



Driving Policy

POLICY STATEMENT:

Driving duties are a daily part of the work undertaken by Trinity. Patients feel greatly supported by the care given to them by the provision of volunteer drivers.

There are also daily needs to be met using Trinity's own vehicles. These are undertaken by the Housekeeping & Maintenance Porters under the management of the Housekeeping & Maintenance Manager.

It is our policy to take all reasonable steps to manage the health and safety of those staff and volunteers driving on Trinity business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees and volunteers; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

RELATED POLICIES AND PROCEDURES:

08B – Smoking Policy

K02 – Staff remuneration and expenses

RESPONSIBILITY AND ACCOUNTABILITY:

Policy formulation and review:	Facilities Manager
Approval:	Chief Executive
Compliance:	All Staff & Volunteers

Last Review Date: February 2013
Next Review Due by: October 2015

GUIDELINES

Please note that this Policy applies to the general requirements and use of Trinity's vehicles and use of own vehicles for Trinity's undertakings. Any clinical and/or health & safety issues relating to the specific reason for use, including transportation of patients must be dealt with separately by means of a suitable and sufficient risk assessment and associated local guidance as may be required. If in doubt, please seek advice from your Line Manager *before* use.

Keys to vehicles should be obtained from the HK & Maintenance Manager. You will sign them out and the signature also denotes agreement to adhere to this Policy.

1. Insurance and Driving Licence Requirements

a) Hospice Vehicles, Regular Drivers

Insurance requirements restrict Regular Drivers of Hospice vehicles to staff members and/or volunteers with a current full UK Driving Licence whom are over twenty-five years of age and who are authorised to drive the vehicle.

In order for Trinity to exercise its duty of care and comply with insurance obligations, before a member of staff or volunteer may begin to regularly drive any Hospice vehicle (i.e. as a part of their usual role) their Manager must be provided with a one-off copy of an Insurance Compliance Form (Appendix A) and obtain a copy of the Driving Licence (both paper and card versions where issued) and retain these, renewing copies 12-monthly or upon expiry of the card part of the Licence.

Staff members must then inform their Manager of *any* subsequent changes to their Licence and provide it for a new copy to be taken. In the case of volunteers the Voluntary Services Manager will undertake the requirements to obtain Licence copies.

NB: If any serious or repetitious offences are shown on the Licence (i.e. RTC's, Drug/alcohol related offences or more than one 3 point offence within a 5-year period) the Line Manager must reported this to the Facilities Manager and provide a copy of all relevant documents so that the insurance company can be consulted for confirmation of cover before they are allowed to drive.

b) Hospice Vehicles, Occasional Drivers

There is no requirement under this Policy for 'unforeseeable' occasional drivers with a clean Licence that may need to use a Hospice Vehicle on occasions regarded as necessary and unforeseeable at short notice. If however, use of the vehicle is foreseeable (e.g. a staff member or volunteer is booked on a course and plans to use it) and/or a driver has any serious or repetitious offences shown on their Licence (i.e. RTC's, Drug/alcohol related offences or more than one 3 point offence within a 5-year period) they are obligated to inform their Line Manager and all the requirements of a) above apply.

c) **Own Vehicles, essential use**

Essential use is where Trinity requires the journey to be made and expenses will be claimed by the driver.

Where a staff member or volunteer's own vehicle is used for *any essential* journey (whether regularly or a one-off – e.g. travelling to a course or between places of work during a shift) there is a need for Trinity to know that (business) insurance is valid and that the driver is legally allowed to drive.

It is therefore mandatory and the responsibility of drivers to inform their insurance company and ensure Class 1 Business Cover is in place. They must then provide their Manager with a copy of their insurance certificate, valid MOT certificate and Driving Licence (paper and card versions where issued).

It is the responsibility of the Line Manager asking the staff member or volunteer to undertake the journey(s) to obtain these documents *before* allowing the member of staff to drive on Trinity business.

Obtaining Class 1 Business cover often incurs no additional charges and in roles where driving is part of usual duties it is likely to be a requirement of the role that the staff member obtains this. Queries should be directed to your Line Manager and each case will be considered upon its merits.

Staff members and volunteers must inform their Line Manager of any changes to their insurance or Licence (e.g. points etc.) and provide the document(s) for a new copy to be taken. They must also provide documentation upon renewal/changes of insurance and at each M.O.T., though Managers should also make a note and request these when due. New copies of the Driving Licence only need taking upon changes or upon expiration.

NB: If any serious or repetitious offences are shown on the Licence (i.e. RTC's, Drug/alcohol related offences or more than one 3 point offence within a 5-year period) the Line Manager must reported this to the Facilities Manager and provide a copy of all relevant documents so that the insurance company can be consulted for confirmation of cover before they are allowed to drive.

d) **Own Vehicles, voluntary use**

Defined as where a member of staff or volunteer is offering to travel in their own vehicle either during their shift in their own time without claiming expenses and where the use benefits Trinity. For example, 'nipping' somewhere to collect something for work purposes or attending a course voluntarily at their own expense and with no intention to claim back expenses.

