



RADLEY

College Vehicles

September 2025

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AUTHORISED DRIVERS

Only authorised drivers may drive College minibuses. The College has Section 19 small bus permits for its 9-seater and 17-seater minibuses, displayed in the window of each vehicle, so drivers do not need a commercial operator's licence. However, to qualify to be able to drive a minibus, an individual should:

- have held a full UK or EU driving licence with Category B for 12 months or longer
- be aged between 21 and 70 years old
- only use the minibus for school purposes
- ensure the maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp
- to drive a 17-seater, have a D1 category on their licence.

See table below for clarification on licences needed to drive specific vehicles. You can check your driving licence categories and towing allowances at the following link: <https://www.gov.uk/driving-licence-categories>.

To become an authorised driver for the College, you must present your current driving licence to the Estates Operations Manager or Bursar's Executive Assistant. A copy of which will be held by the Estates Office until such a time as you leave the College. (It is your responsibility to note the expiration date on your licence photocard and apply for a new licence in good time. An expired licence may result in not being able to drive College vehicles).

If a driver has six or more points on his or her licence they must advise the Bursar's Executive Assistant so our insurers can be consulted.

DRIVER TRAINING

All drivers should undertake a familiarisation of College vehicles with the Proctor before using any of them. Authorised minibus drivers should ensure the Estates Operations Manager has a copy of their full driving licence and should advise them immediately of any subsequent licence endorsements.

Any drivers who passed their test after 1 January 1997, who may be required to drive a 17-seater minibus, are strongly encouraged to train and take the driving test for a D1 licence in their first term of employment. Further details from the Proctor. You cannot drive a 17-seater without a D1 licence.

Drivers should also read ROSPA's [Safe Riding for Minibuses](#).

COLLEGE VEHICLES

The Estates Department holds a complete list of all vehicles and departmental ownership. Below is a table of the vehicles available to book for College activities, please refer to the section on 'Booking' for further guidance.

Vehicles must not exceed the stated passenger capacity as this could invalidate the insurance.

Registration	Vehicle Type	No. of seats including driver	Licence category required	Towbar*
AE60 RAD	VW ID7 Electric Car (Auto)	5-seater	B	
OE18 BTV	Nissan Navara Acenta DC M	5-seater	B	✓
AE61 RAD	Ford Tourneo Custom, Hybrid	9-seater Auto	B	✓
AE62 RAD	Ford Tourneo Custom, Hybrid	9-seater Auto	B	✓
AE63 RAD	Ford Tourneo Custom, Hybrid	9-seater Auto	B	✓
BP70 XJJ	Ford Transit Custom Tourneo	9-seater	B	✓
BP70 XJG	Ford Transit Custom Tourneo	9-seater	B	✓
BW70 BVM	Ford Transit 460 L4	17-seater	D1	
HK21 GDU	Ford Transit 460 L4	17-seater	D1	
YP21 SYH	Ford Transit 460 L4	17-seater	D1	
YP21 SZJ	Ford Transit 460 L4	17-seater	D1	
YP21 SZL	Ford Transit 460 L4	17-seater	D1	

Some vehicles have a normal tow bar and electrics; no vehicle is permitted to tow unless a suitably and correctly fitted tow bar is used and the individual's licence allows them to.

NB. *You should only tow a trailer if your licence allows you to. Please check online for [towing allowances](#).

INSURANCE

The College renews its vehicle insurance every year and a current insurance certificate can be found in each vehicle folder. We have vehicle breakdown cover as part of this policy. Any insurance queries should be directed to the Bursar's Executive Assistant. You must declare to the Bursar's Executive Assistant any medical conditions for insurance cover purposes: <https://www.gov.uk/driving-medical-conditions>.

PRIVATE USE

College vehicles are not insured and hence should not be used under any circumstances for private purposes. Minibuses should, therefore, not be offered or made available to third parties. If, by exception, we are asked to lend a minibus (e.g. to a charity or state school), it must be authorised by the Bursar, and the Bursar's Executive Assistant must be notified in good time to ensure temporary insurance cover is in place.

BOOKING

Vehicles are booked in Office 365 through the calendar system and are listed in the global address book as 'Vehicles' (under 'Resources'). Instructions on how to book a vehicle can be found on Sharepoint > [IT Helpdesk](#). Please refer to IT Helpdesk for any technological issues. Any booking concerns should be directed to Bursary Reception (x3106) or the Estates Operations Manager.

