



**Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria
University Hospital NHS Trust**

Policy Title: Driving at Work Policy

Reference	POL/COR/015
Version	1.0
Date Ratified	23/07/2019
Date Published	24/07/2019
Next Review Date	Jul 2022
Accountable Director	Executive Director of Finance, Estates & Support Services
Policy Author	Health Safety and Security Officer

Please note that the Intranet / internet Policy web page version of this document is the only version that is maintained.

Any printed copies or copies held on any other web page should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.

Policy On A Page

SUMMARY & AIM

The aim of the policy is to advise staff and their managers who drive a vehicle during their works time, whether that is:

- their own personal vehicle or
- a Trust leased vehicle around the site or from one venue to another, from meetings, or
- involves taking patients out on trips or outings.
- Estates staff that drive Trust vehicles delivering equipment around the site or from one site to another.

The aim of this policy is also to keep staff / patients safe whilst they drive the vehicle advising what they must do or not do whilst driving.

TARGET AUDIENCE:

All staff who drive as part of their role whether it be to meetings or around the county to other sites in their own vehicle or a leased one. Staff that take patients out in mini buses or estates staff driving Trust vehicles.

Line managers of staff that are driving vehicles whilst at work.

TRAINING:

Particular vehicles will require training and specialists licences.

E Learning Health Safety and Welfare.

KEY REQUIREMENTS

- Managers will ensure work tasks that involve driving on Trust business will be risk assessed, taking into account the task/job in hand, the person(s) undertaking the task/job, the vehicle(s) involved, and the location or environments where the driving will take place.
- Managers must make sure that the staff member that will be driving has the correct driving licence to drive the vehicle.
- No driving under the influence of alcohol or drugs.
- The vehicle must be road worthy with an up to date MOT certificate.
- Roles that involve travel between site (e.g. The Cumberland Infirmary and West Cumberland Hospital) require 'personal business' insurance cover.
- In accordance with UK driving laws, mobile phones, whether provided by the Trust for work purposes, or privately owned, must not be used whilst driving unless the phone is being used in conjunction with a hands-free kit and even then it is recommended that this is kept to a minimum.
- Smoking is not permitted in leased or staff private vehicles whilst used on Trust business.
- All incidents and accidents that occur whilst driving at work must be reported under Road Traffic Accident on the online incident reporting system and if a leased car then also reported to the Trust leased car company.

TABLE OF CONTENTS

1.	INTRODUCTION	4
2.	PURPOSE	4
3.	POLICY ARRANGEMENTS AND PROCEDURES:.....	4
3.1	Risk Assessment.....	4
3.2	Training/ Assessment/ Reassessment	5
3.3	Transporting Patients	5
3.4	Driving of Minibuses.....	5
3.5	Driving licences held before 1 January 1997	5
3.6	Driving licences held from 1 January 1997	6
3.7	Medically Restricted Licences.....	6
3.8	Drivers who do not have minibus entitlement (Category D1)	6
3.9	Minibus and Community Bus Permits	6
3.10	Drugs and Alcohol.....	7
3.11	Vehicles	7
3.12	Safety Equipment.....	7
3.13	Use of Mobile Phones.....	8
3.14	Smoking in Vehicles.....	8
3.15	Private Vehicles	8
3.16	Checking of Driving Licences.....	8
3.17	Fuel Cards	9
3.18	Hired Vehicles.....	9
3.19	Incidents, Accidents, Breakdowns, Emergencies, Break- in/Theft.....	9
4.	TRAINING AND SUPPORT.....	9
5.	PROCESS FOR MONITORING COMPLIANCE	9
6.	REFERENCES:	10
7.	ASSOCIATED DOCUMENTATION:	10
8.	DUTIES (ROLES & RESPONSIBILITIES):	10
8.1	Chief Executive / Trust Board Responsibilities:	10
8.2	Executive Director Responsibilities: Executive Director of Finance, Estates & Support Services	10
8.3	Managers Responsibilities:.....	10
8.4	All employees and other persons driving on Trust business:.....	11
8.5	Transport Administrator (Estates only).....	12
8.6	Health Safety and Security Team	13
8.7	Health & Safety, Security Committee Responsibilities:	13
9.	ABBREVIATIONS / DEFINITION OF TERMS USED	13
	APPENDIX 1 - DRIVER AND MANAGER GUIDELINES: ACCIDENTS AND OTHER EMERGENCIES:	15
	APPENDIX 2 - VEHICLE CHECK SHEET:	17
	APPENDIX 3 - DRIVER GUIDELINES: VEHICLE INSPECTIONS AND.....	18
	MAINTENANCE	18
	DOCUMENT CONTROL.....	19

