



THE STATE HOSPITALS BOARD FOR SCOTLAND

WORK RELATED DRIVING POLICY

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The date for review detailed on the front of all State Hospital policies/ procedures/ guidance does not mean that the document becomes invalid from this date. The review date is advisory and the organisation reserves the right to review a policy/ procedure/ guidance at any time due to organisational/legal changes.

Staff are advised to always check that they are using the correct version of any policy/ procedure/ guidance rather than referring to locally held copies.

The most up to date version of all State Hospital policies/ procedures/ guidance can be found on the intranet: <http://intranet.tsh.scot.nhs.uk/Policies/Policy%20Docs/Forms/Category%20View.aspx>

REVIEW SUMMARY SHEET

No changes required to policy (evidence base checked)	<input checked="" type="checkbox"/>
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Changes required to policy (evidence base checked)	<input type="checkbox"/>
Summary of changes within policy:	

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1. Introduction

This policy is designed to cover State Hospital staff driving vehicles owned by the State Hospital (TSH) or State Hospital staff driving vehicles leased or hired by TSH for official State Hospital use.

Staff have the right to expect safe working conditions in relation to all aspects of their work and employers have a legal and ethical duty to take an active approach to managing occupational road risks. NHS Scotland organisations must do all that is reasonably practical to protect their staff who, as part of their job, require to undertake some work-related driving.

The main piece of legislation governing road safety is the Road Traffic Act (1988) (the Act), supported by the Highway Code. All drivers are legally responsible for their own actions on the road and for complying with the requirements of the Act. The Health and Safety at Work Act (1974) also applies where staff use vehicles for work, which means that TSH has a duty of care and should have 'safe systems of work' in place which reduce related risks to staff and others as far as possible.

2. Policy Statement

TSH takes extremely seriously the health, safety and welfare of all staff. It recognises the risks to staff who carry out work-related driving and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents. The purpose of this policy is to enable TSH to meet its obligation to protect staff so far as is reasonably practicable from all occupational road risks associated with work-related driving.

3. Intention

This policy aims to:

Increase staff awareness of safety issues associated with work-related driving risks
Ensure that risk in relation to work-related driving is assessed; e.g. driving in snow and ice
Encourage full reporting and recording of all incidents arising in the course of work-related driving
Reduce the number of incidents and injuries to staff resulting from work-related driving

4. Scope

This policy applies to all staff involved in work-related driving activities, including drivers of organisational vehicles, leased-car and owner-drivers. It forms an integral part of TSH Health and Safety policy and applies along with specific local guidance on work-related driving and the management of occupational risks. The policy applies to all work-related driving arising in connection with the duties and activities of our staff.

5. Definition of work-related driving

TSH defines work-related driving as all staff, who, during the course of their employment, manage vehicles or staff who drive, or who themselves drive a vehicle on behalf of TSH. This policy applies, whether the vehicle is driven on the public highway or within Health Board premises. Journeys to and from the workplace are excluded from this policy.

6. The dangers of work related driving

A significant number of staff employed by TSH are, or may be required, to drive as part of their work. The risks to these staff will depend on the nature of situations where driving is required including:

- driving in poor weather conditions
- driving for long periods over long journeys (see appendix 1)
- the vulnerability of travelling alone

- driving in unfamiliar or isolated rural areas
- driving in high-risk locations
- isolated parking facilities
- driving with unsettled patients in a vehicle
- vehicle breakdowns
- driving unfamiliar vehicles
- operating equipment i.e. ramps and tail lifts

7. Risk assessment

The Management of Health and Safety at Work Regulations (1999) requires TSH to make appropriate assessments of the risks faced by staff who are driving on work related business and introduce measures to eliminate or control any risks identified. Factors to be considered in carrying out this type of risk assessment include:

- the competence of the driver
- the driver's fitness and any medical conditions that could put them at risk
- driving hours and the length of the journey
- the reliability and suitability of the vehicle
- driving in poor weather
- handling and securing loads
- road conditions and journey routes
- the associated risks of working alone
- patient behaviours and security risk assessment

Staff should also be aware of their responsibility to carry out a dynamic risk assessment before each journey. They should take account of:

- their own physical condition and fitness to drive
- the condition of the vehicle
- weather conditions
- distance of journey (see driving times appendix 1)
- planned routes of travel (route planners are available on request)

