



Use and Care of Trust Vehicles

This procedural document supersedes and combines: CORP/FAC 5 v.3 – Occupational Driving and Care of Trust Vehicles



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The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 1	30 November 2018	This is a new document (incorporating CORP/FAC 5 v.3 – Occupational Driving and Care of Trust Vehicles) – Please read in full.	W Bramhall

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1. INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust fleet consists of vehicles within the following categories: Cars, Patient Access Vehicles, Light Commercial Vans, Car Derived Vans, and Horticultural Vehicles. Policies and Procedures outlined are also applicable to Hire Vehicles and Lease Vehicles

The day-to-day management and running of this fleet represents a significant cost to the Trust, and there is a need to effectively manage and minimise these costs through fleet management and value for money procurement and operational procedures.

LEGISLATION IS CONSTANTLY BEING UPDATED

2. POLICY STATEMENT

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust acknowledges the inherent risks that driving poses to individuals, the organisation, the provision of our services, and to the NHS overall and is committed to reducing these risks as far as is reasonably practicable.

At the very heart of this quality standard is the professionalism of its staff and the quality of their driving skills.

This is underpinned by the selection process, driver training programmes, procedures for managing accidents and the accident reduction strategy.

3. PURPOSE

The purpose of this policy is to:

- To reduce the number of Road Traffic Collisions (RTC's) relative to vehicles involved on Trust activities.
- To ensure that standards of driving within the Trust are maintained to a high standard.
- To ensure vehicles operated by the Trust are fit for purpose and maintained to a safe standard.
- To ensure that the Trust's vehicle resources are efficiently used and maintained.
- To provide a constant approach to reporting and investigation of vehicle incidents.
- To outline for staff and management their legal requirements and responsibilities with regards to driving to deliver a constant approach across all Departments, Directorates and Divisions.
- Reduce the risk of accidents to Staff, Patients, Public and Property.

4. SCOPE

This policy applies to all members of staff who are required to drive vehicles on behalf of the Trust; it also applies to members of staff, Inc agency and volunteers driving private vehicles when acting on behalf of the Trust.

Trust vehicles are only insured for Trust business usage and cannot be used for any private work or hire or anything that is not Trust business.

5. EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 3).

6. AUTHORISATION TO DRIVE PROCESS

- Must be over 21 with a full UK driving licence (over 25 for minibus)
- Not currently banned or suspended licence
- No more than 6 points (dependent on dates and convictions)
- Attend Occupational Health (OH) for driver's medical assessments
- Attend Transport Department for licence check
- Attend Transport Department for driver's assessment
- Complete Authorisation to Drive Declaration (**see Appendix 1**)

Departmental requirements differ; please check with the Trust's Transport Department for licence categories and additional licences that may be required.

This applies to staff that drive as part of their duties and drive Trust owned/leased/hired vehicles that are listed on the Trust's Insurance Policy (Motor Insurance Database).

7. DRIVERS MEDICAL ASSESSMENT

Group 1 Drivers Medical

- Fit to Drive under Road Traffic Regulations
- Driving in accordance with the Corporate Manslaughter Act
- Driving in accordance with HSE Driving For Work

“All applicants to the Trust who are required to drive Trust vehicles (Inc tugs) will have a driver’s medical conducted by the Occupational Health Dept (OH). Health surveillance will be carried out on a 3 yearly basis.

All drivers need to satisfy the eyesight and other health requirements of the Highway Code and DVLA medical fitness standards. Trust drivers must make their managers aware if they develop a health condition or are taking medication for a health condition which may impact on their ability to drive safely. Fitness to drive will need to be reassessed by OH. For long term absences and some short term health conditions which may impact on ability to drive a referral to OH will be necessary to ensure employees remain safe to drive Trust Vehicles through the course of their work. They may also be referred to OH at any point where there are concerns that they may not be fit to drive safely when at work.

Trust drivers should not drive while taking medicine that might impair their judgement. Issues around tiredness and feeling sleepy need to be raised with managers to ensure safety is maintained. All drivers should raise any health concerns with their manager and a referral to OH will be made.

All employees who need to drive through the course of their work activities have a responsibility as a road user to drive safely. If they develop a health condition or take medication which impacts on their ability to drive safely, they should ask their doctor for advice and notify the DVLA if necessary. Information can be found online at www.gov.uk/health-conditions-and-driving “

Adjustments to work may need to be considered and this will be assessed by OH.

