



Policy on the Use of Company Vehicles

This document sets the policy on the use of vehicles registered under the company name 'Camphill Rudolf Steiner Schools Ltd'.

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1. Purposes for which CSA vehicles can be used

CSA vehicles can be used for CSA business and for social, domestic and pleasure purposes.

CSA vehicles can't be used for the carriage of passengers for hire or reward, or in any competition, trial, performance test, race or trial of speed, including off-road events.

2. Requirements for driving CSA vehicles

Only individuals, who are on the list of authorised drivers, or those with permission by the Executive, can drive vehicles registered under the company name Camphill Rudolf Steiner Schools Ltd. An up-to-date list of authorised drivers is kept in the CSA office.

Record of Approval				
6	August 2017	Evgueni Chepelin	Norma Hart (for Board of Trustees)	August 2020
Rev	Date	Author	Approved	Review

The requirements for an individual to be appointed a CSA driver are as follows (see also Appendix):

A. Car driver

- a full British driving licence, including an exchanged British driving license, or
- a full EC/EEA licence and an external competence test with a licensed driving school or instructor, and
- briefing on this policy and rules for CSA drivers, and
- confirmation by the Executive.

B. Car driver for pupils/students

- an internal driving aptitude test, and
- confirmation by the Executive

C. Minibus driver

- aged 25 or over, and
- for salaried co-workers employed as CSA drivers – a full British category D1 licence, or
- for salaried and non-salaried co-workers driving not-for-pay – a full British category B licence for at least two years or an EC/EEA license with the entitlement to drive minibuses, and an external competency test for minibus driving with a licensed driving school or instructor, and
- an internal driving aptitude test.

D. Farm vehicles (including ride-on lawn mower) driver

- For driving out-with CSA grounds and estate, the requirements apply as for **A** plus receiving appropriate training.
- On the CSA grounds and estate, the farm vehicles can be driven by any individual, aged 15 or over, after receiving appropriate training.
- A CSA pupil/student can drive a farm vehicle on the CSA estates only after receiving appropriate training. A risk assessment must be completed.
- No passengers younger than 13 are allowed on farm vehicles where there are provisions for passengers.

3. Use of non-company vehicles

With the approval by the Executive vehicles other than CSA owned vehicles may be used by CSA co-workers, who are on the List of authorised drivers, during undertaking their duties. Non-CSA vehicle must be taxed, insured, MOT'd and roadworthy at the time of use. The insurance cover on privately

owned vehicles may not cover their use for CSA purposes and in the event of such use steps must be taken to obtain an appropriate insurance cover.

The CSA motor insurance does not cover CSA co-workers driving vehicles owned by CSA employees or hired, leased or lent to them by CSA employees.

4. Use of CSA vehicles by other organisations and individuals

CSA registered vehicles can be used by another organisation or an individual for business, social, domestic or pleasure purposes, only if their use is covered by the insurance obtained by the organisation or individual concerned, and not for the carriage of passengers for hire or reward.

The Executive authorise use of CSA vehicles by another organisation or an individual being satisfied that the insurance cover is in place and that the driver holds a license to drive the vehicle.

5. Procedure for appointment of a co-worker as a CSA driver for cars/driver for pupils and students/minibus driver

- Co-worker is sponsored to become CSA car driver/driver for pupils and students/minibus driver by a CSA group.
- Co-worker receives policy briefing, completes an external competence test and an internal driving aptitude test, as required – see Appendix.
- UK license holder obtains 'check code' from DVLA website <https://www.gov.uk/view-driving-licence> and brings it with license to the office; a secretary views co-worker's driving record and reports to the Executive about penalty points and disqualifications.
- EU license holder brings driving license and a report about an external competence test to the office.
- The Executive confirms appointment of the co-worker as a CSA driver for cars/driver for pupils and students/minibus driver.
- Name of the co-worker is added to the list of authorised drivers in the appropriate category.

6. Restrictions on driving minibuses

A CSA driver, who does not have D1 entitlement in the driving license, can drive minibuses with a maximum gross weight not exceeding 3500 kg.

7. Practice/learner driving with CSA vehicles

An individual with EU and non-EU driving license or UK provisional driving licence may use a CSA car for practicing car driving in preparation for a driving test. A permission to use a CSA car for this purpose must be obtained from a nominated person, who conducts internal aptitude tests, and a name of the individual added to the List of CSA drivers in the category 'Practice/Learner'. A practice/learner driver must be accompanied by a CSA driver. L-plates must be displayed on the car, driven by a learner.

