that driver is registered.
- c. FM Campus Support cannot advise the FM team as to the competence of any driver. This judgement must be made by the FM Manager, Supervisor or Line Manager of the driver i.e. the Line Manager allocating work that involves the use of an FM vehicle. If any driver is involved in an accident/near miss, part of the investigation must include a judgement regarding the future risk of that user continuing to drive vehicles.