8. DRIVING LICENCE CHECKS SYSTEM

We have introduced and new Driving Licence Checking System, **D-A-V-I-S** (Driver and Vehicle Information Solutions) which has a Direct Link with the **DVLA**

This System allows authorised members of Staff to instantly check if:

- Checks the driver has the correct category entitlement and eligibility to drive
- Checks the licence for current endorsements penalty points and convictions
- Identifies and dynamically monitors ‘high risk’ drivers

- Analyses data provided by the DVLA
- Automatic scheduling of driving licence rechecks (every 12 Months)
- Providing results in seconds
- Manages the full driver permission process, with e-approval option, which is valid for 3 years
- Triggers comprehensive notifications and immediate warnings.

9. DRIVING AT WORK LEGAL BACKGROUND

- It is an offence under Section 87 of the Road Traffic Act 1988 **“for a person to drive on a road a motor vehicle of any class otherwise than in accordance with a licence authorising him/her to drive a motor vehicle of that class.”** The Act also creates the offence of ‘causing or permitting another person to drive a motor vehicle without a licence’. So an offence may be committed under the Road Traffic Act by the careless employer who “causes or permits” a driver to commit the offence. www.legislation.gov.uk/ukpga/1988/52/section/87
- The Health and Safety at Work Act 1974 requires employers **‘to ensure as far as is reasonably practicable, the health, safety and welfare at work of all his employees’**. www.hse.gov.uk/legislation/hswa.htm
- The Act makes specific reference to ensuring that employees are properly instructed, trained and supervised. Plant and equipment should be properly maintained and reasonably safe to use.
- The Health and Safety Executive in their published guidance **“Driving At Work: Managing Work Related Road Safety”** make it clear that any vehicle used for work should be properly maintained and safe for the purpose (irrespective of its ownership) and that checks should be implemented to ensure that drivers are properly qualified and entitled to drive the vehicle in question. www.hse.gov.uk/roadsafety

10. DRIVER RISK ASSESSMENTS

Everybodys driving changes over time, in different ways and for different reasons.

The aim of an assessment is to check cognitive ability to drive a vehicle in safety and comfort and to offer advice that may assist driving.

By law, we have to assess the risks to anyone who might be affected by their work activity and take appropriate preventive and protective steps to control these risks

- Leading psychometric assessment software

- Featuring a series of online tests with multiple choice, interactive and video assessments information
- Covers road knowledge, observation, hazard perception, distance following, reaction and safe driving policy knowledge
- 20-30 minute web-based survey and assessment
- Rapidly profiles the risk of your drivers flagging them as high, medium or low risk
- Identifies the drivers that need further support and training
- Establishes a safer driver network
- Helps you to protect the safety of your employees and members of the public
- Risk scores are logged against a driver profile

11. GDPR (GENERAL DATA PROTECTION REGULATIONS) 2018

The General Data Protection Regulation (GDPR), agreed upon by the European Parliament and Council in April 2016, will replace the Data Protection Directive 95/46/EC in spring 2018 as the primary law regulating how companies protect EU citizens' personal data.

For each member of staff that needs to drive trust vehicles a **'Driver Profile'** will be created recording all instances of driving i.e.

- Records incidents and accidents
- Records all your licence information
- Records your risk assessments
- Records your medical assessments

Only Authorised members of staff will have access to your Individual Profile

- Authorised staff within the Transport Department
- Your Line Manager / Departmental Manager
- Authorised Occupational Health
- HR
- Crown Authorities Police & HSE etc

12. VEHICLE CHECKS & RESPONSIBILITIES

By law, the Trust must make sure that work equipment is maintained in an efficient state, in efficient working order and in good repair.

It is important that vehicles are maintained so that they are mechanically in good condition.

