

Standard operating procedure for Driving and Care of Trust Vehicles for the Southampton Oxford Retrieval Service

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Description	To outline staff and trusts responsibilities when it comes to driving and maintaining trust vehicles		
Level and type of document	Level 2: applicable to a specified department, care group or division Standard operating procedure – controlled document		
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List related documents / policies (do not include those listed as appendices)			
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1 Version control

Date	Author(s)	Version created	Approval committee	Date of approval	Date next review due	Key changes made to document
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3 Introduction

The purpose of this document is to draw attention to certain aspects of driving and vehicle care which will result in reduced accidents and lessen risk to patients, other road users and Trust personnel. Reference is made to the Ambulance Emergency Response Driver's Handbook (AERDH) and the Highway Code (HC) in this document. Copies of these publications are available from the Technologists office, and staff must maintain a sound understanding of the relevant documents appropriate with their level of training and duties.

It must be emphasised that if staff receive a Notice of Intended Prosecution (NIP), or they receive any points to their license they must inform their Manager immediately. This is a legal requirement and failure to comply could result in claims involving the individual being void and that individual becoming personally liable. Throughout this document, the term 'Trust vehicle' refers to any vehicle owned, hired, leased or borrowed by the Trust. Trust vehicles engaged on normal non-emergency duties must, always, comply with all legislation and the Highway Code. As with the Official Highway Code (Revised 2023 Edition) where the words **MUST** or **MUST NOT** are used within this document, they refer to a specific legal requirement. Failure to do so would mean the driver is committing a criminal offence or a deviation from Trust policy and would be open to prosecution or internal action, or both. The wording **SHOULD** or **SHOULD NOT**, and **DO** or **DO NOT** refers to advice to be followed to maintain the required standards. Failure to do so could be used to assist in determining accountability should an incident, collision or complaint occur.

4 Scope

The principles of this policy apply to all staff members driving Trust vehicles. Certain sections or information within this policy will only be applicable to trained staff who have undertaken a level 3 certificate in Emergency Response Ambulance Driving course.

5 Aim/purpose

To define the appropriate use of trust vehicles within the SORT team, including but not limited to, legal aspects, internal policies and the maintaining of these vehicles by Critical Care Technologists and all members of the retrieval team.

6 Definitions

SORT:	Southampton Oxford Retrieval service
UHS:	University Hospital Southampton NHS Foundation Trust
OUH:	Oxford University Hospital
ACCP:	Advanced Critical Care Practitioner
CCT:	Critical Care Technologist
TCAA:	The Children's Air Ambulance
PCCS:	Paediatric Critical Care Society
HC	Highway Code
AERDH	Ambulance Emergency Response Driver's Handbook
IARF	Internal Accident Report Form
PALS	Patient Advisory Liaison Service
LM	Line Manager
OM	Operations Manager
DSD	Driving Standards Department

7 Driving policy

7.1 Authorisation to Drive Specific Vehicles

Staff **MUST** hold the appropriate DVLA licence entitlement to drive any given vehicle within the Trust and have received the appropriate level of training, assessment or familiarisation.

Only in exceptional circumstances, and with authorisation from the Trust, will a member of staff be permitted to drive a vehicle without completion of the appropriate training, assessment or familiarisation relevant to that particular vehicle. There will be no exemptions from road traffic law on these occasions. Persons using a Trust vehicle without authorisation are uninsured.

7.2 Legal aspects

7.2.1 The vehicle

The driver is responsible in law for ensuring that the vehicle is in a roadworthy condition. At the beginning of each shift or each time during shift a new vehicle is to be used, Trust drivers must check their vehicles to ensure they comply with the law. The following items form the VDI and **MUST** be checked: **BUGLAW**

- Bodywork and number plates
- Under bonnet checks
- Glass, mirrors and windscreen wash and wipers (condition and operation)
- Lights (condition, cleanliness and operation) including emergency lights where fitted
- Audible warning device (horn) including sirens where fitted
- Wheels and tyres (including spare where present) Tread depth 1.6mm across the central $\frac{3}{4}$ section of the tyre and around the entire circumference. Must be free from certain cuts and other defects (check correct fitting if directional tyres) Note; Frontline and other vehicles used for emergency response driving should have their tyres changed at 3mm because of the potential for additional expectations to be placed upon them. It is not permitted to refuse to use a response vehicle if the tyres are worn between 3mm and 1.6mm, but the driver should inform their line manager, supervisor and/or ATS euromaster to arrange for replacements as soon as possible. The correct tyre pressure should be checked and adjusted accordingly if required. It is the driver's legal responsibility to ensure the above safety checks have been carried out at the start of shift and at any subsequent change of vehicle during shift prior to taking the vehicle on the highway.

7.2.2 Spectacles/contact lenses

Drivers who wear spectacles to correct their vision **should** carry, where available, a spare pair at all times. Drivers who wear contact lenses to correct their vision **should** carry, where available, a spare set of lenses or pair of spectacles at all times.

7.2.3 Sunglasses

If the driver elects to wear sunglasses whilst driving the onus is on them to ensure the glasses conform to the legal requirements to maintain clear vision, and allow sufficient light in to see properly. Some sunglasses sold for general use may not conform to the require

standards for driving. The driver should check with their optician prior to driving in sunglasses if they have any concerns regarding the suitability of their sunglasses. As with any medical condition that affects driving, failure to manage the condition or take rectification actions, if required, renders the driver open to prosecution and potentially invalidates insurance. The wearing of unsuitable sunglasses is dangerous and could result in a developing or existing hazard not being readily seen.

7.2.4 Driving Licence checking

The employee is required to present their driving licence for inspection every 12 months as requested or at a shorter interval if required to do so. As with Road Traffic Law, it is the driver's responsibility to ensure their licence details are accurate and the licence itself can be readily made available. It is the drivers' responsibility to ensure they inform their LM immediately of any endorsements to their licence. (See appendix 4 Driving Licence Checks). The responsibility for checking the employee's licence lies with the LM. Continued delay and failure to present a their driving licence, and having allowed a reasonable time to elapse, could result in suspension from driving duties until such time as the licence is presented and checked. It should be noted that the newer photocard licences have a 10-year life (because of the photographic facial image of the driver) and it is the driver's responsibility to ensure their licence does not lapse past this period. Line 4b on the photocard section of the licence gives the date of expiry.

Where a member of staff has 6 points or more on their licence then monitoring will become more frequent and where an individual has 9 or more points on their licence the LM will undertake a risk assessment to identify the most appropriate support and / or action. Any accumulation of points above this total will be assessed on a case by case basis. Should a member of staff lose a necessary entitlement to carry out their job role, HR will be informed immediately.

7.2.5 Fitness to drive

It is the driver's responsibility to ensure they are fit to drive. If you are in any doubt as to your fitness to drive following being prescribed medication or taking 'over the counter' medication, or following a medical event, you **MUST** seek advice from your Doctor or dispensing chemist. Guidelines surrounding medical fitness to drive can be found within the current Highway Code and most recent DVLA Medical Guidance document (www.dft.gov.uk/dvla) and from Occupational Health. Failure to declare any medical reason that precludes the driver from operating a vehicle would invalidate the Trust's motor insurance and render the vehicle uninsured whilst being driven by that person.

Drivers who are required to drive under emergency conditions will have undertaken the higher Group 2 medical fitness assessment (by an appropriately trained Health provider) in addition to the legal minimum standard.

The Secretary of State's Honorary Medical Advisory Panel on Diabetes and Driving has recommended that drivers with insulin treated diabetes should not drive emergency vehicles, however it is for the Trust to decide whether or how those recommendations should be interpreted for their own areas of interest, in knowledge of their specific circumstances. This should be undertaken in conjunction with the Trust's occupational health provider.

Any person who drives on behalf of the Trust, upon recruitment, must satisfy the Trust there are no medical restrictions on their driving licence.

Any employee or volunteer undertaking driving activities on behalf of the Trust must inform the Trust immediately of any health change, eyesight problem or other condition which could impair his/ her ability to drive.

Employees who drive under emergency conditions or who are responsible for transporting patients must inform the Trust via their line manager if they develop any of the medical conditions outlined in the DVLA Group 2 Standards which precludes them from driving.

7.2.6 Removal of driving licence category entitlements for medical reasons

Any removal of licence category entitlement will be dealt with on a case-by-case basis in consultation with the Trust motor insurers, Occupational Health, DVLA Documentation, LM and HR.

7.2.7 Driving Hours

Due to the nature of the work performed, there will be occasions where CCTs have to work beyond their shift times. When this occurs, drivers must have a minimum break of 10 hours between driving shifts.

CCTs must inform their Line Manager (LM) if and when they finish late, and state the time they shall return to driving duty the following day.

Although UHS provides an emergency service and can claim an exemption from the European Union rules on driver's hours, CCTs have agreed to follow the European Union rules for Public Carriage Vehicles which states, "After a driving period of no more than 4.5 hours, a driver must immediately take a break of at least 45 minutes unless he takes a rest period." (See Driving Fatigue Policy).

The CCT is responsible for the safety of all passengers and patients while driving. Should they feel unsafe to continue the journey, due to inclement weather or due to other safety concerns, they have the right to abort the journey on these grounds.

If this occurs they must inform PICU and their LM immediately.

7.3 Speed Limits for Trust Vehicles While Not Under Emergency Driving Conditions

Vehicle	Built-up Area MPH	Single Carriageway MPH	Dual Carriageway MPH	Motorway MPH
Cars and vehicles (including dual-purpose vehicles and car-derived vans up to 2	30	60	70	70

tonnes max laden weight)				
Goods vehicles (not more than 7.5 tonnes maximum laden weight)	30	50	60	70

The above table shows the maximum speed limit for Trust's vehicles where the national speed limits are in force. They apply to all roads unless signs show otherwise and the lower speed limit will always apply.

