



Driving at Work Policy and Guidance

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Associated Documentation

- Carbon Management Plan
- Fleet Strategy
- Code of Conduct Policy
- Disciplinary Policy, Procedure and Guidance
- Maximising Performance Policy
- Risk Management Policy
- Recruitment and Selection Policy and Procedure
- Environmental and Sustainability Policy
- Excess Mileage, Travel Time and Accommodation Policy
- Medical Standards for Fitness to Drive Policy
- Guidance for Managers – Driving Referrals
- Lease Car Policy

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Staff Summary

The very nature of an Emergency Service led the public to associate Ambulance Employees and volunteers with a high standard of driving skill and road behaviour.
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.
Trust personnel generally fulfil these expectations; however, there have been occasions where these standards have not been achieved.
These higher expectations apply not just to the driver and their actions, but also to the behaviour and actions of those travelling as attendants or passengers. Any Trust vehicle involved in a collision results in disruption to the operation of the Trust, an unacceptable personal injury risk to employees and other road users, delay in responding to calls, considerable money and materials being wasted in repairing damage, unnecessary 'down time' whilst vehicles are being repaired as well as damage to the public's perception of the Ambulance Service and an increased insurance premium.
All staff, which drives on Trust business, are expected to have read, understood and comply with the policy and associated guidance.
<ul style="list-style-type: none">• Standardisation of driver expectations and procedures• Introduction of Driver Training Passport• Accident Reporting and Management Procedures• CCTV and Innovation• Driving licence checks• Streamline Training and Referral guidance

1.0 Introduction

- 1.1 Yorkshire Ambulance Service NHS Trust (YAS) acknowledges the inherent risks that driving poses to individual road users, pedestrians, employees, the organisation, the provision of their services, and to the NHS overall and is committed to reducing these risks as far as reasonably practicable.
- 1.2 This document and its associated guidance should be read in conjunction with the Carbon Management Plan and Lease Car Policy.
- 1.3 Working together with staff, YAS is committed to developing and implementing an effective risk management system to reduce the number and consequences of Road Traffic Collisions (RTC's) by ensuring:
 - Staff are competent and medically fit to drive the required class of vehicle appropriate to their role.
 - All YAS staff are aware that they **must** report incidents and the procedures and processes involved including what is expected in the event of involvement in a Trust vehicle incident.
 - All YAS vehicles are fit for purpose and maintained in a safe and fit condition.
 - YAS staff are aware of the importance of vehicle checks, reporting vehicle defects and breakdowns and the potential risks of not reporting.
 - All YAS staff are aware of the implications of vehicle collisions, and the importance of incident management, claims management and accident reduction.
 - Staff are aware they **must** inform their Line Manager if they receive **any points** to their DVLA Driving licence. This is a legal requirement and failure to comply could

result in claims involving the individual being void and that individual becoming personally liable (licence checks will be carried out additionally by the Trust).

- All YAS staff are aware of their role and responsibilities.
- This policy incorporates and ensures the Trust follows the applicable legislation:
- Health and Safety at Work Act 1974
- The Road Vehicles Lighting regulations 1989 (Amended 2005)
- Road Traffic Act 1988 (Amended 1995)
- Motor Vehicle Regulations 2010
- New Drivers Act (Appended to Road Traffic Act 1995)
- The Traffic Sign Regulations and General Directions 1994
- The Road Vehicles (Construction and Use) Regulations 1986 and Deregulation Act 2015

2.0 Purpose/Scope

2.1 The purpose of this policy is to:

- Set out the required high standards of driving within YAS NHS Trust to reach its service users as quickly and safely as possible. 'Quickly' refers to Emergency Responses.
- Ensure a standard approach to the driving development of staff throughout YAS NHS Trust.
- Minimise the number of Road Traffic Collisions (RTCs) and accident damage involving YAS vehicles. Drawing attention to certain aspects of driving and vehicle care will result in reduced accidents and lessen risk to patients, other road users and Trust personnel.
- Ensure vehicles operated by the YAS are fit for purpose and maintained to a safe standard.
- Promote, maintain and improve the professional image of YAS staff and vehicles providing response and transportation.
- Outline to staff and management their legal requirements and responsibilities regarding emergency and non-emergency driving to deliver a consistent approach across all areas and directorates. This includes an individual's responsibility to advise any changes to their medical status or the taking of any medications that may affect their ability with regards to driving emergency and non-emergency vehicles.
- To ensure that Trust personnel are aware of the processes and policies concerned with causing, being involved in, and managing vehicle incidents.

2.2 This policy applies to all YAS employees, volunteers, approved volunteers, bank workers and agency staff carrying out their duties, and is supplementary to any other policies. The policy will clearly identify those areas that only concern staff trained to be emergency drivers.

2.3 The policy provides knowledge and guidance to enable YAS employees, volunteers, approved volunteers, bank workers and agency staff to understand the expectations of the Trust where driving at work is concerned.

2.4 The policy covers the management of vehicle-related incidents and the processes in place to reduce vehicle accidents and support staff in meeting expectations.

2.5 The policy management pathway has been set at 9 months for the Trust to achieve an improvement in driving standards, reduce accident rates, and limit risks to staff, patients, public and other road users. This rolling management period will be reviewed

after 1 year. It should be noted that the review period may be increased to ensure more staff are assisted and more risks are mitigated.

3.0 Training Expectations for Staff

- 3.1 All employees driving under emergency conditions on behalf of the Trust are required to satisfactorily complete an approved emergency driver training programme prior to being operationally deployed. For ambulance driving under emergency conditions an IHCD Driver 2 for staff qualified pre-Jan 2106 or DTAG CERAD Level 3 for staff qualified from Jan 2016. For RRV driving under emergency conditions a IHCD D2 or L3CERAD will be required or 9 months post-CERAD operational emergency driving experience. From January 2022 all new operational RRV staff will be required to undertake additional driver training to meet the National guidelines from The Department for Transport in order to comply with the High-Speed Driving Regulations; Course details and dates to be confirmed on the next review 0.2 All employees driving patient-carrying vehicles under non-emergency conditions are required to undertake the Trust basic driving course prior to undertaking driving duties. An IHCD Driver 1 for staff qualified pre-Jan 2106 or L2APCSAD.
- 3.2 All approved volunteers as specified at section 8.0 that are required to drive under emergency conditions on behalf of the Trust must attain and qualify in accredited and validated programme in accordance with national requirements to demonstrate competence prior to being operationally deployed.
- 3.3 All volunteers who are required to carry patients, such as Volunteer Car Drivers, will receive a driving assessment prior to commencement of service by a Trust driving assessor or driving instructor.
- 3.4 Employees who were employed prior to 1986 and received training under the former NHSTA and/or NHSTD, who cannot provide evidence of obtaining an approved driver training qualification will be required to undertake a competency assessment to gain entry onto the 'High Speed' Register and thereafter 5-yearly assessments as per section 8.0.
- 3.5 Driving assessments deemed unsatisfactory against the 'High Speed' competencies will result in a suspension of high-speed driving duties and a remedial action plan created that is mutually agreed and training delivered. Reinstatement of high-speed driving duties will be subject to a satisfactory reassessment and retraining. **See Appendix A for procedure.**
- 3.6 Regular assessments every 5 years should be completed by an accredited driving assessor or driving instructor to those staff undertaking 'High Speed' emergency response driving to ensure competency is maintained. This assessment may be called for earlier following an incident investigation recommendation. A satisfactory assessment is required to remain in the 'High Speed' Register. Currently this is not legal requirement and may only be completed post-incident.
- 3.7 Only those employees and Approved Volunteers on the 'High Speed' Register are permitted to undertake emergency response 'High Speed' driving. All must hold the IHCD Driver 1 or 2 or DTAG Level 2 or 3 for appropriate level of expected driving duties.
- 3.8 All voluntary ambulance services (e.g., St John's Ambulance, Red Cross etc.) acting on behalf of the Trust will be required to complete regular driving and health assessments for all their drivers at least every 5 years to ensure their competency. These

requirements must be documented in all service level agreements with these organisations.

- 3.9 All Fleet Services staff, managers, and other staff expected to drive service vehicles will complete an authorised Driver Record which will be reviewed by line management and the Driver Training Department and place on staff record. **Appendix B.**
- 3.10 A summary table of education and training requirements against employee/volunteer status can be found at **Appendix C.**
- 3.11 The Education & Training department operates an appeals process, which can be accessed through the normal educational operating procedures.

4.0 Implementation Plan

- 4.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction. This policy will also be communicated by:
 - Operational updates.
 - Locality and management meetings.
 - Pre-live poster campaign.
 - Road show awareness.
 - Manager Workshops

5.0 Monitoring Compliance with this Policy

- 5.1 The VARG 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.
- 5.2 The VARG will monitor incidents reported on Datix that involve Trust vehicles and will provide a report on these to the Health and Safety Committee.
- 5.3 The VARG will review cases of vehicle incidents and accidents to ensure management pathways are being followed appropriately and to denote best practice and advice of potential changes where resource reviews are needed.
- 5.4 Quarterly vehicle-related incident review reports will be produced by the Risk and Assurance team and be made 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 (CBU), highlighting trends and areas of concern.
- 5.5 The VARG will benchmark the performance of the Trust against that of other Ambulance Trusts. Best practice and learning will be shared nationally at the National Ambulance Reduction Group for ambulance Trusts.
- 5.6 The Trust will track the management of the policies performance, through the reduction in accident numbers, incident frequency, and cost per incident, and rebate targets will be identified as Cost improvement Savings (CIP).

6.0 Legal Responsibilities

- 6.1 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).
- 6.2 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 or the FutureQuals Level 3 Certificate in Emergency Response Ambulance Driving (L3CERAD). 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 exemption, if required to do so by the Police or member of the Trust.
- 6.3 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.

7.0 Equality and Human Rights Impact and Assessments

- 7.1 This policy embraces Diversity, Dignity and Inclusion in line with emerging Human Rights guidance. YAS recognise, acknowledge and value difference across all people and their backgrounds. We will treat everyone with courtesy and consideration and ensure that no one is belittled, excluded or disadvantaged in any way shape or form.

8.0 Definitions

Emergency Response Driving	Required where an emergency is considered to be an event that needs immediate preventative action to avoid a risk to life or health.
Patient Carrying Vehicles	Vehicles operated within or on behalf of YAS, which have the capability of carrying patients.
Satisfactory Driving Licence (DVLA LICENCE)	To drive a vehicle you must: <ul style="list-style-type: none">• Hold the appropriate DVLA driving licence for the vehicle being driven.• Meet driver minimum requirements.• Meet the legal eyesight standards.• < 12 points within a 3-year period ('totting up penalty points').• < 6 points within 2 years of passing your driving test (New Drivers Act).
NHSTA/NHSTD	National Health Service Training Authority & National Health Service Training Directorate.
Third Party Contracting	Is a voluntary arrangement in which the Trust pays for a contractor to assist in delivering its services. For example, a Voluntary Aid Society (e.g., St John's Ambulance, Red Cross) or Third-Party repairers and

	contractors that may be requested to move/ relocate and test drive Trust vehicles with the authority of Fleet Services.
Approved Volunteers	From Basics, MARS, Care Team and voluntary aid societies are individuals who have successfully completed an approved emergency driver training programme and are permitted by the Trust to respond to emergencies using visual and audible devices.
High Speed Register	Electronic register held by the Trust, managed by the Education and Training Department that contains details of employees and approved Volunteers permitted to undertake Emergency Response driving.
Careless Driving	<p>An offence under Section 3 of the Road Traffic Act 1988: “If a person drives a mechanically propelled vehicle on a road or other public place without due care and attention, or without reasonable consideration for other persons using the road or place he/she is guilty of an offence.”</p> <p>A person is to be regarded as driving without due care and attention if (and only if) the way he/she drives falls below what would be expected of a competent and careful driver.</p>
Dangerous Driving	<p>An offence under Section 2 of the Road Traffic Act 1988. “A person who drives a mechanically propelled vehicle dangerously on a road or other public place is guilty of an offence.”</p> <p>A person is to be regarded as driving dangerously if (and only if) the way he/she drives, falls far below what would be expected of a competent and careful driver, and it what would be obvious to a competent and careful driver that driving in that way would be dangerous.</p> <p>A person is also to be regarded as driving dangerously if it would be obvious to a competent and careful driver that driving the vehicle in its current state would be dangerous.</p> <p>“Dangerous” refers to danger either of injury to any person or of serious damage to property; and in determining what would be expected of, or obvious to, a competent and careful driver in a particular case, regards shall be had not only to the circumstances of which he/she could be expected to be aware, but also to any circumstances shown to have been within the knowledge of the accused.</p> <p>In determining the state of a vehicle, regard may be had to anything attached to or carried on or in it and to the manner in which it is attached or carried.</p>
Satisfactory Driving Assessment	Assessment against the new Department for Transport ‘High Speed’ competencies supported by the Driver Training Advisory Group, where each competency is scored 3 or more.
True Speed Limit	<p>Defined as the maximum speed at which it is safe and possible to proceed having due regard to the prevailing road, weather and traffic conditions, the handling characteristics and limitations of the vehicle being driven and, finally, the abilities of the driver.</p> <p>As with the current Official Highway Code where the words must or must not are used within this document, they refer to a specific legal requirement. Failure to do so would mean the driver is committing a criminal offence or a deviation from Trust policy and would be open to prosecution or internal action, or both.</p> <p>The wording shall or shall not and do or do not refers to advice to be followed to maintain the required standards. Failure to do so could be used to assist in determining accountability should an incident, collision or complaint occurs.</p>

9.0 Roles and Responsibilities

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.

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 2 years or in the light if 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.

Fleet Department

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

Must ensure that any known vehicle risks that have the potential to cause accident or injury are rectified and managed and communicated accordingly in line with the risk.