1. INTRODUCTION

Activities undertaken by Cumbria Partnership NHS Foundation Trust and North Cumbria University Trust will necessitate employees, or others acting on behalf of the Trusts to drive or manoeuvre vehicles in order to transport people, goods or equipment. The Trusts has the statutory duty to ensure risks associated with such driving and transportation activities are assessed, minimised and controlled as far as reasonably practicable, in accordance with the general requirements of the Health and Safety at Work etc. Act 1974, and the specific requirements of the Management of Health and Safety at Work Regulations 1999. This policy states how those risks will be identified and managed.

2. PURPOSE

The purpose of this policy is to advise managers and staff who drive as part of their working day and is intended to minimise risks to employees, non-employees acting on behalf of the Trust, and others who may be affected by the operational activities of the Trust.

3. POLICY ARRANGEMENTS AND PROCEDURES:

3.1 Risk Assessment

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and this policy, Managers will ensure work tasks that involve driving on Trust business will be risk assessed, taking into account the task/job in hand, the person(s) undertaking the task/job, the vehicle(s) involved, and the location or environments where the driving will take place. (NB: it is the work task, not the individual vehicle that is to be assessed). Appropriate control measures will be implemented to minimise the risks associated with these driving tasks as far as reasonably practicable.

Findings of risk assessments will be used as part of an overall risk analysis to ensure the Trust has a programme of continuous safety improvement, and will be reviewed by each respective Manager every 12 months or sooner if:

- A new type of vehicle is considered for purchase.
- There is a change in an employee's responsibilities that results in a significant change in the amount of driving required.
- There is an accident, near miss or breakdown or other significant occurrence.
- There is a significant change in the environment in which the vehicles are used.
- There is any change in a driver's circumstances that may affect his/her ability to drive.

An assessment to determine the safety and suitability of any new type of vehicle should be conducted by the Manager arranging for the acquisition in consultation with the Transport Administrator.

3.2 Training/ Assessment/ Reassessment

The Trust will pay (from Ward/Unit/Departmental budgets) for driver training where a risk assessment has identified a need. Wherever possible the training will be conducted within the employee's normal work hours. Employees are expected to make reasonable adjustments to their schedules and commitments in order to attend training. The organisation or person appointed to conduct this training must possess the necessary expertise, knowledge and qualifications to conduct the training.

3.3 Transporting Patients

In accordance with the Trust Service Delivery Health and Safety Risk Assessment Policy (POL/002/023), a risk assessment must be undertaken prior to transporting patients in any vehicle. Appropriate control measures identified in the risk assessment must be implemented.

3.4 Driving of Minibuses

Drivers of minibuses will be required to undertake a driver competence assessment, and, if necessary, additional training, prior to being able to transport passengers. Employees who are involved with transporting wheelchair users must also be instructed in the safe use of vehicle tail-lifts, and in the safe securing of wheelchairs and wheelchair users into the minibus, prior to transporting such passengers in the minibus. Assessments and training are to be arranged by the Manager, this should also include Estates and Facilities (and PFI contractors).

To clarify the position on a driver's legal eligibility to drive minibuses, the following is DVLA advice.

3.5 Driving licences held before 1 January 1997

Drivers who had entitlement to drive cars prior to 1 January 1997 - shown as group A (B for automatics) on an old style green or pink licence or as category B and D1 not for hire or reward on a pink and green or photo card licence - can drive a minibus provided they are 21 or over, the minibus has a maximum of 17 seats including the driver's seat and is not being used for hire or reward.

To drive a minibus which has 9 or more passenger seats for hire or reward the driver will normally need passenger carrying vehicle entitlement [PCV] (category D1 or D). To obtain these, higher medical standards must be met and a further driving test must be taken.