Trust vehicles **MUST**, at all times, be driven at a speed compatible with safety, passenger comfort and with reasonable consideration for other road users. Trust drivers are governed by the same regulations as other drivers using the road and it is only when engaged on emergency calls that the legal exemption from statutory speed limits can be claimed when and where safe to do so.

7.4 Mobile Telephones

7.4.8 Mobile Telephones

The Road Traffic Act 1988 (section 41D) states the following regarding the use of mobile telephones;

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle.

This means you must not use a device in your hand for any reason, whether online or offline.

For example, you must not text, make calls, take photos or videos, or browse the web. The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in flight mode

7.4.9 Exceptions

You can use a device held in your hand if:

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you're using the device to park your vehicle remotely

7.4.10 Using devices hands-free

You can use devices with hands-free access, as long as you do not hold them at any time during usage. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead.

7.4.11 Staying in full control of your vehicle

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted and you can be prosecuted.

7.4.12 The Trust insists that the above is adhered to and in addition offers the following advice;

7.4.13 Handheld mobile telephones

The vehicle MUST be parked in an appropriate place, the engine switched off and ignition keys removed before the device can be used for any purpose.

7.4.14 Hands free mobile telephones

Whilst the Trust provides and installs hands free car kits for many of its vehicles, the use of these devices by the driver MUST ONLY occur when safe to do so and be kept to an absolute minimum. They MUST NOT be used at any point whilst driving if they distract the driver.

Records relating to the use of the equipment prior to a road traffic collision or reported incident are likely to be investigated internally and possibly by the Police. If usage is confirmed the appropriate action and/ or charges considered. The Trust may consider any breaches of the above standpoint as serious misconduct, which may lead to disciplinary action.

7.5 Non-Emergency Staff Driving Procedures

7.5.15 (Non-Emergency Patient Transport Service (NEPTS) and all other non-emergency driver trained staff)

7.5.16 General

UHS does not permit non-emergency personnel to claim the Road Traffic Regulations exemptions afforded to Emergency vehicles. NEPTS drivers may claim the 'stopping' or 'parking' exemptions listed in the AERDH. If these are claimed the driver must do so safely

and there must be no legal stopping / parking alternative available to the same effect. The Highway Code and Road Traffic Regulations for normal road use **MUST BE** complied with at all other times.

7.5.17 Bus Lanes

The only exemption NEPTS vehicles are permitted to claim relates to the use of the bus lanes and would normally only be claimed should any of their passengers' condition deteriorate and not to claim the exemption may have a detrimental effect on the well-being of the patient.

7.6 Emergency Staff Driving Procedures

You are in a privileged position when driving to or from emergencies, and will be held accountable under the Law for your actions. Never abuse the exemptions. The fact that you may be responding to an emergency call does not mean that there is an automatic right to claim an exemption. YOU, the driver, must always be able to justify the need for the exemption, possibly in a Court of Law.

Emergency Visual Warning devices must be used when allocated to an emergency response and Audible Warning devices (where appropriate and at the drivers discretion) must be used when driving under these conditions.

7.6.18 Activating Blue Lights

The consultant in charge should determine the urgency of the retrieval. There are 2 levels:

Routine - no need for blue lights or sirens, or claiming any exemptions from the Road Traffic Act. This includes "take-backs" and the transport of stable children.

Emergency - need for blue lights, sirens and speed. May claim required exemptions from the Road Traffic Act as necessary.

The consultant should relay this to the CCT who will determine the manner of driving dependent on road conditions, weather conditions, traffic etc. The CCT can overrule the consultant's request for blue lights if they deem it unsafe. Once the team has arrived at the referring hospital and stabilised the patient, the consultant should be contacted again to determine the urgency of the return journey. The duty consultant may also allow the team to activate blue lights if certain factors occur, such as heavy traffic or changes in condition, and the team is required back at UHS urgently, and to not use blue lights and sirens would unduly delay the team.

The level of activation must be documented, **AS WELL AS** the reason.

7.6.19 Exemptions

7.6.19.1 Speed limits/ emergency driving

The driver of an emergency response vehicle being used for ambulance purposes may exceed any statutory speed limit (those governing roads and vehicles) if observance of the limit would hinder the use of the vehicle for its official purpose on that occasion. The

exemption could be claimed when travelling to an emergency call but on the journey to hospital it would not normally be relevant unless the patient's condition justifies the exemption. Doctors and surgeons have commented on **the harm that ambulance staff have caused to casualties by an unsympathetic ride to hospital**, quite apart from the inevitable inability of the attendant to give proper treatment during the journey. The ambulance should always be driven at a speed compatible with the patient's condition.

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

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

'No statutory provision imposing a speed limit on motor vehicles shall apply to any vehicle on an occasion when it is being used for Fire Brigade, Ambulance or Police purposes if the observance of that provision will be likely to hinder the use of that vehicle for the purpose for which it is being used on that occasion.'

Whilst exemption from statutory speed limits exist when engaged on emergency response driving and authorised driver training courses, there still remains an overriding statutory requirement for the driver, and in the case of driving courses the student and Instructor, to maintain safety margins. The exemption afforded to Ambulances does not allow staff to drive at a speed or in a manner, which would amount, to driving dangerously or without due care and attention. The various Police Authorities covering the UHS area of operations are within their rights, under certain circumstances, to view excessive use of speed as dangerous driving and allocate the appropriate proceedings against the driver.

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

UHS would not expect any driver to exceed 85 mph whilst driving on blue lights, except in exceptional circumstances.

UHS staffs **SHOULD** comply with the following absolute limits whilst driving. These standards apply to **all** vehicles including, frontline Ambulances, and Solo Response vehicles.

Statutory Speed Limit	UHS Advisory Limit
20	30
30	45
40	60
50	75
60	90
70	105

These speeds **SHOULD** be regarded as absolute limits and are dependant on all other road, traffic, weather and visibility conditions having been fully assessed and being in the drivers favour. Whilst an exemption from adhering to speed limits exists when engaged on emergency driving, there still remains a statutory requirement to maintain safety margins

at all times, under no circumstances can an Ambulance Service vehicle be driven at a speed or in a manner which would amount to driving dangerously or carelessly.

Where instances come to light that indicate a vehicle has been driven at over the Trust's guidance regarding maximum speeds it may be investigated by the LM.

Remember

You must be able to stop your vehicle, at any given time, in the distance you can see to be clear.

And

No emergency is so great that it justifies an accident. It is far better to arrive late than not at all.

7.6.21 Traffic Signals (*Traffic Sign Regulations and General Directions 1994,*

7.6.21.1 Regulation 33 (1(b))

'When a vehicle is being used for fire brigade, ambulance, bomb or explosive disposal, national blood service or police purposes and the observance of the prohibition would be likely to hinder the use of that vehicle for the purpose for which it is being used, the requirement instead shall be that the vehicle shall not proceed in a manner or at a time likely to endanger any person, and in the case of a red light to cause the driver of any vehicle proceeding in accordance with the signals at the junction to change its speed or course in order to avoid an accident.'

The phrase ***'treat a red traffic signal as a give way'*** means exactly that. There is no exemption whatsoever from a 'give way' afforded to emergency service vehicles. The general public is advised to assist emergency service vehicles, whilst engaged on an emergency call, to react and allow the safe passage of the emergency service vehicle. The over-riding responsibility for safety rests with the emergency service driver at all times.

When approaching a red traffic signal it **MUST** be treated as a 'STOP' or 'GIVE WAY' sign and no attempt should be made to proceed unless the driver is sure the way is clear. On the approach to the red traffic signal consideration should be given to use of the visual and audible warning devices, if they are not already activated. These devices are to alert other road users of your presence and do not give any *'right of way'* to your vehicle. Only when you, the driver, are absolutely certain that you have been observed by all the other road users and they have reacted in the appropriate / required manner can you proceed onto the junction. Progress through the junction with extreme caution and at a speed appropriate to the prevailing road, traffic and weather conditions. Under no circumstances should the vehicle's audible warning devices be used to intimidate or force members of the public over the stop line at a red traffic signal. If the vehicles in front at the stop line have nowhere to go in order to assist you with progress, you should turn the audible warning devices off and position your vehicle 1 – 2 vehicles length back so as not to force the driver in front over the stop line. Audible warnings should be reactivated once the obstruction clears.

If the 'keep left' exemption is available as the most appropriate option audible warning devices are to remain active throughout approach and negotiation of the junction.

In order to comply with the above guidance, your approach speed to any red traffic signal **MUST** be reduced accordingly and in any case no more than a maximum of 20mph.

7.6.22 Temporary traffic signals and Pedestrian crossings

7.6.22.1 Temporary traffic signals

These have exactly the same legal standing as fixed traffic signals. You must be absolutely certain that you are able to negotiate the hazard without causing danger to any other road user. Whilst operatives at roadworks may be signaling you through, it is you the driver who must be satisfied it is safe to proceed.

7.6.22.2 Pedestrian crossings

Owing to the nature and use of these crossings extreme caution **MUST** be exercised at all times on the approach and negotiation of these crossings. You **MUST NOT** proceed until you are completely satisfied that any pedestrians have observed your approach and you have elicited the appropriate response, enabling you to negotiate the hazard safely.

REMEMBER You, the driver, MUST at all times be in a position to give way to the legal precedence of other road users.

7.6.23 Refuges - Passing on the offside (keep left/right signs)

There are occasions when because of traffic or an obstruction, it becomes necessary for a Trust vehicle to pass on the offside of a refuge to avoid delay when engaged **on an emergency call**. In these circumstances, the greatest care **MUST BE** exercised; the onus for ensuring that there is no possibility of a collision or causing harm rests with the driver.