KEYS

College vehicle keys are held in an electronic key cabinet in the entrance porch to the Bursary post room. Access to the key cabinet will only be given to those who have provided a copy of a valid driver's licence to the Estates

Operations Manager. Drivers will need their College ID pass to open the cabinet (this needs to be [activated](#) in advance). The keys should be collected immediately before a booked journey commences and must be returned as soon as the journey is complete.

PARKING

Minibuses should be neatly reversed into their marked allocated bays in Kennington Gate car park (next to the astro), where they should be collected and returned after each use.

Further parking guidelines can be found in Appendix 1.

VALUABLES

Valuables, e.g. laptops, should not be left in parked minibuses. If they are, and they are stolen, it is highly likely they will not be covered by the College insurance.

SEAT BELTS

It is a legal requirement that the driver of a vehicle ensures all passengers have seat belts fitted when the vehicle is in motion.

SPEED LIMITS

The most frequent cause of accidents is speeding. College vehicles must be driven within the legal speed limit at all times. Speeding will be viewed as a disciplinary offence. On campus and in Lower Radley village the speed limit is 20mph.

Further information can be found at the following link: <https://www.gov.uk/speed-limits>.

FINES

As per the College's Expenses Guidelines and Procedures, the College will reimburse congestion charge payments incurred during business and paid on time.

The College will not reimburse fines for late payment, nor will it reimburse parking or speeding fines, or fines for driving in bus lanes. Rules vary with respect to the latter, but generally a minibus with more than ten seats, including the driver's seat, can drive in most bus lanes unless the sign says "local", in which case the lane is reserved for local bus services.

FUEL

A fuel card is attached to each of the vehicle key rings. These cards can be used at all service stations displaying the 'ALL STAR' sign. Please check this before filling up. Only under exceptional circumstances will individuals be reimbursed for fuel purchased by personal credit cards/cash. Our primary brand is BP for which we receive discounted fuel; a full list of discounted fuel sites in the area is available from the Estates Operations Manager.

Please ensure you fill the vehicle so that at least half a tank remains after your journey.

ELECTRIC VEHICLE CHARGERS

There are four 22kw electric charging points along the wall of Rackets at Clock Tower and two in Mansion car park. These can be used by staff and visitors to campus. Your personal electric vehicle should only be parked at the charger when actively charging then should be relocated once charging is complete (no more than 4 hours).

The chargers will work with an app called Charge Assist. You will need to register for this to charge your personal vehicle. Radley electric vehicles will be provided with an ICD electric fuel card which will only work on the College's chargers.

The electric charging point at The Lodge is for College vehicles only.

SAFETY

Section 19 small bus permits require the College to keep administrative and maintenance records for each vehicle. Failure to comply could result in the DVSA withdrawing the permit.

Before every journey, a driver should carry out safety checks listed on the laminated sheet in the vehicle folder (or at Appendix 2) and sign the log sheet to confirm completion. Individuals must check they are qualified, insured and fit to drive a College vehicle according to this policy.

Before each trip, drivers must familiarise themselves with the Trips Policy and Trip Pack which includes relevant information relating to College vehicles. This can be found on Sharepoint > [Trips](#) under Documents.

Each vehicle will have a thorough garage safety inspection every 10 weeks as recommended by the DVSA in addition to driver's checks (as noted in the vehicle wallet), annual MOT and service.

RECORD SHEETS

There are log sheets in the folder of each vehicle, these **MUST BE FILLED IN FOR EVERY JOURNEY**. Please ensure you identify the department to be charged for the trip. Completed record sheets should be passed to the Estates Operations Manager towards the end of each term (and passed to Accounts). Blank sheets are available from the Bursary Post Room or Estates Operations Manager.

COST

Departments will be re-charged at a rate of 60p per mile at the end of each term. These charges are to cover running costs, and in no way cover contributions towards depreciation.

ANIMALS

Animals should not be transported in any 5, 9 or 17 seater minibus unless in an emergency situation and then, where possible, seat/boot space should be covered with a blanket or similar to protect the fabric of the vehicle. This should then be removed and cleaned by the user.

HOUSEKEEPING

On completion of a journey, all vehicles are to be cleared of all rubbish/litter by the users; a dustpan and brush are provided in each vehicle. A hose reel has also been fitted to a tap behind the waste collection point at Kennington Gate to ensure mud build up is avoided, please use this to clean off around rear parking sensors and side steps especially. **Vehicles should have at least half a tank of fuel when they are returned to College** and be neatly reversed into their marked bay at Kennington Gate car park. During hours of darkness, there are PIR lights around the parking area to assist in the parking/cleaning of the buses.

The Estates Office will arrange for the minibuses to be valeted where possible during the holidays.