Planned maintenance should be thorough, regular and frequent enough to meet the manufacturer's guidelines. <http://www.hse.gov.uk/workplacetransport/factsheets/vehicle.htm>

Trust Compliance:

- Vehicles are fully Insured
- Vehicles are road worthy
- Vehicles are fit for purpose
- All service and repairs are done in a timely manner
- Owned / lease vehicles are fitted with a tracking device
- Owned / leased vehicles will be fitted with driver ID fobs
- Duty of care

Driver Compliance: (Compulsory)

- Vehicle checks (15 min walk round) – **See Appendix 2**
- Recording daily mileage
- Completing documents or app
- Records must be kept of the driver at any one time
- Reporting any damage
- Reporting incidents / road traffic incidents
- Reporting speeding /parking fines
- The driver is responsible by law
- The driver is responsible for driving behaviour
- The driver is responsible for reporting any medical conditions
- The driver is responsible or their own actions
- The driver is responsible for any road traffic or driving offences
- The driver is responsible for safe and secure loads
- The driver will pay own fines (the Trust will not pay any fines when driving on Trust business)

All vehicles must be checked, mileage & driver recorded

12.1 Mobile Device Driving Laws

Using a hand-held mobile phone while driving is illegal.

Tougher punishments for motorists caught using their mobile phone while driving was introduced on 1 March 2017.

The penalty for using a mobile phone while driving has now doubled to £200 and six penalty points on your licence.

Drivers will have their licences revoked if they clock up six penalty points in their first two years of driving, rather than the normal 12 points.

Additionally, if your case goes to court, you could face disqualification and up to a £1,000 fine. HGV and bus drivers could get a fine of up to £2,500.

Hands free and use of navigation apps can be used if the phone is mounted into a holder. Even if the phone is mounted, drivers can still be pulled over and fined if the device can be deemed to be distracting them.

The rule is that motorists must not touch their phone at all while behind the steering wheel.

The driver is responsible for any Notice of Impending Prosecutions the Trust does not pay the fines.

12.2 Speeding Fines

Under the new rules, which were introduced on 24 April 2017, drivers can be charged up to 175 per cent of their weekly wage/income.

There is a cap of £1,000 on minor speeding offences or up to £2,500 for major ones.

A three band system will determine the severity of an offence and corresponds to different charges.

These charges are calculated on a percentage basis.

A minor offence constitutes a band A charge. Band A charges are for drivers who exceed the stated speed limit between one and 10mph.

So, if a driver travels 31mph up to 40mph in a 30mph zone, they can be charged between 25 per cent and 75 per cent of their weekly income.

Drivers who exceed the stated speed limit by 11mph up to 20mph will be charged between 75 per cent and 125 per cent of their wage.

Major offences, which are for speed limit breaches of up 22mph and above, will be charged between 125 per cent and 175 per cent of their week wage.

In addition to the variable fee motorists could land themselves with a driving offence of this nature, they could also receive between three and six penalty points.

The driver is responsible for Speeding Fines or Notice of Impending Prosecutions the Trust does not pay the Fines.

12.3 Seatbelts

The law requires that drivers and passengers aged 14 and over in cars, vans and other commercial vehicles must wear a seatbelt, if available. As a driver you are responsible for ensuring that anyone under the age of 14 wears a seat belt or uses an appropriate child restraint as required by law.

12.4 Smoking

From 1 July 2007, all public places and workplaces (Inc Work Vehicles) became smoke-free in England.

In the interest of Trust Drivers and their passengers, smoking in Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust vehicles is **NOT** permitted.

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust operates a **"No Smoking"** policy restricting smoking whilst on duty or in and around Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust sites.

12.5 Road Safety – Duty of Care

The law requires that you have proper control of your vehicle at all times and that you should not: drink and drive, be under the influence of drugs, use mobile phone whilst behind the wheel of the vehicle, smoke in Trust vehicles.

It is your responsibility to drive safely. On a long journey, regular breaks will help reduce tiredness. When planning journeys always allow for likely congestion and weather conditions. Sufficient time should be allowed to make journeys as stress free as possible.

You must be aware of the relevant content of:

- **The Highway Code**
- **The Health and Safety at Work Act inc Lone Working**
- **Road Safety Act 2006**
- **Corporate Manslaughter and Corporate Homicide Act 2007**
- **European Agreement Concerning the International Carriage of Dangerous Goods by Road ADR 2017**

Many of the rules in The Highway Code are legal requirements and make essential reading. Copies can be obtained for reference from the Transport Department.

12.6 Health and Safety at Work Act

States that drivers' must co-operate with the employer to ensure Health and Safety compliance.