7.6.24 Use of bus lanes

Road Traffic Law permits Ambulance vehicles to use bus lanes when engaged upon emergency calls only. It is at the discretion of the local council, and by written agreement that local bus lanes can be used for any other journey by Ambulance vehicles. Drivers exercising this exemption **MUST** comply with the direction of bus flow lane at all times if claimed, extreme caution **SHOULD** be applied on entering and/or leaving.

7.6.25 Clearways

Trust vehicles are permitted to stop and park on clearways subject to it being necessary to carry out essential duties that could not be done if the vehicle were to be parked elsewhere. It **MUST** be remembered that no driver is exempt from leaving the vehicle in a dangerous position and it is the responsibility of the driver to ensure that the vehicle is not left in such a manner, position or circumstances as would be likely to present a danger to other road users. All precautionary means (e.g. blue lights, rear red flashing lights, flashing beacons or hazard warning lights) should be considered when stopping in potentially hazardous situations.

7.6.26 *Parking within restricted areas surrounding pedestrian crossings (Zebra, Pelican, Puffin and Toucan)*

Ambulance vehicles are permitted to park within the controlled area and on the crossing; subject to the vehicle not remaining longer than is necessary and/or it could not be parked effectively elsewhere. This exemption is to allow ambulance personnel to deal with an emergency and would not be justified for routine non-emergency duties. Justification **MUST** be absolute, as dangerous parking could be a strong consideration in these instances.

7.6.27 *White/Yellow lines*

Parking at or near to double white or yellow lines is permitted subject to the previous clause.

7.6.28 *Floodlights*

White lights, other than reversing lights, are allowed and can be used whilst stationary, to illuminate an incident. These lights **MUST** be extinguished when mobile.

7.6.29 *Stopping the engine whilst parked*

Stopping the engine whilst stationary is not necessary if there are good grounds for not doing so. This should only take place where the crew is working in close proximity to the vehicle. See also Run lock in section 9.0 Vehicle Security.

7.6.30 *Exemptions continued*

- Parking on the offside of the road at night
- Parking on footway/verge/central reservation
- Using audible warnings at night
- Entering a pedestrian precinct
- Motorway regulations

7.6.31 *Non-Exemptions*

There are no other exemptions for the driver of an Emergency vehicle except for those described and listed above, even when responding to an emergency call. The points below are examples of actions where a legal exemption does not exist:

- Careless Driving
- Crossing or straddling a solid white line nearest to you in the centre of the road (other than those occasions listed in the Highway Code rule 129)
- Dangerous Driving
- Reckless Driving
- Dangerous parking
- Driving without wearing a seat belt (see also 'wearing of seat belts' section)
- Using a mobile phone (or similar device) whilst driving or in control of a vehicle
- Failing to obey traffic lights controlling a railway crossing or fire station
- Failing to obey a 'STOP' or 'GIVE WAY' sign **
- Failing to obey a "NO ENTRY" sign**
- Failing to obey a "ONE WAY TRAFFIC" sign

- Failing to stop if involved in a road traffic incident

Note ** unless instructed to by a police officer or traffic warden in uniform.

7.6.32 No Left / No Right Turn and No U Turn signage

Ambulances have no exemption from any of the above restriction. Where a negative order sign is in place to enforce this restriction it **MUST** be adhered to.

7.7 Use of Audible and Visual Warnings

7.7.33 General

At the commencement of each shift (duty) the audible and visual warning devices **MUST** be checked in conjunction with the vehicle daily inspection (VDI).

It is the driver who holds full responsibility for the use of all emergency warning devices.

Visual warnings (blue lights) and alternate flashing headlights are provided to assist the vehicle in achieving maximum progress when responding to emergency calls or when conveying a patient to hospital, and the audible warning should be used at the driver's discretion. The blue lights may be left on if required to protect the scene and alert other road users of the potential hazard if considered to be necessary.

Alternate flashing headlights would not normally operate when the vehicle's dipped beam headlights are on, on some older vehicles this may not be the case and in these instances they are not to be used in the periods where headlights are required, as their use is likely to be confusing to the general public and could very well be seen as an invitation to pull out in front of the vehicle.

The manual flashing of the headlights MUST not be used during emergency driving, day or night.

The use of audible warnings at night (2330-0700) is only permitted in built up areas, if essential to the safety of the vehicle and surrounding road users.

The 'bull-horn, where fitted, MUST NOT be used as it is viewed as aggressive and intimidating. The other siren tones should be used on the approach and negotiation of hazards, coupled with appropriate speed, positioning and sound driving plans for the situation.

Some Trust vehicles are fitted with alternate flashing rear facing red lights, these are to be used to make the vehicle as conspicuous as possible when stationary at scene and **MUST NOT** be used at any other time.

The audible and visual warnings are not to be used when returning to a base or engaged in a non-urgent journey unless the patient's condition deteriorates. If this is the case, and audible and visual warnings are used, the crew must inform the duty consultant. This can be done retrospectively having arrived at hospital if required; this decision would be determined by the patient's condition.

The rear facing blue (and red where fitted) lights and hazard lamps should be kept on for protection whilst stationary at any incident. Front facing emergency lighting should be extinguished once parked at scene as it can cause unnecessary problems and distractions to drivers on the opposing carriageway. At the scene of a Major Incident please refer to the Trust's policy regarding this subject.

- *However, when dealing with a motorway incident, where the incident is adequately protected by Police, Fire and Rescue or Highways Agency vehicles and/or cones, all the visual warnings are to be switched off.*

These devices are to protect you, other road users and pedestrians. Do not assume you can be heard, it is essential to control your speed whilst using audible warning devices.

7.7.34 Following other emergency vehicles whilst responding on emergency

UHS or SCAS do not carry out any training in 'escort' or 'convoy' driving and as a result staff should not carry this practice out. There may be occasions where a UHS vehicle responding to an emergency call travels on the same route and in close proximity to another emergency vehicle also responding under emergency conditions. If this situation does occur the following vehicle **MUST** increase their safety distance from the vehicle in front and change the audible warning tone so not to coincide with the lead vehicle. It is appreciated that you may not be able to hear the tone being used by the lead vehicle and it is therefore recommended that you alternate tones on a regular basis. It is important to remember that the public may not recognise that there is more than one vehicle responding to an emergency in their vicinity. Both drivers must be aware of the possibility of the onset of 'red mist' or any elements of competitive driving entering their thoughts whilst engaged on the drive - these **MUST** be avoided at all costs.

7.7.35 Police escorts from scene.

Following consultation with both Hampshire Constabulary and Thames Valley Police, the Trust has made the decision that it's staff will no longer request Police emergency driving escorts for any of its vehicles. This decision has been reached having considered the following factors;

- Neither party is trained in its execution
- Relative infrequency of the need to request this activity
- Dangers of multiple emergency vehicles travelling together
- The increase in visibility and size of modern ambulances
- The increase in effectiveness of both visual and audible warning devices on modern ambulances

When responding to emergency calls at some larger establishments (e.g. airports, ports, HM Naval Base Portsmouth) the establishment may provide advice surrounding any specific lighting requirements whilst under their jurisdiction. A guide or 'pathfinder' may also be provided to assist with the route to scene. If you need to drive on airport grounds for an air retrieval, the amber Airport Beacon should be illuminated. The guide should be followed at a safe distance and caution must be applied. Upon returning to the public highway the guide **MUST NOT** be used as an escort.

REMEMBER

*When using blue lights and audible warnings you remain responsible under Road Traffic Law for your acts or omissions. The fact that you were responding to an emergency or major incident will not be a defence in law. **Any misuse of these devices may lead to formal disciplinary action being taken.***

7.8 General Guidance

7.8.36 Smoking

It is forbidden to smoke inside any Trust vehicle or within close vicinity. It does not portray a professional image and there is a serious risk of explosion due to the close proximity of medical gases.

7.9 Reversing - Double manned/single manned vehicles

7.9.37 Double manned vehicles

Prior to reversing, the driver and attendant/passenger must agree a safe path for the vehicle to take. The attendant/passenger should act as guide wherever possible, and the vehicle is not to be reversed until he/she has checked that the area into which the vehicle is to travel is clear. He/she is then to stand in the position from which they can best be seen and heard by the driver in their nearside mirror. Verbal instructions alone are inadequate as the vehicle engine or other noise may drown them out. When the attendant's/passenger's view is restricted from the front or side of the vehicle, he/she should take up a position towards the rear of the vehicle; eye contact must be maintained between the driver and attendant/passenger. The attendant must not position themselves between the reversing vehicle and a static object (wall, post etc). Where the attendant is working with the patient and cannot assist, the driver should continue single manned and should attempt to elicit assistance from any available and appropriate person at scene.

Any reversing camera available **MUST NOT** be relied upon in isolation but is to be used as an aid to the driver. Should a collision occur whilst reversing, the camera / or faults within its functionality cannot be sited as mitigating circumstances.

7.10 Refuelling of vehicles

Attention is drawn to the hazards involved in over-filling fuel tanks. A rise in temperature or a change in gradient could cause spillage, creating a reduced grip on the surface area of the spill and a fire hazard. Care must be taken when refueling not to overfill the tank. Disposable gloves should be worn in the interest of Health and Safety of employees. Each year there are incidents of vehicles being incorrectly refuelled. Should an error of this nature occur, staffs should not start the engine as this will seriously compound any damage caused and could ultimately result in irreparable damage to the engine. They must then contact Hampshire Fire and Rescue Service (HFRS) via the numbers in the folder to arrange recovery, and the person who fuelled the vehicle must complete and submit an internal accident report form (see section 10.0).

The vehicle must be refuelled after retrievals. This is to ensure the retrieval team is prepared to respond to any referral without the need to first refuel.