MAINTENANCE

Kennington Motors are the College's chosen maintenance provider for all our vehicles. Please report all faults direct to the Estates Operations Manager or Reception who will liaise with the garage. Do not drive the vehicle if you are not certain it is still roadworthy.

Should a vehicle request **AdBlue** please raise a maintenance ticket as we hold this on site for topping up. It does not affect the use of the vehicle.

BREAKDOWNS

In the event of a breakdown, please use the insurance and breakdown information in the vehicle folder; call the telephone number provided, quote the policy number and you will be put through to our vehicle breakdown provider (advise them of the size of the minibus, that you are from a school and have students on board). All minibuses contain a warning triangle, torch and high visibility jacket. **You should not attempt to change a vehicle tyre yourself.**

Breaking down can be dangerous, particularly if you're on a motorway. Here is what the AA advise you to do to stay safe before you speak to your breakdown provider, and while they're on their way.

- *Move your vehicle off the road if possible (watch out for any soft verges).*
- *If you're on a conventional motorway and can't turn off at the next exit, pull up onto the hard shoulder. Make sure you stop as far to the left as you can, with the wheels turned to the left.*
- *If your vehicle breaks down on a smart motorway, try to make it to an emergency refuge area (ERA) or exit slip road. If you enter an ERA, try to position your vehicle within the marked area which is usually aligned with the emergency telephone. This will allow those assisting you to park behind or ahead of you as required.*
- *Once your vehicle's fixed and before you leave the ERA, contact the Regional Control Centre on the emergency telephone so the lane can be closed for you.*
- *The lane needs to be closed because there isn't enough space to build up speed in an ERA before rejoining the motorway.*
- *Never try to leave an ERA unless National Highways or your breakdown provider has said it's safe to do so.*
- *If your vehicle breaks down on a smart motorway and you can't make it to an ERA or slip road, you should switch on your hazard lights and try to position your vehicle as far over to the left as is safely possible (making sure you*

leave room to open the left-hand door). Then call 999. If it's dark or foggy, leave your side lights on in addition to your hazard lights.

- *If you feel sure it's safe to leave the vehicle, do so through the left-hand door and stand well clear of the vehicle and moving traffic – preferably behind the barrier (if there is one) on the embankment or verge and upstream of oncoming traffic. Remember the grass verge may be soft or uneven underfoot.*
- *Once National Highways has moved your vehicle to a safe place, contact your breakdown provider for assistance. Remember to advise them of your new or current location.*
- *Put on a high-vis jacket if you have one.*
- *If you're on a motorway, it's not safe to use a warning triangle. If you're on a road and it's safe, you can put a warning triangle at least 45m (50 yards) behind your vehicle.*

Our breakdown cover includes recovery, but this is dependent on locality and availability. In the event you/students are unable to be recovered with the vehicle, you should arrange to be collected and returned to College by a local taxi firm, submitting an expense claim form on your return. If in Oxfordshire/Berkshire you can use the College's account with Go Green Taxis Ltd (www.gogreentaxisltd.co.uk).

Please report all breakdowns to the Estates Operations Manager on your return.

ACCIDENTS & REPAIRS

Please refer to the vehicle's folder for insurance and breakdown information.

All minibuses contain a first aid kit, fire extinguisher and torch. Do not drive the vehicle if you are not certain it is still roadworthy; should you require breakdown assistance please call the telephone number on the insurance and breakdown information, quote the policy number and you will be put through to our vehicle breakdown provider (advise them of the size of the minibus, that you are from a school and have students on board). See above for further information.

All accidents should be reported to the Estates Operations Manager so that repairs can be arranged and bookings can be changed to other vehicles if necessary. Please take photographs of any damage to send to the Estates Operations Manager.

In the event of a road accident, please follow the serious Incident Procedure on the School Trips Policy should be followed.

OVERSEAS USE

The legalities of travelling on the continent are complex. If you intend to take one of the minibuses abroad, please see the Bursar's Executive Assistant well in advance of your trip (two months' minimum). When driving abroad a driver must have a current PCV category D1 licence, as the UK's small bus permit is not valid in Europe, please seek advice from the Bursar's Executive Assistant.

CAR TRAVEL

There may be occasions when it is necessary to use your own vehicle. You are responsible for ensuring it is roadworthy, with a valid MOT (if applicable), tax and insurance. Subject to these provisos, the College provides 'Occasional Business Use' motor insurance for these occasions. The policy specifically refers to 'Private Cars' and therefore the policy does not provide cover for occasional business use unless the vehicle fits the private car category with the DVLA.

