

Roads Policing and Police Driving Learning Programme.

Drivers Handbook

Police driver's induction for Basic Drivers

Version 0.1 June 2016

Draft - awaiting validation from the College of Policing

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Introduction

This handbook outlines for the police family the minimum standards and expectations relating to the use of service and constabulary owned vehicles or vehicles owned by others which from time to time may be used or are being used on organisation business.

You are expected to read carefully the contents relating to your specific driving role to ensure you are aware of and follow your legal and organisational requirements.

The police family is diverse and as such places specific duties roles and responsibilities on service/constabulary drivers to maintain the highest of professional and ethical standards, especially representing your organisation when driving for work related duties. For these reasons the College of Policing in conjunction with the National Police Council Lead for the Road Policing and Driving Learning Programme have designed this document and content to advise on Occupational Road Risk.

Health and Safety Executive guidelines of the use of at work vehicles (HSE)

The law

Employers have duties under health and safety law for on-the-road work activities.

The Health and Safety at Work etc. Act 1974 (HSW Act)² states:

'You must ensure, so far as reasonably practicable, the health and safety of all employees while at work. You must also ensure that others are not put at risk by your work-related driving activities.

The self-employed have similar responsibilities'.

'So far as reasonably practicable' means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk'.

Driver Training

Upon employment the force driver training unit will be expected to make a corporate road risk assessment base upon your experience, skills and accident history to enable you to drive for the service/constabulary.

This assessment will not necessarily require on road driving as you will already be in possession of the relevant driving licence, but will take cognisance of your specific road driving experience and role requirements

This assessment will take in to consideration the following aspects;

- Specific roles and responsibilities of fleet users of Basic driving grades.
- How to carry out routine safety checks, such as those on lights, tyres and wheel fixings, and report any faults by following the relevant force structure and guidelines.
- How to correctly adjust safety equipment, such as safety belts and head restraints.
- What action to take to ensure they are safe if their vehicle breaks down, e.g. use safety warning triangles.
- An understanding of organisational policy on the use of mobile phones and Satellite Navigation devices.
- In respect of commercial drivers, to ensure they are aware of the height of their vehicle, both laden and empty.

Addition training

The demands on the police service are diverse and many expectations are placed on basic service drivers. Whilst the basic driving authorisation in generalist terms permits drivers following the relevant force risk assessment to drive, there may be occasions where force expectation deem that additional training may be recommended.

This being the case and by consultation with the force driver training lead, learning and development services and force occupational road risk managers, basic drivers may be given development in:

1. Practical stopping of complaint drivers.
2. Coning and signing i.e. scene protection.
3. Use in the auxiliary equipment such as blue lightS to support scene protection.

Conditions of Use for Basic drivers

Eyesight and Medical Standards

Eyesight

Prior to being authorised to driver a service vehicle you will be expected to have successfully passed an eyesight test either during the work medical induction process or in compliance with your organisational policy.

The eyesight test for basic drivers is the same as the category B driving test;

- You must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.
- You must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the [Snellen scale](#) (with glasses or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye.
- You must also have an adequate field of vision

Ref DVLA Eyesight standards doc. INF188/1

Medical standards

licence holders have a legal duty to:

Notify the DVLA of any injury or illness that would have a likely impact on safe driving ability (except some short-term conditions, as set out in the DVLA guide)

- Respond fully and accurately to any requests for information from either the DVLA or healthcare professionals
- Comply with the requirements of the issued licence, including any periodic medical reviews indicated by the DVLA.
- They should also adhere, with ongoing consideration of fitness to drive, to prescribed medical treatment, and to monitor and manage the condition and any adaptations.

The UK medical standards for driver licensing refer to Group 1 and Group 2 licence holders:

- Group 1 includes cars and motorcycles
- Group 2 includes large lorries (category C) and buses (category D).

Group 1 drivers. This is because of the size and weight of the vehicle and the length of time an occupational driver typically spends at the wheel.

Drivers who were awarded a Group 1 category B (motor car) licence before 1st January 1997 have additional entitlement to categories C1 (medium-sized lorries, 3.5t to 7.5t) and

D1 (minibuses, 9 to 16 seats, not for hire or reward). Drivers with this entitlement retain it only until their licence expires or it is revoked for medical reasons.

Doctors and other healthcare professionals should:

- Advise the individual on the impact of their medical condition for safe driving ability
- Advise the individual on their legal requirement to notify the DVLA of any relevant condition
- Treat, manage and monitor the individual's condition with ongoing consideration of their fitness to drive
- Notify the DVLA when fitness to drive requires notification but an individual cannot or will not notify the DVLA themselves.

Driving Licence

Before driving you will be expected to submit your driving licence for examination to your line manager on an annual basis (or otherwise dictated by your specific force/constabulary policy).

You can view on line a copy of your driving licence and categories by utilising the DVLA licence checker.