Must ensure that all incidents reported are brought to the attention of Trust insurers, and will ensure notification of any Trust losses are timely and accurate in their content

Shall report any data quality concerns with Datix reports to the Risk and Assurance Team for rectification and training.

Shall ensure that Trust departments who manage road staff are aware of incidents concerning their staff and will provide high level data to aid the management of staff and incidents.

Shall when required, request and remove and download vehicle external CCTV footage where available for the purpose of insurance liability settlement and driving standard concerns.

Shall work with Trust insurers to ensure the timely and appropriate settlement of vehicle Motor Claims.

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.

Shall 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.

Shall assist when required in stage 1 of the YAS Driving Licence point's allocation with the support of Driver Training and VARG.

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 which 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.

Shall 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. This investigation must aim to identify the driver and the cause of the damage.

When informed or made aware of staff medical issues or concerns that may impact on their ability to drive safely, they will seek the correct professional pathway for advice including HR, Trust's Occupational Health Facility and/or Driver Training Department.

Shall assist in stage 1 of the YAS Driving passport point allocation with the support of Driver Training and VARG.

Employees

Shall 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 a vehicle-related incident and be prepared to submit a more detailed account of any they were involved in, on request.

Shall ensure their personal insurance policy includes business cover for the amount and type of business mileage they undertake if utilising a personal owned vehicle.

Shall inform their line manager immediately if they become aware of a medical condition which may affect their ability to drive safely.

Shall inform their line manager if they are taking any medication which may affect their ability to drive safely.

Shall ensure that all vehicle visual checks are completed at the start of shift.

Shall ensure vehicle defects or breakdowns that are identified are reported to the Fleet and Helpdesk as first point of contact on 0300 330 5418, to maximise resolution time

Shall also complete the vehicle defect book in the vehicle and ensure that it is reflective of the fault they have reported. This process is in addition to the reporting to ensure staff, patients and vehicles are safe for use and are allocated the correct and most appropriate repair action for the fault.

Shall report all vehicle-related incidents to the Datix helpline as soon as possible or no later than the end of their shift. Failure to do so, without justification, could result in formal action being taken as indicated in the Driving at Work Policy Guidance.

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

Vehicle Accident Reduction Group (VARG)

Responsibilities of the VARG can be found in the Terms of reference (TOR) for the Vehicle Accident Reduction Group.

10.0 Policy Review

- 10.1 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.
- 10.2 The policy and its associated guidance will be reviewed every 2 years and/or following any significant operational, structural or legislative changes in accordance with the Trust's review of other Health and Safety policies, noting that the 9-month rolling management period will be reviewed after 1 year.

11.0 References

[Road Traffic Act 1988](#)

[The Road Vehicles \(Construction and Use\) Regulations 1986](#)

[The Highway Code - Guidance - GOV.UK](#)

[Deregulation Act 2015](#)

12.0 Appendices

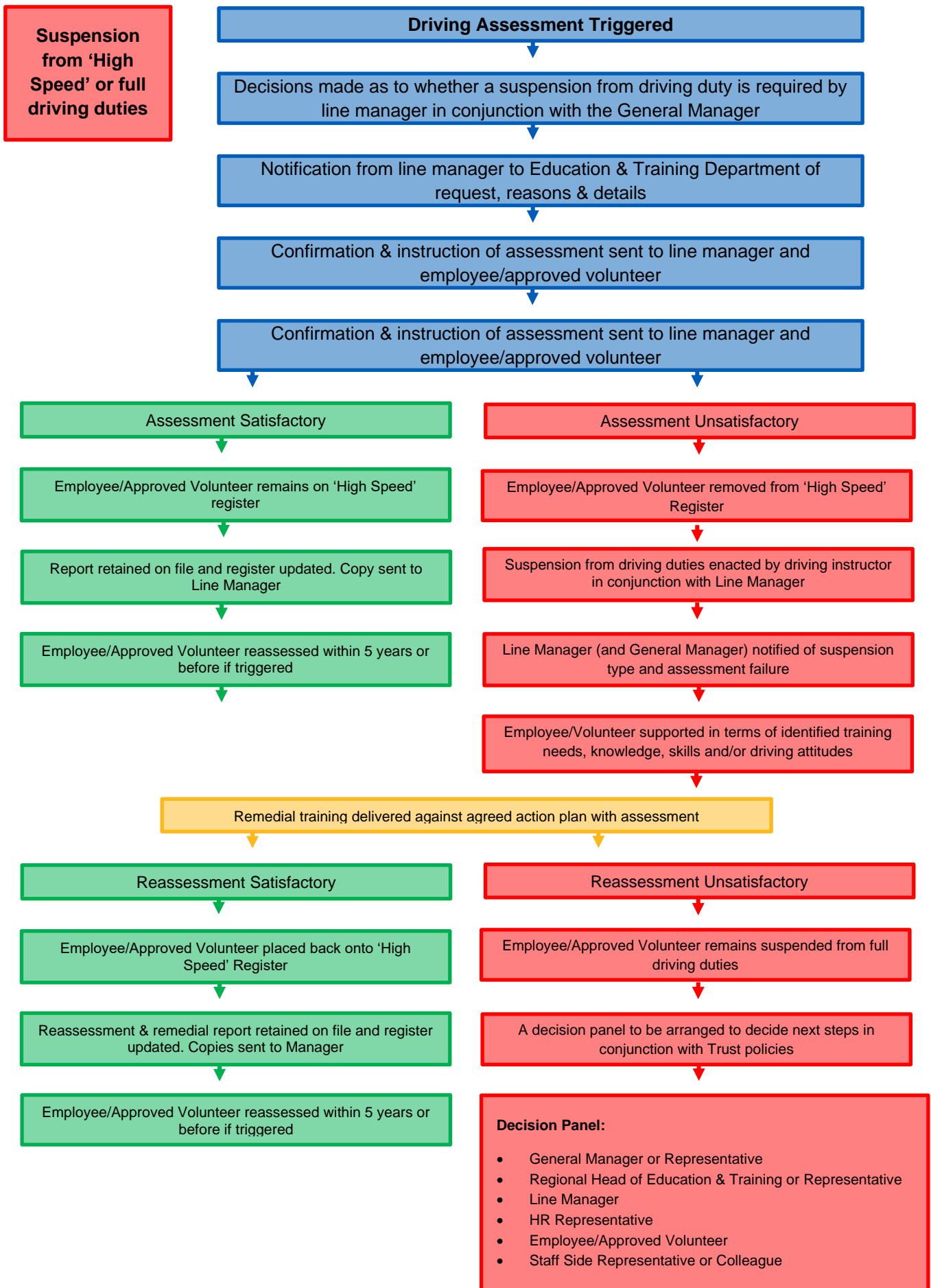
- 12.1 This Policy includes the following appendices:

Appendix A – Driving Assessment Algorithm

Appendix B – Education and Training Summary

Appendix C – Guidance for Driving at Work

Appendix A – Driving Assessment Algorithm



Appendix B – Education and Training Summary

	Pre Employment / Volunteer Driving Assessment	Trust 2	IHCD D1*	IHCD D2*	C1	RRV Cat B (5)	4x4 (5)	HGV (5x6)	DfT High Speed (1)	Initial High Speed Register Assessment
Clinical Employed Staff (2)	■		■	■	■	■	■		■	
Voluntary Car Services	■									
Patient Transport Services	■	■			■					
Health Care Referral Team	■	■			■					
Employees Required to drive part of their role (3)	■	■								
Approved Volunteers (4)			■	■		■			■	■
Community First Responders										
HART	■		■	■	■	■	■	■	■	



Guidance for Driving at Work

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Staff Summary

Expectations of driving standards for the Trust
Support employees and managers in the implementation of the YAS driver passport
Introduction of endorsement allocation and decision matrix
Guidelines for action in the event of vehicle defects

1.0 Introduction

- 1.1 The very nature of an Ambulance Trust leads the public to associate ambulance employees and volunteers with a high standard of driving skill and road behaviour. The Guidance for Driving at Work accompanies the Driving at Work Policy to provide support to managers and employees in promoting positive driving standards across the Trust and provide detail and expectations with regards to the YAS driver passport.

2.0 Purpose/Scope

- 2.1 The purpose of this document is to support the Driving at Work Policy and draw attention to certain aspects of driving and vehicle care that will result in reducing accidents and lessen risk to patients, other road users and Trust personnel through information, guidance and management.

3.0 Process

- 3.1 All vehicles being used for Trust business, whether they are Trust owned, leased or privately owned, must be suitable for the task. They must be maintained, have the relevant road tax license and be appropriately insured.
- 3.2 Every YAS driver will be allocated a YAS driver passport which will be used as a record for driving standards within the Trust. Between 1 and 5 driver endorsements/points may be allocated to an individual's passport following a driving incident and decisions made through investigations, the decision tree model, and discussions at VARG. Points obtained within a 9-month period may be subject to consequences following and in line with the behaviour matrix. Following the 9-month monitoring period, the points will not be 'live' but will remain on the staff members driver passport for reference and record. In the interest of a fair and transparent process and to ensure staff welfare is always considered, staff will always have the right to appeal endorsements they are allocated. If their appeal is successful, points on their record for the incident in question may be reduced or removed.

4.0 Trust Vehicles

- 4.1 The legal responsibility for ensuring that all Trust vehicles are maintained and serviced to an adequate level lies with the Trust. The driver has a legal responsibility to ensure that the vehicle they have been allocated is road worthy and safe to use (e.g., condition of tyres, clear windscreen, etc.).
- 4.2 Training is delivered as specified within the Trust Training Needs Analysis.
- 4.3 All drivers of lease vehicles should have a written management plan in place. The management plan must take into account the type, usage and statutory-imposed standards of the vehicle. All management plans should include details on the following:
- MOT tests
 - Road tax

- Servicing and other formal safety checks
- Type and frequency of checks/safety examinations

5.0 Employees and Volunteers who Drive on Trust Business

5.1 Employees and volunteers are legally responsible, in the same way as any other driver, for ensuring that the vehicle they are using is in a roadworthy condition. To comply with this obligation, the driver of any Trust operational or non-operational vehicle, including manager lease cars, must check the following prior to use and these checks should also be completed by staff that use their private vehicle for Trust business journeys.

Driver Checks	When
Vehicle Oil Level	At the start of every shift. This check should be carried out when the engine is cold as a false reading may be given after the engine has been running.
Vehicle Fuel Level	At the start of every shift. The vehicle must hold at least half a tank of fuel at any one time.
Windscreen Washer Level and Windscreen	At the start of every shift. It can be very dangerous to run out of spray when you need it the most. Also ensure that the washer nozzles are adjusted correctly so that the washer liquid sprays accurately onto the vehicle windscreen. The windscreen must also be checked for any signs of damage (cracks / chips) and actioned appropriately.
Wiper Blades	At the start of every shift, please check both front and rear blades (if present) for wear and tear or splitting. If the blades smear on the windscreen, try wiping them with detergent such as washing - up liquid.
Interior Dashboard Lights	At the start of every shift, please check that all dashboard warning lights operate correctly. Refer to the vehicle manual to familiarise yourself with the meaning of each. If any lights are illuminated, please contact the Fleet Helpdesk immediately.
Headlights, Indicators and Blue Lights	At the start of the shift, please ensure all bulbs are working correctly. If any are faulty, please contact the Fleet Helpdesk immediately.
Siren/Road Horn	At the start of every shift please check that the sirens are road horn are working.
Wheel nut yellow indicators	At the start of every shift, please check that the yellow indicators are at the correct alignment. If you have any concerns, please contact the Fleet Helpdesk immediately.
Tyres	At the start of every shift please check the tyres for any signs of wear and tear or obvious signs of deflation.

*NB: The Trust Vehicle Inspection sheets are also included at **Appendix 1 and 2**.*

5.2 Line Managers **must** ensure that **all** employees are given reasonable time to fulfil these checks prior to using any Trust vehicle. These checks are mandatory and should be facilitated wherever possible. If front line A&E staff, have concerns that they are not able to complete checks due to operational demand, EOC must be contacted so that it is noted on the log and justified; however, these checks should still be carried out at the earliest opportunity as ultimately the driver is responsible for roadworthy checks in line with UK / EU legislation. These checks are to assist the driver of the Trust vehicle in getting to their destination as safely as possible.

- 5.3 **All** accident damage to a Trust vehicle **must** be immediately reported to a Line Manager and the Fleet and Estates Helpdesk on 0300 330 5418; failure to do so could result in the last recorded driver being held responsible for any damage found during the vehicle check process. The driver **must** also ensure that the Datix helpline on 0300 330 5419 is contacted to report how the accident damage was incurred.
- 5.4 Should a Trust vehicle develop a fault and/or defect at any time, the driver **must** immediately contact the Fleet and Estates Helpdesk on 0300 330 5418. Staff shall also ensure that the Vehicle Defect Book inside the vehicle is completed and reflects the defect they have reported to Fleet. This should be done for **all** vehicle faults and/or defects regardless of whether you deem the vehicle to be 'Vehicle off Road' (VOR) or not. If your vehicle does not have a Vehicle Defect Book, you should obtain one from the nearest Trust workshop. They should be handed in to workshops when the books are full, and a new book should be obtained.
- 5.5 All users of Trust vehicles, excluding managers lease cars, should ensure they are familiar with, and understand, the Trust's Guidelines for Action in the Event of a Vehicle Defect (**Appendix 3**).
- 5.6 Vehicles fitted with an AdBlue system will require it to be topped up approximately every 3,000 miles. This will be checked and topped up during any scheduled Fleet Department maintenance; however, due to driving styles/mileage there may be a requirement for top ups outside of normal vehicle maintenance checks. A yellow AdBlue low warning light may appear on the dashboard when the AdBlue system falls below a certain level; report it to the Fleet Helpdesk noting that the vehicle is not VOR. In the event of the red AdBlue warning light appearing, the vehicle must be returned to the nearest Fleet workshop and the vehicle placed VOR until the issue has been rectified.
- 5.7 Employees who are provided with a lease car are to ensure that their vehicles are serviced at the manufacturer's recommended intervals. Any defects with the vehicle and/or tyres should be directed at the leasing company in the first instance.
- 5.8 All Trust employees are liable for any fixed penalty notices and parking fines they incur when driving a Trust vehicle.
- 5.9 If required to carry a load, it should be carried as safely and securely as possible, with due regard given to:
- Any hazard presented by the load (shifting, hot/cold, leakage etc.)
 - Any specific signage required by relevant regulations (hazardous materials, flammable liquids, compressed gasses etc.)
 - Any training required to load/unload the load (i.e., manual handling)
 - Any restrictions regarding the weight of the load for the vehicle used
 - Securing of the load whilst in transit
 - Any advance warning to relevant authorities i.e., the Police, Highway Authorities or bridge and structure owners like Network Rail, that the load is to be moved including route, content, time of travel and size of load (height, width etc.)
 - Any specific licence or signage to carry or required by the driver to transport the load.
- 5.10 All requirements should be confirmed prior to moving the load. If unsure of any aspect of the move, the driver should seek advice from their manager or supervisor.