Hire or reward encompasses any payment in cash or kind by (or on behalf of) passengers which gives them a right to be carried.

However, if the driver drives a minibus for an organisation under the Minibus or Community Bus Permit Scheme, the driver will NOT need a category D1 or D licence even if a charge is made to passengers - please see the section below covering passengers which gives them a right to be carried.

However, if the driver drives a minibus for an organisation under the Minibus or Community Bus Permit Scheme, the driver will NOT need a category D1 or D licence even if a charge is made to passengers - please see the section below covering Minibus and Community Bus Permits.

3.6 Driving licences held from 1 January 1997

Your minibus entitlement will remain valid in the UK and on temporary visits abroad until your licence is next renewed. When your licence is renewed, your minibus entitlement (D1 and D1+E not for hire or reward) can only be issued if you make a special application which will involve meeting higher medical standards.

If your minibus entitlement is renewed you will normally be granted a D1 and D1+E licence for 3 years which will allow you to drive minibuses, not for hire or reward, in the UK and on temporary visits to other EC/EEA countries. If your minibus entitlement is not renewed, categories D1 and D1+E will no longer appear on your licence.

Drivers whose licences are due for renewal will receive advice about these new procedures with their renewal reminder letter.

3.7 Medically Restricted Licences

Entitlement to drive non-commercial minibuses on a voluntary basis will NOT be subject to the higher standards until the age of 70 is reached. The rules listed above under Licences first obtained after 1 January 1997 will apply.

3.8 Drivers who do not have minibus entitlement (Category D1)

If the driving licence does not allow the driving of minibuses, there are certain circumstances where the driver still may be able to do so.

A minibus may still be driven with up to 16 passenger seats if:

- Being driven on behalf of a non-commercial body for social purposes but not for hire or reward, unless operating under a permit;
- The driver is aged at least 21;
- The driver has held a car (category B) licence for at least 2 years;
- The driver is providing the service on a voluntary basis; and
- The minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances. (If in doubt contact the Trust's Health and Safety Team).

When driving a minibus under these conditions the driver may not receive any payment or consideration for doing so other than out of pocket expenses (therefore not as part of their paid employment), or tow any size trailer, and may only drive minibuses in this country.

3.9 Minibus and Community Bus Permits

Minibus and Community Bus Permits are issued to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community.

Minibus Permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general

public and the charges made must be on a non-profit basis. Community Bus Permits are issued to bodies wishing to run a local bus service on a voluntary non-profit basis using unpaid volunteer drivers. Members of the general public can be carried in the minibus.

If the driver had entitlement to drive cars prior to 1 January 1997 they will continue to be able to drive minibuses under the Permit Schemes, provided their entitlement to drive minibuses (Category D1, not for hire or reward) remains in force. New drivers who passed their car test (category B) on or after 1 January 1997 may also drive a permit minibus provided the driver licensing conditions as stated above are met.

3.10 Drugs and Alcohol

Whilst undertaking driving on behalf of the Trust employees are expected to:

- Adhere at all times to the legal limits for the level of alcohol in the blood whilst driving.
- Avoid driving whilst under the influence of illegal drugs or other intoxicating chemicals including prescription or non-prescription medication which may cause drowsiness.
- Take no alcohol during working or shift hours.
- The Trust reserves the right to request a drugs/alcohol test at any time as per the Alcohol and Misuse Policy.

3.11 Vehicles

The Department Manager should be consulted in the process of selecting suitable vehicles for use on Trust business. The Manager will keep an inventory of all trust-owned vehicles. The vehicle record will contain the following information:

- Vehicle make and model.
- Results of any inspection prior to selection or delivery of the vehicle.
- The details of the person responsible for day to day running of the vehicle.
- What the vehicle will be used for and any restrictions on its use.
- Manufacturers' instructions regarding maintenance and servicing procedures and frequency, including tail-lifts etc.
- Licensing and insurance requirements for the vehicle.
- Procedures for handling defects and faults, and procedures for the reporting and recording of these.
- Any precautions that need to be taken by employees when using, inspecting or maintaining the vehicle.
- Testing and maintenance history.
- Managers will also compile and maintain an inventory of details of employees who have been authorized to use their own vehicles to drive at work. The Lease Car Administrator will record details of those employee's operating lease cars.

3.12 Safety Equipment

Every Trust-owned vehicle that is to be used on Trust business will be provided with equipment for the safety and security of the user. This equipment will be supplied by the Manager arranging the acquisition of the vehicle, upon issue of the vehicle and is as follows:

- Step by Step guidance on accidents/breakdowns and daily checks
- Warning triangle
- Spare tyre and jack
- First aid kit
- Fire extinguisher
- De-icer
- Yellow reflective vest.

It is advisable that people driving on Trust business in leased or privately owned vehicles also carry safety equipment.

3.13 Use of Mobile Phones

In accordance with UK driving laws, mobile phones, whether provided by the Trust for work purposes, or privately owned, must not be used whilst driving unless the phone is being used in conjunction with a hands-free kit. Where a hands-free kit is not in use, drivers must stop at a safe place away from the main carriageway to make or take a phone call. It must be remembered that even if the phone is being used legally (i.e. not held in the hand) if the police considered a car was being driven recklessly due to the driver being distracted whilst speaking on the phone, charges could still be brought against the driver for lack of due care and attention. It is therefore recommended that speaking on the phone whilst driving is kept to a minimum. Lease car holders need to check their contract for this as well.

3.14 Smoking in Vehicles

Smoking / vaping is not permitted in leased or staff private vehicles whilst used on Trust business in accordance with the Smoke Free Policy. At the time of writing this policy the Government indicated that smoking, eating or drinking at the wheel are considered distractions from driving (and therefore an offence), and have incorporated this into the revised edition of the Highway Code. A change to the law in October 2015 has banned smoking in vehicles where children under 18 are passengers. This situation will be kept under review and this policy amended accordingly should there be further developments.

3.15 Private Vehicles

Managers must ensure employees are aware that any privately owned vehicle used by employees for driving at work has a current MOT certificate (if applicable), has Road Tax and is appropriately insured by the driver for business use. Drivers of privately owned vehicles must make their documentation (insurance, MOT etc.) available for inspection annually.

3.16 Checking of Driving Licences

For employees employed to drive for work, annual checks of driving licences are carried out and recorded by their Managers. (see 8.3)

3.17 Fuel Cards

Fuel cards may be provided by the Trust to allow fuel to be paid for on account – this card must be kept with the vehicle safely. Arrangements for fuel cards must be made through the Transport Administrator.

3.18 Hired Vehicles

Managers must ensure vehicles are hired from an approved hire company with an agreement in place. The Procurement department has an up to date list of such companies.

3.19 Incidents, Accidents, Breakdowns, Emergencies, Break- in/Theft

A copy of the Driver Guidelines: Accidents and Emergency checklist (which can be found as [Appendix 1](#)) should be kept in lease and trust owned vehicles at all times and all staff driving on Trust business should be aware of its content.

In addition to any statutory reports that may be necessary to the police, insurance companies, etc. incidents must be reported using the Trust's established on-line incident reporting system in accordance with the Incident and Serious Incidents that Require Investigation (SIRI) Policy.

If the vehicle breaks down whilst driving on Trust business the driver should remove the vehicle from the carriageway (if both safe and practical to do so), make arrangements for its recovery, and contact their line manager (or other designated contact) to alert him/her of the situation.

4. TRAINING AND SUPPORT

Attendance at training will be managed in line with the Trust's Learning and Development Policy.

5. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
What	How	Who	Where	How often
Monitoring of incidents related to driving at work	Incident review	Health Safety and Security Team	Corporate Health, Safety & Security Committee	Annual Report
Risk Assessments for Driving at Work	Health, Safety and security Audits	Health Safety and Security Team	Corporate Health, Safety & Security Committee	Annual Report

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the Corporate Health, Safety & Security committee minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. REFERENCES:

DVLA Guidance 'Information on Driving Licences' INS 57P
DVLA Guidance 'Driving a Minibus' INF28
Health & Safety at Work Act etc. 1974
Highway Code
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

