

Policy/Procedure/Strategy: Driving at Work Policy
 Review Due: 01/03/2022
 Date of Assessment: 29/03/2017

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 Department/Section: Health and Safety

Signature: John McLuckie
 Date: 29/03/2017

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

The College recognises its general duty to do all that is reasonably practicable to ensure that employees, representatives of the college and Board members who drive in connection with their work, do so in a safe and legal way in a safe and legal vehicle and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users.

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College Board of Governors, staff and students	College Board of Governors and staff	Qualitative – Argyll College UHI Driving at Work Policy, Argyll College UHI Safeguarding Children, Young People, Adults at Risk and Staff Policy, Health and Safety at Work etc Act (1974), Management of Health and Safety at Work Regulations (1999), The Highway Code, The Prohibition of Smoking in Certain Premises (Scotland) Regulations (2006), Road Traffic Acts and Associated Regulations. Anecdotal – Staff views on the policy.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	N	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3

Action to be taken

- Policy review should clarify the usage of adapted cars and the insurance requirements for staff driving adapted cars on college business.
- Review of equality impact assessment whenever this policy, related college policies or associated legislation is updated or revised.

Summary of EIA Outcome – please tick

- No further action to be carried out
 Amendments or changes to be made
 Proceed with awareness of adverse impact
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee