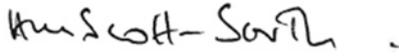


## DRIVING AT WORK POLICY

|                                    |  |
|------------------------------------|--|
| Approved by:                       | <b>Trust Executive Committee</b>   |
| On:                                | <b>22 February 2017</b>  |
| Review Date:                       | <b>February 2019</b>   |
| Corporate / Division               | <b>Corporate</b>   |
| Clinical / Non Clinical            | <b>Non Clinical</b>  |
| Department Responsible for Review: | <b>Waste and Transport</b>   |
| Distribution:                      |  |
| • Essential Reading for:           | <b>Directors, Managers, Staff and volunteers who use vehicles for business purposes.</b>                       |
| • Information for:                 | <b>All staff</b>   |
| Policy Number:                     | <b>90</b>  |
| Version Number:                    | <b>3</b>   |
| Signature:                         | <br><b>Chief Executive</b> |
| Date:                              | <b>1 March 2017</b>  |

**Burton Hospitals NHS Foundation Trust**

**POLICY INDEX SHEET**

|                                   |   |
|-----------------------------------|---|
| <b>Title:</b>                     | <b>Driving at Work Policy</b>   |
| <b>Original Issue Date:</b>       | <b>November 2006</b>  |
| <b>Date of Last Review:</b>       | <b>August 2016</b>  |
| <b>Reason for amendment:</b>      | <b>Updated to reflect DVLA, FTA and road safety guidance.</b>   |
| <b>Responsibility:</b>            | <b>Waste &amp; Transport Manager</b>  |
| <b>Stored:</b>                    | <b>Intranet</b>   |
| <b>Key words:</b>                 | <b>Driving, Vehicle/s, Transport</b>  |
| <b>Linked Trust Policies:</b>     | <b>Human Resources Policies<br/>Health and Safety Policy<br/>Sustainable Travel Plan</b>                            |
| <b>E &amp; D Impact assessed?</b> | <b>EIA.304</b>  |
| <b>Consulted</b>                  | <b>Staff Side<br/>Human Resources<br/>Occupational Health<br/>Department Managers<br/>Health &amp; Safety Group</b> |

## REVIEW AND AMENDMENT LOG

| Version | Type of change | Date           | Description of Change  |
|---------|----------------|----------------|--|
| 2       | Review         | September 2014 | Minor procedural changes.  |
| 3       | Review         | August 2016    | Significant procedural changes and updates to reflect DVLA, FTA and road safety guidance.<br><br>Driving licence check procedure updated to reflect updated DVLA procedures. |
|         |                |                |  |
|         |                |                |  |
|         |                |                |  |

# CONTENTS

| <b>PARAGRAPH<br/>NUMBER</b>                                 | <b>SUBJECT</b>                              | <b>PAGE<br/>NUMBER</b> |
|---|---|------------------------|
| <b>0.1</b>  | <b>INTRODUCTION</b>                         | <b>1</b>               |
| <b>0.2</b>  | <b>BACKGROUND AND LEGISLATION</b>           | <b>1</b>               |
| <b>0.3</b>  | <b>SCOPE OF POLICY</b>                      | <b>2</b>               |
| <b>0.4</b>  | <b>RESPONSIBILITY</b>                       | <b>3</b>               |
| 0.4.1   | Chief Executive                             | 3                      |
| 0.4.2   | Transport Manager                           | 3                      |
| 0.4.3   | Human Resources                             | 3                      |
| 0.4.4   | Occupational Health                         | 3                      |
| 0.4.5   | Employers / Managers                        | 3                      |
| 0.4.6   | Trust Employees and Volunteers              | 4                      |
| <b>0.5</b>  | <b>PROCESS FOR MONITORING EFFECTIVENESS</b> | <b>4</b>               |
| <b>0.6</b>  | <b>DEFINITIONS</b>                          | <b>4</b>               |
| 0.6.1   | Driving for work / business purposes        | 4                      |
| 0.6.2   | Departmental manager / manager              | 5                      |
| 0.6.3   | Driver / Employee                           | 5                      |
| 0.6.4   | Trust vehicle                               | 5                      |
| 0.6.5   | Private vehicle                             | 5                      |
| <b>SECTION ONE – EMPLOYER REQUIREMENTS</b>                  |   | <b>6</b>               |
| <b>1.1</b>  | <b>FITNESS TO DRIVE</b>                     | <b>6</b>               |
| 1.1.1   | Driving Licence                             | 6                      |
| 1.1.2   | Endorsements and Convictions                | 8                      |
| 1.1.3   | Medical Conditions                          | 8                      |
| 1.1.4   | Alcohol and Drugs                           | 9                      |
| <b>1.2</b>  | <b>VEHICLE SAFETY</b>                       | <b>9</b>               |
| 1.2.1   | Definitions                                 | 9                      |
| 1.2.2   | Trust vehicles                              | 10                     |
| 1.2.3   | Private vehicles                            | 11                     |
| <b>1.3</b>  | <b>DRIVER DISTRACTION</b>                   | <b>11</b>              |
| 1.3.1   | Mobile Phones                               | 11                     |
| 1.3.2   | Smoking                                     | 12                     |
| 1.3.3   | Eating and Drinking                         | 12                     |
| 1.3.4   | Music and Radio Players                     | 12                     |
| 1.3.5   | Satellite Navigation Systems                | 12                     |
| <b>1.4</b>  | <b>HAZARDOUS SUBSTANCES</b>                 | <b>12</b>              |
| <b>1.5</b>  | <b>ACCIDENTS AND BREAKDOWNS</b>             | <b>13</b>              |
| <b>1.6</b>  | <b>VEHICLE INSURANCE</b>                    | <b>13</b>              |
| <b>SECTION TWO – DRIVER HANDBOOK, EMPLOYEE REQUIREMENTS</b> |   | <b>14</b>              |
| <b>2.1</b>  | <b>FITNESS TO DRIVE</b>                     | <b>14</b>              |
| 2.1.1   | Driving Licence                             | 14                     |
| 2.1.2   | Endorsements and Convictions                | 16                     |
| 2.1.3   | Medical Conditions                          | 16                     |
| 2.1.4   | Alcohol and Drugs                           | 16                     |

|                       |  |           |
|-----------------------|--|-----------|
| <b>2.2</b>            | <b>VEHICLE SAFETY</b>                        | <b>17</b> |
| 2.2.1                 | Seatbelts and Head Restraints                | 17        |
| 2.2.2                 | Vehicle Checks                               | 17        |
| 2.2.3                 | Speed and Stopping Distances                 | 18        |
| <b>2.3</b>            | <b>DRIVER DISTRACTION</b>                    | <b>19</b> |
| 2.3.1                 | Mobile Phones                                | 19        |
| 2.3.2                 | Smoking                                      | 20        |
| 2.3.3                 | Eating and Drinking                          | 20        |
| 2.3.4                 | Music and Radio Players                      | 21        |
| 2.3.5                 | Satellite Navigation Systems                 | 21        |
| <b>2.4</b>            | <b>VEHICLE SECURITY PROCEDURE</b>            | <b>21</b> |
| <b>2.5</b>            | <b>HAZARDOUS SUBSTANCES</b>                  | <b>21</b> |
| <b>2.6</b>            | <b>ACCIDENTS AND BREAKDOWNS</b>              | <b>22</b> |
| <b>2.7</b>            | <b>VEHICLE INSURANCE</b>                     | <b>22</b> |
| <b>2.8</b>            | <b>DRIVING IN ADVERSE WEATHER CONDITIONS</b> | <b>22</b> |
| 2.8.1                 | Driving Safely in Rain/Floods                | 22        |
| 2.8.2                 | Driving Safely in Strong Winds               | 22        |
| 2.8.3                 | Driving Safely in Fog                        | 23        |
| 2.8.4                 | Driving Safely in the Sun                    | 23        |
| 2.8.5                 | Driving Safely in Snow/Ice                   | 23        |
| <br>                  |  |           |
| <b>APPENDICES</b>     |  |           |
| <b>Appendix One</b>   | <b>OVERSEAS LICENCE VALIDITY</b>             | <b>24</b> |
| <b>Appendix Two</b>   | <b>ENDORSEMENTS</b>                          | <b>25</b> |
| <b>Appendix Three</b> | <b>EMPLOYEE DRIVER DECLARATION</b>           | <b>28</b> |
| <b>Appendix Four</b>  | <b>PRE-USE VEHICLE CHECKS</b>                | <b>29</b> |
| <b>Appendix Five</b>  | <b>ACCIDENT AND BREAKDOWN PROCEDURE</b>      | <b>31</b> |

# Burton Hospitals NHS Foundation Trust

## DRIVING AT WORK POLICY

### 0.1 INTRODUCTION

This document outlines Burton Hospital NHS Foundation Trust's corporate policy for work-related driving. Burton Hospitals NHS Foundation Trust is committed to maintaining the safety and welfare of all staff that use vehicles whilst on business for the Trust. This policy aims to establish and maintain conditions that enable employees to perform well and drive safely whilst on Trust business, and confirms the minimum requirements that all staff are expected to meet.

The Trust is committed to promoting a positive attitude toward road safety and sustainable travel. The Trust recognises and agrees with 'best advice' provided by the Royal Society for the Prevention of Accidents (ROSPA), BRAKE and other road safety campaigners, and actively encourage staff to use alternative transportation methods – as outlined in the Burton Hospitals NHS Foundation Trust Green Travel Plan.

### 0.2 BACKGROUND AND LEGISLATION

The Corporate Manslaughter and Corporate Homicide Act affects all vehicles used for work, meaning that organisations are negligent if they fail to ensure that both employees and vehicles are fit to be on the road. This policy describes the general measures to be implemented by departmental managers to reduce associated risks to the lowest level reasonably practicable.

Under the Trust Health and Safety Policy, and the Management of Health and Safety at Work Regulations, risk assessments must be completed to identify the risks arising from work activities to assess potential harm and control measures. Departmental managers must ensure that adequate risk assessments are carried out for driving activities within their department.

The Trust is committed to protecting the health, safety and welfare of our employees, service users, volunteers and contractors. To do this, we will take all reasonable steps to ensure-

#### Our drivers are:

- Fully competent and capable of doing their job in a way that is safe for them and other people
- Properly trained and understand the importance of an appropriate attitude and behaviour whilst driving
- Able to drive safely
- Able to get safety critical information, such as what to do if their vehicle is unsafe or breaks down.

Any vehicles used for work:

- Are fit for purpose and the work activity
- Are properly maintained
- Have any safety equipment properly fitted and maintained
- Have seatbelts and head restraints fitted and used correctly

Work related journeys:

- Are properly planned and scheduled, taking into account of adequate time, breaks, driver fatigue and weather conditions.

The Trust is also committed to meeting its legal obligations under the:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety Offences Act 2008
- Road Safety Act 2006
- Road Traffic Act
- Road Vehicles (Construction and Use) Regulations
- Carriage of Dangerous Goods Regulations

### **0.3 SCOPE OF POLICY**

All vehicles must be maintained in a safe and roadworthy condition, meet all current construction and use regulations and must be driven in accordance with the Road Traffic Acts (RTA). This policy will set out procedures specific to the Trust to ensure that vehicles used for business purposes meet legal requirements.

The Trust requires all staff that use a vehicle as part of their employment to comply with this policy. Departmental managers, whose employees drive for business purposes, must also comply with this policy.

The policy is split into two sections:

- Section one: Employer Requirements
- Section two: Driver Handbook – Employee Requirements

Departmental managers are encouraged to familiarise themselves with all aspects of this policy, including the Driver Handbook. Doing so will ensure that managers understand the requirements expected of them, and their employees.

The 'Driver Handbook' (section two of this policy) is a guide to be used by any individual that uses a vehicle for business purposes. However, it is recommended that the guidance provided within the 'Driver Handbook' is followed by all drivers at all times, to ensure safe driving within the wider community.

## **0.4 RESPONSIBILITY**

In addition to the general responsibilities outlined within the Trust Health and Safety Policy relating to work activities, the Trust are responsible for establishing, maintaining and supporting a safe driving culture within the organisation.

### **0.4.1 Chief Executive**

The Chief Executive has overall accountability for the Trust's duties contained within legislation and guidance. The Chief Executive will encourage the fostering of a safe driving culture within the Trust.

### **0.4.2 Transport Manager**

The Trust Transport Manager will ensure the effective monitoring of this policy, through the collection of relevant documentation and communication with departmental managers.

### **0.4.3 Human Resources**

The Human Resources Department will assist and offer advice in circumstances where an employee is unfit to drive due to a medical condition or endorsement. Human Resources will also assist managers and the Transport Manager in enforcing this Policy.

### **0.4.4 Occupational Health**

The Occupational Health Department will provide assessment of employees upon referral, regarding their fitness to drive due to known or suspected medical conditions.

### **0.4.5 Employers / Managers**

Departmental Managers must ensure that employees required to drive for work purposes follow this policy at all times, and must ensure that:

- Staff covered under this policy have viewed a copy of the policy, and have signed to acknowledge they have read and understood its contents.
- Staff who are required to drive for work hold the appropriate entitlement to drive.
- Driving licences, insurance and MOT certificates (where appropriate) are held on file and reviewed at intervals not exceeding twelve months.
- Vehicle checks are carried out as defined within this policy.
- A suitable and sufficient risk assessment is carried out and reviewed regarding driving activities.
- In the event of an accident or incident during driving at work the manager must ensure that the details are fully recorded in accordance with the Trust Incident Reporting Policy and Procedure; and that an Accident Form is completed promptly.

- Employees are relieved of driving duties, and Occupational Health referral is made, where a staff member reports that they feel that they should not or have been advised not to drive due to a medical condition or illness.
- Employees are relieved of driving duties where an individual reports that they are no longer entitled to drive by expiry of a Driving Licence, the suspension of a Driving Licence, prosecution or accumulation of penalty points.

These obligations are outlined in further detail within section one of this policy.

#### **0.4.6 Trust Employees and Volunteers**

To comply with the Burton Hospitals NHS Foundation Trust Sustainable Travel Plan, employees should seek alternative methods of transportation where available. All staff that are required to drive on Trust business must read, and fully adhere to, the obligations outlined in this policy.

Staff are also encouraged to follow the information contained within this document when driving on private business, in order for a safe driving culture to be maintained outside of work.

### **0.5 PROCESS FOR MONITORING EFFECTIVENESS**

The effectiveness of this policy will be monitored by:

- Spot checks made of departmental records, by the Transport Manager or a Transport Office employee, to ensure they meet the requirements of this policy.
- Regular checks to be made to ensure that all accident investigations and accident reporting procedures are carried out. All accident reports will be examined and any required corrective action implemented.
- Monitoring and appraising the effectiveness of the arrangements made to implement this policy.

### **0.6 DEFINITIONS**

#### **0.6.1 Driving for work / business purposes**

Within this policy the terms driving for work and driving for business purposes encompass any employee that is required to drive a vehicle, at any frequency, for work purposes. This includes the use of Trust, lease and private vehicles and is inclusive of journeys between sites, to meetings etc.

**0.6.2 Departmental manager / manager**

Within this policy the terms departmental manager and/or manager refers to any line manager responsible for ensuring employee compliance with this policy.

**0.6.3 Driver / Employee**

Within this policy the terms driver and employee refer to any staff member that is required to drive for business purposes.

**0.6.4 Trust vehicle**

Any vehicle owned by the Trust.

**0.6.5 Private vehicle**

Any vehicle owned by, or registered to, an employee of the Trust (including lease vehicles).

## **SECTION ONE**

### **Burton Hospitals NHS Foundation Trust**

#### **Driving at Work Policy – Employer Requirements**

##### **1.1 FITNESS TO DRIVE**

Managers must be confident that all employees are competent to operate the vehicle that they are required to drive for business purposes. Where necessary, drivers may be required to undertake training or an assessment of their ability to drive a particular vehicle. Training appropriate to the vehicle must be carried out and should include safe working methods and loading/unloading.

Due to the differences inherent in areas where vehicles are operated, departmental managers must produce an area specific risk assessment to support the general measures described in this policy.

Managers must ensure that sufficient rest periods are scheduled in to employees duties when driving; and must ensure that sufficient time is allocated for employees to travel to their destination.

Before permitting an employee to drive for business purposes managers must be satisfied that the individual meets the following criteria:-

##### **1.1.1 Driving Licence:**

Managers must inspect the driving licences of all employees, at least once every twelve months. Driving licence checks should be conducted at an increased frequency for employees that have incurred six or more penalty points on their licence – to ensure that they maintain a full and valid licence.

From June 2015 paper counterparts are no longer valid (except for photo card licences issued by DVA in Northern Ireland). Managers must view the original photo card driving licence of all employees, in addition to viewing their licence details online.

Employees that are unable to produce a current licence, do not hold the relevant licence for the type of vehicle to be driven, or are deemed unfit to drive through accrual of endorsements (see 1.1.2) must not drive on Trust business.

##### **Photo card licence:**

Managers must check photo card licences, for the following, on an annual basis:

- The photograph on the card matches the employee
- The following personal details are correct:
  - Name
  - Date of birth
  - Expiry date
  - Address

A copy of the photo card licence must be retained by the department for three years.

### **‘View My Licence’:**

The DVLA ‘View My Licence’ facility enables licence holders to create a one-off code to share their driving record with a third party (such as the Trust). This enables managers to ensure that individuals satisfy legal/Trust licence requirements following the abolishment of paper counterparts.

Employees should provide their line manager with a ‘check code’, and the last 8 digits of their driving licence number. Managers must then log onto the website below to verify the driver record.

[www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information)

Driving licence information obtained from the ‘View My Licence’ website should not be printed, as this could be deemed as excessive under the Data Protection Act. To confirm that the licence check was completed, managers need only record the date and time that the driving record was viewed on an ‘Employee Driver Declaration’ (Appendix Three).

Employees that decline to provide a ‘check code’ to their manager must complete a D888/1 form (which can be obtained from the Transport Manager or the DVLA website) granting permission for their manager to obtain licence information from the DVLA. A cost of £5 is charged by the DVLA for this service, this cost will be incurred by the employee- with the exception of staff holding a non-UK licence.

### **Non-UK licences**

The validity of full car/motorcycle licences issued outside the UK is detailed in Appendix One. The Transport Manager should be contacted where holders of non-UK licences are required to drive minibuses, buses or vehicles over 3.5kg, as alternative legislation applies.

As with UK licences, managers should view the photo card licence annually, and retain a copy for three years. When checking licence details, managers should first ask the employee to provide a ‘check code’ as detailed in this policy. A D888/1 form should be submitted for any non-UK licence holder that is unable to generate a ‘check code’ through the ‘View

My Licence' system. In such instances the Trust, rather than the employee, will be responsible for paying DVLA administration fees.

### **1.1.2 Endorsements and Convictions:**

Employees must report to their manager all formal cautions and prosecutions resulting from their driving, whether on Trust or private business. Managers must investigate the reasons for any endorsements or convictions in order to assess the risk to the employee, and others, if they continue to drive for the Trust or on its business.

Where staff have endorsements, but are not disqualified from driving, managers will liaise with Human Resources and the Transport Manager to establish whether the employee is deemed competent to drive on Trust business. Staff that have incurred more than six penalty points, but are deemed competent to drive on Trust business, will be subject to increased driving licence checks to ensure that the driver continues to maintain a full licence. In such instances, the frequency of increased checks will be agreed by the Transport Manager, Human Resources and departmental manager.

Appendix Two details endorsement codes that may be recorded on a licence, along with the number of points that each endorsement would normally incur. It is vital that managers fully understand why an employee has an endorsement on their licence, as different offences have different levels of risk associated with them.

Usually, the driving licence is withdrawn once a driver incurs twelve penalty points. Human Resources will be consulted where an employee is deemed unfit to drive due to a conviction/prosecution or accumulation of penalty points.

### **1.1.3 Medical Conditions:**

Employees are required to declare to their manager if they are diagnosed with, or suspected of having, any medical condition that might adversely affect their ability to drive safely or legally on the public highway. This includes the taking of any medication, on a temporary or permanent basis, that may inhibit the employees' ability to drive safely. Where required, managers should submit an Occupational Health referral for any employee whose medical condition, or medication, is likely to reduce their ability to drive safely or legally.

The Trust will withdraw authorisation to drive on Trust business from any employee who is deemed unfit to drive following a medical assessment. Occupational Health and Human Resources will be liaised with in such instances, and the situation reviewed as necessary.

Employees must undertake regular eyesight checks, and are required to inform their manager of any changes in their sight. Employees required to use visual aids (such as glasses or contact lenses) to drive must do so at all times when driving on Trust business.

Managers must ensure that they are in receipt of an 'Employee Driver Declaration Form' (Appendix Three) at least once every twelve months, from all employees that drive for business purposes – these are to be retained for three years. Managers should refer employees to Occupational Health for assessment, if required, regarding issues highlighted during submission of Employee Driver Declarations.

#### **1.1.4 Alcohol and Drugs:**

Employees required to drive for Trust business must not do so whilst under the influence of alcohol or when using illegal drugs. 'The Management of Drug and Alcohol Abuse Among Staff Policy' provides information for staff requiring assistance with alcohol or drugs. However, instances of staff driving under the influence of alcohol or drugs whilst at work will be regarded as gross misconduct and will be subject to formal investigation.

Managers who suspect that an employee is undertaking driving duties whilst under the influence of alcohol or drugs must inform the Transport Manager and Human Resources in order for an investigation to be instigated.

### **1.2 VEHICLE SAFETY**

Vehicle checks are imperative to ensure that vehicles are roadworthy, safe, and that any defects are identified as soon as they arise.

Cars, vans and light commercial vehicles are legally required to have a minimum of 1.6mm of tread across the central three quarters of the tyre-around its entire circumference. However, the Trust uphold guidance supplied by BRAKE, which states that tyres with a tread below 3mm can prove dangerous in wet conditions. Tyre tread indicators will be supplied to all departments that hold Trust vehicles; requests for additional indicators can be made via the Transport Office.

#### **1.2.1 Definitions:**

##### **Pre-Use Vehicle Checks:**

Pre-use vehicle checks must be conducted before a vehicle can be used, as confirmation that the vehicle is roadworthy. These checks must be recorded on a 'Pre-Use Vehicle Checks' form (Appendix Four), which must be sent to the Transport Office on a weekly basis. Pre-Use Vehicle Check records will be retained by the Transport Office for three years.

### Walk Around Vehicle Checks:

Walk around vehicle checks must be carried out prior to any employee using a vehicle for business purposes, in order for the driver to satisfy themselves that the vehicle is roadworthy. Such checks also highlight any damage caused by previous drivers to the vehicle; in order to establish any training requirements for staff.

Walk around vehicle checks comprise of a visual check of the vehicle to ensure the following:

- There is no visible damage to the vehicle
- Tyres have tread of 3mm or above, are the correct pressure and have no damage (cracks, work patches or bulges)
- Mirrors are intact, and are positioned correctly
- Foot and hand brakes operate correctly
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Seat is in correct position

### **1.2.2 Trust vehicles:**

The DVLA and FTA recommend that daily vehicle checks are conducted on company vehicles, a stance that the Trust supports. As such, pre-use and walk around vehicle checks must be performed daily on Trust vehicles.

Managers must ensure that vehicle checks are accurately completed for all Trust vehicles within their respective departments. Staff found to persistently miss vehicle checks, or those found to repeatedly complete checks incorrectly, should be investigated.

### Conducting pre use-vehicle checks on Trust vehicles:

A pre-use vehicle check must be completed daily, before a vehicle is used. Vehicles that are used infrequently need only have a pre-use vehicle check conducted on the day that the vehicle is to be used.

All drivers of Trust vehicles should have access to 'Pre-Use Vehicle Checks' sheets. Those completing pre-use vehicle checks should always complete, sign and date the form even if no defects are found. Drivers should confirm that a pre-use vehicle check has been carried out before the vehicle is used by handing a completed and signed form to a relevant manager.

Defects highlighted during a pre-use vehicle check must be disclosed on the 'Pre-Use Vehicle Checks' sheet, and raised at the time of handing in the completed form. This will enable managers to advise on any remedial action that should be taken, or to contact the Transport Manager for further advice.

Conducting walk around vehicle checks on Trust vehicles:

Walk around checks must be conducted by all drivers upon taking over the use of a vehicle. This ensures that the driver is satisfied that the vehicle is roadworthy, following use by another driver.

Any defects or damage identified during a walk around check must be reported immediately, a 'Pre-Use Vehicle Checks' sheet can be used to record defects/damage. Where a defect or damage is found during a walk around check, the previous driver should be asked to explain the discrepancy.

**1.2.3 Private vehicles:**

Employees using private vehicles to undertake Trust business are responsible for ensuring that their vehicle is roadworthy at all times. As such, walk around checks should be completed by all drivers prior to using a vehicle for Trust business.

Employees using a private vehicle for Trust business do so on the understanding that they are responsible for maintaining roadworthiness of the vehicle, including relevant MOT testing, tax and insurance.

**1.3 DRIVER DISTRACTION**

Driving is a highly unpredictable and risky activity which requires full concentration at all times. Drivers who divide their attention between driving and other activities significantly increase their risk of causing an accident. Employees must therefore ensure that they eliminate driver distraction when driving.