The policy does not to cover regular trips by employees. It is only applicable when College vehicles are not available or for PHMs taking a boy to a medical appointment. This cover extends to teachers, PHMs, parents and guardians, governors and volunteers whilst using their own vehicles on occasional school business and provides unlimited cover for liability to third parties (bodily injury only), passenger, or third-party property damage to a limit of £20m. Anyone wanting more information on this insurance cover should speak to the Bursar's Executive Assistant.

All mileage using your own car on College business will be reimbursed at 45p per mile plus 5p for each passenger (in accordance with the Fixed Car Profit Scheme rates set by HMRC). However, if your vehicle is a leased electric vehicle through Tusker, the rate stipulated by HMRC is 8p per mile on a home charger or 14p per mile on a public charger. All mileage claims should be submitted on the standard expense claim form. Names of passengers must be provided if you are claiming extra for them.

APPENDIX 1 - PARKING GUIDELINES – SUMMARY

Main aim:

To encourage safer parking and driving on site and to improve visitors' experience.

It is our hope that those who live on or close to site will not need to use any on-site parking away from their homes as a matter of course.

Areas which should not be used for parking:

- Junction on south drive next to Maintenance/C Tutor's House all the way up to DT/Catering/D Social.
- Clocktower Court and A Social garden wall.
- H Social paving around the hedges opposite Estates
- Parking on footpaths and pedestrian paved areas.

Parking guidelines for ALL staff including end of term/Exeat:

- Staff must park at Kennington Gate and the overflow parking at the back of J & K socials unless instructed otherwise.

These spaces are available on a 'first come first served' basis and are likely to be filled by 8.30am on a normal working day.

Please do not park where there is not a marked parking space. (This also applies if minibuses are brought on to the centre of campus to collect or drop off students).

Please observe any kerb or wall-mounted signs highlighting allocated spaces around site, particularly in Mansion car park and Clock Tower. Clock Tower is entirely allocated parking.

Visitors' parking in the Bursary car park is reserved for **visitors only** and should not be used by staff unless specific permission has been sought and granted by the Head of Facilities & Compliance. There are five spaces reserved for Admissions Visitors in front of Mansion.

Sports Centre and Golf Club car parks are for Sports Centre staff and patrons only, not for residential or general staff parking.

Health Centre parking bays are for Health Centre staff only, not for residential or general staff parking.

Visiting sports teams and spectators should be asked to use Kennington Gate. Coaches collecting - our teams must wait at Kennington Gate until our teams are ready to leave. They can then access the main site to collect the students. Coaches dropping our students can access the main site.

You may also be requested to park elsewhere on days when large scale events are taking place on site; this will be communicated in advance by the event organisers.

These guidelines will be reviewed throughout the year as required – last updated – September 2025

APPENDIX 2 – PRE-DRIVE SAFETY CHECKLIST

Pre-Drive Safety Checklist



Date: Driver Name:
 Vehicle Registration No: Fleet No:
 Make: Start Miles:

Interior Checks	Working/ Present	Defective/ Missing	Comments
Mirrors are correctly adjusted, clean and unobstructed			
Position and function/purpose of all the dashboard controls			
Position of driving seat so that all controls can be operated comfortably			
Pressure on brake pedal			
Wipers and washers are working properly			
Fuel level (and type of fuel: diesel or petrol)			
Heating and ventilation systems working			
All seats are fixed and secure and all seatbelts are undamaged and working properly			
Location of wheel brace and jack			
Location and contents of first aid kit and fire extinguisher(s)			
Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving licence)			
Change for parking or the telephone (or mobile phone or phonecard)			
Luggage is securely stowed and aisles and exits are clear			
Damage or sharp edges			
Emergency equipment (e.g., high visibility jacket, torch, warning triangle, webbing cutter, First Aid Kit)			
All doors are unlocked			
Horn is in working order			
Interior lights are working			
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available.			
No warning lights lit on the dashboard			

Pre-Drive Safety Checklist



Exterior Checks	Working/ Present	Defective/ Missing	Comments
Oil level			
Coolant level			
Windscreen washer fluid level			
Brake fluid level			
Power Steering Fluid (If applicable)			
Windscreen and windows are clean and undamaged			
Wiper blades are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)			
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 is recommended. Any cuts and bulges?			
Mirrors are correctly adjusted, clean and unobstructed			
Doors open and close properly			
Trailer brake lights and indicators work, if applicable			
Lift (if fitted) works safely and is securely stowed			
Ramp (if fitted) works safely and is securely stowed			
Roof rack or trailer is properly fitted, and all luggage is securely held			
No (Unreported) Damage to bodywork or sharp edges			
Fluid leaks			

Comments: