

Vehicle Policy

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Target audience:	Drivers of PC24 Vehicles
Impact Assessment Date:	July 2020
Summary	This policy applies to all employees who drive PC24 vehicles and is intended to safeguard the health, safety and wellbeing of employees and others connected with the work of PC24.

Version	Date	Control Reason	Title of Accountable Person for this Version
2.0	July 2020	New Policy Template and Review of Policy	IUC Fleet Service Manager
Reference Documents		Electronic Locations (Controlled Copy)	Location for Hard Copies

See Section 17.0 for a full list of references	Primary Care 24 Intranet / SOPs Clinical / Operations ... Delete as appropriate*	Policy File, Wavertree Headquarters
Consultation: Committees / Groups / Individual		Date

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Appendix 1 - DRIVER HANDBOOK

1. PURPOSE

Health and Safety law applies to work activities on the road in the same way as it does to all work activities. Additionally, road traffic legislation imposes specific requirements on Primary Care 24(PC24) in respect of vehicle use and maintenance.

Employers also have responsibility under Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.

There is a strong business case for managing work-related road safety. Fewer road incidents mean:

- less days lost to injury
- fewer repairs to vehicles
- fewer missed orders
- reduced running cost

PC24 wants to achieve:

- Effective management of the risks from driving for work, working together with their employees.
- Good partnership working between PC24 and its employees that are well placed to raise awareness of work related road risk.

The purpose of this policy provides information about how you must use a PC24 vehicle or any vehicle that is used in connection with the business of PC24, including privately

owned vehicles (POV) or also known as Grey Fleet. Whether the vehicle is owned by PC24 or hired / leased to PC24 under an agreement, the vehicle is an expensive and important asset of PC24. PC24 operates a strict Health and Safety Policy (UC24POL9), which includes driving at work. It is essential that you consider the safety of yourself, your passengers and other road users at all times.

2. SCOPE

All drivers of PC24 understand the legal, environmental and social responsibility when using a PC24 vehicle. This policy sets out the standards and guidance requirements in the use of a PC24 vehicle and POV for all drivers for PC24 business.

This policy applies to PC24 personnel who use a PC24 vehicle or use their own vehicle for PC24 business.

This policy has been prepared to comply with:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Road Traffic Act (1981 – 1991)
- Care Quality Commission: Essential Standards of Quality & Safety 2019
- Equalities and Health Inequalities Analysis
- Driving Vehicle Licensing Authority

3. RESPONSIBILITIES

3.1 The Chief Executive Officer

Responsibility sits with the Chief Executive Officer to ensure PC24 complies with legal requirements and national recommendations for vehicle management.

3.2 PC24 Board Members

PC24 Board Members have responsibility to ensure training and competency assessment is available to all relevant staff

3.3 The Executive Director of Service Delivery

The Executive Director of Service Delivery is the Executive Lead responsible for this policy covering safe vehicle use within PC24, but will delegate authority for the operational implementation and on-going management of this policy to the Accountable Officer for Fleet.

3.4 The Accountable Officer for Fleet

The Accountable Officer for Fleet has delegated responsibility for ensuring the safe vehicle use and maintenance whilst ensuring staff adhere to this policy. Regulations made under the Management of Health & Safety at Work Regulations (1999), Road Traffic Act (1981-1991), Care Standards Commission – Essential Standards of Quality & Safety 2019 require PC24 to appoint an Accountable Officer, responsible for the safe and effective vehicle use in PC24.

3.5 Quality and Governance Team

Quality and Governance Team with responsibility for incidents, complaints and health and safety is responsible for:

- Coordination and ongoing development of the organisation's incident reporting systems, including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Relevant risk assessments required to assess safety in relation to vehicle use

Commented [PM1]: Amended to logically flow from the original sentence.

Commented [JO2]: Reject – Not Q&Gs responsibility to provide RAs in relation to safe use of the vehicle

3.6 Human Resources Department

The Human Resources department are available to provide advice and support to Board Members, Directors, Managers and staff in matters relating to and arising from this Policy

3.8 Employees

All staff involved in the use of PC24 vehicles must follow the processes outlined in this policy, the Standing Operating Procedures and Driver's Handbook relevant to their practice.

4. ENVIRONMENTAL & SOCIAL RESPONSIBILITY

PC24 is aware that the activities of the business have an impact on the environment. Emissions generated from driving release a significant amount of Carbon Dioxide and other harmful gases into the atmosphere contributing to global warming and pollution. To minimise and reduce these effects all drivers are required to follow the procedures as set out in the Driver's Handbook.