**1.3.1 Mobile Phones:**

Although the use of mobile phones with a hands free adaption is not illegal within the UK, the Trust recognises and agrees with advice provided by the Royal Society for the Prevention of Accidents (ROSPA), BRAKE and other road safety campaigners, that the use of mobile phones even with a hands free kit is a dangerous distraction. The Trust therefore prohibits the use of handheld telephones whilst driving and advises that hands-free systems should not be used. As such, managers must refrain from telephoning staff whom they know are driving.

Employees suspected of using a handheld phone whilst driving for business purposes will be investigated. Managers are encouraged to

speak to any employee suspected of using a hands-free system when driving, to highlight to the employee the dangers of doing so.

### **1.3.2 Smoking:**

The Trust operates a no smoking policy in line with Smoke-free (Premises and Enforcement) Regulations 2006 and Smoke-free (Exemptions and Vehicles) Regulations 2007. Members of staff in breach of the Trust 'Smoking Policy' will be subject to Trust Disciplinary Procedures.

Smoking is prohibited in:

- All Trust owned vehicles
- Any other vehicles provided by the Trust in connection with work
- Any employee's privately owned or leased vehicle if it is being used on Trust business

### **1.3.3 Eating and Drinking:**

Eating and drinking whilst driving diverts attention away from the task of driving, increasing physical distraction and reducing reaction times<sup>1</sup>. The Trust therefore prohibits drivers from eating or drinking whilst using Trust vehicles, and strongly recommends that drivers using private vehicles refrain from doing so.

### **1.3.4 Music and Radio Players:**

Listening to loud music and adjusting radio controls whilst driving slows driver reaction times, can prevent drivers hearing what is going on around them, and heightens errors such as lane deviation<sup>2</sup>. Drivers are therefore advised to keep music to a low level, and refrain from adjusting controls whilst driving.

### **1.3.5 Satellite Navigation Systems:**

Drivers must set satellite navigation systems prior to setting off on a journey, should not adjust them whilst driving, and should remain alert at all times.

## **1.4 HAZARDOUS SUBSTANCES**

Employees are prohibited from carrying any hazardous substances in a vehicle unless they have read and can comply with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, and any other transportation procedures laid down by legislation.

---

<sup>1</sup> University of Leeds, (2012), Driving with one hand on the wheel – a fatal distraction. [Online]. [Accessed 13 June 2016]. Available from: [http://www.esure.com/media\\_centre/archive/driving\\_one\\_hand.html](http://www.esure.com/media_centre/archive/driving_one_hand.html)

<sup>2</sup> Monash University Accident Research Centre, (2003), Driver Distraction: a review of the literature. [Online]. [Accessed 13 June 2016]. Available from: <http://www.monash.edu.au/miri/research/reports/muarc206.pdf>

Managers must satisfy themselves that an employees' vehicle complies with legislation prior to requesting that hazardous substances are transported.

Managers should ensure that they, and the employee, refer to product COSHH sheets and seek advice from the Trust Health & Safety Manager prior to the transportation of hazardous goods.

### **1.5 ACCIDENTS AND BREAKDOWNS**

Accident/incident reporting is vitally important, not only sometimes as a legal requirement, but to assist in identifying measures that may reduce the chance of future occurrences of a similar nature. As such, all accidents involving Trust vehicles (including those when a third party is not involved) must be reported via the Trust incident reporting system regardless of the amount of damage incurred.

The procedure which staff should follow for accidents and breakdowns is available in (2.6) of the 'Driver Handbook' and Appendix Five.

### **1.6 VEHICLE INSURANCE**

Staff using private vehicles for business purposes must maintain correct vehicle insurance cover for the use the vehicle is put to, including business use. Managers must ensure that copies of valid insurance certificates for all employees using private vehicles are held on file for three years and are reviewed at intervals not exceeding twelve months.

## **SECTION TWO**

### **Burton Hospitals NHS Foundation Trust**

#### **Driving at Work Policy – Driver Handbook, Employee Requirements**

Work-related road safety must be given high priority. The safety of staff at work, whilst driving or being driven, is just as important as other safety concerns in the workplace and the risks should be assessed in the same way.

In addition to complying with the requirements outlined in this policy the Trust also expect all employees to observe the normal rules of the road, as set out in the Highway Code. The Trust does not hold any responsibility for endorsements, penalties or convictions that an employee incurs for breaching the Highway Code, or this Policy, when driving on Trust business.

All employees driving for business purposes are required to fully comply with this policy and disciplinary action may be taken for any breaches of the procedures contained herewith.

#### **2.1 FITNESS TO DRIVE**

Employees must be competent to operate the vehicle that they are required to drive for work purposes. Employees should speak to their manager if they require additional training with aspects of certain vehicles.

##### **2.1.1 Driving Licence:**

All employees driving for work purposes must hold a full, valid, driving licence for the vehicle that they are required to drive. Staff will be asked to present both their driving licence and driving record to their manager at least once a year. Employees that have incurred endorsements and penalty points on their licence may be asked to present their licence more than once a year, to ensure that further endorsements have not been issued.

Employees that are unable to produce a current licence, or who do not hold the relevant licence for the type of vehicle to be driven, must not drive on Trust business.

##### **Photo card licence:**

Employees are required to show their current photo card driving licence to their line manager no less than once a year. A copy of the photo card licence will be retained by the Trust for three years.

**‘View My Licence’:**

The DVLA ‘View My Licence’ facility enables licence holders to view the information that would previously have been available on their counterpart paper licence. Under the ‘Share my Record’ section of this facility licence holders are able to create a one off ‘check code’ to share their driving record with a third party (such as the Trust).

Employees are requested to provide their manager with a ‘check code’ in order for them to verify that the licence satisfies all legal and Trust requirements.

To generate a ‘check code’ employees will be required to visit the website detailed below:

- 1) Visit [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
- 2) Enter driving licence number, National Insurance number and post code
- 3) Click the ‘Share Your Licence Information’ tab
- 4) Click ‘Get a Code’
- 5) A code will then be displayed- employees must make this code known to their manager, along with the last eight digits of their driving licence number.

Managers will not retain a copy of the driver record, but will verify that a check has been conducted through completion of an ‘Employee Driver Declaration’ (Appendix Three).

Employees that decline to provide a ‘check code’ to their manager must complete a D888/1 form, granting permission for the Trust to obtain licence information from the DVLA. A cost of £5 is charged by the DVLA for this service, which will be incurred by the employee (with the exception of non-UK licence holders).

**Non-UK licences:**

The validity of licences issued outside the UK is shown in Appendix One. This eligibility applies to full car/motorcycle licences only as different legislation applies to minibuses, buses and vehicles over 3.5kg. Managers will liaise with the Transport Manager if a non-UK licence holder is required to drive one of these vehicles.

Non-UK licence holders are required to provide their photo card licence and driver record for inspection as described for UK licence holders.

Where a non-UK licence holder is unable to access the ‘View my Licence’ system a D888/1 form should be completed. In such instances, where a

non-UK licence holder has no option other than to complete a D888/1, the £5 DVLA fee will be incurred by the Trust.

### **2.1.2 Endorsements and Convictions:**

Employees must report to their manager all formal cautions and prosecutions resulting from their driving, whether on Trust or private business. Managers will assess any risks if the employee were to continue to drive for the Trust (where legally permitted) and may remove driving duties from an employee where appropriate. Human Resources will be contacted when an employee is deemed unfit to drive due to a conviction/prosecution.

### **2.1.3 Medical Conditions:**

Employees must review their own day-to-day health in respect of their ability to drive safely, and should report any concerns to their manager.

Employees must inform their line manager if they are diagnosed with, or are suspected of having, any medical condition that might adversely affect their ability to drive safely or legally.

Employees must also inform their manager if they are taking any medication that may impact their ability to drive safely- this includes both temporary and permanent medications.

Employees must undertake regular eyesight checks, and are required to inform their manager of any changes in their sight. Employees required to use visual aids (such as glasses or contact lenses) to drive must do so at all times when driving on Trust business.

Employees are required to complete an 'Employee Driver Declaration' (Appendix Three), no less than once a year, to confirm that they are fit to drive. Issues highlighted upon submission of the declaration, or throughout the year, may result in a referral to the Trust's Occupational Health Department.

### **2.1.4 Alcohol and Drugs:**

Even small amounts of alcohol in the body can affect judgement and reflexes when driving. One in ten drivers and motorcyclists killed on British roads in 2013 had alcohol in their blood, but were below the drink drive limit for England and Wales.<sup>3</sup>

The time it takes the body to break down a unit of alcohol varies, however it generally takes around one hour to break down one unit of alcohol. This means that it will take approximately three hours to process a large glass of wine or strong pint of lager. Therefore, somebody that finishes drinking

---

<sup>3</sup> Department for Transport, Table RAS51007, Road accidents and safety tables

three pints of strong lager, or one bottle (12%ABV) of wine, at midnight will not be clear of the alcohol until at least nine o'clock the next morning. Illegal and medically prescribed drugs also have a serious impact on driving ability and it is estimated that as many as two hundred road deaths a year are accountable to drug driving<sup>4</sup>.