7. ASSOCIATED DOCUMENTATION:

Health and Safety Policy
Incident and Serious Incidents that Require Investigation (SIRI) Policy
Learning and Development Policy
Moving and Handling Policy
Service Delivery, Health & Safety Risk Assessment Policy
Smoke Free Policy
Alcohol and Substance Abuse Policy

8. DUTIES (ROLES & RESPONSIBILITIES):

8.1 Chief Executive / Trust Board Responsibilities:

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities: Executive Director of Finance, Estates & Support Services

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

8.3 Managers Responsibilities:

Managers are expected to ensure their departments comply with this Policy and supporting Guidelines, in particular they must:

- Bring this policy to the attention of those within their department who drive on Trust business or on behalf of the Trust, and that it is made known to staff on induction.
- Carry out risk assessments on driving tasks, identify any training needs, implement control measures for identified risks, and monitor their effectiveness.
- Ensure any incidents reported to them are notified to the Safety and Security Officer using the Trust's on-line incident reporting system, and investigate incidents appropriately.
- Ensure that lease vehicles selected by their staff are appropriate for the use to which they will be put.
- Maintain details of all trust-owned or leased vehicles, together with privately owned vehicles, used by their staff. Such details to include make, model, colour and registration. In the case of leased and Trust-owned vehicles, service history, MOT details and records of any other inspection/checks undertaken on the vehicle should also be maintained. (The Trust's Lease Car Administrator keeps a record of this information for leased vehicles that managers could regularly use to update their records).
- Maintain a log of who has been driving a Trust owned or operated vehicle for each journey (to assist in driver identification e.g. speeding offences).
- Ensure safety equipment is provided in trust-owned vehicles, and where appropriate, that this equipment is maintained (e.g. content of first aid kit).
- Ensure all Trust-owned vehicles, including 'commercial' vehicles used by their staff are taxed, serviced, insured, serviced and maintained in a roadworthy manner, and that all statutory checks and inspections are carried out, for example tests on lifting equipment fitted to vehicles in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.
- Supply details of all trust-owned vehicles used by their staff to the Transport Administrator for information/monitoring purposes on an annual basis.
- Ensure only competent drivers drive on Trust business through a process of driver assessment, competency checks and training which, depending on the nature of the driving task to be undertaken, will involve one or more of the following,

Inspecting the credentials of newly appointed employees at induction stage, particularly checking driving licences for penalties, convictions or other endorsements.

Where employees are employed to drive (as opposed to having to drive as a consequence of work), conducting annual checks of Driving Licences and keeping records of these checks.

Where appropriate, arranging for a practical assessment of their driving skills by a competent person. (e.g. where risk assessment or statutory requirements dictate)

8.4 All employees and other persons driving on Trust business:

All employees and other persons driving on Trust business are expected to make themselves familiar with this Policy and supporting Guidance, and to ensure they practice safe methods of driving at all times.

In particular all drivers must:-

- Have a current valid driving licence entitling them to drive in the UK.
- Ensure they have appropriate insurance cover for the vehicle they are driving (e.g. private vehicle insured for 'business use').
- Drive in a safe manner, in accordance with the Highway Code and UK legislation.
- Attend any training provided in accordance with this policy.
- Ensure that the vehicle is in a roadworthy condition at all times.
- Notify their manager and the police in the event of any accident.
- Notify their manager immediately if they have been caught speeding, or otherwise penalised when driving on Trust business.
- Inform their manager, and Lease Car Administrator if appropriate, of any change in circumstances that may affect their ability to drive. This includes but is not restricted to, endorsements, prosecutions, driving bans and health problems.
- Report any incident which occurred when driving on trust business using the Trust's on-line incident reporting system.
- Give careful consideration to their needs regarding posture and appropriate vehicle seat (see guidance at H&S Intranet site provided by the Trust's Manual Handling Officer for further information).

Drivers of Trust-owned or leased vehicles must:-

- Only use the vehicle in connection with work, or in accordance with the lease arrangements.
- Inform their manager when servicing is due, or in the case of lease car drivers, ensure that the servicing is carried out in accordance with the manufacturer's recommendations, and in line with the lease agreement.
- Ensure that all safety equipment items listed below are in the vehicle.
- Ensure the vehicle is secured when left unattended.
- Complete a log of all journeys made in the vehicle (where this is recorded).

