

**University of Sheffield**  
**Staff Occupational Health Service**

**Guidance for University Drivers**  
**Health Assessment Procedure**

As part of its duty of care to its staff and responsibility to others, the University of Sheffield is required to ensure that there are no potentially significant health problems affecting its drivers.

This procedure applies to all:

- Drivers of University vehicles as part of their terms and conditions
- Drivers of University vehicles as part of their regular duties
- All drivers of minibuses on University business (9-16 passengers)
- Drivers hiring vehicles from the University vehicle pool and those hiring vehicles from other agencies for business purposes
- Vehicles which are hired by departments for specific individuals

Whilst the procedure focuses on all other drivers of cars either owned or hired by the University, particular emphasis is placed on driving the following vehicles:

- Light vans
- Other light load carrying vehicles
- Small Passenger Carrying Vehicles (PCVs)
- Special Purpose Vehicles (SPVs) such as tractors, land rovers, Heavy Goods Vehicles (HGVs) and Fork Lift Trucks (FLT)

Drivers of University vehicles (vocational drivers) are required to fulfil strict medical requirements similar to those applied to commercial drivers. For the purpose of health assessment the following categories apply:

**Category A Drivers**

Those individuals driving University vehicles and vehicles hired directly by the University, on an infrequent basis, are requested to complete a Category A Health Declaration form annually; this includes:

- Drivers hiring vehicles from the University vehicle pool and those hiring vehicles from other agencies for business purposes
- Individuals driving vehicles which are hired by departments for specific individuals
- All drivers of minibuses on University business (see terms below\*)

## **Category B Drivers**

- Drivers of University vehicles as part of their terms and conditions
- Drivers of University vehicles as part of their regular duties

These individuals are requested to attend the Staff Occupational Health Service (SOHS) for a health assessment. This will be undertaken every 5 years under the age of 45 years, and 2 yearly thereafter. Additionally if individuals develop any new medical conditions potentially detrimental to their ability to drive as part of their job, they must inform their manager immediately and contact the SOHS; drivers should also inform their manager of any legal reason for being unable to drive. Conditions will include:

- Diabetes
- Heart conditions
- High blood pressure
- Neurological conditions such as seizures
- Visual defects

Drivers must also inform their manager of any legal reason for being unable to drive, i.e. if they have been disqualified from driving as a result of a motor offence or for medical reasons.

Category B drivers are requested to give consent to allow SOHS to advise the University of their fitness to drive. Failure to provide consent to this request will be conveyed to the individual's manager.

## **\*Minibus Drivers**

Section 19 of the Transport Act 1986 (exempts educational and other establishments from having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement) permits the University to exempt drivers of its minibuses providing they fulfil the following criteria:

All permit drivers must be 21 or over.

- a. Drivers who passed their test before 1<sup>st</sup> January 1997

Drivers who passed their car (category B or category A on the old style licence) test before 1<sup>st</sup> January 1997 were automatically granted additional entitlement to drive minibuses with 9-16 seats (category D1). For as long as they hold a category D1 entitlement, these drivers may drive a 9-16 seat minibus of any weight used under a permit. On expiry of the licence the D1 entitlement may be renewed provided the driver can meet the standards of health, which involves a compulsory medical examination. Completion of the medical examination, your renewal of category D1 entitlement will last for a 3 year period.

- b. Drivers who passed their test on or after 1<sup>st</sup> January 1997

Drivers who passed their test on or after 1<sup>st</sup> January 1997 are no longer granted D1 entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9-16 seat minibus providing the following conditions are met:

- The driver has held a category B licence for at least 2 years
- The driver receives no payment or consideration for driving the vehicle other than out of pocket expenses
- The minibus has a gross weight not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers)

The University has a duty of care to all staff and students who undertake the driving of minibuses as part of their University business and therefore requires that each individual complete health declaration and health assessment in SOHS. (These are available from your transport liaison personnel, Transport Manager, Staff Occupational Health Service website).

### **Referral Procedure**

#### **Departmental Responsibilities**

Departmental Managers are to notify the SOHS of all new or existing employees who drive regularly as a part of their University duties (new employees will be identified via the University's Designated Activities Checklist during the pre-employment assessment process).

The department is responsible for referring its drivers to the SOHS for health assessment when their review is due.

#### **Staff Occupational Health Service Responsibilities**

All newly appointed individuals who are contractually required to drive University vehicles must first be declared as medically fit by completion of the Category B Driver's Health Assessment Form and Examination by the SOHS. An offer of employment to a successful applicant will be conditional upon them being certified by SOHS as 'fit to drive'.

Existing staff whose duties are revised to include vocational driving duties will also be required to complete a Category B Driver's Health Assessment; a fitness certificate must be obtained prior to undertaking new responsibilities.

Fitness certificates to be sent to HR department for new employees and to requesting manager / transport manager / transport liaison personnel for existing employees.

*Individuals, who are found to have provided false information to the University on their fitness to drive, or have failed to inform the University in the event they have been disqualified from driving for legal or medical reasons, will be deemed to have committed an offence against the University and will be dealt with under the University's Disciplinary Procedure.*

**Reference:**

DVLA, *Guide to the Current Medical Standards of Fitness to Drive*, 2008

ROSPA, Minibus Safety – A Code of Practice, 3.14, 2002

[www.direct.gov.uk](http://www.direct.gov.uk)

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