Employees must not drive whilst under the influence of alcohol or when using illegal drugs and those found doing so will be subject to a formal investigation. Staff should refer to the 'The Management of Drug and Alcohol Abuse Among Staff Policy' for information regarding obtaining assistance with alcohol or drugs.

## **2.2 VEHICLE SAFETY**

When driving individuals are operating a piece of fast moving, heavy, machinery that must be kept in the safest possible condition for drivers, passengers, other road users and pedestrians.

### **2.2.1 Seatbelts and Head Restraints:**

Seatbelts and head restraints are crucial tools in protecting drivers and passengers when travelling. Employees should ensure that they, and any passengers, are wearing a seatbelt for the duration of the journey.

Employees should also adjust the head restraint in their vehicle to ensure that it is level with the top of their head, and sits against the back of the head.

### **2.2.2 Vehicle Checks:**

The Road Traffic Act states that drivers are responsible for the roadworthiness of any vehicle, the load being carried, and the wearing on any seatbelts by passengers whilst travelling on the public highway. Vehicle checks are imperative to ensure that vehicles are roadworthy, safe, and that any defects are identified as soon as they arise.

Cars, Vans and LCV's are required to have a minimum of 1.6mm of tread across the central three quarters of the tyre- around its entire circumference. However, the Trust upholds guidance supplied by BRAKE, which states that tyres with a tread below 3mm can prove dangerous in wet conditions. Tyre tread indicators will be supplied to all departments that hold Trust vehicles, additional indicators can be requested from the Transport Office.

#### **Trust Vehicles:**

Pre-use vehicle checks must be carried out on Trust vehicles at the start of each day that they are used. A 'Pre-Use Vehicle Checks' (Appendix Four) form must be completed and returned to an appropriate manager

---

<sup>4</sup> Report of the Review of Drink and Drug Driving Law, Sir Peter North, report to the Department for Transport, 2010

before the vehicle is used. These forms will highlight any defects with the vehicle, and will ensure that it is safe to be used. The form must be completed in full, even if defects are not identified. It is important to complete the 'Pre-Use Vehicle Checks' form accurately, as any discrepancies will be investigated.

Walk around vehicle checks must be carried out each time a driver takes over the use of a vehicle. This is to ensure that the vehicle is roadworthy, and that defects were not missed by the previous driver. Walk around checks will also highlight any damage caused by previous drivers; in order to establish any training requirements for staff.

Walk around vehicle checks comprise of a visual check of the vehicle to ensure the following:

- There is no visible damage to the vehicle
- Tyres have tread of 3mm or above, are the correct pressure and have no damage (cracks, work patches or bulges)
- Mirrors are intact, and are positioned correctly
- Foot and hand brakes operate correctly
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Seat is in correct position

Managers should be contacted, and a 'Pre-Use Vehicle Checks' form completed, if defects or damage are highlighted during walk around vehicle checks.

#### Private Vehicles:

Employees using private vehicles to undertake Trust business are responsible for ensuring that their vehicle is roadworthy at all times. As such, the Trust highly recommends that walk around checks are completed by all drivers prior to using a vehicle for Trust business.

Employees using a private vehicle for Trust business do so on the understanding that they are responsible for maintaining roadworthiness of the vehicle, including relevant MOT testing, tax and insurance

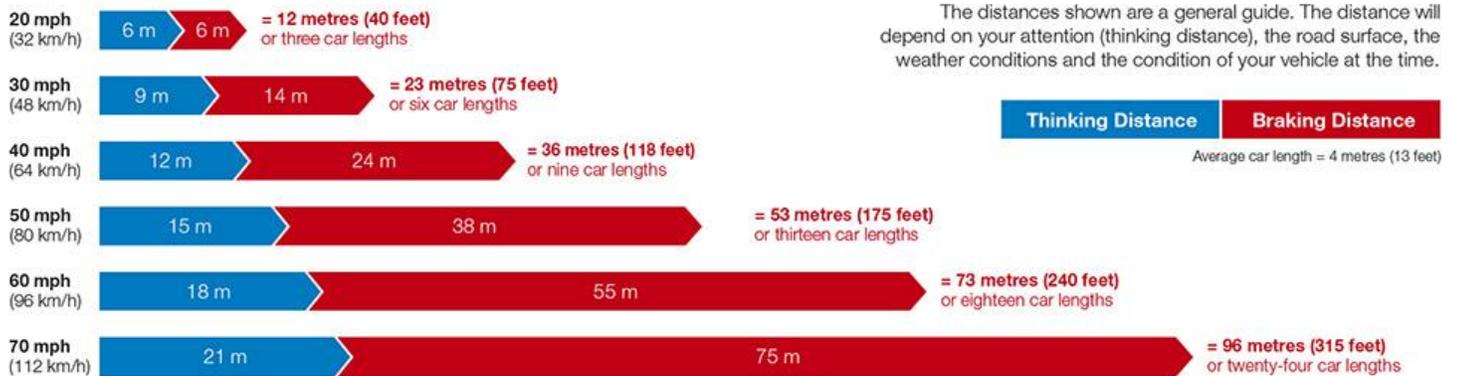
### **2.2.3 Speed and Stopping Distances:**

Speeding, or travelling too fast for road conditions, is a contributory factor in almost all crashes. It is estimated that for every one mile per hour (mph) reduction in average speed, crash rates fall by an average of five per cent. All employees must drive within legal speed limits and BRAKE recommend that drivers keep at least a two-second gap (four in wet conditions) between vehicles in front.

Driving faster not only lessens drivers' chances of being able to stop in time to avoid hitting someone or something, it also means the vehicle will hit with greater impact if impact occurs. A vehicle travelling at 20mph would stop in sufficient time to avoid an obstacle three car-lengths in front, in contrast, a vehicle travelling at 25mph would not be able to stop in time and would hit the obstacle at 18mph.

A guide to general stopping distances for cars is given below<sup>5</sup>. However, braking distances are much longer for larger/heavier vehicles, and in wet or icy conditions. Driver attention (thinking distance) and vehicle condition will also significantly impact braking distance.

## Typical Stopping Distances



## 2.3 DRIVER DISTRACTION

Driving is a highly unpredictable and risky activity which requires full concentration at all times. Drivers who divide their attention between driving and other activities significantly increase their risk of causing an accident. Employees will therefore ensure that they eliminate driver distraction when driving.

### 2.3.1 Mobile Phones:

Research indicates that hands free calls cause almost the same level of risk as hand held calls; as the call itself is the main distraction to the driver<sup>6</sup>. Drivers speaking on hand held and hands-free phones are four times more likely to be in a crash that causes injury, with crash risk remaining higher than normal for up to ten minutes after the call has ended.

<sup>5</sup> BRAKE, (2016), Speed, [Online]. [Accessed on 13 June 2016]. Available from: <http://www.brake.org.uk/rsw/15-facts-a-resources/facts/1255-speed>

<sup>6</sup> University of Toronto, (2013), Speaking on a hands-free mobile while driving makes you less alert and less attentive, [Online]. [Accessed on 13 June 2016] Available from: [http://www.frontiersin.org/human\\_Neuroscience/10.3389/fnhum.2013.00053/abstract](http://www.frontiersin.org/human_Neuroscience/10.3389/fnhum.2013.00053/abstract)

Although the use of mobile phones with a hands free adaption is not illegal within the UK, the Trust recognises and agrees with best advice provided by the Royal Society for the Prevention of Accidents (ROSPA), BRAKE and other road safety campaigners, that the use of mobile phones (even with a hands free kit) is a dangerous distraction. It is likely that any driver involved in an accident whilst receiving/making a call using a hands free system will be prosecuted for failing to maintain proper control of their vehicle. Subsequently employees using Trust vehicles must not use their phone, in any capacity, whilst driving.

In line with regulation, the Trust prohibits employees from using a hand held phone whilst driving a private vehicle. The Trust strongly recommends that drivers of private vehicles also refrain from using hands free devices, and switch off their mobile phone or divert it to voicemail whilst driving.

### **2.3.2 Smoking:**

Finding, lighting and smoking a cigarette whilst driving causes mental and physical distraction for the driver, increasing crash risk. Once lit, cigarette smoke may also impair the driver's vision.