Staff driving Trust vehicles must **at all times** wear **appropriate personal protective equipment (PPE)** - HV Vest or HV coat whilst on driving duties, When driving, working on/around the vehicle, highways, high traffic areas, night time and limited visibility areas, *(Please remember Hospital Sites are classed as the highway, as it is a public thoroughfare, and has road signs).*

Health and Safety Executive (HSE) – High Visibility Clothing

<http://www.hse.gov.uk/workplacetransport/factsheets/clothing.htm>

12.7 Road Safety Act 2006

The Road Safety Bill was given Royal Assent on 8th November 2006. The Act contains a number of measures aimed at helping to improve safety on the roads of Great Britain and to help achieve targets for the reduction of casualty frequency and in particular revisions to the law relative to the use of mobile phones, which is covered under the "Drivers" section of this document.

12.8 Corporate Manslaughter and Corporate Homicide Act 2007

The Corporate Manslaughter and Corporate Homicide Act 2007 received Royal Assent on 26th July 2007. The Act introduced a new offence, across the UK, for prosecuting companies and other organisations where there has been a gross failing, throughout the organisation, in the management of health and safety with fatal consequences.

Health and Safety Executive (HSE) – Corporate Manslaughter

<http://www.hse.gov.uk/corpmanslaughter/index.htm>.

13. VEHICLE CHECKS

THIS SECTION COVERS:

1. External Vehicle Checks
2. Internal vehicle Checks

Vehicle Checks are to be done on a daily basis with Vehicle documents completed and report any issues/damage to your head of Department or the Transport Department.

13.1 External Vehicle Checks

FUEL	Have you enough fuel for your journey?
OIL	Check the Oil Level. Do this when the engine is cold and on level ground
WATER	Check the Coolant reservoir level and Windscreen washer fluid,
DAMAGE	Check outside of vehicle for any signs of damage, check light lenses and window condition
ELECTRICS	Check ALL Lights are working, also check the horn and windscreen wiper controls are functioning correctly
TYRES	Check ALL Tyres for signs of damage or wear and pressure. Also check the Wiper Blades are not worn, damaged or dirty
YOU	Are you fit enough to drive? Not under influence of drink or drugs, not too tired to drive?

13.2 Internal Vehicle Checks

DOORS	Make sure that all doors, inc bonnet and boot are closed
SEATS	Adjust the height of the seat to suit. For the correct driving position
STEERING	Adjust the steering wheel to suit. For the correct driving position
SEATBELTS	Everyone in the vehicle must be wearing a seatbelt
MIRRORS	Adjust Mirrors for the correct driving position
BRAKES	Ensure both Foot and Hand brakes are working correctly

13.3 Vehicle Monthly Record and Check Sheets

Every department must record

- Who the driver is on every journey
- Daily mileage & fuel for Servicing / AdBlue Consumption and record Carbon Footprint
- Vehicle checks in damage report.

14. DRIVING LICENCE CATEGORIES

To drive a particular type of vehicle, you need an 'entitlement' for that category on your driving licence.

Staff must hold the appropriate licence entitlement Inc Driver Training and ADR if needed, to drive any given vehicle within the Trust. Also must have Driving Licence Checked.

Drivers from other departments cannot drive other Trust Vehicles without prior written permission from the departmental manager and the Transport manager.

Category	Description	Min Age
B	Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.	17
B Auto	As cars, but with automatic transmission	17
B1	Motor tricycles / quad cycles, 3 or 4 wheeled vehicles with an un-laden weight not exceeding 550kg.	17
B + E	Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B.	17
C	Vehicles over 3500kg with a trailer up to 750kg.	21
C1	Lorries between 3500kg and 7500kg with a trailer up to 750kg.	18
C1+E	Lorries between 3500kg and 7500kg with a trailer over 750kg - total weight not more than 12000kg (if you passed your category B test prior to 1.1.1997 you will be restricted to a total weight not more than 8250kg).	21
C+E	Vehicles over 3500kg with a trailer over 750kg.	21
D1	Vehicles with between 9 and 16 passenger seats with a trailer up to 750g	21
D1+E	Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.	21
D	Any bus with more than 8 passenger seats with a trailer up to 750kg.	21
D+E	Any bus with more than 8 passenger seats with a trailer over 750kg.	21

F	Agricultural tractor
G	Road roller
H	Tracked vehicles
K	Mowing machine or pedestrian-controlled vehicle
L	Electrically-propelled vehicle
M	Trolley vehicles
N	Exempt from duty

15. DEPARTMENT RESPONSIBILITIES

15.1 Transport Department

- Monitoring and managing the Maintenance Contracts.
- Manage monthly re-charges and raise purchase orders in respect of repairs and any work/training undertaken by the Transport department.