6.0 Refuelling

- 6.1 Attention is drawn to the hazards involved in over-filling fuel tanks. A rise in temperature

or a change in gradient could cause spillage, creating a reduced grip on the surface area of the spill and a fire hazard. Care must be taken when refuelling not to overfill the tank. Disposable gloves should be worn in the interest of Health and Safety of employees.

- 6.2 Endorsements will be considered on an individual's YAS driving passport for each occurrence of an incorrect refuelling incident depending on circumstance and severity.
- 6.3 When driving a Trust vehicle, **all** Trust employees should take extra care when refuelling. Staff who realise they have incorrectly refuelled should not start the engine as this will seriously compound any damage caused and could ultimately result in irreparable damage to the engine. Any incidents of incorrect refuelling **must** be reported immediately to the Fleet and Estates Helpdesk and the driver must also report the incident to the Datix helpline on 0300 330 5419.
- 6.4 Every effort should be made to ensure A&E frontline, PTS and on-call vehicles are refuelled at the earliest opportunity when the fuel level falls below half-full. During normal operational use, vehicles should be refuelled towards the end of the shift. This will ensure the Trust is prepared to respond to any incidents without the need to first refuel. Staff should be aware of the Trust fuel procedure and should always utilise bunkered fuel as a primary resource over off-site fuelling station. Where staff are unable to utilise YAS bunkered fuel, off-site discount diesel at Key Fuel sites should be the alternative. Fleet and logistics drivers will also ensure vehicles are refuelled prior to returning a vehicle to station for operational use.
- 6.5 Vehicles are fitted with anti-misfuelling devices. These **should not** be removed as they are to assist with the prevention of incorrect fuelling. Missing anti-misfuelling devices must be reported to the Fleet and Estates Helpdesk in order to generate a replacement.
- 6.6 All drivers should ensure they have sufficient fuel to complete the journey when driving long distances. Refuelling with patients on board is to be avoided; however, in extreme circumstances this should be considered preferable to swapping the patient to another vehicle. All drivers are to ensure that they plan any long journey in advance and allow sufficient time to take regular breaks when driving continuously for long periods.

7.0 Code of Practice for Driving at Speed

- 7.1 **Emergency driving at speed.** Emergency vehicle response driving is a regular occurrence for all clinical front-line staff and managers in Trust branded vehicles fitted with an audible and visual warning system. Experience, competence and confidence are the necessary qualities to ensure the safety of individuals and the general public whilst undertaking such high-risk driving tasks.
- 7.2 When responding to an emergency the driver should attempt to make good progress using their experience and professional judgement to assess road, traffic and weather conditions at all times, claiming exemptions (**Appendix 4**) 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 justify and demonstrate a reasonable approach by justifying the need for the exemption if required to do so by the police or member of the Trust
- 7.3 Staff claiming non-justified exemptions, including speeding exemptions, may be subject to endorsements on their driving training passport.
- 7.4 **Non-emergency driving – speeding.** All operational drivers not undertaking emergency driving and **all** other YAS staff driving on behalf of the Trust **must** comply with legislation.

- 7.5 Staff that are found by the Trust to be speeding while driving for work on non-emergency driving will be allocated an 'A' for Awareness on their first Speeding Incident and a 'T' for training and endorsements as applicable for each subsequent Incident. These will be awarded and recorded on the YAS driver passport. Patient care and care of employees and road users is integral to the Trust. The Trust does not condone speeding and encourages all staff to drive with due diligence.

8.0 Driver Vehicle License Checks

- 8.1 Under current legislation (Section 87(2) Road Traffic Act 1988), guidelines by the Health and Safety Executive and in accordance with the Trust's pre- and post-employment checks policy, the Trust has an obligation to ensure that only holders of valid driving licences are permitted to drive on behalf of the Trust. All Trust employees and volunteers that are required to drive a vehicle (owned, leased or private) as part of their role are required to consent to their licence being checked.
- 8.2 All licences will be checked by the Recruitment team as part of pre-employment checks. Recruitment will provide applicants with the process for generating a DVLA check code for their licence to be checked for staff applying for a role with the Trust or within the Trust (if they are already employed).
- 8.3 It is the responsibility of all individual drivers to inform their line managers immediately if they have their licence removed. Line managers **must** ensure that anyone required to drive on Trust business holds the correct category on their full UK driving licence and the necessary experience to do so. For example, Category B allows vehicles up to 3,500kg Maximum Authorised Mass, with up to 8 passenger seats, and a trailer up to 750kg to be driven. The holder can also tow heavier trailers if the total weight of vehicle and trailer isn't more than 3,500kg.
- 8.4 Whilst in post in a driving role the following applies:
- Staff, in line with the Driving at Work Policy **must** declare any notice, licence endorsement or prosecution on a criminal charge.
 - Staff who drive as part of their role **must** comply with the Trust's chosen licence checking system.
 - All front-line staff within A&E and PTS will have their licence checked annually by the HR services team.
 - All staff that are not front line but are required to drive as part of their role requirements will have their licence checked by a line manager as part of the annual Personal Development Review (PDR) Process.
 - In order for these annual checks to take place, staff will be made aware of the process they need to conduct in order to generate a check code from the DVLA using the driver and vehicle licensing agency website. The relevant line manager or HR advisor will use this code to conduct the checks required.
- 8.5 Whilst in post in a non-driving role:
- All Employees and volunteers in non-driving specific roles who may need to drive vehicles on behalf of the Trust (owned, leased or private) on an ad hoc basis will need to produce their driving licence and a DVLA check code so their licence can be checked against details held through the driver and vehicle licensing agency (DVLA) website. These checks will be completed by a line manager as part of the annual PDR process.

- Staff, who have applied for a lease car, will have their licence checked as part of the lease car application process. Staff will need to hold no more than 6 points on their licence to be considered for a lease car application. These checks will be completed by the Lease Car and Salary Sacrifice Administrator. Details of the check will be held against the vehicle record.
- Staff, who wish to use a Trust pool car for business journeys, will need to have their licence checked as part of the Pool Car booking process. These checks will be conducted by the Lease Car and Salary Sacrifice Administrator, or a responsible booking agent and staff will be asked to provide a DVLA check code at the point of booking. Details of the check will be held against the booking record.
- In order for these annual and ad hoc checks to take place, staff will be made aware of the process they need to conduct in order to generate a check code from the DVLA, using the driver and vehicle licensing agency website. The relevant line manager or scheme administrator will use this code to conduct the checks required.
- Details of how to gain a check code are provided on the DVLA website <https://www.gov.uk/view-driving-licence>

9.0 Personal DVLA Licence

- 9.1 Staff must inform their line Manager if they were the driver of the car and receive a Notice of Intended Prosecution (NIP), any endorsements (pending or otherwise), or any conviction for a motoring offence to their licence. Failure to comply with this could result in claims involving the individual being void and that individual becoming personally liable. The Trusts current licence check procedure is explained in section 8.
- 9.2 Staff must also inform their line manager if they have any medical / health condition which may have an impact on their duties or have been suspended or disqualified from driving due to a medical condition.
- 9.3 The Trust has a separate procedure for staff who incur endorsements on their personal DVLA license. This process is separate from the Driving Training Passport associated with this document. The HR process for endorsements on a DVLA license can be found in **Appendix 5**.

10.0 Reversing

- 10.1 Persons have been injured and vehicles have been damaged during reversing. This type of incident can be avoided by following a few simple rules and guidance from Section 8 of the UK Ambulance Services Emergency Response Driver's Handbook.
- 10.2 **Double-Crewed Vehicles.** The driver and attendant/passenger **must** agree a safe path for the vehicle to take prior to reversing. The attendant/passenger is to act as a guide and the vehicle is not to be reversed until he/she has checked that the area into which the vehicle is to travel is clear. The attendant/passenger is to stand in a position from where they can be best seen and heard by the driver in the nearside mirror. Verbal instructions alone are inadequate as they may be drowned by the vehicle engine or other noise. When the attendant's/passenger's view is restricted from the front or side of the vehicle, he/she should take up a position towards the rear of the vehicle and eye contact must be maintained with the driver at all times. Where the attendant is working with a patient and cannot assist the driver, the driver should continue single-manned and with extreme caution.

- 10.3 **Single-Crewed Vehicles.** The driver should take the opportunity to fully assess the space to be reversed into when approaching/passing it. The vehicle is not to be reversed until the driver is satisfied that the way is clear and sufficient space exists for the manoeuvre to be completed safely. Even then, particular care is to be taken in case a person approaches unseen behind the vehicle. On ambulance stations and hospital premises, other members of staff are often available to assist and there should be no hesitation in calling on them, or other responsible persons, whilst the manoeuvre is completed.
- 10.4 Any driver who does not obtain assistance when they could reasonably do so will be held responsible for any subsequent incident which occurs and may be subject to endorsements on the driving training passport.
- 10.5 It should be remembered that all reversing manoeuvres must be carried out at very low speeds and, where fitted, the reversing alarms should be used.

11.0 Wearing of Seatbelts

- 11.1 Drivers and all passengers being conveyed in Trust vehicles are required to wear seatbelts and/or other appropriate restraints for the duration of any journey. All seatbelts and/or other appropriate restraints **must** be fitted and worn correctly (i.e., both lap and diagonal belts) to ensure that they offer the maximum protection at all times. The only time that the Trust will convey a passenger without a seatbelt and/or suitable restraint is if that passenger is in possession of a valid medical exemption certificate that has been verified by the driver of the Trust vehicle at the time
- 11.2 Occasions where a seat belt is not legally required to be worn are very rare and would only be from the following list:
- If you are driving a vehicle and are carrying out a manoeuvre that includes reversing
 - If you have a valid medical exemption certificate verified by the Trust
 - If your seat belt has become defective on your journey and you are on route to have it repaired
 - If you are attending to a patient and to do so would hinder your ability to care for that patient
- 11.3 It is advised that any driver or passenger who is in the later stages of pregnancy ensures they are at least 25cm (10 inches) from the steering wheel or passenger dashboard, moving the seat back as far as they comfortably can. If the steering wheel tilts, it should be pointed towards the breastbone, not the abdomen or head. The lap part of the seat belt should be positioned low on the abdomen below the foetus and the cross-chest piece worn normally.
- 11.4 The responsibility for wearing a seat belt rests with each individual if over the age of 14. It is the driver's legal responsibility to ensure that any child between the age of 12 and 13, or over 1.35 meters tall, wears a seat belt and any child under that age or height wears the appropriate child restraint. Failure to do so could result in a prosecution of the driver. Care should be taken when alighting from a vehicle that the seat belt has returned and is not causing an obstruction or tripping hazard.

12.0 Smoking

- 12.1 It is **forbidden** to smoke inside, or within close proximity to, any Trust vehicle (leased or owned). It does not portray a professional image to the public and there is a serious risk

of explosion due to the close proximity of medical gases. This is also referenced in the YAS Smoke Free Policy.

13.0 Insurance

- 13.1 The Fleet and Finance departments are responsible for ensuring that Trust vehicles have adequate insurance cover for their particular role. The Fleet department will ensure all vehicles are identified for insurance on the national Motor Insurance Database.
- 13.2 The drivers of private vehicles must ensure that their car is insured for business use if used for business purposes other than commuting to and from work, and it is the responsibility of the individual's Line Manager to ensure that no one uses their own vehicle for business use if they do not have adequate business insurance cover. The vehicles must also hold a valid MOT and be roadworthy. Lease car holders are responsible for ensuring that their vehicles are driven within the terms of the insurance scheme and must adhere to the Trusts Lease Car Policy Terms and Conditions at all times.
- 13.3 Trust lease car users can obtain a copy of the Trust's Non-Operational Motor Insurance policy by contacting the Fleet department.
- 13.4 All YAS staff should be aware that, as with their own personal insurance, Trust insurers reserve the right to withdraw cover or dismiss a vehicle accident claim if the terms and conditions of the insurance policy are breached or there is a significant concern or disregard for risk management.
- 13.5 **All** YAS drivers should be aware that any vehicle incident at work in which they were the driver of a Trust vehicle should be declared to their own personal insurance company. Non-disclosure of such an incident to your private vehicle insurer could be seen as withholding information and may cause issue further down the line with your private policy if they do become aware. An insurer needs to be able to make a judgment of all the potential risks associated with insuring a driver.
- 13.6 Insurance is a significant cost to the Trust, all staff should be aware of their actions when driving a Trust vehicle and ensure that they familiarise themselves with all vehicles that they are required to drive as part of their role. Drivers must retain a positive attitude towards driving and other road users, be aware of their surroundings, follow the Highway Code and adhere to all Trust Policies.
- 13.7 It should be in the interest of all staff to prevent avoidable incidents from occurring.