The Trust operates a no smoking policy in line with smoke-free (Premises and Enforcement) Regulations 2006 and Smoke-free (Exemptions and Vehicles) Regulations 2007. Members of staff in breach of the Trust 'Smoking Policy' will be subject to Trust Disciplinary Procedures.

Smoking is prohibited in:

- All Trust owned vehicles
- Any other vehicles provided by the Trust in connection with work
- Any employee's privately owned or leased vehicle if it is being used on Trust business

Local Councils enforce smoke free legislation and, as set out in the Health Act 2006, a fixed penalty notice of £50 may be issued by the Council to those found smoking in a 'smokefree' premises or vehicle.

### **2.3.3 Eating and Drinking:**

Eating and drinking whilst driving diverts attention away from the task of driving, increasing physical distraction and reducing reaction times by up to forty four per cent<sup>7</sup>. Those eating and drinking whilst driving are twice as likely to crash as those that do not<sup>8</sup>. The Trust therefore prohibits drivers

---

<sup>7</sup> University of Leeds, (2012), Driving with one hand on the wheel – a fatal distraction, [Online]. [Accessed on 13 June 2016]. Available from: [http://www.esure.com/media\\_centre/archive/driving\\_one\\_hand.html](http://www.esure.com/media_centre/archive/driving_one_hand.html)

<sup>8</sup> Accident and Analysis Prevention, (2008), Crash dieting: The effects of eating and drinking on driving performance, [Online]. [Accessed on 13 June 2016]. Available from: <http://www.sciencedirect.com/science/article/pii/S0001457507000826>

from eating or drinking whilst using Trust vehicles, and strongly recommends that drivers using private vehicles do not do so.

#### **2.3.4 Music and Radio Players**

Listening to loud music slows driver reaction times, and can prevent drivers hearing what is occurring around them. Adjusting the controls of radios or music players can also be very dangerous, leading to slower reaction times and errors such as lane deviation<sup>9</sup>. Employees are therefore advised to keep music to a low level, and refrain from adjusting controls whilst driving.

#### **2.3.5 Satellite Navigation Systems**

Drivers should set satellite navigation systems prior to undertaking a journey, should not adjust them whilst driving, and should remain alert at all times.

### **2.4 VEHICLE SECURITY PROCEDURE**

When leaving a vehicle employees should always ensure that:

- The parking brake is correctly applied
- Any alarm or immobiliser is activated

To minimise theft the following measures should be applied at all times, no matter how short the journey:

- Do not leave vehicle keys in a vehicle when left unattended.
- Lock all doors (when driving and stationary) if drugs or medicines are being transported. Drugs and medicines must not be left in a vehicle unattended and must be transported out of sight (e.g in the boot).
- It is advisable to lock all doors and close all windows when travelling in slow moving traffic in towns and cities.

### **2.5 HAZARDOUS SUBSTANCES**

Staff are prohibited from carrying any hazardous substances in a vehicle unless they have read and can comply with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, and any other transportation procedures laid down by legislation. Where individuals and managers are satisfied that a private vehicle complies with legislation, staff should refer to product COSHH sheets and seek advice from the Trust Health & Safety Manager prior to transport.

---

<sup>9</sup> Morash University, (2003), Driver Distraction: a review of the literature, [Online]. [Accessed on 13 June 2016]. Available from: <http://www.monash.edu.au/miri/research/reports/muarc206.pdf>

## **2.6 ACCIDENTS AND BREAKDOWNS**

All accidents involving Trust vehicles (including those when a third party is not involved) must be reported, regardless of the amount of damage caused. Accident/incident reporting is vitally important, not only sometimes as a legal requirement, but to assist the Financial Management and Health and Safety Departments. This will assist both the driver and Transport manager with analysing the circumstances of the incident in order to identify measures that may reduce the chance of future occurrences of a similar nature.

All accidents involving Trust vehicles must be reported via the Trust incident reporting system. The procedure which staff should follow is available in Appendix Five.

## **2.7 VEHICLE INSURANCE**

Employees using private vehicles for business purposes must maintain correct vehicle insurance cover for the use the vehicle is put to, this will include business use. Employees are required to provide their manager with a copy of their insurance certificate at least once every twelve months. These will be retained by the Trust for three years.

## **2.8 DRIVING IN ADVERSE WEATHER CONDITIONS**

It is important for drivers to take weather conditions into consideration when driving in order for them to alter their driving accordingly. Bad weather conditions include all forms of inclement weather such as rain, wind, fog, sun, snow and ice.

### **2.8.1 Driving Safely in Rain/Floods**

- Stopping distances are twice as great in rainy conditions compared to on dry roads.
- When roads are flooded drivers should avoid the deepest water, near the kerb.
- Drivers should check that their brakes are in working order immediately after driving through standing water.
- If flood water appears to deep to traverse safely drivers should seek an alternative route.

### **2.8.2 Driving Safely in Strong Winds**

- Cyclists and motorcyclists may be blown off course by strong winds; therefore drivers should leave more space between their vehicle and bicycle/motorcycles than usual.
- Drivers should be aware that high sided vehicles could be blown off course, or lose control, in high winds.
- Drivers should be aware that bridges and high buildings can alter wind movements, therefore, drivers must remain alert at all times.

### **2.8.3 Driving Safely in Fog**

- Dipped headlights should be used when driving in fog.
- Fog lights should only be used when visibility reduced to less than 100m.
- Drivers should take into account that they may suddenly hit another fog bank even if it appears that the fog is clearing.

### **2.8.4 Driving Safely in the Sun**

- Bright sunlight can hamper visibility when driving. Drivers should ensure that the inside and outside of their windscreen is free from smears which may heighten the effect of glare. This is of particular importance in the winter when the sun is low.

### **2.8.5 Driving Safely in Snow/Ice**

- Footwear should always be dry and provide grip to ensure that the feet do not slip on the vehicle pedals.
- Drivers must ensure that their vehicle windows are clear of ice and snow, and that they are demisted.
- Drivers should ensure that the vehicle roof is clear from snow- to prevent this sliding onto the windscreen and obstructing vision whilst driving.
- Drivers should avoid sudden vehicle movements as these can cause loss of vehicle control.
- When driving in snow or icy conditions drivers should choose the correct gear, normally second to pull away from standstill to avoid wheel spin.
- Drivers should leave as much space as possible between themselves and other vehicles.
- Brake smoothly and gently, slow down sooner than usual and gently accelerate.
- Where drivers must brake they should do so gently and release the clutch if the vehicle skids.
- If the vehicle skids drivers should remove their foot from the accelerator and point the vehicle in the direction that they want to go.
- When driving uphill it is good practise to ensure that the road ahead is clear of obstruction or slow moving vehicles- to ensure that transit up the hill can be completed without stopping. Drivers should avoid changing down gear when traversing uphill.
- Keep the vehicle ventilated so that hot air from the heater does not make you drowsy
- Use dipped headlights if visibility is poor.
- Be aware of icy patches under bridges and tree lined patches of road.
- Refrain from over-taking vehicles if the weather deteriorates.

## Appendix One

### Overseas Licence Validity

| <b>Country of Issue</b>  | <b>Eligibility</b>  |
|--|---|
| Licence issued in European Union / European Economic Area  | Licence holders can drive in Great Britain on a full and valid EU/EEA issued driving licence until they are 70 – or for 3 years after becoming a resident in Great Britain (whichever period is longer)   |
| Non-EU licence exchanged within the European Union / European Economic Area  | Licence holders that obtained an EU/EEA licence through exchanging a non-EU/EEA licence can drive in Great Britain for 12 months  |
| Gibraltar, Jersey, Guernsey, Isle of Man, Andorra*, Australia*, Barbados*, British Virgin Islands*, Canada*, Falkland Islands*, Faroe Islands*, Hong Kong*, Japan*, Monaco*, New Zealand*, Republic of Korea*, Singapore*, South Africa*, Switzerland*, Zimbabwe*.<br><br>(* designated countries) | Licence holders can drive in Great Britain on a full and valid driving licence for 12 months from becoming a resident. After 12 months licence holders are required to exchange their overseas licence for a UK licence – licence holder have 5 years after becoming a resident to do this. |
| Any other country  | Licence holders can drive in Great Britain on a full and valid driving licence for 12 months from becoming a resident. After 12 months licence holders are required apply for a provisional licence and pass the theory and practical driving tests to drive in Great Britain               |

## Appendix Two

### Endorsements

Those convicted of a motoring offence will be issued with endorsements, which must remain on the offenders driving record for four or eleven years, depending of the offence. Offenders can be disqualified from driving if twelve or more penalty points are issued within a three year period. However, new drivers will have their licence revoked if six or more penalty points are issued within two years of passing their test.