7.11 Wearing of seat belts

Drivers and all passengers in Trust vehicles are required by law to wear front seat belts if fitted and suitable. In cars and ambulances, rear seat belts must be worn if fitted. There is no exemption in law for not wearing seatbelts for ambulance purposes. The decision to remove a seatbelt to facilitate clinical management or to deal with some other matter that poses a serious and imminent danger is the responsibility of the individual following a dynamic risk assessment. The decision to remove the seatbelt in a moving vehicle will be made after asking the driver to stop first. The driver will stop at the first available and safest point; the hard shoulder of a motorway is not considered to be safe, and the vehicle should continue to the next exit or motorway service area if this is at all possible.

If the decision is made to remove a seatbelt, your lack of restraint must be communicated to the driver. On being made aware of the clinician (or other) being unrestrained in the rear of the ambulance, the driver must look for a safe place to stop as soon as possible. The driver may need to adapt their driving style before they stop and any anticipated significant changes in acceleration, braking or direction must be communicated to the unrestrained passenger in plenty of time. Additional circumstances where a seatbelt does not legally require to be worn are very rare and would only be from the following list:

- If you are driving a vehicle and are carrying out a manoeuvre which includes reversing
- If you have a valid medical exemption certificate verified by the Trust
- If your seat belt has become defective on your journey and you are en-route to have it repaired.

The responsibility for wearing a seat belt rests with each individual if over the age of 14. Patients transported on the retrieval trolley should be restrained with the following straps/belts dependent on weight:

- | | |
|--------------|---|
| 0 – 8Kg | Baby pod, diagonally crossed straps and vacuum mattress. |
| 4.5 – 45.4Kg | Pedi-mate – 3-point harness. |
| Over 20Kg | Adult straps – 4-point harness. Use extra belts as necessary. |

Care should be taken when alighting from a vehicle that any seat belt has returned to its holder and it is not causing an obstruction.

7.12 Equipment carried within Trust vehicles

Any significant portable equipment that could act as a projectile in the event of a collision must be adequately secured within the vehicle. If this is not possible the equipment cannot be transported.

Adequate means of securing staff, patients and escorts will be provided, so far as is reasonably practicable, on all Trust vehicles. Seatbelts, safety harnesses, child restraints and booster seats must be used where necessary and appropriate, unless impractical to do so, e.g. such as due to clinical interventions.

7.13 Rough ground

Every effort must be made to avoid driving a Trust vehicle across soft ground. This may well cause damage to property (playing fields etc.) and could result in the vehicle being bogged down. When property is entered, all reasonable instructions of the owner/inhabitant should be accepted. Steps must be taken to avoid damage to any premises or property consistent with the assistance to, or recovery of, the patient. If it is necessary to negotiate prepared turf to reach a casualty, and driving over the area is likely to cause damage, staffs should approach the patient on foot. When attending public sites such as playing fields, you may be offered advice from bystanders as to the state of the surface. YOU the driver are solely responsible for the safe entry and exit of the vehicle and as a result **MUST** be entirely sure that this can be achieved.

If you are unsure about the surface do not commit the vehicle until a survey has been completed. Always search for an alternative to taking / parking your vehicle on anything other than hard standing.

7.14 Recovery and/or towing of Trust vehicles

The recovery and/or towing of Trust vehicles can only be carried out by trained and authorised personnel. These activities carry a high level of often overlooked or unforeseen dangers and risks and require specialised training to perform them safely.

7.15 Traffic calming measures

Consideration must be given to the speed and manner in which traffic calming measures are negotiated. The driver's considerations must be the comfort of any passengers/patients, and the stability and mechanical well-being of the vehicle.

7.16 Driving/attending incidents on a motorway

Special instructions must be followed for driving/attending incidents on motorways. Drivers must familiarise themselves with these instructions, which are contained in the AERDH. Additional information regarding attendance at a motorway incident can be found in the Police Motorway Manual (information only).

7.17 Use of the hard shoulder

If the situation warrants use of the hard shoulder (see AERHD) this **MUST** be done whilst exercising extreme care and **speeds should never exceed 20mph**. Where traffic is stationary visual and audible warning devices **MUST** be used.

Specific dangers surrounding use of the hard shoulder include;

- Debris / segments of shredded tyres, stones, litter etc
- Occupants of stationary vehicles exiting to 'see what is going on' and entering the hard shoulder on foot
- Drivers stationary in lane 1 becoming impatient and turning into the hard shoulder without carrying out safety checks

Where traffic is slow moving the use of the hard shoulder should be as above, but audible warnings should not be used.

7.18 All Lane Running Motorways (ALR) also referred to as Smart Motorways Normal driving conditions

The Trust's logistical area of responsibility now includes sections of Smart Motorways. This is likely to increase over time due to the effective traffic management opportunities this provides. For information surrounding normal driving on these sections of highway see www.gov.uk/government/collections/smart-motorways.

7.19 Positioning of vehicle (non-motorways)

When attending an emergency call the driver must position the vehicle with their safety and the safety of the vehicle as their priorities. Where possible, the vehicle should be positioned so that it is clearly visible to other road users and if possible to offer protection to the scene, however it is not the driver's place to use the vehicle as protection of the scene if safety is compromised in any way. It is desirable that the vehicle should be positioned in the 'move off' position before loading the patient. This does not necessarily mean manoeuvring the ambulance into position before attending to the injured, but delays and incidents are more likely if the driver attempts to turn the vehicle around unaided, particularly at night in a place with restricted areas of manoeuvrability.

7.20 Interior vehicle cleanliness

Reasonable effort should be made to ensure the interior of the vehicle is kept clean and as far as possible germ free during use. These efforts should not only be confined to the patient-carrying saloon of the vehicle, but should also include the cab of the vehicle in order to prevent the spread of infection and germs unnecessarily. Disposable gloves should not be worn whilst driving as they could spread germs and may affect the driver's control of the vehicle. The vehicle is to be cleaned with an actichlor solution after any infection control isolated patient has travelled in it, and in any case on a weekly basis. This includes cleaning all surfaces and mopping the floors.

7.21 Exterior vehicle cleanliness

It is extremely important that ambulances are kept clean as the visibility of a marked vehicle's livery forms a fundamental safety feature. Whenever possible, UHS vehicles displaying Battenberg livery should be kept clean in order to maintain the effectiveness of this safety feature. All other UHS vehicles should be kept in a clean and presentable condition in order to present a professional image to the public. Windows, lights and number plates MUST be kept clean in accordance with Road Traffic Law.

7.22 Driving through standing water and fords

The following information and advice is provided for all UHS staffs that may encounter standing water whilst driving, it includes travelling through fords and during periods of flooding.

The over-riding advice regarding driving through standing water and fords is 'do not do it if it can be avoided'.

If the driver deems the manoeuvre necessary, as no other route is available, then they MUST complete a dynamic risk assessment prior to embarking on the manoeuvre. This MUST include a visual inspection of the hazard, taking into account any visible marker posts. If the driver is unsure as to the safety of the manoeuvre they should not attempt to carry it out. Driving at speed into standing water that is more than a few centimetres deep

can have dramatic effects - it could initially almost feel like driving into a brick wall with a dramatic reduction in speed and possibly loss of control. This is why it's especially important to watch your speed on roads where there might be standing water. The mixture of speed and standing water can cause the tyres to lift from the road surface (aquaplaning) and this feels exactly like skidding across sheet ice, with total loss of steering control. If this occurs, lift off the accelerator and keep your steering straight. When grip is resumed, reduce speed with deceleration and gentle braking. Extra consideration to the possibility of aquaplaning occurring should be applied when travelling on motorways, dual carriageways or on roads around inclines or declines.

If you intend to drive through a flooded section of road or ford, your first task is to check the depth of the water. In normal vehicles you should not attempt to drive through water that is more than about 30 centimetres deep (roughly around the centre of a car's wheel). Take special care if the water is fast moving - even 30 centimetres depth of fast moving water could lift your vehicle from the road surface. After driving through a flooded section of road or a ford, as soon as safe to do so, test your brakes (whilst still driving slowly) and be prepared to dry them off by touching the brake pedal very lightly with your left foot whilst gently accelerating.

7.23 Vehicle Security

7.23.38 Vehicle Data Recorders (VDR) and In-vehicle CCTV

Information surrounding CCTV devices can be found within the Trust's Security policy.

The newer PICU ambulances have CCTV recording both front and rear images. The purpose of this is to provide a detailed picture to back up the VDR information should an incident occur. There are no cameras recording an inside view of the vehicle. The rear camera also operates as a reversing aid, but should not be relied upon (see section on reversing).

A VDR is a permanently installed electronic device that has the capability to record and store selected driving data relative to the vehicle should it be involved in a collision or incident. Data includes speed, operation of brakes, forwards and sideways acceleration, operation of lights and emergency warning equipment.

The data stored by the VDR can be downloaded onto a computer and subsequently analysed to a number of levels, depending on the seriousness and circumstances of any incident.

The data stored will provide high quality, reliable and independent data, which will help to indicate how a vehicle was being driven at the time of any collision/incident. This evidence has been successfully used to refute any allegations against ambulance drivers. However, it can also substantiate any such allegations.

The data from a VDR will assist the investigation of any collision.

7.23.39 Stopping and leaving the vehicle

Once a safe and convenient stopping position has been chosen, the handbrake **MUST** be applied fully, the engine and unwanted auxiliaries should then be switched off and the seat

belt neatly secured. An automatic gearbox should be left in 'P' position and with a manual it may be desirable to select either first or reverse gear when parking on a gradient. The vehicle should be properly secured if it is to be left unattended. All reasonable precautions must be taken to ensure the safety of the vehicle and its equipment and to prevent it being driven away by unauthorised persons.

