



# Use and Care of Trust Vehicles

This procedural document supersedes: CORP/FAC 11 v.1 - Use and Care of Trust Vehicles



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## Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 2	July 2022	<ul style="list-style-type: none"> <li>• Policy reviewed and transferred into up to date APD Trust format.</li> </ul>	W Bramhall
Version 1	November 2018	<ul style="list-style-type: none"> <li>• This is a new procedural document, (incorporating CORP/FAC 5 v.3 – Occupational Driving and Care of Trust Vehicles) please read in full.</li> </ul>	W Bramhall

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## 1 INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation (DBTH) 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 represent 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.

DBTH 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.

### LEGISLATION IS CONSTANTLY BEING UPDATED

## 2 PURPOSE

- 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 consistent 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 consistent approach across all Departments, Directorates and Divisions.
- Reduce the risk of accidents to staff, patients, public and property.

## 3 DUTIES AND RESPONSIBILITIES

This policy applies to all members of staff who are required to drive vehicles on behalf of the Trust, it also applies to 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, hire or any use other than Trust business.

### 3.1 Authorization to Drive Specific Trust Vehicles

Staff must hold the appropriate licence entitlement including Driver Training and ADR if needed, to drive any given vehicle within the Trust. Staff must have their driving licence checked. (See section 5.4)

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

### 3.2 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.

### 3.3 Heads of Department

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.

## 4 DRIVING LEGISLATION

### 4.1 Driving at Work

- 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.
- 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'**.
- 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.

### 4.2 Road Safety – Duty of care

The law requires that you always have proper control of your vehicle 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 the driver's 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. The driver 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.

#### **4.3 Health & Safety at Work Act.**

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

Staff driving Trust vehicles must always 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*).

#### **4.4 Road Safety Act 2006**

The Act contains several 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.

#### **4.5 Corporate Manslaughter and Corporate Homicide Act 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.

## **5 DRIVING PROCEDURES - STAFF**

### **5.1 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).

## 5.2 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.

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

## 5.3 Drivers Risk Assessment

Everyone's 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 the Trust 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.

#### 5.4 Driving Licence Check System

The Trust Driving Licence Checking System, **D-A-V-I-S (Driver and Vehicle Information Solutions)** 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.

## 5.5 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.

Category	Description	Min Age
<b>B</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.	<b>17</b>
<b>B Auto</b>	As cars, but with automatic transmission	<b>17</b>
<b>B1</b>	Motor tricycles / quad cycles, 3 or 4 wheeled vehicles with an un-laden weight not exceeding 550kg.	<b>17</b>
<b>B + E</b>	Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B.	<b>17</b>
<b>C</b>	Vehicles over 3500kg with a trailer up to 750kg.	<b>21</b>
<b>C1</b>	Lorries between 3500kg and 7500kg with a trailer up to 750kg.	<b>18</b>
<b>C1+E</b>	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).	<b>21</b>
<b>C+E</b>	Vehicles over 3500kg with a trailer over 750kg.	<b>21</b>
<b>D1</b>	Vehicles with between 9 and 16 passenger seats with a trailer up to 750g	<b>21</b>
<b>D1+E</b>	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.	<b>21</b>
<b>D</b>	Any bus with more than 8 passenger seats with a trailer up to 750kg.	<b>21</b>
<b>D+E</b>	Any bus with more than 8 passenger seats with a trailer over 750kg.	<b>21</b>

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

## 6 VEHICLE PROCEDURES

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

### 6.1 Compliance Checks & Responsibilities

#### **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**

## 6.2 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
- DBTH 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

## 6.3 Mobile Device Driving Laws

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

The penalty for using a mobile phone while driving is now £200 including a 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 twelve 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 will not pay any individual fines.

#### 6.4 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.

#### 6.5 Dash Cams

Dash Cams are installed in all fleet vehicles for the following reasons:

- Protect against crash-for-cash scams
- Evidence for road accident insurance claims
- Evidence for parking accident insurance claims
- Help to reduce insurance premiums
- Promote safer driving
- Assisting with driver training
- Assisting with internal auditing.

#### 6.6 Speeding Fines

Drivers can be charged up to 175% of their weekly wage/income under speeding fine rules. 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% and 75% of their weekly income.

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

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

In addition to the variable fee motorists could also receive 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 will not pay individual Fines.

## 6.7 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.

## 6.8 Smoking

In the interest of Trust Drivers and their passengers, smoking in DBTH vehicles is NOT permitted.

DBTH operates a 'No Smoking' policy restricting smoking whilst on duty or in and around DBTH sites.

# 7 VEHICLE EXTERNAL/INTERNAL CHECKS

Vehicle checks are to be done daily with vehicle documents completed and report any issues/damage to your head of Department or the Transport Department.

## 7.1 External Vehicle Checks

<b>Fuel</b>	Have you enough fuel for your journey?
<b>Oil</b>	Check the oil level. Do this when the engine is cold and on level ground
<b>Water</b>	Check the coolant reservoir level and windscreen washer fluid,
<b>Damage</b>	Check outside of vehicle for any signs of damage, check light lenses and window condition
<b>Electrics</b>	Check ALL Lights are working, also check the horn and windscreen wiper controls are functioning correctly
<b>Tyres</b>	Check ALL Tyres for signs of damage or wear and pressure. Also check the Wiper Blades are not worn, damaged or dirty
<b>You</b>	Are you fit enough to drive? Not under influence of drink or drugs, not too tired to drive?