Managers should seek advice from Human Resources and the Transport Manager regarding any employee that has existing, or new, endorsements on their licence in order for an assessment to be made regarding the employees driving competency and ability to drive responsibly whilst representing the Trust.

Each endorsement has a code, and is given penalty points on a scale from one to eleven – where more serious offences incur more penalty points.

Information pertaining to the endorsement codes, and relevant offence, should be used by managers and Human Resources when assessing the driving competency of an employee that has an endorsement on their licence.

The number 0 within the endorsement codes are substituted for a 2, 4 or 6 in certain circumstances:

- 0 changed to 2 - Aiding, Abetting, Counselling or Procuring Offences
- 0 changed to 4 - Causing or Permitting Offences
- 0 changed to 6 - Inciting Offences

| Endorsement Code            | Offence   | Penalty Points | Duration to Remain on Driving Record |
|-----------------------------|---|----------------|--------------------------------------|
| <b>Accident Offences.</b>   |   |                |                                      |
| AC10                        | Failing to stop after an accident   | 5 – 10         | 4 years from date of offence         |
| AC20                        | Failing to give particulars or report an accident within 24 hours                               | 5 – 10         | 4 years from date of offence         |
| AC30                        | Undefined accident offences   | 4 – 9          | 4 years from date of offence         |
| <b>Disqualified Driver.</b> |   |                |                                      |
| BA10                        | Driving while disqualified by order of court  | 6              | 4 years from date of offence         |
| BA30                        | Attempting to drive while disqualified by order of court  | 6              | 4 years from date of offence         |
| <b>Careless Driving.</b>    |   |                |                                      |
| CD10                        | Driving without due care and attention  | 3 – 9          | 4 years from date of offence         |
| CD20                        | Driving without reasonable consideration for other road users                                   | 3 – 9          | 4 years from date of offence         |
| CD30                        | Driving without due care and attention or without reasonable consideration for other road users | 3 – 9          | 11 years from date of conviction     |
| CD40                        | Causing death through careless driving when unfit through drink                                 | 3 – 11         | 11 years from date of conviction     |
| CD50                        | Causing death through careless driving when unfit through drugs                                 | 3 – 11         | 11 years from date of conviction     |
| CD60                        | Causing death by careless driving with alcohol level above the limit                            | 3 – 11         | 11 years from date of conviction     |

|                                       |   |        |  |
|---------------------------------------|---|--------|--|
| CD70                                  | Causing death by careless driving then failing to supply a specimen for alcohol analysis  | 3 – 11 | 11 years from date of conviction   |
| CD80                                  | Causing death by careless, or inconsiderate driving   | 3 – 11 | 4 years from date of conviction  |
| CD90                                  | Causing death by driving: unlicensed, disqualified or uninsured drivers   | 3 – 11 | 4 years from date of conviction  |
| <b>Construction and Use Offences.</b> |   |        |  |
| CU10                                  | Using a vehicle with defective brakes   | 3      | 4 years from date of offence   |
| CU20                                  | Causing or likely to cause danger by reason and use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition | 3      | 4 years from date of offence   |
| CU30                                  | Using a vehicle with defective tyre(s)  | 3      | 4 years from date of offence   |
| CU40                                  | Using a vehicle with defective steering   | 3      | 4 years from date of offence   |
| CU50                                  | Causing or likely to cause danger by reason of load or passengers   | 3      | 4 years from date of offence   |
| CU80                                  | Breach of requirements as to control of the vehicle, mobile telephone etc   | 3      | 4 years from date of offence   |
| <b>Reckless/Dangerous Driving.</b>    |   |        |  |
| DD10                                  | Causing serious injury by dangerous driving   | 3 – 11 | 4 years from date of conviction  |
| DD40                                  | Dangerous driving   | 3 – 11 | 4 years from date of conviction  |
| DD60                                  | Manslaughter or culpable homicide while driving a vehicle   | 3 – 11 | 4 years from date of conviction  |
| DD80                                  | Causing death by dangerous driving  | 3 – 11 | 4 years from date of conviction  |
| DD90                                  | Furious driving   | 3 – 9  | 4 years from date of conviction  |
| <b>Drink.</b>                         |   |        |  |
| DR10                                  | Driving or attempting to drive with alcohol above limit   | 3 – 11 | 11 years from date of conviction   |
| DR20                                  | Driving or attempting to drive while unfit through drink  | 3 – 11 | 11 years from date of conviction   |
| DR30                                  | Driving or attempting to drive then failing to supply a specimen for analysis   | 3 – 11 | 11 years from date of conviction   |
| DR31                                  | Driving or attempting to drive then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity                                       | 3 – 11 | 11 years from date of conviction   |
| DR61                                  | Refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity in circumstances other than driving or attempting to drive                | 10     | 11 years from date of conviction   |
| DR40                                  | In charge of a vehicle while alcohol level above limit  | 10     | 4 years from date of offence   |
| DR50                                  | In charge of a vehicle while unfit through drink  | 10     | 4 years from date of offence   |
| DR60                                  | Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive   | 10     | 4 years from date of offence   |
| DR70                                  | Failing to provide specimen for breath test   | 4      | 4 years from date of offence   |
| <b>Drugs.</b>                         |   |        |  |
| DG10                                  | Driving or attempting to drive with drug level above the specified limit  | 3 – 11 | 11 years from date of conviction   |
| DG60                                  | Causing death by careless driving with drug level above the limit   | 3 – 11 | 11 years from date of conviction   |
| DR80                                  | Driving or attempting to drive when unfit through drugs   | 3 – 11 | 11 years from date of conviction   |
| DG40                                  | In charge of a vehicle while drug level above specified limit   | 10     | 4 years from date of offence (or conviction where a disqualification is imposed) |
| DR90                                  | In charge of a vehicle when unfit through drugs   | 10     | 4 years from date of offence (or conviction where a disqualification is imposed) |
| <b>Insurance Offences.</b>            |   |        |  |
| IN10                                  | Using a vehicle uninsured against third party risks   | 6 – 8  | 4 years from date of offence   |
| <b>Licence Offences.</b>              |   |        |  |
| LC20                                  | Driving otherwise than in accordance with a licence   | 3 – 6  | 4 years from date of offence   |
| LC30                                  | Driving after making a false declaration about fitness when applying for licence  | 3 – 6  | 4 years from date of offence   |

|   |  |        |                                 |
|---|--|--------|---------------------------------|
| LC40  | Driving a vehicle having failed to notify a disability   | 3 – 6  | 4 years from date of offence    |
| LC50  | Driving after a licence has been revoked or refused on medical grounds   | 3 – 6  | 4 years from date of offence    |
| <b>Miscellaneous Offences.</b>  |  |        |                                 |
| MS10  | Leaving a vehicle in a dangerous position  | 3      | 4 years from date of offence    |
| MS20  | Unlawful pillion riding  | 3      | 4 years from date of offence    |
| MS30  | Play street offences   | 2      | 4 years from date of offence    |
| MS50  | Motor racing on the highway  | 3 – 11 | 4 years from date of offence    |
| MS60  | Offences not covered by other codes (including offences relating to breach of requirements as to control of vehicle)                             | 3      | 4 years from date of offence    |
| MS70  | Driving with uncorrected defective eyesight  | 3      | 4 years from date of offence    |
| MS80  | Refusing to submit to an eyesight test   | 3      | 4 years from date of offence    |
| MS90  | Failure to give information as to identity of driver etc   | 6      | 4 years from date of offence    |
| <b>Motorway Offences.</b>   |  |        |                                 |
| MW10  | Contravention of special roads regulations (excluding speed limits)  | 3      | 4 years from date of offence    |
| <b>Pedestrian Crossings.</b>  |  |        |                                 |
| PC10  | Undefined contravention of pedestrian crossing regulations   | 3      | 4 years from date of offence    |
| PC20  | Contravention of pedestrian crossing regulations with moving vehicle   | 3      | 4 years from date of offence    |
| PC30  | Contravention of pedestrian crossing regulations with stationary vehicle   | 3      | 4 years from date of offence    |
| <b>Speed Limits.</b>  |  |        |                                 |
| SP10  | Exceeding goods vehicle speed limits   | 3 – 6  | 4 years from date of offence    |
| SP20  | Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)  | 3 – 6  | 4 years from date of offence    |
| SP30  | Exceeding statutory speed limit of a public road   | 3 – 6  | 4 years from date of offence    |
| SP40  | Exceeding passenger vehicle speed limit  | 3 – 6  | 4 years from date of offence    |
| SP50  | Exceeding speed limit on a motorway  | 3 – 6  | 4 years from date of offence    |
| <b>Traffic Direction and Signs.</b>   |  |        |                                 |
| TS10  | Failing to comply with traffic signals   | 3      | 4 years from date of offence    |
| TS20  | Failing to comply with double white lines  | 3      | 4 years from date of offence    |
| TS30  | Failing to comply with 'stop' sign   | 3      | 4 years from date of offence    |
| TS40  | Failing to comply with direction of a constable / warden   | 3      | 4 years from date of offence    |
| TS50  | Failing to comply with traffic sign (excluding 'stop' signs, traffic lights or double white lines)   | 3      | 4 years from date of offence    |
| TS60  | Failing to comply with a school crossing patrol sign   | 3      | 4 years from date of offence    |
| TS70  | Undefined failure to comply with a traffic sign  | 3      | 4 years from date of offence    |
| <b>Special Code.</b>  |  |        |                                 |
| TT99  | Disqualification under 'totting-up' when the total of penalty points reaches maximum over the permitted duration                                 | n/a    | 4 years from date of conviction |
| <b>Theft or Unauthorised Taking.</b>  |  |        |                                 |
| UT50  | Aggravated taking of a vehicle   | 3 – 11 | 4 years from date of offence    |
| <b>Mutual Recognition Codes – Issued if disqualified whilst driving in Northern Ireland, Isle of Man or the Republic of Ireland</b> |  |        |                                 |
| MR09  | Reckless or dangerous driving (whether or not resulting in death, injury or serious risk)  | n/a    | 4 years from date of conviction |
| MR19  | Wilful failure to carry out the obligation placed on driver after being involved in a road accident (hit or run)                                 | n/a    | 4 years from date of conviction |
| MR29  | Driving a vehicle while under the influence of alcohol or other substance affecting or diminishing the mental and physical abilities of a driver | n/a    | 4 years from date of conviction |
| MR39  | Driving a vehicle faster than the permitted speed  | n/a    | 4 years from date of conviction |
| MR49  | Driving a vehicle whilst disqualified  | n/a    | 4 years from date of conviction |
| MR59  | Other conduct constituting an offence for which a driving disqualification has been imposed by the State of Offence                              | n/a    | 4 years from date of conviction |

