



## Driving at Work Policy

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## Document Control Information

Version	Date	Author	Status (A/D)	Description of Change
V2.0		Gary Walden	A	Minor version controls will remain
V2.1			D	Versions going through review stage will be
V2.2	October 2013	Gary Walden	D	Changes to RTC reporting process to reflect new procedure following Datix introduction.
V2.3	July 2014	Gary Walden & Roy Dearnley	D	Changes to Exemptions Appendix and Wearing of seat belts
V2.4	October 2014	Gary Walden & Roy Dearnley	D	Changes to Layout
V2.5	November 2014	Roy Dearnley	D	Additions to the driver training section 6 and other minor additions
V3.0	November 2014	Gary Walden & Roy Dearnley	A	Approved by TMG November 2014
V3.1	Sept 2017		A	Policy reflects current practice, Extension agreed at TMG Sept 2017 to December 2017 Review
A = Approved D = Draft				
Document Author = Gary Walden – Accident Reduction Manager and Roy Dearnley – Senior Driving Tutor				

Associated Documentation:

- Driving at Work Guidance Document
- Carbon Management Plan
- Fleet Strategy
- Code of Conduct
- Disciplinary Policy and Procedure
- Risk Management Procedures
- Pre and Post Employment Checks Policy
- Environmental Policy
- Excess Mileage, Travel Time and Accommodation Policy
- Medical Standards for Fitness to Drive Policy
- Guidance for Managers – Driving Referrals

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## Staff Summary

- Driving for work carries an element of risk, the aim of this policy and its associated guidance is to raise awareness of these risks and lessen the chances of injury to employees, patients and other road users.
- When driving on Yorkshire Ambulance Service NHS Trust business the public expect staff to display the highest standard of driver behaviour at all times.
- All staff, who drive on Trust business, are expected to have read, understood and comply with the policy and associated guidance.

### 1.0 Introduction

- 1.1 The very nature of an Ambulance Trust leads the public to associate ambulance employees with a high standard of driving skill and road behaviour.
- 1.2 This document and its associated guidance should be read in conjunction with the Trust's Carbon Management Plan.

### 2.0 Purpose/Scope

- 2.1 The purpose of this policy and its associated guidance is to ensure there is an emphasis on safety by all staff and volunteers who are required to drive on Trust business, approved by the Trust Board, which will result in reducing vehicle related incidents and lessen risk to patients, other road users and Trust personnel.
- 2.2 This policy applies to all clinical and non-clinical members of staff and those working in a voluntary capacity who are required to drive a Trust vehicle (leased or owned) or a privately owned vehicle on Trust business and is supplementary to any other policy e.g. Code of Conduct, Health & Safety, and Incident Reporting.

### 3.0 Definitions

- 3.1 The Trust defines:

**Driving at Work** – is driving from your site base and/or other work premises for the purpose of work on behalf of the Trust, this does not include travelling from your home to your site base or travel to a temporary place of work i.e. to attend meetings, training, etc. when the distance to be covered is less than the drivers usual daily commute.

**Vehicle** – includes any type of motorised transport including motorcycles either owned or leased by the Trust.

### 4.0 Roles & Responsibilities

#### 4.1 The Trust Board

Shall adhere to the principles outlined in the UK Corporate Governance Code (2012). The board recognises its accountabilities and provides leadership within a framework of practical and effective controls which enables operational road risk to be assessed and managed. The Board sets the strategic aims and ensures that resources are in place to meet its objectives.

#### **4.1.1 Chief Executive**

Shall have overall responsibility for ensuring compliance with Health and Safety legislation

Shall ensure that this policy and its associated guidance is reviewed every two years or in the light of any failure of the system and/or changes in statutory legislation

Shall ensure that adequate resources are made available to implement the policy and its associated guidance and carry out any remedial action or amendments to these documents

#### **4.1.2 Fleet Department**

Shall ensure vehicles are procured, maintained and repaired; as detailed the current Fleet Strategy. The Trusts motor insurers will identify a suitable accident damage repair provider however for minor repairs this may be the Fleet Department.

#### **4.1.3 Executive Directors / Operational Locality Managers**

Shall ensure the effective dissemination of the Driving at Work Policy and its associated guidance to all staff within their directorate / locality.

Will actively promote the highest standard of driving behaviour and driving best practice within their localities and take positive action when presented with areas of concern.

#### **4.1.4 Line Managers**

Shall ensure staff members receive appropriate help and advice to ensure their vehicles are safe.

Shall (where appropriate) undertake periodic checks of vehicle documents are conducted to monitor compliance of staff that use their own vehicles for work purposes

Shall ensure that all staff understand their responsibilities to ensure their vehicles are legal, safe and well maintained

Shall be involved with the monitoring, reporting and investigating of any work related accident involving a staff member whilst driving for work

Will conduct a thorough investigation when damage has been caused to any Trust vehicle (leased or owned), that they are responsible for, and that has not been reported previously reported. This investigation must aim to identify the driver and the cause of the damage.