<https://www.gov.uk/view-driving-licence>

F.O.W.D.E.R. pre-drive checks

Fuel, Oil, Water, Damage, Electrics and Rubber

The highway code states:

Before Setting Off

Before You Drive Away –

The Highway Code issues safe standards instructing drivers to make a few minutes of awareness checks before setting off on a trip. Besides proper guidance for drivers regarding their fitness to

drive, route planning, clothing and footwear, the vehicle's controls, and checking fuel levels, this pre-journey section also covers important information about the Highway Code rules for towing a trailer and loading it safely for road use, and according to the traffic laws in the United Kingdom.

Rule 97: Before you set off on a road journey you should take a few moments to ensure that;

- Your vehicle is legal and roadworthy
You have switched your mobile phone to hands free
- You have planned your route and allowed sufficient time for the journey
- Your clothing and footwear do not prevent you using the vehicle's controls in the correct manner
- You know where all the controls are and how to use them correctly before you need to operate them (not all vehicle's controls are the same)
- Mirrors and seats are adjusted correctly to ensure your comfort, full control, and maximum vision
- Head restraints are properly adjusted to reduce the risk of neck and spine injuries in the event of a collision
- All seats belts and child restraints (where appropriate) are securely fastened
- The vehicle has sufficient fuel before setting off and commencing a journey (especially on a motorway)

Construction and Use regulations

There are general construction and use standards applicable to all vehicles, which is set out in The Road Vehicles (Construction & Use) Regulations 1986. It is the personal responsibility of all fleet users to ensure the vehicle they are using meets these requirements. Any defect will be immediately reported to your line manager and or through the processes outlined within your force/constabulary policy and induction training.

Authorised drivers

Once the organisation has provided you with the relevant training, assessment or advice on the use of the fleet you will become an authorised driver. This will enable you to carry out duties commensurate with your role and level of driving expertise.

You are required to keep your service/constabulary vehicle in good condition and ensure that it is roadworthy and safe to use at all times.

If you are authorised to drive your own vehicle for work purposes, you must ensure that your vehicle is insured for business use. You must also ensure that the vehicle is maintained in good condition, regularly serviced and has a valid MOT certificate if necessary and is taxed.

You will need to provide a copy of the relevant documents to your line manager when required to do so by the organisational policy. Failure to do so may result in the withdrawal of the allowance.

As an authorised driver you will also be required to fill out a mandate form to allow the status of your driving licence to be checked on a regular basis.

Driver Code of Conduct

The Highway Code is a legally enforceable Code of Practice for work related driving and will be adhered to at all times.

Global accident analysis of Vehicle collisions suggests up to 90% of collisions on the road are often a failure of the driver/drivers concerned to drive in a manner appropriate to the prevailing situation. This may be due to attitude, distraction or other failure to apply safe driving practice, therefore it is incumbent on service/constabulary drivers to take cognisance of the following best practice:

- Ensure you are fit to drive – both physiologically and psychologically
- Be courteous at all times and respect other road users
- In poor visibility conditions, use the appropriate lights but remember to turn fog lights off when visibility improves.
- Ensure you and all passengers are wearing seat belts (unless a valid medical exemption certificate is held)
- Act responsibly; be cautious and aware when driving – it is the most potentially dangerous work activity you will engage upon
- Manage your attitude as it will affect your driving behaviour i.e. Your mood can seriously affect the
- way you drive
- Ensure you maintain excellent levels of observation and attention at all times.

- In poor inclement weather or periods of poor visibility conditions, use the appropriate auxiliary lights, ensuring they are switched off when appropriate.
- Maintain effective braking distances, statistically over a third of motor claims involve vehicles running into the back of the vehicle in front
- Drive with due care and attention at all times, correct and effective signalling informs other road users and draws their attention.
- When assisting emergency service vehicles approaching, make way for it to pass if safe to do

Collision/Incident Recording and Reporting

Where appropriate ensure that the emergency services are called if required by the circumstances of the incident.

Inform the force control room (FCR) if in a service vehicle immediately. You will be advised on what course of action you must then take.

If in your own vehicle, you should report to your line manager of the circumstances as soon as is practicably

Consider your safety. If your vehicle is immobile and you and your passengers are uninjured get out and find a safe place away from moving traffic.

Render first aid assistance to others if it is safe to do so.

Accident obligations:

Section 170 of the Road traffic Act 1988 will be complied with at all times, if in doubt seek advice from your line manager.

Collision Investigation

As part of the organisation's on-going driver risk management the Fleet Management Department will record and investigate all collisions and incidents. This will allow collision causation to be determined so preventative steps can be taken to minimise the chance of a recurrence. The organisational road risk manager/lead reserves the right to require you to attend collision investigation interviews, a management debrief, a driver profiling session or driver education following a collision.