Drivers providing their own vehicle for use at work & claiming mileage allowance must:-

- Inform their insurance company of the fact the vehicle will be used for business use (and if appropriate, that patients will be transported in it), and ensure that the appropriate class of business insurance cover is obtained.
- Have valid vehicle tax and current MOT certificate (if appropriate) for the vehicle.

8.5 Transport Administrator (Estates only)

In this Trust the role of Transport Administrator for Estates is carried out by the Head of Estates.

The Transport Administrator is responsible for ensuring that all Estates trust-owned vehicles acquired by them, or by other Estates Managers, are maintained in a roadworthy condition and that accurate records of such vehicles are maintained. In particular they must:

- Monitor that all Estates vehicles are acquired and maintained in a roadworthy condition.

- Monitor that all Estates vehicles are taxed, insured and where applicable have a valid MOT certificate.
- Investigate all accidents involving Estates owned vehicles, including liaison with the appropriate manager, the insurance company and the police where appropriate.
- Monitor that safety equipment has been provided and where appropriate, maintained.
- Maintain a database for all Estate owned vehicles.
- Arrange any necessary training for drivers using suitably qualified providers.
- Ensure all statutory tests of lifting equipment fitted to vehicles are carried out in accordance with the Lifting Operations and Lifting equipment Regulations 1998.
- Ensure daily driver's checklists for vehicles are completed.

8.6 Health Safety and Security Team

The Health Safety and Security Team will receive notification of, and monitor all incidents involving Trust vehicles and/or people driving/being transported on trust business/on behalf of the Trust.

The Health Safety and Security Team will also regularly review this Policy and supporting Guidance and update its contents where appropriate. In particular they will:-

- Advise managers in the carrying out of risk assessments.
- Advise on control measures, following assessment.

8.7 Health & Safety, Security Committee Responsibilities:

The Chair of the approving committee will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

9. ABBREVIATIONS / DEFINITION OF TERMS USED

ABBREVIATION	DEFINITION
DVLA	Driver and Vehicle Licensing Agency
MOT	Ministry of Transport (test car inspection)
PCV	Passenger Carrying Vehicle
RTA	Road Traffic Act

TERM USED	DEFINITION
Trust Vehicle	Any car, van, lorry, motorbike, scooter, personnel carrier or minibus that is provided by The Trust, irrespective of conditions of ownership, and used by employees driving on Trust business, but excluding agricultural tractors and machinery.
Private Vehicle	A car which an employee owns, and runs privately, and for which they have sole responsibility.
Driving at Work	Any work carried out on behalf of the Trust that involves the employee in time spent driving a vehicle and covers all journeys other than to and from the normal place of work to/from home.
Lease car	A car provided to an employee under the Trusts Leasing Scheme.

TERM USED	DEFINITION
Driver	Any person in the direct employment of Cumbria Partnership NHS Foundation Trust and North Cumbria University Hospital Trust, any self-employed person working for the Trusts through an employment agency, bank staff employed on a casual basis, volunteers paid or unpaid, authorised by the Trust to be in control of any vehicle owned, leased or hired by the Trust.

APPENDIX 1 - DRIVER AND MANAGER GUIDELINES: ACCIDENTS AND OTHER EMERGENCIES:

All drivers, irrespective of vehicle ownership, should follow steps below:

Accidents: Action – Drivers

1. Always stop – it is an offence to leave the scene of an accident
2. Check the condition of any passengers and any third party
3. If someone is injured call an ambulance
4. If there is damage to any property (other than third party vehicles) or injuries to any person the police must be informed immediately
5. Remove the vehicle from the road or carriageway if it is possible and safe to do so
6. Obtain details from third parties: -
 - 6.1. Name and address
 - 6.2. Vehicle make, model, registration number
 - 6.3. Name and address of Insurance Company
 - 6.4 Insurance policy number