**Appendix Three**

**Employee Driver Declaration**

To be completed annually by all employees who drive on Burton Hospitals NHS Foundation Trust business.

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

- I confirm that I hold a valid driving licence for the vehicle that I am required to drive on Trust business, and will produce my licence for inspection upon request.
- I confirm that any private vehicle that I use on Trust business will be roadworthy, taxed, insured and will hold a valid MOT certificate (as required by law).
- I confirm that I have read, understand and fully accept the terms of this policy.
- I confirm that I have no pending convictions, endorsements or disqualifications.
- I have had no change in my health which could affect my entitlement to drive.
- I understand the vehicle check procedure for the vehicle that I will be using for Trust business, and confirm that I will conduct all required checks prior to using the vehicle.
- I will inform my manager of any road traffic incidents, convictions, endorsements or disqualifications, which may affect my entitlement to drive.
- I will inform my employer immediately if I am diagnosed with, or suspected of having, any medical condition that may affect my entitlement to drive.
- I have had no change in eyesight that will impact my ability to drive, and will wear any visual aids as required for driving.

I confirm that, as far as I am aware, the statements made by me are true and complete. I have read, understood and accept the terms of the Driving at Work Policy relating to my capacity to drive on Trust business.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Managers' use only:**

I confirm that the employee has produced the following documents (tick those that apply) and that an online driving licence check was completed via the DVLA.

- *Drivers licence photo card*
- *Online drivers licence check (or postal check) completed on* \_\_\_\_\_
- *Insurance certificate (private vehicle use)*
- *MOT certificate (private vehicle use)*

-----  
Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix Four

### Pre-Use Vehicle Checks

In line with DVLA and FTA recommendations, daily vehicle checks must be conducted on Trust vehicles prior to use. Any defect highlighted during the checks must be communicated to a department supervisor / manager prior to the vehicle being used.

Ok       Defect

#### Under bonnet

- Battery is held securely in place and is not leaking
- Brake fluid levels are correct
- Engine coolant levels are correct
- Engine oil levels are correct
- Power steering fluid (where applicable) levels are correct

#### Tyres and Wheels

- A minimum tread depth of 3mm
- Sufficient inflation in each tyre
- No need cuts in the sidewall
- No cord visible anywhere on the tyre
- No missing or insecure wheelnuts

#### Exhaust

- The exhaust doesn't emit excessive amounts of smoke

#### Tail lifts (where applicable)

- Tail lift if secure and free from damage, functions correctly and the electronics are working correctly.

#### External, Bodywork and Doors

- All doors shut properly and are secure when closed
- There are no sharp edges or damage
- No body panels are loose or in danger of falling off
- There are no brake fluid, power steering fluid or water leaks visible on the ground when the engine is off
- There are no brake fluid, power steering fluid and water leaks visible on the ground when the engine is on

#### Check from Driver's Seat

##### Brakes:

- The foot brake works correctly and does not have any excessive travel
- Hand brake works correctly and does not have any excessive travel

##### Lights:

- All lights and indicators work correctly

- Stop lamps come on when the foot brake is applied, and go out when released
- Marker (side) lights are present and work correctly
- All dashboard warning lamps work correctly including, airbags (SRS), EPS, full beam headlamp warning lamp, parking brake warning lamp

Horn and steering:

- Horn control is easily accessible from driver's seat
- Horn works when its control is operated
- Steering wheel has no excessive play

Washers and wipers:

- Wipers move continually when switched on
- Wiper blades are not so deteriorated that they don't clean the windscreen effectively when used with washers
- Washers point at the windscreen and are operational
- Washer fluid is topped up

Mirrors and glass:

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

Seats and seatbelts:

- Seats are secure
- Seatbelts operate correctly and are free from cuts or damage

**Further information regarding damage or defects:**

*I confirm that this is a true and accurate record of the vehicle check that was conducted prior to the use of this vehicle.*

Vehicle registration: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Employee name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Appendix Five**

### **Accident and Breakdown Procedure**

#### **BREAKDOWN PROCEDURE**

##### **In the event of breakdown on the road:**

- Pull the vehicle off the road if possible or pull to the near side of the road and activate the hazard warning lights. A warning triangle should be put out if available.
- Exit the vehicle on the left hand side.
- While you are waiting stay aware of oncoming traffic.
- Think carefully about safety before carrying out even simple repairs- do not put yourself or others in danger.
- If the breakdown occurs on the motorway try to stop near to an emergency telephone. If you do not stop near an emergency telephone walk to the nearest telephone. The marker posts at the side of the motorway will give an exact location of your vehicle. The telephone is free and connects directly to the Highways Agency or police who will be able to contact your chosen breakdown company.
- If you are unable to get your vehicle to the hard shoulder stay in your vehicle and call the emergency services. Do not try and get out of your vehicle and cross the motorway.
- If you are on a motorway, leave the vehicle with the front wheels pointing to the near side. Lock the vehicle and move to the other side of the safety barrier. In dark conditions you may wish to remain in your vehicle with the windows closed and doors locked.
- Contact your supervisor/line manager as soon as it is practically possible.

#### **ACCIDENT PROCEDURE**

**The following procedures should be observed in the event of an accident:**

##### **Stop**

You are lawfully obliged to stop if you are involved in an accident that causes injury or damage to another vehicle, property or animal. Failure to stop at the scene of an accident is an offence under the Road Traffic Acts (RTA).

##### **Keep Calm**

Try to remain calm and avoid arguments regarding the cause of the accident.

##### **Information Exchange**

Do not sign any document or paper from the third party and do not make any payment or promise of payment.

The driver is obliged to provide the following information to the police or third party:

- The registration of the vehicle
- The drivers own name and address (if the owner of the vehicle is different)
- Insurance particulars or the employers address where they can be obtained.

The driver must obtain before leaving the scene of the accident:

- Particulars of all vehicles involved including: the make, type and registration number
- Name, address, telephone number and insurance details of the third party
- The number of passengers in the third party vehicle
- Where possible, the names and addresses of any witnesses.

It is an offence to refuse to give details to the other driver following an accident if there has been injury or property damage.

### **Reporting**

If driving a private vehicle, the driver must inform their insurance company of the accident as quickly as possible. The company may refuse to insure the vehicle if they have not been notified of an accident within the time period set out in the policy.

In all cases, staff should contact their line manager as soon as possible following an accident.

### **Accident/Incident Report Form**

The driver is required to notify their supervisor as soon as possible, and in any case, within 24 working hours (if physically able to do so).

The driver must complete an accident/incident form as soon as possible.