14.0 Authorisation to Drive

- 14.1 Only in exceptional circumstances, and with authorisation from the Trust, will a member of staff be permitted to drive a vehicle without completion of the appropriate training, assessment, or familiarisation relevant to that particular vehicle. There will be no exemptions from road traffic law on these occasions. Persons using a Trust vehicle without authorisation are uninsured.
- 14.2 Frontline staff **must** gain 6 months continuous emergency driving experience in a double crewed ambulance (DCA) before being eligible to be put forward for single-response driving. Prior to acceptance on this course, the Driver Training Department would review any 'accountable' decisions entered against the member of staff with a view to deferring progression for staff who had attracted 3 or more endorsements to their YAS passport within this initial operational period. This decision can be reviewed if the allocated

endorsements do not increase within the 9-month monitoring period and remain at 3 endorsements or below. Staff attracting endorsements to a level of 5 or more within a 9-month period following completion of the single-response vehicle course would be considered for removal from this type of response until such time as their 9-month period of monitoring has ended, and improved driving standards are apparent.

15.0 Reporting Incidents involving Trust Vehicles

- 15.1 Under the Road Traffic Act (RTA) 1988, drivers of Trust vehicles are under the same legal obligations relating to road traffic incidents as any other driver. An incident occurs when, owing to the presence of a mechanically propelled vehicle on the road, injury or damage is caused to:
- Any person (other than the driver of that vehicle)
 - Any vehicle (other than that motor vehicle or trailer drawn thereby)
 - Any animal (other than an animal in, or on, that motor vehicle or drawn thereby). For the purpose of the RTA, an 'animal' means sheep, horse, ass, goat, pig, cattle, mule or dog
 - Any other property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated or land adjacent thereto
- 15.2 A vehicle incident is defined as any incident involving a motor vehicle owned or leased by the Trust and being driven by a Trust employee or an authorised user and/or volunteer, or that the presence of the Trust vehicle could be considered as a contributory factor in the incident. If drivers are involved in a Road Traffic Collision, all drivers must ensure that they comply with the procedures as stated in the Highway Code rules 286 and 287, Road Traffic Act 1988, Section 170.
- 15.3 All drivers involved in a vehicle-related incident whilst driving a Trust vehicle **must** complete a Vehicle Incident Datix report, as the Datix includes the Traffic Accident Report (TAR) forms required to be sent to Trust Insurers. The driver **must** report the incident Datix at the earliest opportunity or, at latest, by the end of their shift. The only exception to this is where the incident has resulted in the driver of the Trust vehicle being admitted to hospital where release within 24 hours is unlikely. In these incidents the associated crew member, duty supervisor or manager who attended the incident or an appropriate line management with responsibility for the staff member should make a covering Datix with as much information as reasonably possible until a time when the Driver is fit to provide a Datix report. This is to ensure that insurers can be made aware on incidents in line with our legal responsibility, and any investigation required by the Trust can be undertaken without delay.
- 15.4 The Trust is monitored on its incident reporting times by insurers and poor reporting times can be considered a risk potentially impacting the outcome and cost of claims. It should be in the interest of all staff to ensure these targets are met.
- 15.5 Datix is a 24/7 Incident Reporting line that can be contacted on 0300 330 5419. There is also a Datix reporting App which can be accessed through YAS PULSE that is quick and easy to use.
- 15.6 The Datix must be clear, concise and describe the incident fully. It **should** contain detailed information on events leading up to the incident, the incident itself and actions post-incident to allow the Trust and the Trust insurers to handle the claim in the most appropriate manner. The Driver shall ensure that all fields on the Datix are complete and accurate.

- 15.7 Drivers should be aware that they will be asked for additional TAR statements if their Datix report does not provide adequate details to handle the claim/incident. This can be common in incidents where third parties are involved.
- 15.8 Wherever possible, drivers should aim to provide as much evidence as possible to assist with a claim. This **should** include photographic evidence of **all** vehicles involved, damage sustained, resting place of the vehicles, numbers and names of passengers involved and road features, and any contributing factors that the Trust should be aware of. Witness details should also be gathered where possible.
- 15.9 A member of staff finding damage to a Trust vehicle on the vehicle check **must** immediately inform their Line Manager in order for the person responsible to be located. The Fleet and Estates Helpdesk should also be informed on 0300 330 5418 in addition to completing a 'Found on Inspection' Datix report.
- 15.10 Whenever Found on Inspection Datix reports are received or unreported damage to a Trust vehicle is found by Fleet staff, it is the responsibility of the Locality Manager to ensure that it is investigated and the driver responsible is located where possible.
- 15.11 Do not offer or agree to take the blame of damage for a colleague this could be interpreted as an admission of guilt. Staff should not report or take ownership or responsibility of an incident where they were not the driver. Covering up incidents will be treated seriously.
- 15.12 Any document received by a member of staff relating to an incident involving a Trust vehicle (e.g., letters from insurers or third parties, police notices, witness statement forms etc.) **must** be forwarded to the Fleet RTC Team yas.rtc@nhs.net without delay.
- 15.13 Any incident where a person has been injured and/or is unable to give their personal details due to injury **must** be reported to a police officer or at a police station as soon as possible and in any case within 24 hours.
- 15.14 Staff involved in an accident in a Trust vehicle have a legal responsibility to inform their personal car insurance company within a reasonable time, stating that it is for information only and not to make a claim. What is considered a reasonable amount of time differs between policies; check the terms and conditions of individual personal policies. Failure to do so can give your insurance company the right to refuse cover in the future.

16.0 Stopping at the Scene of an Incident

- 16.1 The driver commits an offence if he/she fails **TO STOP**, To give on request of any persons having reasonable ground for doing so:
1. Your name
 2. The vehicle owner's name and address
 3. The registration and make of the vehicle
 4. Insurance details for incident. – YAS employees should give the contact details of the Fleet and Estates Helpdesk on 0300 330 5418. Insurance details will be provided directly to the third party by Fleet.

17.0 At the Scene of a Road Traffic Collision

- 17.1 The Trust will require the following actions to be taken at the scene of an RTC:

1. STOP and inform your line manager and comms immediately
2. Wear reflective jackets
3. Ensure the scene of the accident is safe
4. Check and treat / or report any injuries
5. Complete, in full, a Scene of Incident Report Datix
6. Ensure you obtain details from 3rd parties involved, the details of all vehicles involved and any witness details
7. Ensure you exchange your details with the third party. Make sure they note the registration and Fleet number of the Trust vehicle, and the driver's name
8. Ensure they are also passed the Fleet and Estates Helpdesk number. Bump cards are provided in vehicles to make this transaction easier
9. Request additional back-up if required such as Fire, Police, Clinical Supervisor, etc.
10. Take photos

17.2 Ensure you report the incident on Datix at the earliest opportunity or no later than the end of your shift.

18.0 Vehicle Evacuation - Fire

18.1 No two vehicle incidents are the same. Staff should use common sense at all times to ensure the most appropriate measures are followed.

18.2 The staff member's primary responsibility is to the patient; therefore, in the event of a collision or fire it is imperative to remain calm and provide leadership wherever possible to those involved in the incident.

18.3 At the first sign of a vehicle fire, whatever the circumstances:

- If the vehicle is moving, signal and move to the side of the road to immobilise the vehicle
- Switch off the engine and activate the battery isolator (if fitted)
- Get yourself and all other occupants out of the vehicle immediately
- Get far away and stay away from the vehicle
- Ensure wherever possible onlookers and others stay away from the vehicle
- Warn oncoming traffic (if safe to do so)
- Notify the fire and rescue services at the earliest opportunity

18.4 By undertaking a dynamic risk assessment of patients, staff will be able to assess which patients would be the most dependent on their assistance in order to evacuate the vehicle in the event of a fire.

18.5 Ambulances carry two types of fire extinguishers, which are provided for a very limited attack on a fire at an early stage (one foam extinguisher and one of either a CO₂ or dry powder extinguisher). Staff should not place themselves in any danger if fighting the fire. Opening the bonnet of a car/DCA that may be on fire is especially dangerous, as it allows a rapid and significant surge of air into the engine compartment, which may cause a rapid increase in fire intensity, therefore, release the bonnet catch but do not open fully.

19.0 Use of Mobile Phones in Vehicles

19.1 Driving requires full concentration at all times. Trying to do something else while driving will distract slow reactions and increase the likelihood of a collision.

- 19.2 Under sections 2 & 3 of the Road Traffic Act, as a driver it is illegal to use a mobile phone in a vehicle at any time when the engine is running. This includes when stationary at traffic lights or when parked on, or adjacent to, roads. The only exception to this rule is if your life is in danger and you need to contact the emergency services on 999 and to stop would exacerbate the situation.
- 19.3 Using a hands-free phone while driving does not significantly reduce the risks because the problems are caused mainly by mental distraction and divided attention of taking part in a phone conversation whilst driving.
- 19.4 The use of a Smart Phone for reading and responding to emails or texts is strictly prohibited whilst the vehicle's engine is switched on and you are in the driver's seat.
- 19.5 Staff who are in contravention of section 18 may be subject to disciplinary action under the Trust's Disciplinary Policy.

20.0 CCTV in Vehicles

- 20.1 All YAS staff should be aware that certain Trust vehicles have CCTV installed. External CCTV cameras and dashboard cameras are installed in vehicles for the purpose of Accident and Claims Management and internally for the protection of YAS staff, patients and the public. There are occasions when external cameras may also be used to capture violence and aggression. When a vehicle stops and the ignition is off, the CCTV continues recording footage for around 20 minutes only, until it is re-triggered.
- 20.2 Staff should be aware that external CCTV camera footage on vehicles may be accessed and viewed by the Fleet RTC and Insurance Team in order to make accurate and efficient settlement on Trust vehicle related claims. This footage can assist the Trust in the reduction of accident costs and vehicle claim costs. CCTV can also be integral evidence in the event of liability disputes.
- 20.3 Staff should be aware that in the event of a vehicle RTC, external footage may be released to the police or vehicle insurers by the Fleet RTC and Insurance Team. All external CCTV footage is retrieved, accessed and released on a need-to-know basis whilst adhering to the Trust's CCTV Policy.
- 20.4 CCTV footage retrieval, access and viewing are subject to permission rights and protocol. Staff can make themselves aware of these restrictions in the Trust's CCTV Policy. Access permissions are approved by Trust Management Group.
- 20.5 Staff should be aware that RTC incidents where there is significant concern that the driver's actions and standards may have contributed to the occurrence of the incident this may result in the external CCTV footage being released to Driver Training and the Vehicle Accident Reduction Group (VARG) as part of the endorsements allocation consideration and/ or Driver Management pathway in order for driver training to review, and to provide the staff member with appropriate and focused training support and understanding.
- 20.6 Identified Driver Training individuals can directly access CCTV footage without referral for training vehicles only. This direct access is only for the purpose of driver training review and training record retention. Any RTC involving a training vehicle will still following the standard retrieval and access identified above and in the Trust's CCTV Policy. The identified Driver Training individuals can be found in the Trust's CCTV Policy.

- 20.7 CCTV is retrieved, viewed, retained and stored in accordance with the Trust's CCTV policy, CCTV Code of Practice and relevant data protection legislation.

21.0 Telematics and Vehicle Tracking

- 21.1 Trust vehicles will be fitted with either tracking or telematics devices. The primary purpose of these devices is to ensure that the Trust is aware of the current location and status of its fleet at any point in time. It allows key departments to have sight of vehicles for the purpose of dispatch, control, availability and task completion thereby assisting the Trust to be operationally effective.
- 21.2 Systems operated by the Trust also contain data in relation to speed, routes travelled and vehicle status. Some systems also include performance information to assist the driver and the Trust to improve efficiencies and understand driver actions which may have a direct impact on business operations and safe practices.

22.0 Drivers Health

- 22.1 The safety of any driver is affected by eyesight defects and all drivers have a legal obligation to satisfy the eyesight requirements in The Highway Code. The law states that all drivers of motor cars must be able to read a standard number plate, in good daylight, from a distance of twenty metres – with spectacles or corrective lenses if required.
- 22.2 An annual health assessment including an eyesight check will be performed for all DVLA Group 2 drivers who continue to work beyond the age of 65 years.
- 22.3 Staff members must not drive under the influence of alcohol or drugs.
- 22.4 The driver of any YAS vehicle involved in a collision may, within the provisions of legislation, be required to provide a test for the purpose of alcohol and drugs.
- 22.5 It is the duty of any member of staff or volunteer required to drive on Trust business to inform their Line Manager if they are suffering from any illness or health condition that impairs their ability to drive or if they are required to take medicine that might affect their judgement. The Trust should adhere to DVLA Legislation under the Assessing Fitness to Drive Guidance to manage each individual case.
- 22.6 Staff must also ensure that they adhere to the Road Traffic Act 1988 and Motor Vehicle Regulations 1999 in informing the DVLA if they are unfit to drive, and they should be mindful of the legal framework for standards of physical and mental fitness when driving any vehicle. Staff should be aware that this may have a direct impact on their licence, and therefore may impact on the current or future role they perform for the Trust.
- 22.7 All staff that drive as part of their duties or for the purpose of Trust business must ensure that they are aware of their requirements to be fit to drive under their responsibilities under the Road Traffic Act 1988. They should also refer to the Trusts Fitness to Work Policy, and DVLA legislation under Assessing Fitness to Drive to get further information on the medical standards and associated timescales.
- 22.8 The Trust should reference the DVLA Assessing Fitness to Drive guidance if a Line Manager has concerns about an employee's fitness to drive. This guidance should be followed carefully with the support of HR, Fleet and Driver Training to ensure a consistent approach is taken for each individual case.