8. Driver checks and qualification

- Drivers may only drive vehicles for which they hold appropriate licences.
- TSH list of approved drivers is maintained by the Security Department. Only drivers on the list will be permitted to drive Hospital vehicles
- It is the responsibility of line managers to ensure a driving licence check is carried out for new staff and that their name is added to the list
- Staff already in employment will be requested to provide proof of a valid driving licence by obtaining a pass code from the DVLA which will allow their line manager to access details held on the DVLA database
- Once this has been checked by the line manager, details should be included in the driver's database
- It is the duty of all staff to inform their line manager of any changes to their licence that impinge or that may impinge on their ability to drive a Hospital vehicle
- Line managers will undertake an annual audit of licences for approved drivers working in their area of responsibility
- Any person driving in Hospital grounds must sign the drivers notice (see appendix 2)

The following people are specifically excluded from driving organisational vehicles:

- Anyone who does not hold a full, valid UK driving licence for the category of vehicle being driven (or who does not have a relevant foreign or international licence that allows them to drive in the UK)

- Anyone who suffers from a condition that would disqualify them from holding or getting a relevant current driving licence

Anyone convicted of the following offences whilst driving a TSH Vehicle maybe subject to an investigation, which may also lead to disciplinary action:

- dangerous driving, causing death by dangerous driving, or manslaughter
- driving under the influence of drink or drugs
- failing to stop after an accident
- any other offence (or combination of offences) which has or might result in disqualification

If the organisation becomes aware of any pending prosecution it can exercise the right to suspend staff from driving duties whilst awaiting the trial outcome.

9. Fitness to drive

- Staff presenting a valid driving licence will be considered as being fit and competent to drive
- Where there has been a change in health status that may cause a member of staff to be unfit to drive they must inform DVLA, as required by law
- Staff are responsible for informing their line manager if they are unfit to drive. Failure to do so may lead to disciplinary action. All information will be treated in confidence. Staff may wish to refer to Occupational Health for advice (see the Driver Handbook – appendix 2)
- Any member of staff who is unable to drive on a short term basis should inform their line manager who will not roster them for driving duties during this time

10. Insurance – business use

- When staff drive their own vehicles as part of NHS business they must ensure that they are insured for such use
- Before performing any official duties with their private car, staff are responsible for lodging copies of documents with their line manager. These documents should detail the engine size of the car and insurance details, demonstrating that their car is insured for business use. Staff are responsible for ensuring that they are insured for business use.

10.1 Driving for official duties

An alternative to using your own vehicle could be to

- Request for the use of a hospital vehicle for work related driving can be made through the Security Analyst office (during office hours) or the clinical security manager/senior cover or a team leader out of hours. If any are available.
- Hire vehicle if none are available.

11. Driving standards

All staff are considered to be ambassadors for the organisation. Their behaviour while driving is therefore a reflection on our corporate image. As such, we expect drivers to be polite and to follow the Highway Code and other driving laws and regulations. We may use disciplinary procedures following serious violations or persistent unsafe driving behaviour. The driver will be liable to pay any fines or accept any legal repercussions of non-compliance.

The speed limit within TSH grounds (including car parks) is 10mph. Any member of staff who fails to adhere to the speed limit may be subject to an internal investigation which could lead to disciplinary action.

TSH drivers will not drive during high speed rolling Police escorts. These duties require specific skills and to ensure the safety of the general public and do not come under the remit of normal driving duties. On occasion Police vehicles may provide support but during these escorts it will be clearly established and agreed that normal driving procedures must be followed.

12. Mitigating circumstances

Should a driver incur a fine due to non-compliance with any of the above, there is a procedure in place to allow for mitigating circumstances. The driver will inform the Deputy Physical Security Manager (during office hours) or the Duty Security Manager (out of office working hours) about the circumstances, which caused a breach of the Highway Code, speed limits or parking restrictions. The circumstances will be reviewed as soon as possible by the Deputy Physical Security Manager to establish if payments of any fines should be borne by TSH. The Director of Security will consider any appeals.

13. Roadworthiness of vehicles

- It is the responsibility of the Deputy Physical Security Manager to ensure that all maintenance scheduled by the manufacturer is carried out, vehicles are prepared and presented for external checks (MOTs) on time and all taxes and other legal requirements are met
- The Act holds the driver-responsible for ensuring any vehicle driven on public roads is roadworthy. If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or within TSH until the problem has been rectified
- The driver of the vehicle must complete the pre journey checklist before driving the vehicle (see appendix 3)

14. Vehicle checks

Vehicles that are used out with the Hospital will have a six monthly safety inspection by a qualified mechanic and all other vehicles will have this done every 12 months.

Vehicles used for patient transport will be checked daily by a security operator. All other vehicles will be checked by the other staff groups driving these vehicles i.e. procurement or estates staff. Records of these checks will be recorded locally.

Any defects will be brought to the attention of the Security Team Leader, who will enter all technical faults in a log held in reception and immediately highlight any security problems to the attention of the Deputy Physical Security Manager (during office hours) or the Duty Security Manager (out of office hours).

15. Collecting and returning vehicles

- Patient transport vehicles will be allocated by the Security Information Analyst and recorded on the security day sheet
- Keys will be issued by security staff from reception
- Security staff should only issue keys to approved drivers by checking the day sheet. If there is no entry on the day sheet, the security operator must check with the Security Information Analyst before issuing the vehicle keys
- Each vehicle has a vehicle folder which will be issued along with the keys. Within this folder there is a pre-journey checklist that must be completed by the driver before driving the vehicle (see appendix 2)
- The driver will also find documents providing advice about what to do if involved in an accident or if the car breaks down
- On returning to TSH, the driver must ensure that the vehicle keys and folder are handed over to the reception staff. It is the responsibility of the driver to ensure that all items are removed from the vehicle and disposed of safely and also that all incoming items or purchases are taken to reception for scrutiny

16. Security procedures

Escorting staff will comply with CP10 Suspension of Detention Policy and any security procedures relating to external escorts.

17. Wearing seatbelts

All drivers and anyone in a vehicle must, by law, wear a seatbelt. It is the responsibility of the driver, but also the duty of any member of staff, to make sure that anyone in an organisational vehicle is wearing a seatbelt whether within the Hospital or on a public road.

18. Alcohol, drug abuse, smoking

Driving on organisational business while under the influence of alcohol or illicit drugs is not allowed. The Management of Employee Conduct Policy will be used to inform appropriate actions which may be required to manage such a situation. Staff should advise their line manager if, at any time, they require to take prescribed drugs that may affect their ability to drive. Smoking is not permitted in our vehicles.

19. Using mobile phones

Staff should not make calls from mobile phones while driving. Even with 'hands-free' phones, studies show that calls can be a distraction and, consequently, calls should only be made when the vehicle is stopped.

If a staff member receives a call on a mobile phone while driving, she/he should pull over at the nearest point at which it is safe to do so and turn off the engine before answering the call. We suggest that staff use automated voice-mail facilities.

If there is more than one member of staff the staff member not driving should hold the phone and deal with any calls.

20. Staff training

- Staff are responsible for making themselves familiar with any new vehicles before driving them.
- Staff should also read the [NHS Light Drivers Handbook](#)
- Where necessary TSH will provide basic driver safety training to provide staff with the knowledge and skills required to help prevent and manage work-related driving risks. Different levels of training will be available and we will provide specialist training if necessary, based on the needs identified through local risk assessment. (e.g. training for staff involved in transporting patients, food, dangerous loads, as well as training in loading and securing goods)
- Guidance is also provided for driving within TSH grounds (see appendix 4)

21. Reporting and recording

Staff should report all incidents (including near misses) to their Line Manager for investigation at the earliest opportunity. In accordance with RIDDOR, the Health and Safety Executive must be notified in writing within ten days of an incident if any staff member is absent from work for more than three consecutive days as a result of a work-related driving incident.

22. Equality and Diversity

The State Hospitals Board (the Board) is committed to valuing and supporting equality and diversity, ensuring patients, carers, volunteers and staff are treated with dignity and respect. Policy development incorporates consideration of the needs of all Protected Characteristic groups in

relation to inclusivity, accessibility, equity of impact and attention to practice which may unintentionally cause prejudice and / or discrimination.

The Board recognises the need to ensure all stakeholders are supported to understand information about how services are delivered. Based on what is proportionate and reasonable, we can provide information/documents in alternative formats and are happy to discuss individual needs in this respect. If information is required in an alternative format, please contact the Person-Centred Improvement Lead on 01555 842072.