'Run-lock' has been fitted to new UHS vehicles. Once at scene, press the 'run-lock' button, this allows the engine to remain running and the ignition key to be removed, the engine will automatically cut out should the handbrake be released. This option should be used when emergency lighting is required at scene. On all occasions when a vehicle without 'run-lock' fitted is left unattended, the engine must be switched off and the ignition key removed. Keys should not be removed from the ignition when at a major incident.

Ensure that the vehicle doors are closed when you are not working in close proximity of the vehicle. Please note, the locking facility on some vehicles may not function when 'run lock' is activated.

7.23.40 Securing of vehicles

Vehicle doors are to be properly fastened to ensure they do not open whilst the vehicle is on the move. In no circumstances may an ambulance vehicle be moved with any doors open. Equipment must be properly secured to avoid injuries to passengers. It is the responsibility of the driver to ensure that the rear step is in the up position and that all doors are closed before moving off.

7.23.41 Transport of Animals by Trust Vehicles

Animals are not to be transported in Trust vehicles except if they are registered disability assistance animals (guide dogs, hearing dogs etc).

7.24 Incident Reporting Procedures

(See Appendices)

The Trust supplies each vehicle with an 'Accident Pack' that contains relevant information, forms and advice following a road traffic collision. This pack contains;

- **Internal Point Allocation Notification Form**
- **Internal Incident Report Form**
- **Vehicle Incident Information Card**

Replacement documents can be found and printed from the appendices in this policy.

7.24.42 Duties of drivers

Drivers of Trust vehicles are under the same legal obligations relating to road traffic incidents as any other driver.

There are no exemptions, which may be claimed regarding road traffic collision reporting.

Road Traffic Act 1998 - Section 170 states;

When, owing to the presence of a mechanically propelled vehicle on a road, an incident occurs causing injury or damage to:

- *Any person (other than the driver of that vehicle)*
- *Any vehicle (other than that motor vehicle or trailer drawn thereby)*
- *Any animal (other than an animal in, or on, that motor vehicle or trailer drawn thereby) for the purpose of this act, 'animal' means sheep, horse, ass, goat, pig, cattle, mule or dog.*
- *Any other property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated or land adjacent thereto.*

The driver commits an offence if he/she fails:

1 - To STOP

2 - To give, on request of any persons having reasonable ground for doing so:

- His or her name and address
- The vehicle owner's name and address
- The registration make of the vehicle
- Insurance details for injury incident

7.24.43 Definitions

Any vehicle - a vehicle includes a pedal cycle, but does not include damage to your vehicle or a trailer drawn thereby. Injury to persons - injury has been held to include shock and a nervous hysterical condition, but also actual bodily harm. It does not include injury to the driver.

Notes

The responsibility for compliance with the legal requirements is the drivers and may not be delegated to any other person, such as the attendant. The driver of the vehicle cannot make a claim for damage to their own property or possessions resulting from their acts.

7.24.44 At scene

There is no legal exemption from leaving the scene of a road traffic collision (RTC), even when engaged on an emergency call. PICU should be informed immediately following an RTC in order to allocate another vehicle, if available, to the original call. Insurance Information Cards (Appendix 3) are on each vehicle (within the black folder). These are to be completed by the driver following an RTC and the bottom half of the form passed to the third party. This is to reduce the amount of time and possible confusion at scene. Whilst drivers can become stressed or agitated following an RTC, no matter what the circumstances or provocation UHS staff **MUST NOT** admit to liability at scene.

7.24.45 Reporting to police

Should the driver be UNABLE to give the required information (the person has been injured and would not comprehend the information; the owner of the animal or property is

not present) then the driver **MUST** report the incident to a police constable or at a police station as soon as possible and, in any case, within 24 hours.

NOTE

The word 'unable' means just that. If you do not wish to give the information, for example, the person is argumentative; you would have committed an offence notwithstanding subsequent reporting to the police. Should the owner of a vehicle or property not be available, the driver must wait a reasonable time to enable any interested party to arrive at the scene. The law does not state what 'a reasonable time' is, but the driver must be able to justify their actions at a later date if required to do so. 'As soon as possible' means without avoidable delay. To report at the end of your shift might not be as soon as possible. 24 hours is the absolute maximum permitted period.

7.24.46 UHS vehicle incidents

A UHS vehicle incident is defined as any incident involving a motor vehicle owned, hired, leased or borrowed by the Trust, being driven by a member of staff or an authorised user, or that the presence of the Trust vehicle could be considered as a contributory factor to an incident.

7.24.47 Reporting (general)

It is the responsibility of the driver or attendant of the vehicle involved in the incident to ensure that PICU are apprised of the ongoing situation regularly. It is the driver's responsibility to comply with the legal reporting procedures as stated in the Highway Code rules 286 and 287, Road Traffic Act 1988, Section 170 (above). Whenever a serious incident occurs, or extensive previously unreported damage to a Trust vehicle is found; the LM will investigate the incident.

7.24.48 Fatal or serious incidents

The CCTs LM and PICU Consultant will be informed by the CCT in cases of serious incidents, fatal or serious injury to any person involved in the incident. The driver will be immediately suspended from driving. A letter, written by the suspending LM, to the driver confirming this action within 3 days, should follow up this driving suspension. The suspension will remain in force until the LM has investigated the incident to the appropriate level. Should an incident of this nature occur, a representative from South Central Ambulance Service (SCAS), normally the Driving Standards Manager, will attend any meetings and advise on the investigation as required.

7.24.49 Previously unreported damage found

A member of staff finding damage to a Trust vehicle during the pre-drive inspection that has not been previously reported will immediately inform their LM. Failure to do so could result in the last recorded driver being held responsible for the damage.

7.24.50 Criminal damage to Trust vehicles

When there is a reason to believe that damage found is the result of a crime, the reporting member of staff will ensure that the incident reporting procedure is followed and the crime is reported to the police and a crime number obtained (URN – Unique Reference Number).

The damaged should then be reported via the normal vehicle incident process using the appropriate report form.

7.24.51 *Alleged or Inferred mechanical defects resulting in an accident or collision*

Where an alleged or inferred mechanical failure or defect has been sighted as a causational factor in an accident or collision, the police may impound the vehicle. If this is not the case the vehicle must be held at the SCAS workshop until an inspection can be carried out.

7.24.52 *Suspected defects to Trust vehicles following an incident*

Where the vehicle is suspected to have a defect rendering it un-roadworthy following an incident, that vehicle must be recovered and removed from service and it will be the responsibility of the CCT to ensure that an appropriate mechanical inspection takes place as soon as practically possible and reports their findings before the vehicle can be returned to service.

7.24.53 *Persons injured whilst travelling in, operating or being loaded/unloaded from a Trust vehicle*

The Trust's Incident and Reporting procedures **MUST** be complied with as these types of incidents are covered under the Motor Insurance policy in the first instance. The NHSLA may become involved dependant on the incident. The LM will handle the incident in the first instance.

7.24.54 *Adverse Event Report forms*

AER forms should only be completed and submitted to the risk team for motor vehicle incidents if either of the circumstances below are apparent;

- Incident has resulted in a personal injury
- Incident involves either a known or inferred mechanical defect or failure

7.24.55 *Internal Incident Report forms*

For every incident in which a Trust vehicle is involved, the relevant IIR form must be completed. If the incident involves a personal injury an AER form must be completed in addition to the above. These are to be distributed as follows:

Insurance Report Form – LM and CCTs personal file
AER Form – Submit to Risk Department

All forms must be completed in BLACK INK. The details required on the forms are fairly straightforward. It is important that a detailed sketch of the scene is given, one before and one after the incident, and all details on the form are completed as fully as possible. Statements should be clear and concise but with as much relevant detail as possible. If there is insufficient room on the incident report for all the details, use an additional sheet of paper. If this is done, the relevant section should be marked "see attached sheet". The relevant section letter should be shown on the attached sheet for ease of reference. Verbal admissions by other parties to the incident should be shown in the statement in block letters and in inverted commas, e.g. "I'M SORRY, IT'S ALL MY FAULT".

7.24.56 Practical implications

If involved in an incident, however slight, **STOP**:

- Inform PICU
- Attend to any injured people
- Give particulars if possible (Appendix 3) and attempt to obtain particulars from third party
- NEVER offer, or agree to a cover-up agreement; this could be interpreted as an admission of guilt
- Obtain all relevant details, especially of independent witnesses, and complete an IIR form, also making a sketch of the scene of the incident, whilst on scene if possible.
- Statements - on no account make any statement, verbal or written, to any non-UHS person, which could be interpreted as an admission of liability or responsibility at a later stage.
- No statement should be made to the police at the scene, or later at a police station, unless there is a UHS manager present or a manager directs otherwise.
- Any document received by a member of staff relating to an incident involving a Trust vehicle (i.e. letters from insurers or third parties, police notices, witness statement forms etc.) must be forwarded to the LM without delay.

7.25 Incident Investigation and Adjudication Process

7.25.57 Serious incident investigations

If a serious incident occurs involving a Trust vehicle, the LM will investigate the incident and produce a full and detailed report. All correspondence and contact between the Police and other interested parties MUST be directed through the LM. The investigation report will include an assessment of whether the incident should be adjudicated as 'accountable' or 'not accountable' with regards to the liability for the incident. An incident will be assessed 'accountable' where the larger proportion of accident cause accrues to the member of staff. Where no, or minimal cause is apportioned to the member of staff, the incident will be recorded as 'not accountable'.

ALL INCIDENTS, NO MATTER HOW TRIVIAL, MUST BE REPORTED

7.25.58 Less serious incident investigation

For less serious incidents there will not normally be a need to carry out a full investigation, the incident report form will usually suffice in the allocation of liability. Should the report form not contain enough information the LM may request additional information from the

driver to determine accountability. Where the adjudication is not agreed, an appeal must be lodged with the OM.

7.25.59 Suspension from driving duties

Where the LM suspends the driver from driving duties, they must inform Human Resources. This MUST be instigated if they believe that to allow the employee to continue driving would represent an unnecessary and unacceptable risk to the Trust.