- 22.8 The Trust's Fitness to Work Policy and DVAL Assessing Fitness to Drive guidance must be referenced and recommendations followed accordingly for all Group 2 drivers if an individual applying for a role or within a role has or has developed diabetes is insulin-dependent or has any other medical condition such as epilepsy which has the potential to cause a sudden disabling event at the wheel, or who is unable to control their vehicle safely for any other reason
- 22.9 Staff should also be aware that emergency driving carries an increased risk, and the Trust needs to be able to justify any decision it makes around a staff members fitness to drive. The decision being one that is lawful and one which protects the individual, fellow employees and the public.

23.0 Working Day Duration when Travelling Long Distances

- 23.1 Working long hours that include driving long distances can increase the possibility of accidents. This is especially so in poor driving conditions such as those caused by adverse weather. Accommodation may be offered if an employee is required to attend a course and the travel time is deemed excessive from the employee's base location. Employees should refer to the Trust's Excess Mileage, Travel Time and Accommodation/Subsistence Policy for further guidance.
- 23.2 If a driver feels that the duration they have been driving has contributed to an incident, this should be clearly identified on the Datix report so it can be reviewed and investigated appropriately.
- 23.3 Noting the shift that you have been working and the point in the shift at which the incident occurred is also integral, and helps the Trust collate valuable data when analysing incidents.
- 23.4 All drivers are to ensure that they plan any long journey in advance and allow sufficient time to take regular breaks when driving continuously for long periods.
- 23.5 Rules in relation to driving hours and driving breaks can be found under the EU regulations for driver hours.

24.0 Triggers of Driving Assessments

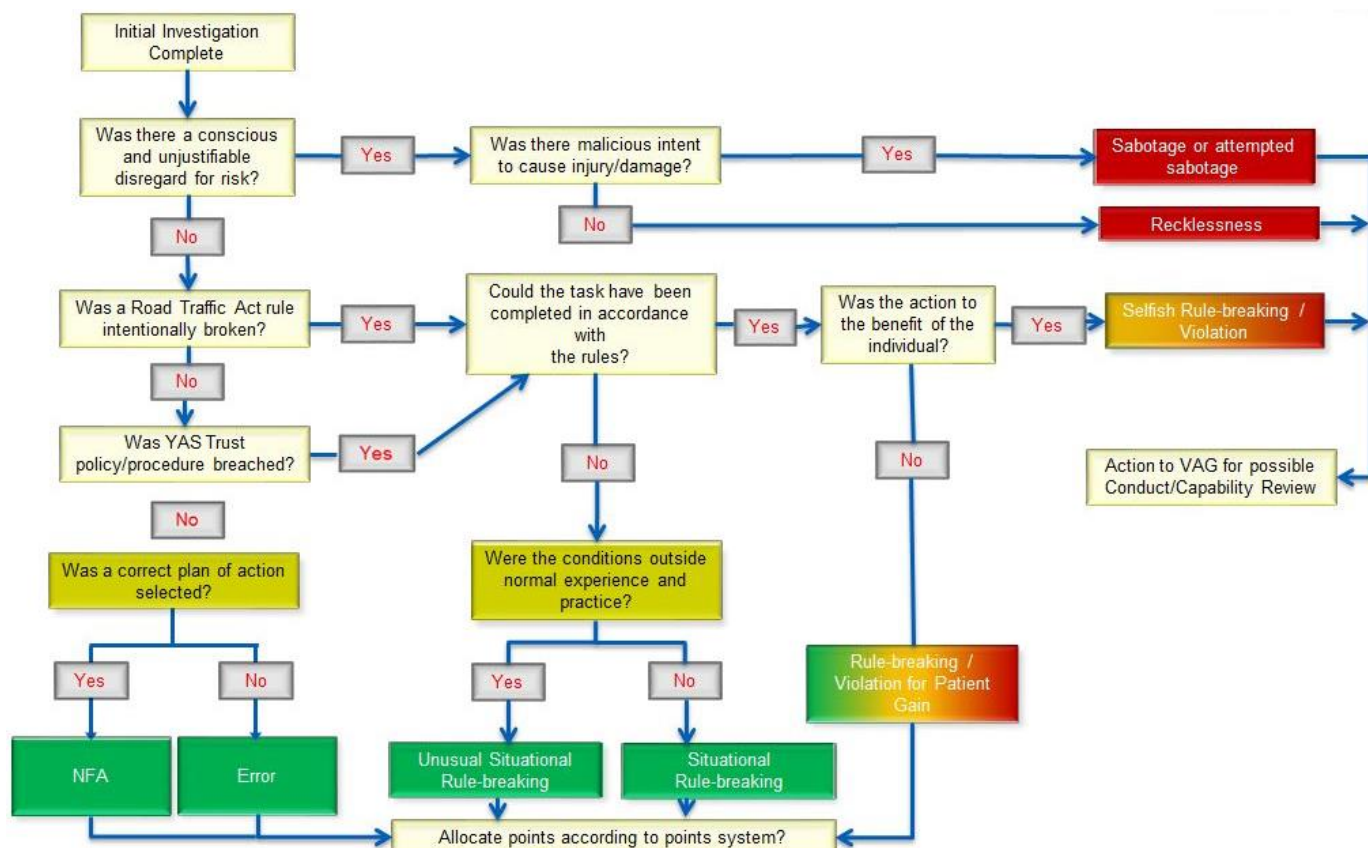
- 24.1 Driving incidents, or any vehicle misuse identified in the incident table, may be subject to endorsements. The Driver Management Pathway **must** be followed by the driver's Line Manager, which involves ensuring the DATIX investigation is completed and the Vehicle Accident Justification flow chart the **must** be referenced. Any applicable elements must be noted on the DATIX. Following this the driver training passport may be subject to endorsements.
- 24.2 The Line Manager **must** speak with the driver in regard to the incident as part of the accident justification assessment and Datix investigation, highlighting root cause and any contributory factors, in addition to how to avoid recurrence (support from Driver Training can be requested). At this meeting the driver discussion shall be noted, signed and agreed both by the driver and the Line Manager, placed on the Datix incident record and recorded on the appropriate Trust system.
- 24.3 Some elements of the Driver Management Pathway will trigger an 'A' for Awareness or a 'T' for Training, this may be allocated with or without endorsements following an investigation by line management as to the route cause.

- 24.4 Line Managers on completion of justification and investigation may only allocate endorsements 1-3 from the Driver Management Pathway; any incidents where it is felt that 4 + endorsements should allocate must be referred to the VARG for review through DATIX as part of the investigation.
- 24.5 VARG will review incidents that potentially require a point's allocation of 4+ for one incident and allocate the appropriate action in accordance with the Driver Management Pathway. Final sign-off for these incidents will be completed by the VARG Driver Training representative.
- 24.6 VARG will also quality check a percentage of those incidents occurring 1-3 endorsements completed by Line Managers to ensure the Driver Management Pathway is being followed consistently across the Trust.
- 24.7 Following an investigation and route cause analysis, a 'T' for Training resulting in a driving assessment may be triggered. This will allow staff the chance to refresh themselves and gain an awareness of potential weaknesses allowing them a chance to reduce their risk profile and improve their driving standards.
- 24.8 **All** employees and approved volunteers may trigger a driving assessment themselves if they personally identify a training need in their own capability. In this instance, this assessment trigger is not recorded against an individual, other than the assessment reports held on file or a training date log on the Trusts resource system.
- 24.9 All driving assessments are to be arranged through the Education & Training Department. Assessments and re-assessments of employees/approved volunteers are recorded on file and linked to the 'High Speed' register.
- 24.10 Any employee who continually trigger assessments will be subject to an investigation by the VARG. In this instance, the individual will be suspended from 'High Speed' and/or full driving duties, which will be enacted and managed by their Line Manager.

25.0 Vehicle Incident Investigation Process

- 25.1 This Policy adopts a 'Just Culture', an atmosphere of trust in which people are encouraged to provide essential safety-related information, but in which they are also clear about where the line must be drawn between acceptable and unacceptable behaviour. An effective reporting culture seeks to apportion accountability and disciplinary outcomes appropriately to reduce likelihood of recurrence and determine the outcome for individuals or the organisation.
- 25.2 All vehicle incidents reported will be allocated to the driver's direct line Manager, unless a more appropriate duty manager has been identified. There may be instances where a Datix is identified as a Serious incident, which may impact the allocation of the investigation, following Trust Policy.
- 25.3 Once in receipt of the Datix the line manager may allocate a further line manager as support. VARG Group and RTC administration will automatically receive an alert when the incident has been reported.
- 25.4 Line management should read through the Datix and make contact with the staff member in good time, to ensure that the Datix is comprehensive. The line manager should then sit down with the staff member and complete all Datix investigation questions that are relevant to the incident, in order to understand the incident facts and the reasons for the incident occurring.

- 25.5 As part of this discussion the line manager for complete transparency should take the staff member through the incident decision tree *Vehicle Accident Flow chart 25.7 – 25.8*. At this point an open and honest discussion can be had in relation to incident.
- 25.6 The Trust has developed an Incident Decision Tree, which shall be referred to in order to ascertain the driver's awareness of actions and intentions at the time of the incident. This Decision Tree can be used to support Datix investigations and the exceptions or considerations that need to be applied in the Driver Management Pathway. Exceptions may be proven if, for example, vehicle design faults or corporate processes or failings have caused, or contributed to, an incident.
- 25.7 The following flow chart will be used to help determine the outcome:



- 25.8 Additionally, 3 further tests are applied before the endorsement's allocation is finalised:
- **Substitution.** Would other colleagues of similar training and experience in the same environment behave in a similar manner?
 - **Routine.** Has the event happened before to the individual or organisation and/or has the behaviour become normal in the organisation?
 - **Proportionality.** What benefit to safety or organisational effectiveness would punishment (or not) bring.
- 25.9 Once the Incident Decision Vehicle Tree has been applied, those incidents that need to be actioned to VARG due clear severity should be referred through Datix. The line manager should refrain from endorsements allocation and inform the staff member that the investigation will continue with VARG. The discussion template (**Appendix 6**) should be completed, signed by both line manager and staff member and attached to the Datix as a document record, it should also be recorded within the Fleet driver management module by the RTC Administration Team.

- 25.10 Those incidents where justification indicates endorsements should be allocated should then be referred against the Endorsements Allocation Table section 26 by the line manager. The associated Matrix should be consulted if the manager is unsure of where the scale of the incident would lie in the stated endorsements range. This matrix is a guide only, and managers should note that the VARG or Head of Driving Standards can be consulted to assist through Datix. You can contact them direct or add an action through Datix.
- 25.11 Where the line manager feels an endorsement within their range of 'A', 'T' and 1-3 should be allocated for the incident, the endorsement should be entered on the Datix investigation. The discussion template (**Appendix 6**) should be completed signed by both line manager and staff member and attached to the Datix as a document record and recorded in the Fleet driver management module by the RTC Administration Team. The Datix investigation can then be placed into the *final approval* stage.
- 25.12 If a line manager feels that the number of endorsements that needs to be allocated falls above their 1- 3 threshold, it should be justified and entered into the Datix referral reason box and then the Datix should be referred back to VARG for review. The Line Manager should inform the staff member that the investigation will continue with VARG. The discussion template (**Appendix 6**) should be completed, signed by both line manager and staff member and attached to the Datix document record and Fleet driver management module.
- 25.13 Any incident that has been referred to VARG for investigation or endorsement review will be discussed at the monthly VARG meetings. The VARG consists of key representatives from PTS, Operations, Fleet, Staff Side, HR and Driver Training. The final decision on endorsements shall be made and signed off by Driver Training. The Datix investigation will be completed accordingly, and the staff member and their line manager shall be informed of the outcome.
- 25.14 All staff have the right to appeal endorsements for each incident with the VARG.

26. Endowment Allocation Tariff and YAS driving Training Passport

Type of Incident Incidents are assessed on the 'Balance of Probabilities'. Mitigating & Aggravating circumstances can be taken into account when awarding endorsements, and Justification should be considered using the vehicle accident flow chart (24.3) before allocating endorsements.		Guidelines (A's and T's can be allocated with or without endorsements. However, they cannot be allocated without endorsements for a second incident of the same type)				Relief from Trust Driving Duties
		A	T	Min	Max	
Line Manager / Locality Manager Ownership of Datix Investigation and allocation of endorsements 1-3 VARG review of investigations and allocation of endorsements 4 and 5. Just culture should be applied to all incidents	Poor assessment of hazard. Overtaking at inappropriate location / Poor observation Grounding vehicles	A	T	1	5	Discretionary If referred to the Police/Crown Prosecution Service, then Mandatory until conclusion of investigation
	Errors of judgement. Reversing, NS/OS judgement, kerbing, motorcycle overbalancing	A	T	1	5	
	Excess speed (refer to speed for emergency and non-emergency driving)	A	T	1	5	
	Inappropriate use of the vehicle. E.g., using a vehicle off-road, incorrect use of a hire vehicle, using a vehicle for use other than its primary role without authorisation.	A		1	4	
	Failing to report a vehicle defect or VOR to Fleet and Estates Helpdesk. Severity of defect on patient safety should be considered.	A		1	2	Discretionary
	Knowingly driving a defective vehicle E.g., previously reported defective. In some cases, a Fleet <i>may</i> give authority to return the vehicle to station / workshop in non-emergency mode only (only when vehicle is still legally compliant)			1	2	Discretionary If safety critical defect – Immediate
	Failure to comply with Policy/Local Directions. E.g., failing to push IDR button at the scene of a collision, failing to wear seatbelt.	A		1	5	Discretionary
	Administrative e.g., No declaration of DVLA licence changes, no eyesight test	A		1	2	Discretionary
	Failure to comply with traffic signs that do not afford an exemption	A	T	1	5	Mandatory until rectified
	Mis-fuelling	A	T	1	2	Discretionary

	Failing to complete VDI This includes only partial vehicle checking, or incomplete paperwork	A		1	2	Discretionary
	Failing to report a collision e.g., completion of Datix before the end of the duty (discretion where major injury is applicable)	A	T	1	5	Discretionary
	Failing to comply with legal obligations e.g., mobile phone, failing to stop at an RTC, opening door to danger	A		1	5	Mandatory at time of discovery. Authority to re-instate can only come from Driver Training or appropriate Head of, depending on intention / misuse
	Harsh breaking / Harsh cornering / Harsh acceleration (A & T) Where these factors are the cause of an incident / injury / complaint endorsements will be allocated	A	T	1	2	Discretionary
	Causing intentional damage internally / externally or misuse of a vehicle and equipment			1	5	Mandatory at time of discovery.
Consider Head of Driving Standards Referral	Non-blue light trained driver using emergency warning equipment/exemptions.		T	4	5	Mandatory at time of discovery.
	Unauthorised use of emergency warning equipment/exemptions e.g., when not assigned to an incident, or when the use of exemptions cannot be justified		T	1	5	Authority to re-instate can only come from Driver Training or appropriate Head of, depending on intention / misuse

26.1 The Incident Decision Tree at paragraph 25 should be used in conjunction with the point's allocation tariff for a consistent approach.