#### **4.1.5 Employees**

Will be responsible for making themselves fully aware of the policy and its associated guidance.

Shall cooperate with monitoring, reporting and investigation procedures in the event of an vehicle related incident and be prepared to submit a more detailed account of any they were involved in, on request

Shall ensure their insurance policy includes business cover for the amount and type of business mileage they undertake

Shall inform their line manager immediately if they become aware of a medical condition or are taking any medication which may affect their ability to drive safely

Shall report all vehicle related incidents/accidents to the Datix Hotline as soon as possible and no later than the end of their shift; failure to do so, without justification, could result in formal action being taken.

Shall report all road safety issues including fixed penalty notices, summons and convictions in accordance with the Trusts Disciplinary Policy and Procedure.

## **5.0 Legal Responsibilities**

- 5.1** When driving under normal road conditions all employees and volunteers, driving on Trust business, must comply with all aspects of the Road Traffic Act 1988 and ensure that, at all times, they drive with care and consideration for other road users. At no time must the vehicle be driven recklessly, or in a manner, or at a speed likely to cause danger to another road user (including those near to but not on the road).
- 5.2** Emergency vehicle response driving within the Trust is a regular occurrence for those clinical front line staff that have completed and successfully passed, the Institute of Health and Care Development (IHCD) D1/D2 Driver Training Programme. When deployed on an emergency call, the driver should attempt to make good progress using their training, experience and professional judgement to assess road, traffic and weather conditions at all times, claiming exemptions where appropriate, with the aim of producing a safe but progressive drive. There is no automatic right to claim an exemption from Road Traffic Legislation, and the driver must be able to claim or demonstrate a reasonable approach by justifying the need for the exemption, if required to do so by the Police or member of the Trust.
- 5.3** All employees and volunteers required to drive on Trust business must maintain a sound knowledge of the current edition of the Highway Code. The Highway Code is issued with the authority of Parliament under the Road Traffic Act. Whilst failure to observe advice within the Highway Code does not render that person to criminal proceedings, any failure to adhere to the Codes principles, by an individual, can be used to establish or negate liability in civil or criminal proceedings.

## **6.0 Training Requirements**

- 6.1** Training is delivered as specified within the Trust Training Needs Analysis (TNA).
- 6.2** All staff required to drive a Trust vehicle will receive an initial driving assessment
- 6.3** Patient Transport Service (PTS) Band 2 drivers will receive a 3 day in cars training programme.
- 6.4** PTS Band 3 drivers are required to attend a one week IHCD D1 driver training programme.
- 6.5** All Trust employees and volunteers who will be required to drive an emergency vehicle will attend both a one week IHCD D1 and two week D2 training programme. The maximum gap between the D1 and D2 courses is 12 months. This training can be pro rata for BASICS Doctors.

**6.6** The programme detailed at 6.5 is due to be phased out by December 2015 and replaced with a standard High Speed Driving Regulations (HSDR) programme. This will be the standardised programme for all emergency services.

## **7.0 Policy Review**

**7.1** The latest approved version of this Policy and associated guidance will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be given instruction in how to find and access this during Trust Induction.

**7.2** The policy and its associated guidance will be reviewed every two years and/or following any significant operational, structural or legislative changes in accordance with the Trust's review of other Health and Safety policies.

## **8.0 Monitoring compliance with this Policy**

**8.1** The Accident Reduction Manager will monitor vehicle related incident causation, the time taken to report vehicle related incidents and the frequency of unreported / unknown damage reports to ensure policy and associated guidance compliance. These will be compared to data provided by the Trusts insurers and presented quarterly to the Board.

**8.2** The Accident Reduction Manager will monitor all vehicle incidents reported on Datix, involving Trust vehicles, and will provide a report on these to the Health and Safety Committee.

**8.3** Quarterly Vehicle Related Incident Review reports will be produced by the Risk and Assurance team and available to all managers identified as having responsibility for members of staff and/or volunteers who drive on Trust business. These reports will detail the type, frequency and cause of these incidents by Clinical Business Unit; highlighting trends and areas of concern.

## **9.0 References**

**9.1** The Road Traffic Act 1988 - <http://www.legislation.gov.uk/ukpga/1988/52/contents>

**9.1.2** The Road Vehicles (Construction and Use) Regulations 1986 - <http://www.legislation.gov.uk/ukxi/1986/1078/contents/made>

**9.1.3** The Highway Code - <https://www.gov.uk/highway-code>

**9.1.4** The Ambulance Service Manual for driving issued by the IHCD – due to be phased out from December 2015 – Reference for D1 and D2 programmes

**9.1.5** UK Ambulance Services Emergency Response Drivers Handbook – due to be phased in from September 2015 – ISBN 978-1-85959-367-7

**9.1.6** Roadcraft – The Police Drivers Handbook – ISBN 978-0-11-708187-1