AVOID ADMITTING ANY LIABILITY AT THIS STAGE

7. If recovery and/or repair of the vehicle is required, make arrangements for this to be done. In the case of lease cars recovery is provided in the package. For private vehicles this is the responsibility of the driver. For Trust owned vehicles this should be organized through the Transport Administrator.
8. Report the incident to the manager by telephone as soon as possible. In the case of a lease vehicle the procedure in the handbook provided by the Lease Car Administrator must also be followed.
9. Complete an electronic incident report as soon as possible, ideally within 24 hours
10. If the vehicle is a lease or Trust owned vehicle, all accidents, however minor, will be dealt with through the Trust's insurance Company. All privately owned vehicles will be dealt with by the individuals' own insurance company.
11. For drivers of Trust owned vehicles, any correspondence received from third parties following an accident must be forwarded, unanswered to the Transport Administrator, who should seek advice from the Safety, Quality and Safeguarding Team if unclear on further action. Drivers of privately owned vehicles will be expected to liaise directly with their insurance company. Drivers of leased vehicles will be expected to liaise with the Lease Car Administrator.

Accidents: Action - Management

1. When the manager is notified of the incident report form he/she must complete the form and investigate the incident in accordance with Trust policy. Causes of the accident should be determined and actions implemented to prevent a future recurrence wherever possible.
2. Managers must sign-off the electronic incident report forms within 14 days so Risk Management department can notify appropriate personnel and any appropriate external agencies.
3. If the accident is reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, it is the manager's responsibility to contact the Health & Safety Executive in line with the regulations. This should be completed on-line via the HSE website.

Theft

In the event of theft from, or theft of, a vehicle: -

1. The driver should contact the police immediately and obtain a police log/crime reference number for the incident
2. The driver should contact the Manager and give details of the incident
3. In the event of items containing confidential material (e.g. case notes, laptops) being stolen or lost, the Manager must ensure the Information Governance Team is notified immediately.
4. The driver or manager should complete an incident report using the Trust's on-line system at the earliest opportunity
5. In situations where the vehicle is stolen or otherwise unavailable to use following the incident, and the employee is unable to make arrangements to return to the office /home following the incident due to their circumstances, the manager (or other designated person) should make appropriate arrangements on behalf of the employee

To minimize the potential for break-in / theft from vehicles staff should always remember not to leave valuable or confidential items stored in their vehicle in plain sight, and must not leave such items or information in vehicles overnight.

Breakdown

Minimise risks of breakdown, and therefore risks to personal safety in the event of a breakdown by: -

1. Ensuring the vehicle is regularly serviced and has sufficient fuel, oil and windscreen washer liquid, for the journey
2. Ensuring you carry a fully charged mobile phone with the breakdown assistance company's number programmed in it
3. If possible, try to pull off of the main carriage and stop somewhere safe, away from traffic but in a brightly lit and/or public place. Call the breakdown assistance service immediately
4. Ensuring the lone worker system has been followed and that the buddy / manager are aware of your whereabouts and predicament.
5. If you break down on the hard shoulder of the motorway, it is safer to evacuate the vehicle and wait on the verge.

APPENDIX 2 - VEHICLE CHECK SHEET:

Drivers of all Trust-owned and leased vehicles should check that safety equipment supplied in the vehicle is in working order. It is advisable that drivers of privately owned vehicles also have this equipment (provided at driver's discretion)

Safety Equipment		
1	Functioning fire extinguisher?	
2	First Aid kit?	
3	Towrope and blanket	
4	Spare tyre with tyre of correct pressure and tread?	
5	Working torch?	
6	High Visibility jacket or body vest?	
7	Mobile telephone?	
8	Accident report forms and driver guidance?	

Operating Condition		
9	Horn	
10	Lights: indicators; headlamps – main & dipped; sidelights; fog lights; break lights	
11	Interior heating/cooling	
12	Demisting: front screen; wing mirrors; rear windscreen	
13	Wipers: functioning with blades in good condition (front & rear)	
14	Washers: contain fluid and are working correctly (front, rear, headlamp)	
15	Mirrors: rear view & side undamaged and adjustable	
16	Windows: unbroken & operating correctly	
17	Oil, water, brake fluid levels correct	
18	All locks working: doors, boot etc.	

ANY ITEM MISSING OR NOT FUNCTIONING SHOULD BE REPORTED TO THE LINE MANAGER.