The suspension will apply until:

- The LM carries out an investigation to the appropriate level as soon as possible (where the suspension remains in force it will be reviewed in accordance with HR Policy)
- All recommendations from the above report have been successfully completed or rejected / deferred by the Manager receiving the report.
- The investigation report has been presented at the appropriate panel hearing and the panel have over-ruled the suspension
- The OM over-rules the suspension

7.25.60 Removal from driving duties

If it is the opinion of the driver's LM that an employee should be removed from driving duties, a detailed account of how and why the decision has been reached must be produced without delay. Obviously to instigate this sanction will have serious implications surrounding the terms of the employment of the employee, so should not be taken lightly.

7.25.61 Assessment of driving

When a member of staff is referred for an assessment of their driving skills, they will be referred to a SCAS IHCD Driving Instructor. Any recommendations made by the Instructor will be discussed with the employee and a corrective action plan agreed and implemented.

7.25.62 Reinstatement

A driver who has been suspended from driving duties may be directed to take an assessment before reinstatement. In addition to the driving assessment, they may also be required to undertake a written test and any other assessment process as deemed necessary to address the cause(s) of the original incident(s). Any member of staff suspended from driving duties can only be reinstated after consultation with the LM or for any of the conditions bullet pointed above (Suspension from driving duties). In cases where the LM and the OM cannot agree on the reinstatement of a member of staff, the matter will be referred to the Care Group Manager or other appropriate Director for adjudication and resolution.

7.25.63 Extended periods of absence from the driving role

Any driver who has been absent from driving duties for any reason for a consecutive period of **6 months or more** must undergo a driving assessment commensurate with the level of training they have received prior to their absence, or in cases where no training has been received they must demonstrate compliance with all the relevant laws, regulations and procedures applicable. The member of staff will not be permitted to drive trust vehicles until this assessment has been completed. The assessment must be carried out as soon as reasonably practicable following notification of the employee's intended

return to duty. It must be carried out by an IHCD Driving Instructor and should be conducted in a vehicle similar to that which the member of staff would be expected to be using during their normal working shifts. The Instructor will complete the appropriate SCAS Driving Assessment Form.

Where necessary, the Instructor will also complete an attachment sheet detailing any information deemed to be relevant regarding the drives. If the driver can consistently demonstrate the required standard the Instructor will inform the employee's direct LM and a copy of the completed paperwork will be forwarded to them. If the driver is unable to demonstrate the required standard during the day then a remedial action plan will be created, suitable to address the areas of concern. This should be delivered as soon as is reasonable practicable and fully documented. All documentation related to the drivers assessment and subsequent remedial training, if appropriate, will be sent to the LM.

7.26 Disqualification from holding a driving licence

The policy applies to all members of UHS for whom the possession of a current driving licence is a pre-requisite to employment and driving continues to form an integral part of the duties of their post. If a member of staff is disqualified from driving, it follows that they will effectively breach their contract of employment and unless there are exceptional mitigating circumstances, a disciplinary hearing may result in their dismissal from the Trust in accordance (See also appendix 4 Driving Licence Checks for additional information surrounding driving licences).

7.26.64 Notice of Intended Prosecution (NIP)

If, as a result of an incident or alleged motoring offence committed on or off duty, you receive a Notice of Intended Prosecution (NIP), you must report it immediately to your LM. An NIP has to be served within 14 days of any alleged motoring offences (but need not if it results from involvement in a road incident). Should the Trust receive an NIP relating to an offence committed whilst not entitled to claim a legitimate exemption, the driver's details will be passed to the authorities in line with the Road Traffic Act 1988 section 172. The Trust will notify the member of staff in writing that this process has taken place.

Should you be a member of a trade union, you may qualify for help in making legal advice available to you or you are, of course, free to consult a private solicitor at your own expense. Alternatively, if your trade union cannot help you in this regard, your employing Trust's solicitor may assist, if in the circumstances of the case it is appropriate for your employing Trust to provide support and there is no conflict between the Trust's position and that of the Trust's driver concerned.

7.26.65 Reporting of previous incidents to insurers

Any previous incident(s) a driver has been involved in should be detailed on the insurance incident report form if requested to do so. This includes the driver's personal motor insurance policy should they have one. This process works in reverse as well i.e. 'At work' road traffic incidents are reportable to your private motor policy provider. This stipulation is included in the vast majority of motor insurance policy conditions and failure to comply could result in the insurers withdrawing cover, even after a claim has been submitted.

7.26.66 Court proceedings

You must inform your manager immediately of any legal action or criminal charge following an incident whilst on or off duty. This should include the receipt of any documents relating to a prosecution, or intended prosecution, and the resultant decision of the Court. It is anticipated that trust staff summonsed in respect of traffic offences whilst on duty may seek to be represented by the Solicitor of their trade union. If representation in this way is not possible and the circumstances are such that the Trust may wish to become involved, the LM should be asked to enquire whether assistance could be obtained.

Should a serious criminal charge be raised against an employee for a driving offence, the Trust would normally maintain a full driving suspension until such time as the Police / CPS had reached a decision, and if deemed appropriate the case had gone through the Court system. Only under exceptional circumstances would this suspension be lifted prior to completion of the legal process.

7.26.67 Poor driving standard reports / complaints

Where incidents of poor driving by UHS personnel are reported, even though no collision or damage has occurred, the incident will be investigated and, if proven will result in the appropriate action being taken. This process will normally be brought to the Trust's attention via the PALS team, who will respond to the complainant in the first instance to acknowledge the complaints observations without judgement. They must then promptly pass all details to the LM who will carry out the appropriate investigation. Once completed, the LM will advise the PALS team of the outcome.

Courtesy, patience, concentration and anticipation are essential ingredients of good driving. At all times make sure that your patients and the general public benefit from your skills and that neither they nor other road users are harmed, inconvenienced or put at risk by your inconsiderate or dangerous actions.

REMEMBER

**THAT NO EMERGENCY IS SO GREAT AS TO JUSTIFY AN INCIDENT -
IT IS FAR BETTER TO ARRIVE LATE THAN NOT AT ALL**

7.27 The Internal Points System

7.27.68 Introduction

Whilst driving marked vehicles, Trust employees are highly visible and considered to be 'professional drivers' and are expected to demonstrate the application of the highest levels of skill, competence and driving ability at all times. This system is designed to assist both the Trust and its employees in the maintenance and management of these higher driving standards. The internal points system has been designed to monitor, analyse and assist in the effective management of the UHS vehicle fleet and its drivers. Its implementation does not affect the position of the Trust where a Trust vehicle is used in a manner that may contravene the law. The allocation of internal points will not be used as an alternative to prosecution.

7.27.69 Allocation of Points

When a Trust vehicle is operated/driven below the standard reasonably expected, having regard to all of the circumstances, then, acting on behalf of the Trust, LM may impose points on an employee's driving record. The LM will decide what reasonable use is and will allocate points. The points are an indication of the driver's historical use of a vehicle and are not in themselves a punishment or a sanction; they are in which the Trust can identify areas where a member of staff may require additional training, support or guidance. The number of points allocated as a consequence of a particular incident will reflect the extent to which the vehicle's use was considered unreasonable, careless or dangerous and will also reflect the actual or potential damage or injury and financial implications resulting.

7.27.70 The Points Table

The LM will allocate points from one category of the table set out below per incident.

POINTS WILL ONLY BE ALLOCATED BY THE LINE MANAGER OR DESIGNATED PERSON IN HIS ABSENCE.

CATEGORY POINT RANGE

Poor Driving Standard	1 - 6
Unauthorised use of vehicle	3 - 6
Poor assessment of hazard	1 - 6
Non-driving incident	1 - 6
Excess speed for circumstances	1 - 6
Dangerous/Inappropriate Overtaking Manoeuvre	3 - 6
Following too close (minor damage)	2 - 6
Driving off road (in a non Off-Road Vehicle)	2 - 6
Grounding vehicle	2 - 6
Poor nearside, offside judgement	1 - 6
Reversing/manoeuvring error	1 - 6
Failure to report AVI to Police (If reportable)	1 - 6

The LM will ensure that records are suitably updated. Having analysed an individual driver's incident history, it will be the decision of the LM to consider the supportive options available to attempt to prevent recurrence.

7.27.71 Point allocation notification forms

Following adjudication on the incident, the following procedure will take place:

1. The LM will send an Internal Point Allocation Notification Form (Appendix 1) to the driver, informing them of any accountable decision following a reported incident.
2. If the driver accepts the decision, the form is signed by both parties and returned to the LM.
3. If the decision is disputed and an appeal lodged, any further evidence must be presented to the OM.

4. This additional evidence will be considered and either the point award rescinded or the complete package passed to the OM for a final adjudication.

7.27.72 Driver History Records

An "incident record summary" of each member of staff will be kept on their personal file. The record will commence when the first driving incident is reported or first driving complaint upheld. It will contain a summary of the incidents and any driving incidents in which the driver has been involved. Whilst points only remain 'live' for a period of 3 years, the driver's full known history could be taken into account when any remedial training plans or support are created.

The Trust has a duty of care to offer support for those who have been identified as being unable to consistently carry out their driving duties to the expected and required standards. However, continued failure to adhere to these standards, especially after successful completion of previous support training, must be viewed as a serious risk to all those affected by the use of a vehicle, not least the driver themselves.

Staff who are deemed to attract a point(s) award within the first 6 months of going into their operational driving role will have this award doubled during this initial period. This is designed and implemented to reflect the heightened risk drivers are exposed to whilst they gain experience in their chosen role and mirrors the time period within the Trust's Probationary Policy.

Any doubled points awarded within the first 6 months will be reduced by half when calculating a staff member's live total after this period has elapsed.