* Numerous incidents may lead to disciplinary or capability action through accumulation of endorsements and or investigation.

26.2 It should be noted that this table is used as a guideline, and the explanatory notes are not intended to be exhaustive or prescriptive. Line Managers should adhere to the Guideline Tariff alongside the Matrix to ensure endorsements are allocated consistently.

26.3 Should the incident be deemed outside of the scope of the Tariff, the matter should be referred to the VARG who reserve the right to impose a sanction outside of the Tariff, following Driver Training approval and sign-off.

26.4 The Guideline Tariff relates to all occurrences. Once endorsements have been allocated and uploaded, and the discussion record completed, the Driver Management Pathway should be implemented to ensure that the correct management pathway is appropriate to the severity or recurrence.

26.5 Endorsements from Datix will be stored against each staff member's accident record on the Fleet system to ensure an appropriate Driver Management Pathway can be supported.

27.0 Endorsements Tariff Decision Matrix

Risk Descriptors	Endorsements Tariff Decision Grading				
	1	2	3	4	5
	Negligible	Minor	Moderate	Major	Catastrophic
Poor Assessment of Hazard	Overtaking Overtaking at speed	Overtaking Wing mirror damage Animal in road	Overtaking Body damage to YAS vehicle and/or TP vehicle Undertaking / illegal manoeuvres Grounding vehicles resulting in recovery Contact with cyclist Minor TP contact	Total loss of Trust vehicle Severe front end / Side / roof damage due to poor observation and Hazard analysis Major injury to TP	Death/ disability of YAS / TP person Criminal prosecution resulting from poor Hazard perception
Errors of judgement	N/S O/S Judgement Surface scratches from hedges / trees / walls / parking on kerbs Dent less than 5cm Reversing Licence plate damage Dent less than 5cm Surface scratch Errors	N/S O/S Judgement Wing mirror damage Scratches below surface of paint Significant dent Reversing Garage doors / YAS property / other YAS vehicle Damage to vehicle lights Scratches below surface of paint Significant dent Errors Overbalancing of motorbikes	N/S O/S Judgement Extensive damage to panels/ upper body due to forced access of vehicle Reversing At speed causing extensive direct rear end damage Kerbing vehicles at speed Mounting reservations / roundabouts. Damage to undercarriage of vehicles causing body and mechanical damage	Total Loss of Trust vehicle through error of judgement Severe front / side / rear/ roof end damage due to poor observation and hazard analysis Major injury to TP	Death or disability of YAS / TP person through error of judgement Criminal prosecution resulting from poor hazard perception

28.0 Driver Management Pathway

28.1 First accountable incident of 3 or less endorsements, or accumulation of endorsements up to and including 3 within a rolling 9-month period.

28.1.1 Datix endorsements will be allocated, uploaded and the discussion template completed as part of the investigation on the Trust's incident management system. Once the outcome is known the Line Manager will have an informal discussion with regards to the incident and their performance to highlight how to avoid recurrence. No further action needs to be taken at this time, having regard to all of the circumstances. However, an exception to no action being taken may be if a driver:

- Accrues endorsements in quick succession
- Accrues endorsements in a relatively short time from being in post (within the 9 months)
- Is repeatedly allocated 'T' and 'A' for training and awareness with no associated endorsements. Driving behaviour may be investigated and referred to VARG where the risk of the driver will be assessed.

28.2 Allocation of 4 or 5 endorsements, or accumulation of 8 endorsements within a rolling 9-month period.

28.2.1 Allocation of 4 or 5 endorsements in a single event (awards of this magnitude for a single event would be deemed as serious and therefore withdrawal of the driver from driving duties may be considered pending investigation) or an accumulation of 4 to 8 endorsements in a rolling 9-month period will be examined by the VARG and Driver Training. Performance at this level would indicate a cause for concern.

28.2.2 On completion of the discussion template and Datix investigation, the staff member's Team Leader, Line Manager or Supervisor will be asked to conduct Stage 1 of the Trust's Performance Management or refer to the disciplinary Policy (depending on capability or conduct definition). In conjunction with this meeting, and in order to provide the driver with appropriate support, the staff member will receive a 'T' which will instruct the driver for a driver training review. This will be created with the objective of supporting the employee to identify areas reasonably believed to be in need of increased awareness and improvement. Appropriate tailored refresher training may be provided in order to reinforce the required standards and ensure the staff member fully understands expectations and is equipped with the skills to deliver these.

28.3 Accumulation of 9 to 11 endorsements + within a rolling 9-month period.

28.3.1 Accrual of 9 to 11 endorsements + in a rolling 9-month period will be examined by the VARG and Driver Training to understand the driver's accident history. Performance at this level would be a cause for significant concern regarding their safety and suitability to be operating in a driving role.

28.3.2 The VARG and Driver Training Department will collate all relevant information and pass this to the staff member's Team Leader, Line Manager or Supervisor who will be asked to conduct Stage 2 of Trust's Performance Management Policy - Final Performance Review meeting. At this stage a hearing may be allocated. Or if in relation to conduct then the Trust's Disciplinary Policy will be referred to. In conjunction with this meeting, and in order to provide the staff member with appropriate support, the staff member will receive a 'T' which will instruct the driver for a driver training review. This will be created with the objective of supporting the employee to identify areas reasonably believed to be in need of increased awareness and improvement. Appropriate tailored refresher training may be provided in order to reinforce the required standards and ensure the member of staff fully understands expectations and is equipped with the skills to deliver these.

28.3.3 VARG and Driver Training will collate the appropriate information and create an appropriate report to be presented to a Hearing Panel or allocated fact-finding officer (dependent on capability or conduct). The Panel will consider the evidence and make an appropriate decision, which could ultimately result in dismissal.

29.0 Misconduct and Attempted Deceit

29.1 For the majority of cases, staff will be managed in accordance with the Performance Management Policy as outlined above. However, if the VARG and Driver Training identify any incidents that could be deemed to be deliberate acts of misconduct, breach (minor, serious or gross) or an attempt to deliberately distort the facts with the intention to deceive, then they will be managed in accordance with the Disciplinary Policy. The VARG will be responsible for the referring these for further investigation and in these circumstances a referral report will be provided to the relevant Team leader, Line Manager or Supervisor for a decision on whether informal or formal action is appropriate. Any action in these circumstances would not affect the point award process but would run concurrently alongside it and will be considered at a hearing.

30.0 Appendices

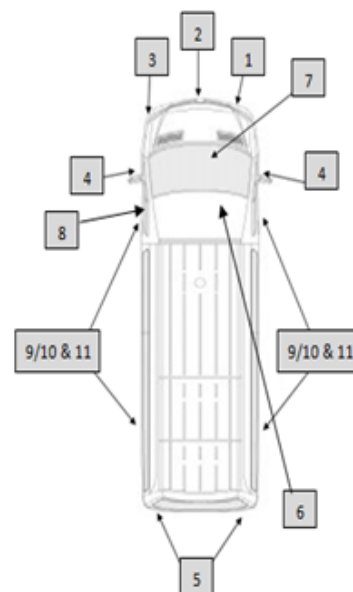
Appendix 1 – DCA DRIVER CHECK SHEET

Date	Vehicle Registration
Shift start time	Call sign
Crew name 1	Mileage

Primary Visual VDI Check-Statutory Responsibilities & Red1 Checks

This is a six minute visual check.

1. W/Screen/Wipers for clear unobscured vision
2. Headlights—Working
3. Indicators—Working
4. All Blue Lights Working
5. Standard Vehicle Lights/Indicators etc. Working
6. Sirens/Road Horn—Working
7. Oil and Water Check Levels
8. Fuel Level Sufficient
9. Check all Wheel Nut Yellow Indicators For Correct Alignment
10. Visual Check of Tyres for Inflation (eg obvious flat tyre (Puncture))
11. Visual Check of Tyre Tread for Obvious Wear Below Legal Limit
12. Visual check for Damage—which should then be reported to Fleet & Datix



Red1 Checklist

12. Defibrillator (Visual/Battery Present/Shock Test—where appropriate)
13. Oxygen and Medical Gases (Visual check for volume/Levels)
14. Response Bag(s) - (Visual check for presence)
15. Drug Bag(s) - (Appropriate for vehicle, Green/White Tag verified visually)
17. Airwave Radio/s (Visual check for presence and test call to comms)
18. Vehicle Mobile Phone (Visual check for presence and ensure fully charged)

Secondary VDI/Green Checks to be completed at earliest opportunity during shift

- A. Equipment Check — All equipment present/In full working order and within service date
- B. Vehicle Cleaning — Vehicle cleanliness to a good standard inside and out
- C. Vehicle Defects - All defects logged in the defect book and reported to Fleet Helpdesk
- D. Vehicle Damage — All vehicle damaged reported to Fleet Helpdesk and logged on Datix
- E. Drugs Bags— Stock levels correct and damaged/out of date items removed and replaced
- F. Red Bag — Stock levels correct and damaged/out of date items removed and replaced
- G. Blue Bag — Stock levels correct and damaged/out of date items removed and replaced
- H. Yellow Bag — Stock levels correct and damaged/out of date items removed and replaced
- I. Cardiac Role — Stock levels correct and damaged/out of date items removed and replaced

Vehicle Defects/Missing Equipment or Damage should be reported to the Fleet and Estates Helpdesk .The Vehicle Defect Book should also be completed in addition —0300 330 5418

APPENDIX 2 – RRV DRIVER CHECK SHEET

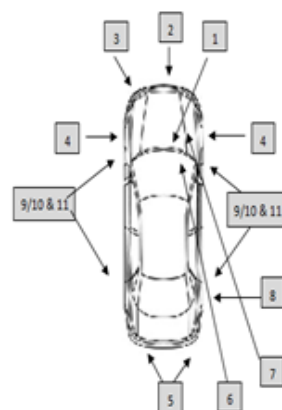
Date: _____ Shift Start Time: _____ Crew 1 Name: _____	Vehicle Registration: _____ Call Sign: _____ Mileage: _____
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ESR No:

Primary Visual VDI Check-Statutory Responsibilities & Red1 Checks

Tick when completed

1. W/Screen/Wipers for clear unobscured vision ☐
2. Headlights—Working ☐
3. Indicators—Working ☐
4. All Blue Lights Working ☐
5. Standard Vehicle Lights/Indicators etc. Working ☐
6. Sirens/Road Horn—Working ☐
7. Oil and Water Check Levels ☐
8. Fuel Level Sufficient ☐
9. Check all Wheel Nut Yellow Indicators For Correct Alignment ☐
10. Visual Check of Tyres for Inflation (eg obvious flat tyre (Puncture)) ☐
11. Visual Check of Tyre Tread for Obvious Wear Below Legal Limit ☐



Red1 Checklist

Tick when completed

12. Defibrillator (Visual/Battery Present/Shock Test—where appropriate) ☐
13. Oxygen (Visual check for volume/Levels) ☐
14. Response Bag(s) - (Visual check for presence) ☐
15. Drug Bag(s) - (Appropriate for vehicle, Green/White Tag verified visually) ☐

This is a visual check achieved rapidly.