## 7.2 Internal Vehicle Checks

<b>Doors</b>	Make sure that all doors, Inc. bonnet and boot are closed
<b>Seats</b>	Adjust the height of the seat to suit. For the correct driving position
<b>Steering</b>	Adjust the steering wheel to suit. For the correct driving position
<b>Seatbelts</b>	Everyone in the vehicle must be wearing a seatbelt

<b>Mirrors</b>	Adjust Mirrors for the correct driving position
<b>Brakes</b>	Ensure both Foot and Hand brakes are working correctly

### 7.3 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.

Due 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.

## 8 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 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 types 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.

## 8.1 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

## 8.2 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.

## 9 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

## 10 TRAINING/SUPPORT

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

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.

Please note: The training requirements of staff will be identified through a learning needs analysis (LNA). Role specific education will be co-ordinated/delivered by the topic lead. Alternatively, training may be accessed via an approved e-learning platform where available.

## 11 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

- **Mileage** has to be recorded for contractual reasons, servicing intervals, AdBlue emissions control, carbon footprint & MPG costs.
- **Vehicle Checks** must 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
<b>Mileage</b>	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)
<b>Vehicle Checks</b>	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)

<b>Fuel</b>	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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## 12 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).

## 13 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](#))

## 14 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

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

## 15 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/>

## 16 REFERENCES

Speed Cameras and Fines

[www.speedcamerasuk.com/speeding-fines-2017.htm](http://www.speedcamerasuk.com/speeding-fines-2017.htm)

Using a Phone, Sat Nav or Other Device When Driving

<https://www.gov.uk/using-mobile-phones-when-driving-the-law>

Gov UK - speeding penalties

[www.gov.uk/speeding-penalties](http://www.gov.uk/speeding-penalties)

Gov UK - Medical Conditions, Disabilities and Driving

[www.gov.uk/driving-medical-conditions](http://www.gov.uk/driving-medical-conditions)

Gov UK – Check If a Health Condition Affects Your Driving

[www.gov.uk/health-conditions-and-driving](http://www.gov.uk/health-conditions-and-driving)

Health and Safety Exec. – Work Related Road Safety

[www.hse.gov.uk/roadsafety](http://www.hse.gov.uk/roadsafety)

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

[www.hse.gov.uk/legislation/hswa.htm](http://www.hse.gov.uk/legislation/hswa.htm)

Legislation Gov UK – Road Traffic Act 1988

[www.legislation.gov.uk/ukpga/1988/52/section/87](http://www.legislation.gov.uk/ukpga/1988/52/section/87)

Health and Safety Exec. – Vehicle Maintenance

[www.hse.gov.uk/workplacetransport/factsheets/vehicle.htm](http://www.hse.gov.uk/workplacetransport/factsheets/vehicle.htm)

Health and Safety Exec. – Corporate Manslaughter

[www.hse.gov.uk/corpmanslaughter/index.htm](http://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](http://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](http://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](http://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](http://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 checks 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)



Driver & Vehicle Standards Agency

## 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

### 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

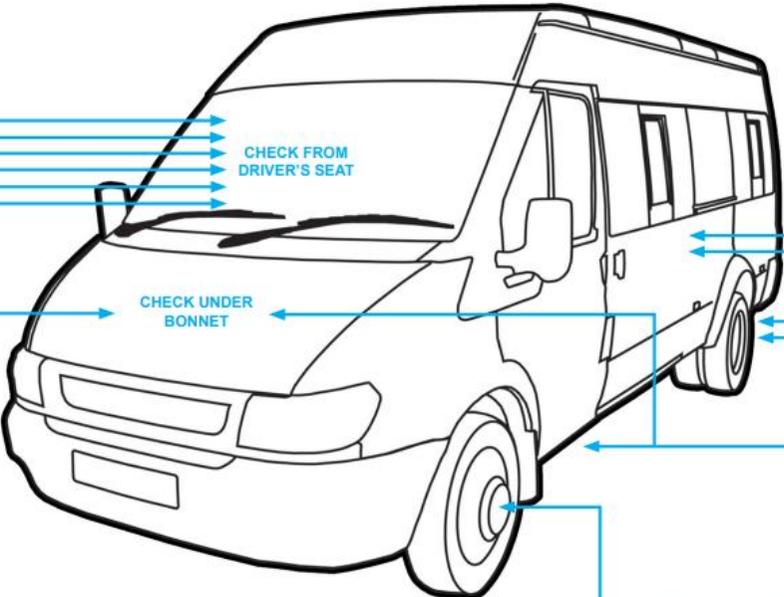
### EXHAUST

- 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	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/FAC 11 v.2	Transport/Facilities	Wayne Bramhall	Existing Policy	20 May 2022
<b>1) Who is responsible for this policy? Name of Division/Directorate: Facilities/Transport</b>				
<b>Describe the purpose of the service / function / policy / project / strategy?</b> All staff that drive Trust vehicles as part of their job. Departmental				
2) Managers to ensure that these policies are adhered to.				
<b>3) Are there any associated objectives?</b> Legislation, targets national expectation, standards: HSE Driving for work/Corporate Manslaughter Act and Driving Law				
4) <b>What factors contribute or detract from achieving intended outcomes?</b> – Duty of care to staff and compliance of road traffic regulations				
5) <b>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?</b> Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> <li>• <b>If yes, please describe current or planned activities to address the impact</b> [e.g. Monitoring, consultation] – N/A</li> </ul>				
6) <b>Is there any scope for new measures which would promote equality?</b> [any actions to be taken] - No				
7) <b>Are any of the following groups adversely affected by the policy?</b>				
<b>Protected Characteristics</b>	<b>Affected?</b>	<b>Impact</b>		
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) <b>Provide the Equality Rating of the service / function / policy / project / strategy</b> – tick (✓) outcome box				
<b>Outcome 1</b> ✓	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
<b>Date for next review:</b> July 2025				
<b>Checked by:</b> Sean Tyler			<b>Date:</b> July 2022	