Points awarded having taken into account the available evidence, may be adjusted accordingly should further evidence be made available or discovered at a later date at the discretion of the LM. This is not an event that is expected to occur regularly, if at all, and in order to reduce or avoid the likelihood of it happening it is essential that accident report forms are completed accurately, fully and submitted promptly.

7.27.73 Police interest

Following indication from the Police that they are to investigate an incident or event and the driver is potentially facing a related criminal charge, the process of carrying out an internal investigation will be the responsibility of the LM. All correspondence and contact between the Police and other interested parties **MUST** be directed through the LM. Police requests for information from the Trust in regards to an AVI investigation will be directed to the Trust's Information Governance Manager.

It would be seen as exceptional for the Trust to proceed with internal driver management pathways prior to the completion of any associated criminal driving related charge or other related Police action. This decision will be made by the LM in consultation with HR. Where a subsequent prosecution results in a **'Not Guilty'** verdict, then the SCAS DSM will review the incident, in consultation with HR, and consider any appropriate actions thereafter.

7.27.74 Monitoring Of Service Driving History

The LM will provide an overview of the causation of ambulance incidents and will carry out monitoring of driving incidents.

Analysis of the detailed information included from the database will enable:

- The analysis of trends in driver behaviour and driving standards for the identification of any need for additional or modified driver training.
- Information on the operational performance and suitability of vehicles used by members of staff to be considered by the Health and Safety and Governance Groups.

It must be remembered that the object of the system is to identify training needs, identify unsuitable vehicles or practice and improve upon the standard of driving within the Trust.

7.27.75 Remedial action(s)

Following a review of the driver's history and incident reports, the appropriate action will be instigated.

7.27.76 Discipline

Nothing within this document prevents any Senior Manager or Manager from instigating disciplinary proceedings arising from the operation of Trust Vehicles in order to address serious risks and protect the individual, the Trust or the general public.

7.27.77 Criminal Proceedings Resulting from an Incident or Event

Following an indication from the Police that they are to investigate an incident or event and the driver is potentially facing a related criminal charge, the process of carrying out an internal investigation will be the responsibility of the LM. All correspondence and contact between the Police and other interested parties MUST be directed through the LM.

Where a subsequent prosecution results in a '**Not Guilty**' verdict, then the appropriate OM or LM may review the incident and review any internal actions already taken. The LM in consultation with the OM and HR Department will select a course of remedial action from the list of options set out below. In some cases it may be appropriate to combine two or more options.

7.28 IPS Driver Management Pathway

7.28.78 Restrictions

The LM may impose restrictions on the manner or circumstances in which the member of staff may drive certain Trust vehicles or the conditions they may be driven under.

7.28.79 Training

The driver will be required to undertake an appropriate course of instruction to increase their level of driver training.

7.28.80 Reassessment

The driver will be required to undertake a practical and/or theoretical re-assessment commensurate with their pre-incident level of driver training. Where a driver fails to reach the required standard then remedial training should be considered in the first instance.

7.28.81 Redeployment

The driver may be transferred to an operational environment where the driving requirements are more suited to their skill level. This option will be dependant on a suitable position being available and would involve HR.

7.28.82 Driving Suspension

The member of staff will be suspended from driving Trust vehicles. The suspension may relate to all vehicles or specific classes of vehicles. The LM will specify the type of driving suspension (emergency or all driving). This decision would be influenced by the incident circumstances and any historical incidents the driver may have been involved in.

Reinstatement of driving duties will be subject to reassessment and retraining as listed in previous sections. Obviously, any form of suspension from duty should be viewed as a last resort and the decision to suspend should not be taken lightly. Nothing within these instructions will prevent Senior Managers or Managers from suspending a member of staff from driving Trust vehicles where such action is considered necessary in the best interest of the Trust, the individual concerned, the safety of other road users or where the acts or omissions of the driver could result in a serious incident.

7.28.83 Appeal Process Against Internal Point Award

Since action will be taken in line with this Policy and HR, any member of staff has the right to appeal against the award. They should clearly state, in writing, the reasons for the appeal and should include any supporting evidence with the appeal. The appeal should then be submitted to the LM who will review the incident and allocation of points and will advise of the outcome of the review. If the driver is still not satisfied then all the relevant paperwork will be submitted by the LM to the OM for the final decision

7.28.84 Expired Points

Points remain live for a 3-year period from when the incident occurred. Expired points will automatically be removed from the individual's personal file.

8 Stopping at the Scene of an accident

In the event of a running call, where the frontline ambulance service is not yet in attendance, the CCT will:

- Stop the vehicle safely at the scene of the incident in the "fend off" position, normally beyond the incident for your safety and so you can continue your onward journey. Ensure that the blue lights are on alerting other drivers to the incident.
- Put on Personal Protective Equipment (PPE)

- If it is safe to do so, leave the vehicle and assess the scene.
- Call 999 to request the appropriate emergency services.
- Give an **ETHANE** report:

Exact location: road name/number/motorway marker posts

Type of incident: e.g., road traffic collision

Hazards at scene: power lines, vapours, and spillages

Access and Egress: Best route away from the scene

Number of casualties and severity of their injuries

Emergency services already at scene and required (e.g., additional services required)

Once an **ETHANE** report has been completed, a member of the retrieval team must contact the PICU on call consultant to inform them of the incident.

All other members of the retrieval team must stay in the ambulance until the CCT has assessed the scene and deemed it to be safe. Other members of the retrieval team will assist at the scene if necessary. It is the CCTs responsibility to ensure that the retrieval team are working within a safe environment throughout the running call.

8.1 Scene safety

Scene safety is dynamic and requires continuous evaluation and should be considered in the order: Self >> Team >> Patient

8.1.85 PPE

The following PPE should be worn for ALL incidents;

- Appropriate protective and identifiable uniform
- High-visibility Jacket (With role signage if available)
- Sturdy and protective footwear

The following should be considered depending on the incident type

- Helmets
- Eye protection
- FFP3 facemask
- Gloves

If possible a “buddy” check of PPE should be carried out before entering the scene

8.1.86 Scene approach

- Perform an initial safety assessment while approaching the scene looking for any potential hazards that could harm yourself, the team or the patient
- If responding as a team, approach the scene together
- On arrival, STOP and take 10 seconds to reassess the scene to look for anything you may have missed previously.
- Liaise with anyone else on scene to continue assessing scene safety

If any hazards are present and you do not feel you can deal with them within your skillset or knowledge then you should not proceed and update ambulance control with the situation and that it is not safe to approach.

8.2 When the team have a patient on-board

According to UK law you do not have a responsibility to anyone until you START to treat them, for this reason. If the team must stop when they have a patient on board, the retrieval team have a clear responsibility for the critically ill child already in the ambulance. We advise that the Doctor stays in the ambulance with the child, and the nurse and any additional team members leave the vehicle to render assistance, as per the guideline below.

8.2.87 When the team do not have a patient on-board

If the team are on the outward journey to a referring hospital, follow the above advice to ensure scene safety and ensure the emergency services have been contacted. Once the scene has been deemed safe the whole team may approach the casualty to offer assistance outlined below. The PICU on call consultant must ensure that the referring team are informed of the potential delay of the retrieval team and continue to offer clinical support to the referring team by phone.

Once the frontline ambulance service arrives on scene, any casualties should be handed over using the **ATMIST** model before leaving the scene to continue the journey.

ATMIST is detailed below:

- A** - Age of the patient
- T** - Time that the incident occurred
- M** - Mechanism of injury
- I** - Injuries
- S** - Signs (physiological measurements/GCS etc)
- T** - Treatment administered

8.3 Level of intervention to be delivered at the roadside.

The team members will work within the remit of a first responding Good Samaritan and will deliver basic airway management or first aid only.

- C** - Catastrophic haemorrhage control – application of direct pressure or application of tourniquet if required
- A** - Airway control, administration of oxygen and immobilisation of C-spine
- B** - Supportive ventilation if required using a BVM
- C** - CPR and the use of the on-board AED, if required.

8.3.88 NMC code

The NMC code states you should always offer help if an emergency arises in your practice setting or anywhere else

To achieve this, you must:

- only act in an emergency within the limits of your knowledge and competence
- arrange, wherever possible, for emergency care to be accessed and provided promptly
- take account of your own safety, the safety of others and the availability of other options for providing care

8.3.89 GMC Good medical practice

The GMC Good medical Practice states: “You must offer help in an emergency, taking account of your own safety, your competence, and the availability of other options for care.”

9 Activation of Blue lights when Retrieving a Critically Ill Child

The Southampton PICU retrieval service has its own dedicated ambulances. The CCT team are responsible for operating and maintaining these vehicles. All CCTs on the driving rota are trained to an appropriate standard (IHCD Advanced Driving Certificate or BTEC Level 3 in Ambulance Emergency Driving, or equivalent) and undertake driver refreshers with an accredited assessor (usually South Central Ambulance Service (SCAS)) every two years. All CCTs must have category C1 on their driving licence. CCTs provide a 24 hour, 7 days per week service.

9.1 Activation of Blue lights

The consultant in charge should determine the urgency of the retrieval. There are 2 levels:

- Routine—no need for blue lights or sirens, or claiming any exemptions from The Road Traffic Act. This includes “take-backs” and the transport of stable children.
- Emergency—need for blue lights, sirens and speed. May claim required exemptions from The Road Traffic Act as necessary.

The consultant should relay this to the CTT who will determine the manner of driving dependent on road conditions, weather conditions, traffic etc. The CCT can overrule the consultant’s request for blue lights if he or she deems it unsafe. Once the team has arrived at the referring hospital and stabilised the patient, the consultant should be contacted again to determine the urgency of the return journey. The duty consultant may also allow the team to activate blue lights if certain factors occur, such as heavy traffic or changes in condition, and the team is required back at UHS urgently, and to not use blue lights and sirens would unduly delay the team. The level of activation must be documented, as well as the reason.