Crew 1 Signature: _____ **Time:** _____

Secondary VDI/Green Checks to be completed at earliest opportunity during shift

	YES	NO	
Medical Gases	<input type="checkbox"/>	<input type="checkbox"/>	Drugs Bags Level Correct—remove and replace damaged/out of date
Equipment Check	<input type="checkbox"/>	<input type="checkbox"/>	Red Bag - Serial No/Levels—remove and replace damaged/out of date
Vehicle Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	Blue Bag - Serial No/Levels—remove and replace damaged/out of date
Airwave Radio/s	<input type="checkbox"/>	<input type="checkbox"/>	Black Bag - Serial No/Levels—remove and replace damaged/out of date
Vehicle Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	Yellow Bag - Serial No/Levels—remove and replace damaged/out of date
			Cardiac Roll - Serial No/Levels—remove and replace damaged/out of date

Vehicle Defects Y/N **Missing Equipment** Y/N **Vehicle Damage** Y/N

Comments

Vehicle Defects should be reported to the Fleet Operational Support Centre and the Vehicle Defect Book completed accordingly—0300 330 5418

Appendix 3A – OPERATIONAL GUIDELINES FOR ACTION IN THE EVENT OF VEHICLE DEFECTS

CHECK LIST	REPORTABLE DEFECTS	VOR
Oil Leaks	Dripping giving rise to a patch in excess of 65mm in 5 minutes	Continuous flow, imminent likelihood of fire due to oil contamination. Oil warning light continuously illuminated
Fuel Leaks	Any diesel leak, any strong smell of petrol. Filler cap defective. If possible, move vehicle to a well-ventilated area, preferably outside premises	Continuous or a leak constituting a fire risk. Missing filler cap Any petrol leak
Battery	Leaks, insecure, loose terminals	Detachment imminent
Brakes	Performance below normal expectations. Pedal rubbers worn smooth. Sticking/binding brakes. Excess travel	Footbrake – Pedal creeps to floor or is excessively spongy. Insufficient reserve travel. Fluid below minimum level in reservoir. Deviation to one side or grabbing/juddering affecting directional control. Handbrake – Excessive side play. Difficult to operate. Insufficient reserve travel. Inadvertently disengages. Failure to release
Exhaust	Insecure, leaking, noisy	Fumes entering vehicle. Detachment imminent
Smoke Emission	Continuous haze	Sufficient to obscure vision or likely to cause danger to others
Wheels	Kerbing damage. Steering wheel out of alignment	Badly distorted/damaged. Stud holes elongated/damaged. Nuts missing or loose. Rust emitting from nuts.
Doors & exits	Holding/retaining device defective. Difficulty in opening and closing. Steps stiff/damaged. Retaining device faulty	Jammed shut. Likely to fly open inadvertently. Could cause injury to users. Could impede driver in an emergency
Tyres	Shoulder Wear. Cuts. Sidewall scuffing. Tyre depth 3mm or less (refer to YAS tyre policy)	Bulging caused by separation or partial failure of its structure. Body cords damaged/exposed. Under inflated or tread worn below legal limit. Immediate action at 2 mm
Mirrors	Faulty passenger/interior mirror	Driver's view to rear is inadequate due to obligatory driver's mirror missing, insecure, damaged

Wipers	Worn blades. Juddering. Insecure	Missing/inoperative such as to impair driver's view (subject to prevailing weather)
Washers	Partially blocked. Misaligned washer jets	Missing/inoperative such as to impair drivers view (subject to prevailing weather)
Horn	Inoperable. Low noise	No means of audible warning of approach
Glass	Scratches, cracks, holes. Window inoperative/stiff	Drivers view seriously impaired by damage. Windows jammed open
Reflectors	Obligatory reflectors deteriorated. Obscured/insecure	Detachment imminent
Body Exterior	Panel damage, missing, insecure, corroded	Items likely to fall off or cause injury
Steering	Excessive lift or side movement. Stiff steering. Noisy/knocking operation. Fluid leaks	Abnormal lift or side play indicating failed components. Power steering inoperative. Excessive free play in straight ahead position that could impair driver's control of vehicle. Failure or detachment imminent. Continuous oil leak
Lights	Inoperative/damaged lamps. Flickers. Intermittent operation.	Obligatory lamps inoperative, dim, missing, obscured or insecure when use of lights is compulsory (an immediate prohibition will normally only be appropriate for such defects in conditions of seriously reduced visibility or at night) NOTE: Obligatory lamps i.e., front and rear side lamps, rear fog, headlamps, stop lamps
Body Interior	Side panel/floor covering/roof ventilators damaged, missing, protruding, and insecure. Seats belts inoperative/defective. Seats insecure/damaged. Grab rails insecure/damaged	Obligatory front seat belts inoperative. Any item that could injure users or affect drivers' safety or control of vehicle or items likely to endanger patients
Indicators	Warning light inoperative. Lamps inoperative, damaged, obscured or insecure. Hazard lights inoperative	Inability of driver to signal intention to change direction by whatever means. Detachment imminent
Transmission	Difficulty selecting gears. Jumping out of gear. Clutch adjustment	Clutch slipping. Knocking noise/vibration indicating failure imminent
Suspension	Knocking noises. Air suspension leaking, failure to dump	Detachment/failure imminent affecting control of vehicle
Engine	Water leaks. Performance below normal expectations	Overheating, knocking, misfiring, likely to lead to early breakdown or engine failure

Heating, Cooling and Ventilation	<p>Performance below normal expectations,</p> <p>Normal Operating Range:</p> <p>Heating – from 5 degrees to 22 degrees in 15 minutes.</p> <p>Air Conditioning – Cooling At an inside temperature of 32 °C, the cooling system shall reduce the temperature in the patient's compartment to 27 °C or less within 15 min and reduce to 25 °C or less within 30 min.</p>	<p>Fumes entering Cab or saloon.</p> <p>Heating / Air Conditioning failed completely (subject to prevailing weather and consultation between Staff and Management including subject matter experts in the decision-making process)</p>
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*Some internal processes may differ for the fleet maintenance department for the purpose of fault rectification and fault diagnosis.

APPENDIX 3B – AUTHORISED DRIVER RECORD



AUTHORISED DRIVER RECORD

Staff Details	
Name (BLOCK CAPITALS): ESR Number:	Position: Department:

Driving Licence Details	
Driver Number: Categories held:	Date licence commenced: Date licence expires:

Verified by Line Manager	
Name (BLOCK CAPITALS):	Position: Date:

Driving Authority

Holders of this Authority will be authorised as Yorkshire Ambulance Service drivers, to drive the following Yorkshire Ambulance Service owned/insured/hired vehicles:

- Cars up to 2000cc (including diesels), small vans, and support/estates/utility vehicles (not requiring D1 licence category).
- Driving of Ambulance Service vehicles under 3500kgs can be driven by drivers holding B licence category.
- Driving of larger Service vehicles including Ambulance Service vehicles over 3500Kgs and up to 7500kgs drivers must hold C1 licence category.
- Driving of Heavy Goods class of vehicle over 7500kgs drivers must hold C licence category.

For further detailed guidance see <https://www.gov.uk/driving-licence-categories>

If unsure drivers must seek advice before driving any Yorkshire Ambulance Service vehicle.

Drivers who have not attended a recognised Ambulance Service Driving course MUST not engage in duties requiring them to convey patients.

As an Authorised Driver for Yorkshire Ambulance Service your manner of driving and vehicle use must at all times be in accordance with the Highway Code, the Road Traffic Act, Regulations and Service Policy. You must set a good example to other road users and not behave in any way which would cause embarrassment or adverse publicity for Yorkshire Ambulance Service. By setting a good example you will contribute to road safety, make communities safe and feel safer. Such drivers can attend any work-related call or task and MUST at all times comply with the points below:

Holders of this authority are prohibited from any type of driving involving:

1. The use of Legal exemptions as set down in Road Traffic Law for Ambulance Drivers detailed in Yorkshire Ambulance Service Guidance for Driving at Work document.
2. Operating a mobile telephone or personal airwave radio while driving. Drivers should stop the vehicle where safe and legal to do so especially if distracted or engaged on a telephone call even when using a hands-free system.
3. Any activity, other than stopping at an incident, which would out of necessity the use of blue lights and/or audible warning instruments. It is accepted that on occasion out of necessity blue lights may be used to protect an incident scene or warn others of an obstruction. This use must only be when the vehicle is stationary.
4. Use of the vehicle that could be deemed as private or personal.

Parking Instructions and use of the Parking Brake

Rule 252: Turn your wheels away from the kerb when parking facing uphill. Turn them towards the kerb when facing downhill.

If you park on a hill, you should:

1. Park close to the kerb and apply the handbrake firmly.
2. Select a forward gear and turn your steering wheel away from the kerb when facing uphill.
3. Select reverse gear and turn your steering wheel towards the kerb when facing downhill.
4. Use 'park' if your car has an automatic gearbox.



To minimise the risk of a vehicle rolling when parked the instructions given in the Highway Code (above) **MUST** be adhered to. In addition, whenever possible leave the vehicle parked on level terrain.

Apply the parking brake in the following sequence:

1. Press firmly on the footbrake
2. Whilst maintaining this pressure, apply the parking brake. In the case of manual parking brakes, apply firmly **WITHOUT** using the release button.
3. Release the footbrake.

To release the parking brake:

1. If facing downhill or on level terrain, press firmly on the footbrake. If facing uphill, find the 'biting point'.
2. In the case of manual parking brakes, pull the parking brake slightly upwards, press the release button and lower the lever. Ensure the lever is fully released.
3. Release the foot brake.

Declaration

I have read and understood the parameters within which I am authorised to drive Ambulance Service vehicles. Above is a record of my current driving licence details, including my driver number and vehicle categories. I understand that it is my personal responsibility to update my line manager and HR Department if there are any changes to these details.

I also understand that if in the future I should find myself involved in a driving related incident that attracts any DVLA penalty points or potential prosecution from the police I must declare these details to my line manager at the earliest opportunity.

I understand that should I fail to comply with any of the requirements as set down in this authority it may render me liable to service disciplinary or potential criminal proceedings.

I have read and understand the Yorkshire Ambulance Service "Driving at Work Policy" and "Guidance for driving at Work" documents. I have read the above information regarding Parking instruction and Use of the Parking Brake, and I am aware of my legal responsibilities as a driver detailed in the Highway Code.

Authorised Driver's signature: _____ Date: _____

Line Manager's name (PRINT): _____ Position: _____

Line Manager's signature: _____ Date: _____

When complete, please forward this form to your HR Department for updating of the staff personnel record. A copy of this completed form should also be kept by the staff member for their future reference.

Appendix 4 – Legal Exemptions

Remember: You are in a privileged position when driving to or from emergencies and assume a role of enormous responsibility. Never abuse the exemption. The fact that you may be responding to an emergency does not mean that there is an automatic right to claim an exemption. You, the driver, must always be able to justify the need for the exemption.

The driver and the organisation are obliged, under the Corporate Manslaughter and Corporate Homicide Act 2007 and the Road Safety Act 2006, to afford, at all times, the maximum protection to other road users

LEGAL EXEMPTIONS

The following exemptions are applicable to the Trust ambulance drivers, where justified:

Road traffic law exemptions that apply when dealing with ANY category of patient

- Stopping on a 'Clearway'.
- Parking within the controlled (zigzag) area of a pedestrian crossing.
- Parking within areas controlled by double white, red or yellow lines.
- Leaving the engine running while the vehicle is unattended.
- Parking on the offside during the hours of darkness.
- Parking or driving on a cycle track.
- Parking on a central reservation.
- Parking at a designated bus stop.
- Double parking or parking across a dropped kerb.

Road traffic law exemptions that apply when engaged on an EMERGENCY RESPONSE.

- Travelling on the incorrect side of a 'keep left' or 'keep right' sign.
- Exceeding statutory speed limits.
- Treating a red traffic light as a 'give way', including light controlled crossing and temporary lights.
- Use of audible warning instruments at night on a restricted road between 23:00-07:00 hours.
- Entering a pedestrian precinct.
- Stop within a yellow box junction
- Motorway Traffic (England and Wales) Regulations 1982

The following exemptions can be claimed in order to avoid or prevent an accident, or to obtain or give help required at an accident scene.

- Direction of driving
- Drive on the carriageway only.
- Restriction of stopping.
- Restriction on reversing
- Restriction of use of the hard shoulder
- Restriction on use of the central reservation.

There is a misconception, in some quarters, that an exemption exists that permits emergency response drivers to contravene a solid white line system. The law is very clear: the only exemptions that exist are those that are available to the general public.

There are no exemptions for the driver of an ambulance, even when responding to an emergency call from the following list:

- Dangerous driving
- Careless driving
- Failing to stop if involved in a road traffic collision.
- Dangerous parking
- Driving without a seat belt subject to those exemptions available to other motorists and further constraints under individual Service policies (e.g., it is unlikely that anyone holding an indefinite medical exemption is fit to drive ambulance vehicles)
- Failing to obey traffic lights controlling a Railway Level Crossing or Fire Station
- Crossing or straddling a solid white line nearest to you down the middle of the road (other than those listed in the Highway Code or if you pass a road maintenance vehicle, a pedal cyclist or a horse being ridden, all of which must be travelling at 10mph or less.
- Failing to obey a 'No Entry' sign (unless instructed to by a Police Officer or Traffic Warden in uniform)
- Failing to obey a 'One-Way' sign
- Failing to obey a 'Stop' or 'Give Way' sign

The European framework Goals for Driver Education (known as the 'GDE matrix') sets out the competencies that driver training should focus on to produce the safest possible drivers.

The driver should, wherever possible, attempt to make good progress, claiming exemptions where appropriate and justified, using their experience and professional judgement to assess road, traffic and weather conditions at all times, with the aim of producing a safe but progressive drive.

Never assume that your warning has been seen or heard by other road users.

The driver can claim a legal exemption for using audible warnings during the hours of 23:30-07:00hrs. Although there are circumstances where the audible devices can be switched off, there has to be good justification of this and there needs to be awareness that if an accident occurs and it was proved that the driver did not have the audible devices switched on, there is the likelihood of prosecution. The advice in these circumstances is "if in doubt, switch the audible devices on, especially within urban areas to give advance warning of your presence to other road users and pedestrians".

Visual warning lights **must** be used when claiming exemptions, and with audible warnings were justified.

The continuous use of audible warnings may be inappropriate in certain situations and not using them would be justified in areas of unfenced animals, pedestrian precincts and in stationary traffic (this list is not exhaustive).

Use of audible and visual warning devices

When deployed on an emergency detail, the assigned response will proceed to the incident using visual warning devices (blue warning lights and flashing headlights, although the latter should not be used at night) at all times; audible warning devices **must** be used with due regard to hazards, prevailing road and traffic conditions.

Whilst claiming recognised legal exemptions to Road Traffic Legislations, i.e., speed limits, keep left / right signs and red traffic lights, staff **must** ensure that audible and visual warning devices are utilised appropriately, with care and consideration for other road users, and that the driver does nothing that could be classed as careless or dangerous driving.