5. DRIVING VEHICLES FOR BUSINESS

Driving of PC24 vehicles is limited to the allocated employee and any other drivers authorised by PC24. Driving tuition with regard to provisional licence holders is not permitted in PC24 vehicles.

Non-PC24 staff are not permitted to drive a PC24 vehicle without permission of an Executive member of PC24 which must be written as confirmation from PC24 before driving. Failure to do so may invalidate the PC24's vehicle insurance.

All such non-employee authorised drivers must:

Commented [PM3]: If all drivers need to be full licence holders (6 – para 1), this doesn't need to be stated.

Commented [J04]: To ensure PC24 vehicles are not used for driving instruction to learner drivers

- Hold a full licence for the allocated vehicle type;
- Provide original full valid driving licence for inspection.

You must inform PC24's Accountable Officer for Fleet of any changes of an authorised driver immediately. You must comply with all statutory regulations and PC24 guidance regarding the recording of daily mileage, journeys undertaken and actual driving hours. The driver and all passengers must wear a seatbelt at all times. Unauthorised passengers (including patients) must **not** be transported in PC24 vehicles.

6. DRIVING LICENCE CHECKS

No one is permitted to drive for the purpose of PC24 business unless they hold a full, valid driving licence appropriate to the vehicle and have been authorised by PC24 to drive it. PC24 will hold a copy of the driving licence of all employees, including authorised PC24 vehicle drivers.

All employees and other persons authorised to drive for business purposes will be required to provide a signed mandate authorising PC24 to check their records held by the Driver and Vehicle Licensing Agency (DVLA) in terms of endorsements, etc. The DVLA requires such a mandate for data protection purposes. All new driver employees will be required to produce their valid driving licence as part of their pre-employment checks.

All employee drivers and authorised drivers are required to produce both parts of their driving licence (where only one part licence is held, this must to be produced) for inspection on demand. This process will apply every 6 months as a minimum, to ensure that licenses remain valid. On request, the original documents (not a photocopy) must be shown to the Accountable Officer for Fleet who will check their continuing validity.

All nominated non-employees have to meet these conditions before they can be authorised to drive a PC24 vehicle. You must notify the Accountable Officer for Fleet if you or any of the authorised drivers are convicted of:

- a driving offence connected with alcohol or drugs;
- a driving offence linked to dangerous or reckless driving any other offence relating to speeding or driving without due care and attention;
- Any other related driving conviction not listed above.

If authorised drivers have any DVLA notifiable medical conditions or disability or a condition or disability has deteriorated this may affect their entitlement to drive and it is their responsibility to advise the following parties;

- The Accountable Officer for Fleet.
- DVLA

7. BUSINESS / PRIVATE USE

PC24 vehicles must **not** be used for private use.

8. DRIVING STANDARD

As part of PC24's commitment to its employees, customers and other road users, you are expected to drive at all times in a safe, legal and responsible manner, in line with the recommendations of the Highway Code. Persistent offenders may be subject to disciplinary action.

8.1 Use of Green Light on Cars

Inappropriate use of the green light could cause a road traffic incident causing injury or harm. The green light should only be used in an emergency situation.

8.2 Alcohol and Substance Misuse

Any employee convicted of an offence involving driving whilst under the influence of alcohol and/or drugs may face disciplinary proceedings under PC24 policies: PCPOL48 Alcohol and Substance Misuse and PC24POL14 Disciplinary. The loss of a driving licence (including as a result of accumulated endorsement points) may lead to dismissal for those who are required to drive as part of their employment activities.

Commented [PM5]: I would personally finish the section with this sentence as it is not just about endorsements for drugs / alcohol

Commented [JO6]: Agreed

An employee needs to check with their GP that there are no adverse side effects that may affect their ability to drive when prescribed medication and report accordingly to the Accountable Officer for Fleet

Commented [PM7]: Should this also be reported to the accountable officer?

Commented [JO8]: Agreed

The driver will be responsible to check that 'over the counter medication' is safe to take whilst driving and will not have any adverse impact on their ability to drive safely and report accordingly to the Accountable Officer for Fleet.

8.3 Windscreens

Any PC24 vehicle which requires a windscreen repair can be arranged via the car insurance, as per 'Med Fleet Breakdown Information' contained within the vehicle. This must also be reported as soon as reasonably possible to the duty Shift Manager and Fleet Support Manager.

8.4 Road Fund Licences

Road fund licences are renewed automatically by PC24 Finance Department. The Accountable Officer for Fleet will monitor this.

8.5 Vehicle Service and MOT Test

The Accountable Officer for Fleet will ensure with the manufacturer's schedule that MOT Tests and other routine maintenance is implemented in a timely manner. A manual can be found inside the vehicle stating:

- The mileage when the next service is due;

- The date when the next MOT Test is due;
- The mileage when the Cam/Timing belt is due for change.