9.1.90 Drivers and Responsibilities

The CCTs should be aware of and familiar with the PICU Driving and Care of Trust Vehicles Policy. It details all exemptions and non-exemptions they are entitled to claim, and covers all sections of the driving course they have attended.

Speed limits are covered in the PICU Driving and Care of Trust Vehicles Policy. However it should be noted that Doctors have commented on the harm that can be caused to patients by an unsympathetic journey.

10 Implementation

All CCTs should have a knowledge of this policies and everyone who goes out on retrievals should be aware of some of the key points contained within. This training will be delivered on Retrieval study days and new starter inductions.

11 Roles and responsibilities

All staff who undertake retrievals have a responsibility to do so safely and in a manor that is stated in this document. The care of trust vehicles is the responsibility of everyone however the CCT has overall responsibility of vehicles and the staff and patients while in these vehicles. All steps must be take to ensure this safety.

12 Document review

All Trust policies will be subject to a specific minimum review period of one year; we do not expect policies to be reviewed more frequently than annually unless changes in legislation occur or new evidence becomes available. The maximum review period for policies is every three years. The author of the policy will decide an appropriate frequency of review between these boundaries.

Where a policy becomes subject to a partial review due to legislative or national guidance, but the majority of the content remains unchanged, the whole document will still need to be taken through the agreed process as described in this policy with highlighted changes.

This Driving and Care of Trust Vehicles SOP will be reviewed Three yearly.

13 Process for monitoring compliance

The purpose of monitoring is to provide assurance that the agreed approach is being followed. This ensures that we get things right for patients, use resources well and protect our reputation. Our monitoring will therefore be proportionate, achievable and deal with specifics that can be assessed or measured.

Key aspects of this policy will be monitored:

Element to be monitored	
Lead (name/job title)	
Tool	
Frequency	
Reporting arrangements	

Where monitoring identifies deficiencies actions plans will be developed to address them.

14 Appendices

14.1 Appendix 1

**UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST
PAEDIATRIC INTENSIVE CARE UNIT**

INTERNAL POINT ALLOCATION NOTIFICATION FORM

Date of Incident	
Driver's Details	
Estimated Repair Costs	
Blameworthy	
Points Allocated	
Recommendations	
Action Taken	
Driver's Signature	
Manager's Signature	

14.2 Appendix 2

UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST
PAEDIATRIC INTENSIVE CARE UNIT

INTERNAL INCIDENT REPORT FORM

To be completed for all incidents resulting in damage to Trust vehicles but where no third party, third party property or personal injury has resulted.

Driver's name	
Vehicle Registration	
Incident date	
Incident time	
Incident location	
Damage to vehicle	
Description of incident (Must include speed) Sketch on reverse if necessary	
Name and address of any Witnesses	
Signed	
Dated	
Line Manager (Signed)	

14.3 Appendix 3

**UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST
PAEDIATRIC INTENSIVE CARE UNIT**

VEHICLE INCIDENT INFORMATION CARD
THIRD PARTY DETAILS

Name of driver:	
Address of driver:	
Owner of vehicle:	
Address of owner:	
Registration mark:	
Make and model:	
Insurance company and policy number (if known):	

Detach along line and pass completed bottom section to third party



**UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST
PAEDIATRIC INTENSIVE CARE UNIT
VEHICLE INCIDENT INFORMATION CARD**

Particulars to be given to third party at scene of incident.
This card does not constitute any admission of liability.

Name of driver:	
Vehicle registration:	
Date and Time:	
Location of Incident:	
Insurance Details:	QBE Insurance (Europe) Limited One Coval Wells Chelmsford CM1 1WZ
Policy Number:	Y001566FLT0113A

14.4 Appendix 4 Driving Licence Checks

Procedures for ensuring driving licence checks are undertaken according to Trust requirements.

Introduction

As part of the Transport Driving Standards Policy and the Pre-employment Checks Policy it is incumbent on the Trust to ensure that all staff employed by the Trust in a role that requires a them to drive vehicles in any capacity, have in place a procedure for ensuring that the member of that trust hold the correct licence for the type of vehicle to be used. The Trust must ensure that the licence is legal and conforms to agreed criteria determined by the Trust in its terms of employment. Failure to hold the correct licence for the vehicle being driven would mean that the driver would be breaking the law and the Trust's insurance cover for that vehicle would be rendered null and void. It is also a requirement of the Trust to ensure, as far as is reasonably practicable, that any individual required to drive a vehicle, be it a lease car, Trust owned vehicle or a vehicle owned by that individual, holds the correct and valid licence for that vehicle. This procedure ensures that this Trust is compliant with the requirements.

Responsibilities for ensuring compliance

The Transport Manager and the Director of Operations have joint overall responsibility for the implementation of this procedure and for ensuring that the appropriate checks are carried out and the appropriate documentation completed by the relevant LM.

The LM has responsibility for adhering to this policy by physically checking driving licences and recording such checks as detailed in this procedure.

All staffs have a responsibility to adhere to this policy by presenting their driving licences to their LM as detailed in this procedure.

14.4.91 Criteria in relation to terms of employment

Prospective members of staff

Every prospective member of staff is required to hold the appropriate driving licence, as described in the Person Specification for that role, before any offer of employment is confirmed. The Trust has set a maximum of three current penalty points on licences for new applicants to the Service, and any additional penalty points will mean that their application will not be progressed at that time.

Existing members of staff

Any member of staff to whom this procedure applies, if they receive a Notice of Intended Prosecution (NIP), or they receive any points to their licence, MUST inform their LM immediately. This is a legal requirement and failure to comply could result in insurance claims involving the individual being rendered void and that individual becoming personally liable for any claims.

For existing employees the Trust has set the maximum allowance for offences as no more than two speeding offences (SP) with a maximum of three penalty points for each offence will be accepted. Consideration will be given to all other offences on an individual basis.

Guidance to Line Managers for Checking Driving Licences

The importance of correct and thorough licence checking cannot be underestimated. The Trust requires that the process noted below is followed exactly

Ensure that both paper and ID card licences are examined.

Only original driving licences will be accepted. Refer to document DVLA INF45 Driving Licence Explained.

LICENCE PHOTO: Check the photo matches the appearance of the licence holder

SURNAME: Check spelling of name to other documents

OTHER NAMES: Check spelling of name to other documents

DATE OF BIRTH: Ask the candidate to verbally confirm date of birth and check this corresponds with the licence produced

PLACE OF BIRTH: Ask the candidate to confirm their place of birth and check this corresponds with the photo card and the paper counterpart.
NB: The card may only indicate the country of birth.

PERMANENT ADDRESS & POSTCODE: Ask candidate to state current address and post code. If existing employee and if practicable, check the address matches current file records

ISSUE NUMBER: (old style licence)

CHECK VALID FROM/TO: Ensure that the person's license is in date

DRIVER/LICENCE NUMBER: Ensure that the Driver/Licence number printed on the photo card matches that on the paper counterpart

CATEGORIES: Check the person has the categories listed on their licence required for work role.

ENDORSEMENTS: Take note of number of penalty point and types of offences within the past three years?

PENDING: Ask candidate if they are aware of any pending endorsements or driving related offences.

COURT CODE: Record details if applicable.

DATE CONVICTED: Record details if applicable

OFFENCE CODE: Record details if applicable

DATE OF OFFENCE: Record details if applicable

LMs should also ensure that a photocopy of the staff member's driving licence is taken and kept on the individual's personal file on the ESR system. The photocopied driving licence must be maintained in a secure manner when being stored or conveyed.

Employment Assessments

All applicants prior to employment who will be required to drive as part of their role within UHS must undertake a Driving Assessment. The Driving Assessment will be facilitated by a Qualified IHCD Driving Instructor. Prior to the Driving Assessment the Driving Instructor will check the validity and appropriateness of the licence and take a photocopy. The Driving Instructor will then sign and date the photocopy and return it to the individual's personal file. Should any anomaly be found on inspection of the driving licence that cannot be suitably explained the driving assessment **MUST NOT** take place.

If a candidate is unable to produce their original driving licence, or in the case of the photocard type licence, are unable to produce either the card or the paper counterfoil they will not be permitted to undertake the driving assessment. In very exceptional circumstances where the candidate has reasonable grounds for not producing their driving licence the Driving Instructor may utilise the DVLA Licence Check Facility, (09061 393 837), to check the validity of the licence. This will only be carried out following consultation with the SCAS Driving Standards Manager and/or the Driver Training Manager, and the candidate must agree to this.

Change of Role

When an existing member of staff changes roles within the Trust and there will be a variance to their driving requirement for the new role the LM must undertake the checks noted above and follow same procedure.

Mandatory Periodic Checks

All staff, where applicable, must have their licences checked in accordance with the above procedure every twelve months. This is the responsibility of the individual's LM. Once completed this periodic check must be entered onto the HR systems as proof of inspection. If the licence does not conform to the details laid out above this must be highlighted to the individual and recorded and the relevant information communicated to the Transport Department. The Transport Manager and the Director of Operations will be jointly responsible for monitoring validation checks via ESR on a quarterly basis and report as detailed in this procedure.

Non-compliance

It must be emphasised that if staff receive a Notice of Intended Prosecution (NIP), or they receive any points to their licence they **MUST** inform their LM immediately. Failure to comply could result in insurance claims involving the individual being void and that individual becoming personally liable.

Where, on inspection of a driving licence, an anomaly is apparent this must be reported to the Transport Department for recording and subsequent action. If a member of staff, who is required to drive as part of their normal duties, exceeds the penalty point standard as noted above or is disqualified or barred from driving for any other reason (including medical reasons) then HR will need to be involved.

15 References

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