Line Managers are responsible for ensuring that staff can undertake their role, adhering to policies and procedures. Specialist advice is available to managers to ensure that reasonable adjustments are in place to enable staff to understand and comply with policies and procedures. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

23. Stakeholders Engagement

Key Stakeholders	Consulted (Y/N)
Patients	N
Staff	Y
TSH Board	Y
Carers	N
Volunteers	N

24. Review Communication, Implementation, Monitoring and Review of Policy

This policy will be communicated to all stakeholders within The State Hospital via the intranet and through the staff bulletin.

The Security, Resilience, Health & Safety Oversight Group will be responsible for the implementation and monitoring of this policy.

This policy will be reviewed every three years or earlier if legislation requires this.

Driving limits, rest periods and breaks

Domestic driving limits apply to drivers and operators of both goods and passenger carrying vehicles.

For drivers of goods vehicles, to comply with the regulations, you must ensure that in any working day:

- the maximum amount of driving you do is ten hours
- your maximum amount of duty time is eleven hours

If you drive passenger vehicles, to comply with the GB rules you must:

- Take a break of at least 30 minutes when you have been driving for 5.5 hours. Alternatively, within a period of 8.5 hours, you must take breaks that add up to at least 45 minutes. This is so that you are not driving for more than seven hours and 45 minutes. You must take an additional break of 30 minutes at the end of this period to get refreshments, unless it is the end of the day
- Ensure that in any working day the maximum amount of driving is ten hours. You should also make sure that you should work no more than 16 hours between the times of starting and finishing work
- Take a continuous rest of ten hours between two consecutive working days. You can reduce this to 8.5 hours up to three times a week
- Have at least one period of 24 hours off duty in any two consecutive weeks

Drivers Notice

Only when it is absolutely necessary should contractor vehicles be permitted on site e.g. large deliveries which can't be taken at reception or to transport tools that can't be transported in a toolbox.

Drivers will not be permitted on site until they have read and signed this document.

1. The maximum speed within Hospital grounds (including car parks) is 10 MPH.
2. All vehicles must be escorted by a member of Hospital staff.
3. All vehicles will be searched on entry and exit to the Hospital.
4. All vehicles must be in a condition that allows them to be searched.
5. All vehicle compartments must be lockable.
6. Seatbelts must be worn at all times.
7. All vehicles must stop and remain stationary when patients are in the near vicinity.
8. The ignition key must be removed from all unattended vehicles. All windows, doors and compartments must be securely locked.
9. Ladders must be securely chained and padlocked to the carrying vehicle, unless in use.
10. Mobiles phones and Sat Navs must be removed from the vehicle, where permanently fixed must be switched off.
11. Vehicles with on-board cameras are only permitted to access the essential services compound. Where it is necessary for such vehicles to access the wider site the camera switched off or covered up and approval given by the Security Director or Deputy Physical Security Manager.
12. Where reversing cannot be avoided, extreme care should be taken to prevent accidents to persons, premises or vehicles. Assistance will be given by the escorting staff to ensure the area is clear.
13. The driver must follow the instructions given by the staff responsible for escorting the vehicle.
14. Where possible all vehicles should be removed from the Hospital when not in use.

Note: Contravention of any of the above regulations can result in this privilege being revoked and for State Hospital staff may result in disciplinary action.

I certify that I have read and understood the above information and agree to abide by the conditions contained within.

Name.....

Home Address.....

D.O.B.....

Company/Department.....

Signature.....Date.....