- Maintenance of vehicle records.
- Review and agree Performance Measures in accordance with the Maintenance Contract.
- Analyse the causes of vehicle accidents and propose corrective actions to reduce/eliminate such occurrences.
- Provision of Management Information Reports.
- Manage driving licence checks.
- Oversee the progress of insurance claims.
- Oversee driver training qualifications including introduction of Certificate of Professional Competence (CPC).
- Manage vehicle mileages via the controlled re-positioning of high mileage vehicles.
- Advise of drivers legal responsibilities and ensure they comply with Company transport and equipment procedures.
- Improve asset utilisation to lower operating costs.
- Manage the issue of fuel cards, to include security and use.
- Trust vehicles are not for personal use and loyalty points should not be collected by individuals'.
- Ensure communication systems are effective.
- Conduct monthly audits of mobile telephone use to identify high spending handsets and any misuse.
- Conduct regular audits on vehicles and operational bases to ensure vehicle checks are carried out by staff, cleaning is effectively carried out and self-help maintenance is being performed.
- Investigate and report on complaints and accidents.
- Establish good relationships and communications with those agencies associated with and providing the service.
- Raise purchase orders in respect of supplies required to maintain vehicle systems and communications.

15.2 Heads of Departments

Heads of departments are responsible for the implementation of safe driving practices,

This is to include:

- Ensuring that their staff are made aware of this policy, and that it is known to staff on induction.
- Keeping their staff up to date on any changes within this policy.
- Ensuring their staff adhere to this policy.
- Ensuring that all vehicle incidents relating to this policy are reported appropriately.
- Reviewing and classifying incidents in a timely manner and in accordance with the Trusts incidents reporting procedures.
- Ensuring that vehicle daily inspections are carried out. Your department will be responsible for any associated costs if not reported.
- Ensuring that their staff is "FIT FOR DUTY" which may affect their ability to drive.
- You are responsible for your drivers.

16. AUTHORISATION TO DRIVE SPECIFIC VEHICLES

Staff must hold the appropriate licence entitlement Inc Driver Training and ADR if needed, to drive any given vehicle within the Trust. Also must have driving licence checked.

Drivers from other departments cannot drive other Trust vehicles without prior written permission from the departmental manager and the Transport Manager.

17. DRIVER TRAINING

All newly appointed Staff that drive Trust owned, leased or hire vehicles will undertake some form of Driver Training. Dependent on departmental requirements training can range from Standard Driver Theory Test to Full Driver Training Programme Inc ADR Categories set out by the Transport Department

Dependent on circumstances after an incident/accident the driver will take the complete **DVSA Theory Test**.

18. VEHICLE TRACKING

All Trust vehicles, owned, leased and long term hire, are fitted with trackers, firstly for insurance purposes, monitoring and controlling the safe running of our fleet.

Managing work related vehicle and road safety enables better control over costs, from insurance premiums and legal fees, to vehicle wear and tear and fuel use, general efficiency and productivity.

Driver ID fobs have been introduced enabling the Transport Department to monitor who is driving specific vehicles.

19. DASH CAMS

As from 2018 we will introduce Dash Cams to all Trust Leased, Trust owned and long term hire vehicles

Dash Cams are becoming more widely-adopted in fleet vehicles for the following reasons:

1. Protect against crash-for-cash scams
2. Evidence for road accident insurance claims
3. Evidence for parking accident insurance claims
4. Help to reduce insurance premiums
5. Promote safer driving
6. Assisting with driver training
7. Assisting with internal auditing.