APPENDIX 3 - DRIVER GUIDELINES: VEHICLE INSPECTIONS AND MAINTENANCE

Each driver is expected to take responsibility for the vehicle they are driving by ensuring the vehicle is safe and roadworthy at all times. Drivers of leased or privately owned vehicles are responsible for arranging necessary servicing, repairs, maintenance etc. Trust owned vehicles will undergo regular inspections as arranged through Manager. Drivers of Trust vehicles are also to ensure that the vehicle is kept clean both inside and out.

- Vehicle Inspection Irrespective of vehicle ownership, drivers must ensure an inspection is carried before each use out to check that:
- There are no obvious faults
- There has been no damage to the vehicle that could affect road-worthiness
- Mirrors are in the correct position
- The fuel level is sufficient for the journey
- Windows are clean and undamaged
- The vehicle is not overloaded and/or objects being transported will not obscure vision whilst driving

A regular (weekly) additional inspection should be carried to check that:

- Tyre pressures are correct (refer to the manufacturer's handbook)
- Tyre tread is within legal limits (1.6mm across the central three-quarters of the tyre tread width and around the entire outer circumference)
- Tyres should be free from cracks, worn patches and bulges, particularly on the sides.
- Lights, windscreen washers, wipers and indicators are in working order
- Oil and water levels are satisfactory
- Any service/maintenance requirements have been complied with

Vehicles with more than one driver, e.g. porters' vans. Each driver must satisfy themselves that all inspections have been carried out and that the vehicle is roadworthy. To the extent that some inspections may be done twice.

A way of remembering these checks may be to use the acronym 'POWER' – Petrol, Oil, Water, Electrics, Rubber.

Maintenance

Drivers of private vehicles are fully responsible for ensuring the road-worthiness of the vehicle and that it is maintained appropriately

Drivers of lease cars are responsible for ensuring that the vehicle is serviced and maintained regularly in accordance with the manufacturer's recommended service intervals and lease terms by a reputable organisation. Lease car drivers should follow the procedure in the booklet provided by the lease car administrator.

For Trust vehicles, drivers must inform their supervisor that a service is due well in advance, in order that necessary arrangements can be made for the service and/or alternative transport whilst the vehicle is being serviced. Service intervals are found in the handbook kept in the vehicle.

Once the service has been completed the drivers of Trust and/or lease cars should:

- Ensure that where applicable the service book is completed, signed and stamped.
- Ensure any maintenance or repair item that has not been completed during the service is brought to the attention of the department manager or Lease Car Administrator for rescheduling and completed as soon as practical.

DOCUMENT CONTROL

Equality Impact Assessment Date	N/A
Sub-Committee & Approval Date	Health & Safety, Security Committee 21/06/2019 circulated by email

History of previous published versions of this document:

Trust	Version	Ratified Date	Review Date	Date Published	Disposal Date
CPFT	POL/002/032	Oct 2015	Oct 2018	Oct 2015	

Statement of changes made from previous version

Version	Date	Section & Description of change
0.1	17/05/2019	• 3.14 inclusion of vaping
0.2	20/06/2019	• Reference of Alcohol and Substance Abuse Policy
0.3	20/06/2019	• Minor changes as suggested by Infection Prevention
0.4	20/06/2019	• Stakeholders added
0.5	08/07/2019	• Formatting

List of Stakeholders who have reviewed the document

Name	Job Title	Date
H & S Security Committee	Executive Director of Finance and Estates(Chair) Head of Resilience and Urgent Care Development (Vice Chair) H & S Manager (Lead) Clinical Risk and Safety Manager CPFT Consultant Microbiologist (Infection Prevention) Head of Patient Safety Clinical Governance Chief Matrons Lead Fire Officer Head of Estates WCH Estates Manager CIC Professional Head of Estates CPFT Health and Safety/Security Officers Union or Employee Representatives – RCN, Radiographers, Physiotherapists, UNISON Workforce Services Manager/ HR Partner Children and Families Care Group Representative	Circulated to members 11/06/2019 by email

	<p>Mental Health Care Group Representative Locality Lead West, Community Health Care Group Representative Network Managers Dental Services, Specialist Care Group Representative Occupational Health Service Manager Education and Training Manager I.T. Representative Nominated General Manager (Acute) Nominated Care Group Lead (Community) Nominated Care Group Lead (Mental Health)</p>	
--	---	--