Pre Journey Check

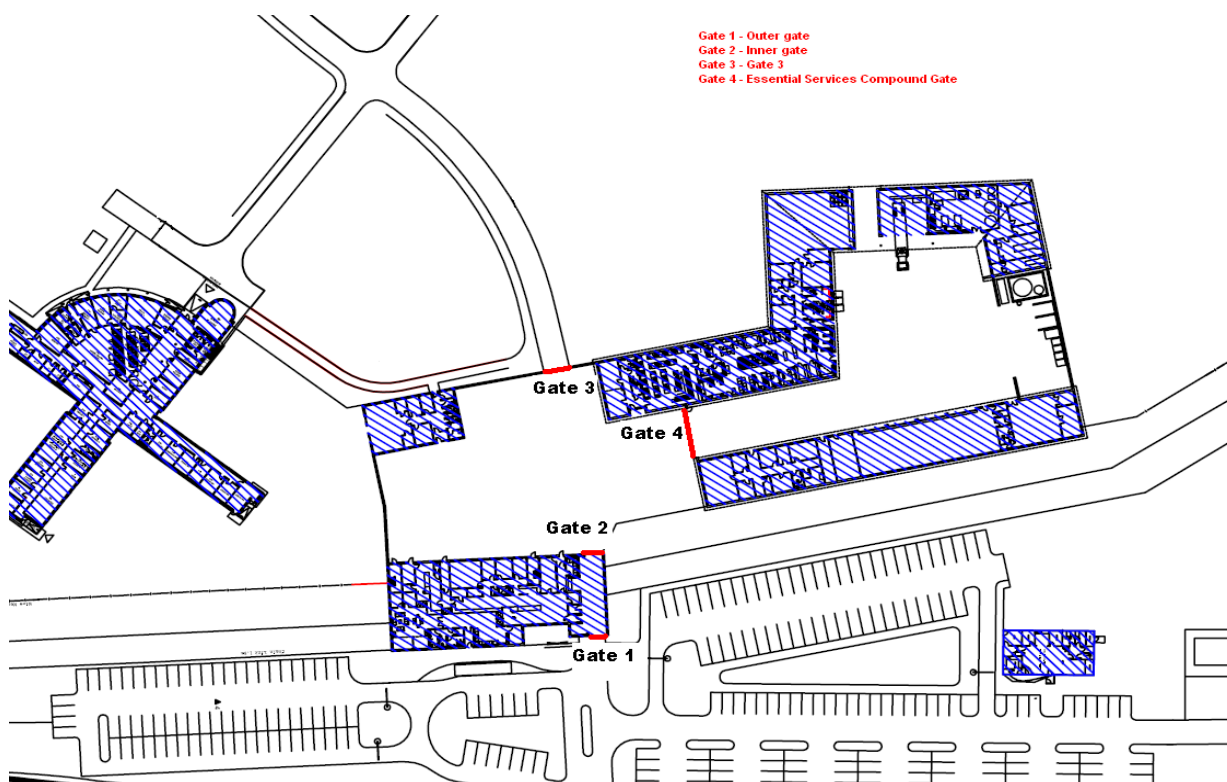
Vehicle details			
Date		Vehicle type	
Vehicle reg.		Start Mileage	
		End Mileage	
Journey Details			
Check List			
Tick box if item is ok or mark x if defective and give details below.			
Side lights		Rear number plate lights	
Dipped Headlights		Mirrors	
Full Headlights		Horn	
Indicators		Wipers & washers	
Hazard warning lights		Door locks	
Brake lights		Bodywork	
Fog lights		Brakes (hand & foot)	
Tail lights		Fuel level	
Reversing lights			
Tyre Tread & Pressure			
Legal Minimum Tyre tread depth is 1.6mm. The vehicle should not be driven if tread depth is below this.			
Tread depth to be recorded by security every weekend. Tick box if ok at other times.			
Passenger side front		Driver side front	
Passenger side rear		Driver side rear	
Spare or Repair Kit			
Health & Safety Checklist			
Hi Vis Vests		Reflective triangle	
1 st Aid kit		Spill kit	
Driver Details			
I can confirm that I have valid licence to drive this vehicle.			
Full UK driving License.			
I do not have any medical conditions that prevent me from driving this vehicle.			
Name		Sign	
FASTEN YOUR SEATBELT			
ADDITIONAL INFORMATION			
Faults			
Comments			

Driving on site

Security Gates

There are four set of security gates within the hospital (see below):

1. Outer Gate
2. Inner Gate
3. Gate 3
4. Essential Services Compound Gate



- All four security gates are on an interlock which only allows one gate to be opened at a time.
- When approaching a security gate the driver should ask for the gate to be opened.
- Once it is clear to do so the driver should then drive through the gates ensuring that it is clear of the gate.
- If when approaching a gate there is a vehicle in front of you, you must also request permission to proceed through the gate.
- When the control room receive a request to open or close a gate they are responsible for checking that it is safe to do so.

Reversing

- Where reversing cannot be avoided, extreme care should be taken to prevent accidents to persons, premises or vehicles.
- In situations where there is more than one person in the vehicle, the driver should be assisted in reversing by having the second person guide him/her to ensure the area is clear.
- Hi -Vis vests /Jackets must be worn by anyone assisting the driver manoeuvring the vehicle.