Receiving and Returning a Vehicle

When receiving your vehicle, please read the vehicle manufacturers handbook carefully. Always keep the vehicle handbook in the glove box of the vehicle where appropriate.

A motor vehicle is defined in law as work equipment and you are required to know how to operate that vehicle safely and legally. This includes familiarising yourself with any safety features that may differ from your last vehicle.

When returning your vehicle, ensure that it is cleaned both inside and outside and that the service logbook (If appropriate) is up to date.

Breakdowns

If your service or personal vehicle being use for a service purpose breaks down whilst you are driving, we advise you to pull over in as safe a place as possible. Call out the workshops breakdown service or those recommended by policy i.e. the relevant provider.

Switch off the engine, turn on the hazard lights and wait in a safe place away from the vehicle. If you have to wait by the roadside ensure you wear appropriate clothing.

Speeding and Parking Offences

As a basic driver you will always comply with the speed limit on the road you are using and never drive faster than is appropriate for the prevailing road and weather conditions.

Speeding convictions and traffic related prosecutions must be reported to your line manager immediately, irrespective of whether you were driving for work or outside work and irrespective of the vehicle you were driving.

Basic drivers are reminded that the terms of this/their relevant force/constabulary driving authorisation requires you to drive to the standards laid down in the Highway Code. Breaching those standards will be viewed as a failure to comply with this guidance and may result in disciplinary action.

Emergency Response

Basic drivers must not engage in an emergency response.

Officers are deemed to be in 'Emergency Response' when they are using **any** of the exemptions afforded to them by the relevant legislation, and/or using emergency warning equipment to facilitate progress.

Pursuits

Basic drivers **must not** be involved in any form of a pursuit. A pursuit is defined as:

A police driver is deemed to be in pursuit when a driver/motorcyclist indicates by their actions or continuance of their manner of driving/riding that:

- They have no intention of stopping for the police, and
- The police driver believes that the driver of the subject vehicle is aware of the requirement to stop and decides to continue behind the subject vehicle with a view to either reporting its progress or stopping it.

Parking

Do not contravene any parking restrictions, unless there is an operational necessity to do so. In such cases, you must be able to justify your actions. Inconsiderate parking for non-emergency situations is both illegal and damaging to our reputation.

If you park on a hill you should park close to the kerb and apply the handbrake firmly

- select first gear and turn your steering wheel away from the kerb when facing uphill
- select reverse gear and turn your steering wheel towards the kerb when facing downhill use 'park' if your car has an automatic gearbox.



Turn your wheels away from the kerb when parking facing uphill. Turn them towards the kerb when parking facing downhill.

When possible, police vehicles should always be reversed parked into a bay. This allows easier egress for the next driver who may have an urgent operational deployment.

Employees Declaration.

1. It is expected that each employee will follow the requirements of this policy, relevant legislation and the Highway Code.
2. I have read the Basic driver's handbook and understand the contents and agree to abide by its terms and conditions.
3. Failure to abide by the above terms may result in disciplinary action or dismissal under the terms of the service ethics and code of conduct.

Driving licence details

Name	Date of Birth	Role	
...../...../.....	
Licence Number	Photocard Expiry Date		
...../...../.....		
Licence Categories (circle groups)	A1	A	
(Not provisional entitlements)	B	expiry date/...../.....
	B1	expiry date/...../.....
	B+E	expiry date/...../.....
	C1	expiry date/...../.....
	C	expiry date/...../.....
	C+E	expiry date/...../.....
	D1	expiry date/...../.....
	D	expiry date/...../.....
	D+E	expiry date/...../.....

Ihave understood and will adhere to the above. I confirm the details listed above are correct.

Signed..... Date.....

Checked by Collar number/position

Signed..... Date

References

The Highway Code The Stationery Office www.gov.uk/highway-code

Health and Safety at Work etc Act 1974 Ch37 The Stationery Office
www.legislation.gov.uk/ukpga/1974/37

The Management of Health and Safety at Work Regulations 1999 SI 1999/3242 The Stationery Office
www.legislation.gov.uk/uksi/1999/3242/contents/made

Consulting employees on health and safety: A brief guide to the law INDG232(rev2) HSE Books 2013
www.hse.gov.uk/pubns/indg232.htm

Reported casualties in accidents by journey purpose and casualty type (Department for Transport statistics, updated annually):

Plan, Do, Check, Act: An introduction to managing for health and safety INDG275(rev1) HSE Books 2013
www.hse.gov.uk/pubns/indg275.htm

Using contractors: A brief guide Leaflet INDG368(rev1) HSE Books 2013
www.hse.gov.uk/pubns/indg368.htm

The health and safety toolbox: How to control risks at work HSG268

HSE Books 2013 ISBN 978 0 7176 6587 7. www.hse.gov.uk/pubns/books/hsg268.htm

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