This then becomes 'not part of work' – and there is no requirement under this Policy. All non-essential use must be agreed as such between the staff member or volunteer and their Line Manager beforehand.

2. Parking / Security

For security and insurance requirements, Hospice Vehicles are to be parked on Hospice property overnight and whenever possible when not in use. Any exceptions to this must be agreed in writing from the insurance provider in advance.

3. Vehicle and Driver/Passenger Safety

As the driver, you are responsible for ensuring the safety of the vehicle you are driving and for you own and your passengers safety. A non-exhaustive list of items that must be considered for each journey is below:

- Oil, coolant and windscreen wash levels are correct.
- Any suspected defects must be reported immediately via the Maintenance reporting system or in person and staff must never take a risk and attempt to drive a vehicle that may have a potentially unsafe defect
- Brakes are working.
- Lights and indicators are working.
- Windscreen and windows are not damaged.
- Washers and wipers are working.
- Mirrors are correctly positioned
- All occupants are using their seatbelts
- Mobile phones must never be used whilst driving
- Sat-nav and similar devices must be programmed only when safely parked and must be positioned to afford the driver easy line-of-sight
- Drinks/food must never be consumed whilst driving
- Speed limits must be obeyed and prevailing weather conditions heeded

4. Fitness to Drive

Drivers are responsible for ensuring that they are physically fit to drive. Should this change, their line Manager must be informed as soon as possible.

Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees and volunteers should check with their GP or pharmacist before driving. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for such long distances as part of their work should advise their Line Manager of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, their Line Manager will refer them to their GP in order to ensure that they are able to drive these long distances safely and without risk.

It is a legal requirement to be able to read a car number plate (made after 1 September 2001) from 20 metres. Furthermore, if you need glasses or contact lenses to meet that requirement you must wear them every time you drive.

5. Maintenance, Repair and Breakdown

A contract is in place with a local garage for MOT, servicing and repair of Trinity vehicles. The HK & Maintenance Manager will book Trinity vehicles in as required and will ensure that MOT, road tax etc. does not expire. The Head of Retail will do the same for vehicles used by the shops. Documentation (e.g. the V5) will be held by the Facilities Manager.

Breakdown assistance is also in place. Details and phone numbers to use should be located in an envelope within each vehicle's glove-box and should be used where needed in cases of breakdown. Drivers must check the presence of these details before setting off on every journey.

6. Road Traffic Collision (any road accident)

If the event of being involved in any RTC or other incident (or near miss):

- Summon assistance immediately, as may be required:
 - If the need is not urgent call 111, the non-emergency response line
 - A 999 call must be made straight away in cases of emergency, requesting the appropriate emergency service
 - You must inform them if potentially dangerous substances present a risk to rescuers, e.g. if transporting patients' personal medical gas
- Contact your line Manager or the person in charge at the Hospice as soon as possible providing as much information as possible about the accident and about any resulting disruption to work or appointments that cannot be kept
- At the earliest possible opportunity complete an Adverse Incident Form. Upon completion of the form a copy needs to be provided to the Facilities Manager, who will ensure that the insurance provider is provided with details.

7. Smoking

It is against the law to smoke in any vehicle used for work purposes by more than one person even if they do not use the vehicle at the same time as each other or if the other person(s) only use it intermittently. Smoking at any time in all Trinity owned vehicles is therefore both illegal and expressly forbidden.

It is not against the law to smoke in privately owned vehicles used primarily for the private purposes of the person that owns it (or has a right to use it that is not restricted to a one-off journey). However, smoking is prohibited when passengers are present whilst undertaking duties for Trinity and when in uniform/name-badge in line with Trinity's smoking policy.

8. HMP Drivers

The terms and conditions of Trinity's insurance as it relates to the use of HM Prison drivers means that in addition to the above, a notification form (Appendix B) must be submitted to the insurance broker/provider by the prisoner's Line Manager along with a copy of the prisoner's Driving Licence.

Written confirmation that the individual has been permitted to drive under the policy must be received before they may be allowed to do so. The written acceptance or a copy thereof must be forwarded to the Facilities Manager to keep with the insurance documents.

Appendix A - *Driving Policy Compliance Form*

The Road Traffic Act states that not only is it an offence to drive a motor vehicle without a current Driving Licence of the correct category for the vehicle, but that it is also an offence to cause or permit someone to do so, without taking reasonable precautions.

As such it is a condition of Trinity's motor insurance that checks be completed and that any endorsements or convictions (including pending prosecutions) incurred between checks should be declared as and when they happen, and Licences presented for an interim check.

TO BE COMPLETED AND HANDED TO YOUR MANAGER TOGETHER WITH YOUR ORIGINAL DRIVING LICENCE (PLASTIC AND PAPER PARTS FOR THE NEW STYLE)

PERSONAL DETAILS

NAME.....

DRIVING LICENCE DETAILS

DRIVER NO.....TYPE OF LICENCE.....

VALID FROM.....TO.....

PERMITTED GROUPS.....