The Accountable Officer for Fleet will make the necessary, timely arrangements using approved garages and will arrange payment unless the vehicle holds an inclusive maintenance contract.

9. FUEL AND EXPENSES

9.1 Fuel Payments

The driver will provide fuel for the vehicle using the allocated fuel cards for each vehicle. The Shift Manager or other authorised personnel will issue the driver with a fuel card, this must be signed for by the driver upon receipt.

9.2 Charges, Tolls & Parking Fees

If you are required to pay road tolls or parking fees whilst undertaking PC24 duties, please pay the appropriate amount and reclaim the expense via Netmaster.

9.3 Traffic Fines and Offences

You are personally responsible for the payment of any fines and associated costs should you be prosecuted for traffic offences, parking offences, congestion charge non-payment, speeding, a fixed penalty and other driving offences whilst driving PC24 vehicles.

Fixed penalty notices (e.g. speeding, parking, and bus lane offences) are sent to the registered keeper (PC24). For hired vehicles, PC24 will receive these from the hire company. Any hire charges to cover administration fees by the hire company, will be passed onto the employee identified as the driver at the time of the offence.

Commented [PM9]: Consider merging 9.3 and 9.4

Commented [JO10]: Agreed

There are strict time limits for any action to be taken, including payment, without incurring additional charges. Unless you have a clear and specific intention to appeal against the notice, it is in your own interests that the fine is paid immediately. The driver is responsible for paying the fine.

If you receive a summons or other notice of intended prosecution, report this immediately to the Accountable Officer for Fleet. PC24 will expect to be provided with full details of the incident and PC24 will decide its course of action. If you are required to produce your licence or insurance documentation, you should do this as soon as possible.

Any instances of employees incurring fines when operating a PC24 vehicle will be referred to the Human Resources department and may also result in sanctions.

9.4 Notice of Intended Prosecution or Summons

It is essential that any notice of intended prosecution, summons, etc., is forwarded immediately and unanswered to the Accountable Officer for Fleet. Such notices will be sent to PC24's insurance company.

Commented [PM11]: 9.5 and 9.6 do not fit under the heading of "Fuel and Expenses". Possibly 8.2, 9.5 and 9.6 should be moved to section 10 "Incidents"?

Commented [JO12]: To stay as it is part of Driving Standards

9.5 Hired Vehicle – on receipt or return of a hired vehicle

Upon receipt or return of a hired vehicle, the Fleet Maintenance Personnel, or designated named staff member will:

- Complete the Vehicle Checklist Form;
- Empty out all personal effects and rubbish (including all the obvious and not-so-obvious storage places);
- Ensure that the vehicle is vacuumed and cleaned;
- Thoroughly check the vehicle for any bodywork or trim damage and report such damage to the Shift Manager and Accountable Officer for Fleet as soon as it is identified

Commented [JO13]: Re-worded

At the end of hire, the hire company will professionally inspect hired vehicles when they are returned to them. If the condition falls below 'fair wear and tear', PC24 may be charged.

10. INCIDENTS

If a driver is involved in an accident or the vehicle is damaged the driver should:

- Ensure your own and your passengers safety;
- Notify the emergency services if applicable;
- Not leave the scene of an accident;
- Deal with the danger of further collisions;
- Switch off the engine and stop people from smoking;
- Do not move casualties unless threatened by imminent danger;
- Notify PC24 Shift Manager and, the Accountable Officer for Fleet.

The Accountable Officer for Fleet should contact the insurance company for PC24 and follow their instructions. Please report all incidents on Datix.

10.1 Legal Obligations Following an Accident

If the vehicle you are driving is involved in an accident, you are required by law to take the following actions:

- STOP;
- In a damage-only incident, accident law requires you to exchange names and addresses with other drivers involved, and to note registration numbers of other vehicles. Details of their insurance should be obtained if possible;
- If, for any reason, names and addresses are not exchanged at the scene, you must report the accident to the police as soon as possible but in any event within 24 hours of the accident occurring;
- This obligation also applies to accidents involving damage to property, e.g. fences, walls and gates;

- If there is injury to any person, no matter how slight, the incident **must** be reported to the police as soon as possible and in any case within 24 hours. This is in addition to the other requirements described above;
- If possible, take photographs and or video footage if it safe to do so.