A CSA driver may use a CSA minibus for practising minibus driving in preparation for a driving test. A permission to use a CSA minibus for this purpose must be obtained from a nominated person, who conducts internal aptitude tests.

Practice driving of farm vehicles on the CSA grounds and estate only does not require possession of a provisional driving licence. Permission for practice driving must be obtained from the Land Manager. Practice driving must be supervised by an experienced farm vehicle driver.

8. Accident reporting

Any accident, involving a CSA vehicle, must be reported to the H&S Core Group. Driver of the vehicle fills in an accident form and submits it to the office within seven days of the accident. Members of the H&S Core Group consider the report and take appropriate actions, which may include a recommendation to the Executive to suspend co-worker, involved in the accident, from driving CSA vehicles.

9. Rules for CSA drivers

CSA drivers must abide by the following rules:

- Ultimate responsibility for the safety of all passengers in a vehicle lies with the driver
- The driver must visually check the vehicle before its use.
- The driver must ensure that the vehicle is in a reasonably clean condition.
- All faults or accidents involving a vehicle must be reported immediately to the co-worker responsible for the vehicle, or in their absence, to the CSA Office.
- Before starting the vehicle, the driver must ensure that passengers are wearing seat belts, any load safely secured, and that all doors are correctly shut.
- If any of the passengers refuses to wear seatbelt, the driver must not start a vehicle until the situation is resolved.
- If any of the passengers unfastens their seatbelt, the vehicle must be halted at the first safe opportunity.

- A seatbelt check must be conducted at least once a month by the co-worker responsible for the vehicle. If a fault is found, the seat should not be used.
- Any accompanying co-workers should be responsible for the good conduct of pupil passengers. The driver should not be distracted during the drive.
- On CSA grounds, follow the rule of reverse parking.
- The driver must know the Highway Code and adhere to speed limits; tailgating is prohibited.
- Use of handheld mobile phones while driving is prohibited at all times.
- Drive appropriately for the weather conditions and avoid all but essential journeys in extreme weather.
- Do not drive if tired or unwell.
- A driver must not consume any alcohol prior to driving pupils or co-workers on CSA business. If he/she feels that the alcohol consumed previously still can affect his/her driving, a CSA driver has a duty to declare his/her incapacity for driving pupils or co-workers. Drivers of CSA vehicles while using them for personal and leisure purposes must ensure that they do not consume the amount of alcohol above the legal limit. Any CSA driver, who is charged with driving under the influence of alcohol, automatically loses his/her status as a CSA driver and is banned from driving CSA vehicles. CSA reserves a right to call the police to breathalyse any driver who is involved in an accident on the CSA grounds or suspected of driving under the influence of alcohol.
- CSA has a zero tolerance to the use of illegal substances by co-workers. CSA reserves a right to call the police to test any driver who is suspected of driving under the influence of illegal substances.
- If prescribed a medication, the driver must ensure that it does not affect his/her ability to drive.
- The driver must inform the CSA Office about any changes to his/her driving licence, including penalty points and disqualifications.

Appendix. Requirements for a co-worker to become a CSA driver, a driver for pupils and a minibus driver.

Co-worker holds	CSA driver (cars only)	Driver for pupils/students (cars only)	Minibus driver (over 25 and holding license for 2 years)
British licence	Policy briefing Confirmation by the Executive	Internal aptitude test Confirmation by the Executive	External competence test Internal aptitude test Confirmation by the Executive
EC/EEA licence	External competence test Policy briefing Confirmation by the Executive	Internal aptitude test Confirmation by the Executive	Only if the holder entitled to drive minibuses: External competence test Internal aptitude test Confirmation by the Executive
Licence issued in one of the DVLA designated countries (see below)	Exchange license to British External competence test Policy briefing Confirmation by the Executive	Internal aptitude test Confirmation by the Executive	External competence test Internal aptitude test Confirmation by the Executive
Licence issued in any other country	Obtain British license by passing a driving test Policy briefing Confirmation by the Executive	Internal aptitude test Confirmation by the Executive	External competence test Internal aptitude test Confirmation by the Executive

The DVLA designated countries are:

Andorra, Australia, Barbados, British Virgin Islands, Canada, Falkland Islands, Faroe Islands, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, Switzerland and Zimbabwe.