

## TRANSPORT ON CAMPUS: TRAINING MATRIX

This training matrix forms part of the University Standard on Transport (safe movement of vehicles) on campus. It is auditable through monitoring mechanisms such as health and safety inspections and the HASMAP audit. The matrix identifies the necessary skills, knowledge, qualifications and/or training for specific roles. Once these are applied successfully in the working environment, they become health and safety competencies and can be signed off by line managers or their delegated nominees. This sign off is kept on record either on SAP or locally. The matrix below shows the minimum University requirements for this topic. Please add your own specific requirements and roles to the matrix.

		SPECIALIST ROLES						
		Traffic Marshal (full or part time)	Banksman*	Car drivers	Minibus drivers (9-16 passenger seats)	Add your own specific category		
MINIMUM REQUIREMENTS	RELEVANT SKILLS AND KNOWLEDGE TO BE ACHIEVED	Use and maintain personal protective equipment (PPE)	✓	Covered on accredited course (HSE)	n/a	n/a		
		Know the relevant safety information to communicate to all vehicle drivers	✓	Covered on accredited course (HSE)	n/a	n/a		
		Know your role and duty	✓	Covered on accredited course (HSE)	n/a	n/a		
		Know the procedure to follow in the event of an accident	✓	✓	✓	✓		
		Know how to deal with challenging situations/individuals	✓	n/a	n/a	n/a		
		Be aware of the site rules for safe movement of vehicles on campus	✓	✓	✓	✓		
		Undertake the relevant vehicle check before use	n/a	n/a	✓	✓		
		Understand the control measures identified in the risk assessment	✓	✓	✓	✓		
	COURSES AND QUALIFICATIONS	Driving licence category B	n/a	n/a	✓	✓		
		Driving licence category D1 or minibus training (e.g. MIDAS)	n/a	n/a	n/a	✓		
HSE accredited Banksman course		n/a	✓	n/a	n/a			
<b>Add your own requirements</b>								

\* A banksman is appointed in rare circumstances, when the role has been identified as a control measure by the risk assessment (e.g. on a campus building site). The training they receive must be accredited by the Health and Safety Executive (HSE).

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