20. ACCIDENT/INCIDENT PROCEDURE

The driver should, immediately notify their manager if:-

- There is involvement in road rage incident either on the Trust estates or on the public highway during the course of their duty.
- The driver is involved in a Road Traffic Collision (RTC) or Road Traffic Accident (RTA).
- The driver, or any person involved with a cargo/load is injured as it is being loaded or offloaded from the vehicle as a cause of not exercising Manual Handling sensibilities.
- The driver must advise their manager of any disqualification or penalties incurred on a driving licence.
- It is the **responsibility** of the **driver** for ensuring the incident and near misses are reported as directed in **CORP/RISK 33** – Incident Management Policy.
- Departments are responsible for the cost of the insurance excess and hire of replacement vehicle.
- The transport department will be responsible in some instances for vehicle provision relating to other departments direct use. We are not however responsible for the staff deployed to drive these vehicles and relevant departments must ensure that all staff are suitably checked and authorised to carry out driving duties on behalf of the Trust. The Transport Department is not responsible for the damage caused by other departmental drivers, these type of costs caused with be paid for by the relevant dept.
- Any cost associated with un-reported damage, speeding or incident (Inc hire costs) that is the fault of the driver will be recharged to relevant departments.

REPORTING PROCESS

It is the driver's responsibility to:

- Report accident/incident to the Transport Department
- Complete accident/incident form
- Inform Trust Accident Management Company
- Dependent on circumstances complete the Official DVSA Theory Test

21. BREAKDOWN

All Trust owned vehicles are covered under the **AA Fleet Breakdown**.

Leased and hire vehicles have their own breakdown and recover, in the first instance to contact the Transport Department.

It is the driver's responsibility to contact the **AA** and give details of the vehicle, Location and fault/incident.

Then to contact the Transport Department and their own department

22. TRANSPORT OF DANGEROUS GOODS (TODG)

Any employee requested to transport material, which is classified, as "Dangerous Goods" should first check with their departmental manager and seek advice from the Transport Department TODG Lead as deemed necessary.

Vehicle Compliance (dependent on vehicle usage)

- Fire Extinguisher*
- First Aid Kit*
- TREM Documents
- Compliant Transit Containers
- DBH Photo ID*
- ADR Driver Qualification
- CPC Licence
- Driver Awareness Course (Under Scope of ADR)
- Biohazard Spill Kit*
- Wheel Chocks*
- Warning Triangle / Traffic Cones*
- HV Vest / Jacket*
- ADR Vehicle Signage

*** Basic Requirements on all DBTH Vehicles**

All members of staff that Transport samples/specimens which are classed as "Dangerous Goods" should attend an Annual Driver Awareness Course.

It is the responsibility of the **Department Managers** to make sure their vehicles are compliant

23. HIRE AND REPLACEMENT VEHICLES

Hire and replacement vehicles including costs are the responsibility of the relevant departments.

The Transport Department must be informed when a department hires a vehicle so we can confirm that the vehicle is recorded on both Motor Insurance Database (MID Legal Requirement) and Fleet Management System.

If no information is passed to the Transport Department both the driver and the department are liable for prosecution.

Any vehicle damage whilst in trust use will be the responsibility of the Department hiring, and cost of such repairs will be treated likewise.

The Transport Department is not responsible for the actions of the drivers of other departments

24. AUDITING

Under CQC Regulations the Trust can be audited at any time without invitation by the CQC, VOSA, Police, HSE, Dangerous Goods Safety Advisor and DBTH Managers and Environmental and Government Agencies.

The lease and hire companies request a monthly Mileage and Damage Report as per their compliance reports.

Pathology requires monthly reports as to specimen activity and compliance under the Transport of Dangerous Goods (ADR).

25. DOCUMENTATION

Because of the continuous update of documents with ref to ADR and fleet compliance all vehicle documents can be obtained from the Transport Department

All vehicles will be supplied with current documentation and replaced at time of updates.

If anyone requires any further information please do not hesitate to contact the Transport Department.

26. TRAINING/SUPPORT

As part of our Duty of Care under the HSE Driving for Work & Corporate Manslaughter Act, we are introducing a Driver Theory Test for all new starters that drive Trust owned, leased or hired vehicles

We have to be proactive with safer driving to lower accident rates and associated costs. To take affect from January 2018

The Transport Department has a Full Driver Training Programme

- Emergency First Aid at Work
- Moving & Handling
- ADR Core Certificate (dependent on service requirements)
- Minibus Driver Awareness Scheme
- Transport of Dangerous Goods
- Job Shadow Program

27. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

- **Mileage** has to be recorded for contractual reasons, servicing intervals, AdBlue emissions control, carbon foot print & MPG costs
- **Vehicle Checks** have to be carried out on a daily basis under H&S & Corporate Manslaughter Act
- **Fuel Costs** are recorded for financial reasons & MPG