Traffic signals

When approaching a red traffic signal, it **must** be treated as a 'STOP' or 'GIVE WAY' sign and no attempt should be made to proceed unless the driver is sure the way is clear.

On the approach to a red traffic signal both visual and audible warning devices **must** be used, it must be noted that these devices are to alert other road users of your presence and do not give any 'right of way' to the ambulance vehicle.

Only when the driver is absolutely certain that they have been observed by all the other road users and it is safe to proceed can they enter the junction.

Proceed through the junction with extreme caution and at a speed appropriate to the prevailing road, traffic and weather conditions. Consider speed as being "at walking pace" for most situations.

In order to comply with the above guidance, the drivers approaching speed to any red traffic signal **must** be reduced accordingly.

Temporary traffic signals

This form of traffic signal has exactly the same legal standing as fixed traffic signals. The driver must be absolutely certain that they are able to negotiate the hazard without causing danger to other road users (can they see the other side of the hazard?). Whilst operatives at roadworks may be signalling you through, it is the driver who holds the responsibility and must be satisfied it is safe to proceed.

Pedestrian crossings

Owing to the nature and use of these crossings, extreme caution must be exercised at all times on the approach and negotiation of these crossings. The driver must not proceed until they are completely satisfied that any pedestrians have observed their approach and they have elicited the appropriate response, enabling them to negotiate the hazard safely.

Emergency warning devices fitted to Trust vehicles (leased or owned)

Before such cars are fitted with blue lights and audible warning devices the individual must have successfully completed an Emergency Driving (D1 and D2) and the driver must make themselves available for any update or refresher training as the Trust sees fit. Any staff not meeting this criterion must not drive vehicles and use warning devices under emergency conditions at any time.

Trust vehicles engaged on normal non-emergency duties must, at all times, comply with all legislation and the Highway Code.

The use of blue lights and audible warning devices is intended to assist managers to make safe progress when responding to emergency calls and for protecting the scene in hazardous situations when safe to do so.

Permanently mounted roof-rail mounted LED units

Due to the development of these units and their semi-permanent fixings to the vehicles, they are permitted to remain on the vehicles providing they are displaying a white outer lens.

Deployment of removable roof mounted blue light units

If a manager is on call, or is the duty officer, it is acceptable for the blue lights to remain in place on the vehicle. They must be removed at all other times; they must also not be left on the vehicle if a family member or other named driver is using the vehicle.

Remember if left on display, these lights may attract car thieves or break-ins. In the wrong hands these lights can be, and have been, used in serious crimes and could be a target for terrorists. All reasonable precautions must be made by the driver to ensure the safety of the emergency equipment including, for example parking the vehicle in prominent and well-populated positions in car parks whenever possible and not secluded areas.

Criminals will normally choose the easiest target – don't make your vehicle an easy target.

When using the emergency blue light, it should be mounted in the centre of the car roof, preferably between the rear and front windscreens, enabling greater visibility to other road users.

If available, ensure your car is displaying YAS signs throughout the period in which magnetic emergency blue lights are in use. The police may stop any unmarked vehicle not displaying identification, even if that vehicle is proceeding to an emergency. However, if the situation does arise the driver must comply immediately with the Police Officer's instructions or reasonable requests.

When not on duty these lights must always be stored, preferably in the car boot, never on the rear parcel shelf. Left on rear parcel shelves they become very dangerous projectiles in the event of sudden braking or incidents.

Speed limits

A vehicle being used for emergency response purposes may exceed any statutory speed limit (those governing roads and vehicles) if observance of the limit would hinder the use of the vehicle for its official purpose on that occasion. The exemption could be claimed when travelling to an emergency call but on the journey to hospital it would not normally be relevant unless the patient's condition justifies the exemption. The need for haste normally ends with the arrival at the incident.

The emergency vehicle should always be driven at a speed compatible with the patient's condition. The attendant dealing with the patient is best to provide information to the driver on best transit arrangements.

Safety **must** always be the over-riding priority of the driver and the safest speed for the existing circumstances must be applied at all times. The vehicle must be driven at a speed whereby the driver can accurately assess, plan and deal with all existing and developing hazards safely and passenger comfort.

Trust drivers are governed by the same regulations as other drivers using the road and it is only when engaged on emergency calls allocated by EOC that the legal exemption from statutory speed limits can be claimed when and where safe to do so.

Speed limits (Road Traffic Regulations Act 1984, Section 87)

'No statutory provision imposing a speed limit on motor vehicles shall apply to any vehicle on an occasion when it is being used for Fire Brigade, Ambulance or Police purposes if the

observance of that provision will be likely to hinder the use of that vehicle for the purpose for which it is being used on that occasion. 'Whilst exemption from statutory speed limits exist when engaged on emergency response driving and authorised driver training courses, there still remains an overriding statutory requirement for the driver, and in the case of driving courses the instructor, to maintain safety margins. The exemption afforded the Ambulance Service does not allow staff to drive at a speed or in a manner which would amount to driving dangerously or without due care and attention.

The various Police Authorities covering YAS NHS Trust are within their rights, under certain circumstances, to view excessive use of speed as dangerous driving and allocate the appropriate proceedings against the driver.

The driver must be able to justify the speed and manner in which they chose to drive the vehicle at all times, possibly in a court of law.

Only when responding to an emergency, Trust staff are encouraged to remain within the speeds listed below and are dependent the drivers dynamic risk assessment at the time, taking into consideration all other road users, traffic, weather and visibility. Trust staff are advised to comply with the following limits whilst driving front line ambulances under emergency conditions:

Statutory Speed Limit (mph)	YAS NHS Trust Speed Limit (mph)
20	Up to 30
30	Up to 50
40	Up to 60
Signed 50	Up to 70
National Speed Limit	Up to 70
Signed 60	Up to 80
70	Up to 100

Trust staff are advised to comply with the following absolute limits whilst driving Rapid Response Vehicles under emergency conditions:

Statutory Speed Limit (mph)	YAS NHS Trust Speed Limit (mph)
20	Up to 30
30	Up to 50
40	Up to 60
50	Up to 70
60	Up to 80
70	Up to 110

Routine Driving - Patient Transport Service (and all other non-emergency driver trained staff)

The Trust does not permit non-emergency personnel the right to claim the Road Traffic Regulations exemptions afforded to emergency vehicles other than those 'stopping', or 'parking' exemptions listed in the IHCD Ambulance Driving Manual. If these are claimed the driver must do so safely and there must be no legal stopping / parking alternative available to the same effect. The Highway Code and Road Traffic Regulations for normal road use **must** be complied with at all other times, even if non-emergency personnel have been diverted by Ambulance Control to render first aid.

Bus lanes

The only exemption non-emergency vehicles are permitted to claim relate to the use of the bus lanes and would normally only be claimed should any of their passengers' condition deteriorate and not to claim the exemption may put that person at risk. Each Locality within YAS must advise its non-emergency staff of any local agreement or of any Divisional policy regarding this issue. As some Local Authorities allow non-emergency vehicles (such as PTS) to use bus lanes during their period of operation, it is recommended that advice is sought locally. If permission is given, a written confirmation should be requested, and a copy of the letter should be placed in every non-emergency vehicle in case they are questioned by the Police.

Doctor's co-operative vehicles

No exemptions are afforded to any driver using any of the doctor's co-operative vehicles under any circumstances, even where green visual warning and flashing head lights are fitted. There are **no exemptions** given under the Road Traffic Law whilst using these devices. If used there is a serious possibility that the driver would be contravening the Road Traffic Law and be liable to prosecution in addition to the possibility of internal disciplinary actions.

Voluntary ambulance car drivers

No exemptions are afforded to voluntary ambulance car drivers. It is the responsibility of the Divisional PTS Scheme Manager to ensure that the legal requirements are met by these volunteers relating to their vehicle, licence, insurance and conduct whilst carrying out YAS appointed journeys. PTS will investigate and record any upheld complaints or observations regarding these drivers on the Trust's accident database. Should any driver within this scheme accumulate a number of endorsements they may be removed from the scheme.

Community First Responder (CFR)

No exemptions are afforded to CFRs, whether driving their own vehicle or one owned and operated by the Trust or a community scheme. The purpose of a community-based scheme is to allow appropriately trained members of the public to respond to certain clinical calls within their local area. This negates the need to act outside of the normal rules and regulations in force for all road users whilst responding. There is absolutely no dispensation of excessive use of speed, crossing red traffic signals or dangerous parking for example. Any breach of normal road traffic law or associated regulations would be investigated at the appropriate level and reported to the DTD. The Trust is extremely unlikely to support any CFR acting outside of normal driving rules and regulations should a prosecution be sought by the authorities following such an event.

For further information regarding driving YAS vehicles for emergency purposes, please refer to the YAS 24/7 or contact the Driving

Reporting an incident

There are no exemptions that may be claimed regarding incident reporting.

Failing to stop at the scene of an incident

There are no exemptions, which may be claimed regarding incident reporting.

Appendix 5 – Personal DVLA Licence – DVLA Driving Points and Endorsements

The Trust has a responsibility to mitigate potential risks related to driving, which could impact on the service we provide, patients, public and staff. Section 8 sets out the processes in place to ensure that staffs DVLA licence is checked in accordance with the role they perform. Section 9 sets out staff's responsibility in informing the Trust regarding any driving endorsement and/or driving points. This guidance sets out the process for managing DVLA driving endorsements. As part of the recruitment process, the following applies:

- PTS Job descriptions for Band 2, band 3 and operational apprentice staff should have no more than 3 points on their licence at the point of recruitment. Recruitment will not be processed for PTS staff that fall outside of this threshold. This is a specific requirement associated with contract work that the PTS department carry out.
- All A&E staff that drive as part of their role must have no more than 3 points on their licence at the point of recruitment. Recruitment will not be progressed for staff that fall outside of this threshold.
- All other staff that drive as part of their role requirement must have no more than 3 points on their licence at the point of recruitment. Recruitment will not be progressed for staff that fall outside of this threshold.
- Staff who are employed by the Trust and gain points while in post will not be able to progress within the Trust for a role which requires driving if they have 6 points or more on their licence at the point of the progression opportunity

Management Process:

A fact find should commence on notification of a staff member receiving 6 or more points on their licence.

The line manager **must** collate all the facts around the points:

- How many points.
- Reason for the points.
- Dates points were issued.
- Frequency between occurrences.
- Trigger of points.
- If the staff member made management aware of the points received.
- If a points breach is stipulated within the job description.
- Request the most recent driving licence check via HR business Services Team.
- Undertake a full risk assessment to establish whether, given the circumstances of the points, the person poses a threat to patients, colleagues or themselves

Following the initial fact finding the line manager should assess whether there is a need to remove the staff member from driving duties as part of their substantive role in the interim as a precautionary measure. The Maximising Performance Policy should then be invoked under the formal stage (6 to 8 points). If 9 points or over are obtained in a single endorsement (therefore there has been no opportunity to conduct a Formal Performance Meeting) and the case is

considered to be serious then escalation directly to a Final Performance Meeting may be considered.

During the performance meeting the following should be discussed and considered:

- Review of all information obtained from the fact find.
- Required support and training i.e., further driver training/assessment.
- Consider whether an occupational health referral is required if applicable to the cause of the points.
- Whether they can continue in the role, depending on the risk assessment and number of points obtained. If not whether adjusted/ alternative duties can be accommodated for a reasonable timeframe.
- Regular license checks: now the staff member is deemed high risk (recommended every 3 months).
- The consequences of being in receipt of 6 or more points.
- A monitoring period in line with the policy and consequences of receiving further points i.e., escalation to a Final Performance Meeting and the potential outcomes surrounding this.

Endorsement Validity periods

Thresholds for endorsement clearance – Points are allocated on either 4-year validity or 11-year validity.

4 years from date of conviction - An endorsement will stay on a driving record for 4 years from the date of conviction if the offence:

- is for reckless/dangerous driving - shown on the driving record as DD40, DD60 and DD80
- results in disqualification
- **Example** - *Date of conviction 28 May 2011 - the endorsement must stay on the driving record until 28 May 2015.*

1 year from the date of offence - In all other cases endorsements stay on your driving record for 4 years from the date of offence.

2 years from the date of offence - Date of offence 10 June 2012 - the endorsement must stay on the driving record until 10 June 2016.

11 years from date of conviction - If the offence is:

- Drink Driving or Drug Driving - shown on the driving record as DR10, DR20, DR30, DR31, DR61 and DR80
- causing death by careless driving while under the influence of drink or drugs – shown on the driving record as CD40, CD50 and CD60
- causing death by careless driving, then failing to provide a specimen for analysis – shown on the driving record as CD70
- **Example** *Date of conviction 3 December 2009 - the endorsement must stay on the driving record until 3 December 2020*

Appendix 6 – Driver Training Passport Discussion Form



Record of Driving Training Passport Discussion	
Employee Name	
Employee ID (Payroll No)	
Employees Base/Station	
Record Completed By	
Date	

Applicable Incident INC..... INC.....	
Datix Content Checked <input type="checkbox"/>	
Datix Investigate questions completed <input type="checkbox"/>	
<div style="border: 1px solid black; height: 100px;"></div>	
Incident Discussion/Debrief	
<div style="border: 1px solid black; height: 100px;"></div>	
Vehicle Accident Flow Chart Consulted Contributing Factors Identified? <input type="checkbox"/>	
<div style="border: 1px solid black; height: 100px;"></div>	
Action Plan to Address the issue(s) was as follows:	
Awareness Raised 'A' <input type="checkbox"/>	
Referral to Driver Training (T) <input type="checkbox"/>	
Rational:	
<div style="border: 1px solid black; height: 100px;"></div>	