10.2 Dealing with Third Parties at the Scene of an Accident

- Keep calm
- Obtain the names and addresses of independent witnesses
- Obtain details of the third party – name, address, contact telephone number, vehicle type and registration number, insurance details and policy number if available
- Do NOT admit liability, either orally or in writing

10.3 Emergency Treatment Fees

Any request for payment of emergency services fees under the Road Traffic Acts should be forwarded to the Accountable Officer for Fleet and your insurance company.

10.4 Claims Involving Third Parties

You must **not** answer any correspondence or claims received from third parties, you **must** forward, unanswered, to the Accountable Officer for Fleet and your own insurance company.

10.5 Recharging Repair Costs

PC24 reserves the right to charge you for the cost of repairing any damage to the vehicle caused by your negligence. The Accountable Officer for Fleet will investigate all incidents, if found to be caused by your wilful negligence, will apportion costs as appropriate. You will be notified of any monies considered to be owed by you to PC24.

10.6 At Fault Claims

Employees involved in a road traffic incident where they are deemed to be at fault for the collision, may be required to undertake a one-to-one training session with an approved driver training provider.

If required, this should be completed within a reasonable period of the incident and agreed with your line manager. The session is to independently assess your driving skills including observation and hazard perception with a view to prevent future incidents. This is not a graded exam, but a training and development exercise designed to help you avoid future incidents. You will be provided with helpful suggestions to improve your driving style.

11. TRAINING & DRIVING ASSESSMENTS

All drivers will be expected to undertake a driving assessment at the commencement of employment and thereafter annually as a minimum.

Failure to complete training specified by PC24 may result in restrictions to drive PC24 vehicles.

All drivers will be expected to complete training within agreed time frames by their manager or Accountable Officer for Fleet. Drivers will be informed of training requests by their manager

Training will be arranged and suitably supported by the Accountable Officer for Fleet.

12. DECLARATIONS

All drivers are required to complete and sign a driver declaration as shown in Appendix 2 (Risk Assessment contained within the Driver's Handbook)

13. EQUALITIES AND HEALTH INEQUALITIES

PC24 is committed to an environment that promotes equality and embraces diversity in its performance as an employer and service provider. It will adhere to legal and performance requirements and will mainstream equality and diversity principles through its policies, procedures and processes. This policy has been implemented with due regard to this commitment. To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full equality impact analysis conducted where necessary. PC24 will take remedial action when necessary to address any unexpected or unwarranted disparities and monitor practice to ensure that this policy is fairly implemented.

14. PERSONAL INFORMATION

PC24 is committed to an environment that protects personal information aspects in the development of any policy. When proposing change there is a new requirement for policy writers to investigate when the personal information aspect of the policy complies with the data protection principles in Schedule 1 of the Data Protection Act 2018. All individuals with responsibility for reviewing/writing policies should consider Privacy Impact Assessment compliance.

This policy complies with the Data Protection Act 1998, therefore no Privacy Impact Assessment is necessary.

15. MONITORING AND COMPLIANCE

The Accountable Officer for Fleet is responsible for monitoring compliance with this policy to ensure that staff are meeting policy requirements. The Accountable Officer for Fleet will make arrangements to analyse the causes of any potentially serious events so as to identify

the underlying root cause. Where evidence comes to light to show that controls have not worked properly, rules or procedures, including legal obligations, have not been followed correctly or our safety standards have not been met, the Accountable Officer for Fleet will take actions to identify the reasons why and where necessary take proportionate action to avoid any repeats including taking disciplinary action where breaches are considered serious.

16. ASSOCIATED PC24 DOCUMENTS

- PC24POL9 Health & Safety Policy
- PCPOL48 Alcohol & Substance Misuse Policy
- PC24POL14 Disciplinary
- Driver's Handbook v1 July 2020

Commented [PM14]: Do you need to make reference to lone working, Equality and Diversity (disabilities, etc as referenced in Section 6)?

Commented [J015]: No. This relates to the named policies referenced in this document

17. REFERENCES

Health & Safety at Work Act 1974. Available at

<https://www.hse.gov.uk/legislation/hswa.htm>

Road Traffic Act (1981 – 1991). Available at

www.legislation.gov.uk/ukpga/1991/40/contents

Care Quality Commission: Essential Standards of Quality & Safety 2019. Available at

<https://www.qcs.co.uk>

Equalities and Health Inequalities Analysis. Available at

<https://www.england.nhs.uk/wp-content/uploads/2015/04/equal-hlth-in>

Driving Vehicle Licensing Authority. Available at

<https://www.gov.uk/.../organisations/driver-and-vehicle-licensing-agency>

Driving eyesight rules - GOV.UK

www.theukrules.co.uk/rules/driving/licences/eyesight-requ

APPENDIX 1 - Driver Handbook