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Mileage	The driver of the vehicle must record mileage and return details to the Transport department who will monitor and record Mileage,	All recorded documents are data recorded on a daily/weekly/monthly basis	Completed daily/weekly documents are handed into department and will address any shortfalls and issues and recorded/input onto FleetCheck (Fleet Management System)
Vehicle Checks	The driver of the vehicle must complete a vehicle check form and return details to the Transport department who will monitor any damage etc	All recorded documents are data recorded on a daily/weekly/monthly basis	Completed daily/weekly documents are handed into department and will address any shortfalls and issues and recorded/input onto FleetCheck (Fleet Management System)

Fuel	The driver of the vehicle will record fuel transaction by way of a receipt and return to transport department who will monitor fuel cost.	All recorded documents are data recorded on a daily/weekly/monthly basis	Completed daily/weekly documents are handed into department and will address any shortfalls and issues and recorded/input onto FleetCheck (Fleet Management System)
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28. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/EMP 4 – Fair Treatment for All Policy
 CORP/EMP 27 - Equality Analysis Policy
 CORP/RISK 33 – Incident Management Policy
 CORP/EMP 2 – Disciplinary Policy
 CORP/COMM 2 - Smoke Free Policy

29. REFERENCES

Speed cameras and fines

www.speedcamerasuk.com/speeding-fines-2017.htm

Gov UK - speeding penalties

www.gov.uk/speeding-penalties

Gov UK - Medical conditions, disabilities and driving

www.gov.uk/driving-medical-conditions

Gov UK – check if a health condition affects your driving

www.gov.uk/health-conditions-and-driving

Health and Safety Exec. – work related road safety

www.hse.gov.uk/roadsafety

Health and Safety Exec. – Health and Safety at Work etc. Act 1974

www.hse.gov.uk/legislation/hswa.htm

Legislation Gov UK – Road Traffic Act 1988

www.legislation.gov.uk/ukpga/1988/52/section/87

Health and Safety Exec. – Vehicle Maintenance

www.hse.gov.uk/workplacetransport/factsheets/vehicle.htm

Health and Safety Exec. – Corporate manslaughter

www.hse.gov.uk/corpmanslaughter/index.htm

Gov UK - The Highway Code road safety and vehicle rules

www.gov.uk/browse/driving/highway-code-road-safety

European Agreement concerning the International Carriage of Dangerous Goods by Road

www.unece.org/trans/danger/publi/adr/adr2017/17contentse0.html

Health and Safety Exec. - High Visibility Clothing

www.hse.gov.uk/workplacetransport/factsheets/clothing.htm

Gov UK – Guide to the General Data Protection Regulation

www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation

APPENDIX 1 – AUTHORISATION TO DRIVE DECLARATION



Authorisation to Drive Declaration

Agreement

To conform with compliance under Corporate Manslaughter Act & Road Traffic Regulations including Health & Safety at work act, you must agree and undertake the following:

- Driver's medical assessment at the Occupational Health Department
- Driving licence check at the Transport Department
- Undergo driver risk assessment at the Transport Department
- Complete vehicle check and report issues

It is your responsibility to inform your Departmental Managers/Transport Management and/or DVLA if you:

- Develop a 'notifiable' medical condition or disability
- A condition or disability has got worse
- Notifiable conditions are anything that could affect your ability to drive safely
- Receive speeding/parking/notice of intended prosecution
- Report any RTA/driving incidents/collisions/damage

Failure to inform/comply will result in disciplinary action/dismissal/prosecution

The Trust

- Has the right to amend/change procedures following changes in the law
- Has the right to ask you to take a breathalyser test
- Has the right to ask you to take a drugs test
- Has the right to stop/suspend/refuse driving duties
- Will not pay speeding/parking/notice of intended prosecution/fines

Any member of staff who refuses/disagrees to comply/sign will not be authorised to drive any Trust lease/owned/hired vehicles.

(Print name).....

(Department).....

I understand that I am personally responsible for my own actions. I agree and understand that failure to inform and comply will result in disciplinary action/dismissal/prosecution (CORP/EMP 2 – Disciplinary Policy)

Date..... **Signed**.....