MOTORING CONVICTIONS - (Include any pending convictions)

<u>DATE OF CONVICTION</u>	<u>OFFENCE CODE/FINE</u>	<u>DATE OF OFFENCE</u>
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DRIVING COMPETENCE

GIVE DETAILS OF ALL TRAFFIC ACCIDENTS IN PAST FIVE YEARS
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GIVE DETAILS OF PREVIOUS DRIVING EXPERIENCE.....
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SECTION 'D' MEDICAL

ARE YOU IN GOOD HEALTH?.....

IS YOUR HEARING IMPAIRED?.....

IS YOUR VISION IMPAIRED?.....

HAVE YOU EVER RECEIVED TREATMENT FOR:

DIABETES?..... EPILEPSY?.....

DO YOU SUFFER FROM ANY OTHER ILLNESS/DISABILITY WHICH COULD AFFECT YOUR DRIVING ABILITY? (IF YES GIVE DETAILS)

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I CERTIFY THAT THE ABOVE DETAILS ARE CORRECT AND AGREE TO THIS INFORMATION BEING PASSED TO THE COMPANY'S INSURANCE BROKERS AND INSURERS.

FURTHERMORE, I AGREE AND UNDERTAKE TO ADVISE MY MANAGER OF ANY CONVICTIONS OR PENDING PROSECTUTIONS WHICH MAY ARISE BETWEEN LICENCE CHECKS AS AND WHEN THEY OCCUR AND SUBMIT MY LICENCE FOR INSPECTION.

SIGNED.....

DATE.....

FOR OFFICIAL USE

DRIVING LICENCE CHECKED BY

SIGNED..... MANAGER.....

THIS FORM TO BE RETAINED BY THE LINE MANAGER. COPIES OF LICENCES MUST BE RENEWED AT LEAST 12-MONTHLY AND/OR UPON EXPIRATION.

Appendix B - *HMP (amended) Driving Policy Compliance Form*

The Road Traffic Act states that not only is it an offence to drive a motor vehicle without a current Driving Licence of the correct category for the vehicle, but that it is also an offence to cause or permit someone to do so, without taking reasonable precautions.

As such it is a condition of Trinity's motor insurance that checks be completed and that any endorsements or convictions (including pending prosecutions) incurred between checks should be declared as and when they happen, and Licences presented for an interim check.

TO BE COMPLETED AND HANDED TO YOUR MANAGER TOGETHER WITH YOUR ORIGINAL DRIVING LICENCE (PLASTIC AND PAPER PARTS FOR THE NEW STYLE)

PERSONAL DETAILS

NAME.....

DRIVING LICENCE DETAILS

DRIVER NO.....TYPE OF LICENCE.....

VALID FROM.....TO.....

PERMITTED GROUPS.....

MOTORING CONVICTIONS - (Include any pending convictions)

<u>DATE OF CONVICTION</u>	<u>OFFENCE CODE/FINE</u>	<u>DATE OF OFFENCE</u>
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OTHER (NON-DRIVING) CONVICTIONS

<u>DATE OF CONVICTION</u>	<u>OFFENCE</u>	<u>PENALTY / SENTENCE</u>
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DRIVING COMPETENCE

GIVE DETAILS OF ALL TRAFFIC ACCIDENTS IN PAST FIVE YEARS

GIVE DETAILS OF PREVIOUS DRIVING EXPERIENCE.....

SECTION 'D' MEDICAL

ARE YOU IN GOOD HEALTH?.....

IS YOU HEARING IMPAIRED?.....

IS YOUR VISION IMPAIRED?.....

HAVE YOU EVER RECEIVED TREATMENT FOR:

DIABETES?..... EPILEPSY?.....

DO YOU SUFFER FROM ANY OTHER ILLNESS/DISABLILITY WHICH COULD AFFECT YOUR DRIVING ABILITY? (IF YES GIVE DETAILS)

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I CERTIFY THAT THE ABOVE DETAILS ARE CORRECT AND AGREE TO THIS INFORMATION BEING PASSED TO THE COMPANY'S INSURANCE BROKERS AND INSURERS.

FURTHERMORE, I AGREE AND UNDERTAKE TO ADVISE MY MANAGER OF ANY CONVITIONS OR PENDING PROSECTUTIONS WHICH MAY ARISE BETWEEN LICENCE CHECKS AS AND WHEN THEY OCCUR AND SUBMIT MY LICENCE FOR INSPECTION.

SIGNED.....

DATE.....

FOR OFFICIAL USE

DRIVING LICENCE CHECKED BY

SIGNED..... MANAGER.....

THIS FORM TO BE RETAINED BY THE LINE MANAGER.

A COPY OF THIS FORM MUST BE SENT TO:

Fylde Insurance Brokers LLP, 33-37 Poulton Street, Kirkham, Preston PR4 2AA
And written (or emailed) permission of cover for the named driver received *before* they may drive. That permission to be forwarded to the Facilities Manager for filing.

COPIES OF LICENCES MUST BE RENEWED AT LEAST 12-MONTHLY AND/OR UPON EXPIRATION.