APPENDIX 2 – VEHICLE CHECKS (15 MIN WALK ROUND)

Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can



Driver & Vehicle
Standards
Agency

LIGHTS

Check that:

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct colour
- ▶ stop lamps come on when the service brake is applied and go out when released
- ▶ marker lights are present and work
- ▶ all dashboard warning lamps work correctly including:
 - ▶▶▶ ABS
 - ▶▶▶ airbags (SRS)
 - ▶▶▶ EPS
 - ▶▶▶ full beam headlamp warning lamp
 - ▶▶▶ parking brake warning lamp

HORN AND STEERING

Check that:

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

WASHERS AND WIPERS

Check that:

- ▶ wipers move continually when switched on
- ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- ▶ washers point at the windscreen and are operational
- ▶ washer fluid is topped up

MIRRORS AND GLASS

Check that:

- ▶ all mirrors that should be there are properly aligned and secure
- ▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS

Check that:

- ▶ seats are secure
- ▶ seatbelts operate correctly and are free from cuts and damage

BRAKES

Check that:

- ▶ foot / service brake works correctly and does not have any excessive travel
- ▶ hand / parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS

Check that:

- ▶ all doors shut properly and are secure when closed
- ▶ there are no sharp edges or damage
- ▶ no body panels are loose or in danger of falling off

LOAD

Check that:

- ▶ any load is adequately secured
- ▶ van doors have an effective locking device

TOW BARS AND TAIL LIFTS

Check that:

- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

EXHAUST

Check that:

- ▶ exhaust doesn't emit excessive amounts of smoke

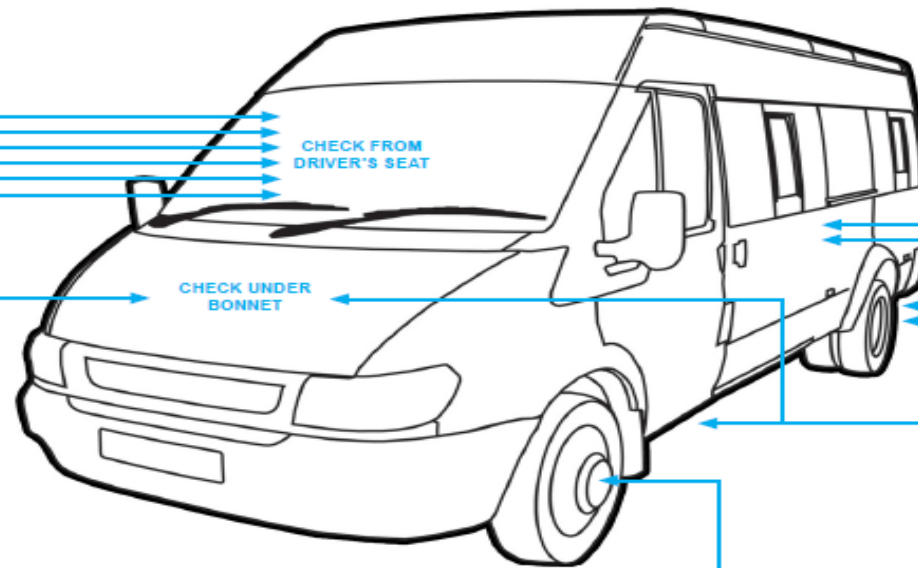
FLUIDS, FUEL AND OIL

Check that:

- ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- ▶ fuel filler cap is securely fitted
- ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

With the engine on, check:

- ▶ underneath the van for any fuel and oil leaks looking for puddles on the ground



TYRES AND WHEELS

Check as much of your tyres and wheels as you can see. There must be:

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient inflation of each tyre
- ▶ no deep cuts in the sidewall
- ▶ no cord visible anywhere on the tyre
- ▶ no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.

APPENDIX 3 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/ Project/Strategy	Division/Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/FAC 11 v.1	Transport/Facilities	Wayne Bramhall	New Policy (incorporating CORP/FAC 5 v.3)	November 2018
1) Who is responsible for this policy? Name of Division/Department: Facilities/Transport				
2) Describe the purpose of the service / function / policy / project/ strategy? All staff that drive Trust vehicles as part of their job. Departmental managers to ensure that these policies are adhered to.				
3) Are there any associated objectives? HSE Driving for work/Corporate Manslaughter Act and Driving Law				
4) What factors contribute or detract from achieving intended outcomes? – Duty of care to staff and compliance of road traffic regulations				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] –N/A 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] No				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
Date for next review: November 2021				
Checked by: Neil Little		Date: November 2018		