

Driving Whilst on Trust Business

The purpose of this policy is to raise awareness and understanding of health and safety issues relating to staff (including volunteers and Bank Staff) driving whilst on Trust business.

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Which Relevant CQC Fundamental Standards	Regulation 19, Fit and proper persons employed Persons employed must be of good character, have the qualifications, competence, skills and experience.	

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
Version 1	January 2017	New Trust Policy
Version 2	October 2019	Reviewed sections 3.5 - Managers to complete Trust risk assessment, 3.6 – Employee responsibilities, 4 - fitness to drive process and embedded in appendix 3. Amended appendix 4 Trust Vehicle Check Sheet and reviewed Appendix 6 for auditing processes.
Version 2.1	November 2020	Inclusion of Appendix 6 – Standard Operating Procedure (SOP) for the bespoke transportation of equipment of equipment to patients homes using a staff members vehicle.

Stakeholders and Consultation

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Definitions that Apply to this Policy

Due Regard	Having due regard for advancing equality involves: <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. • Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
Business Use Insurance	Business class insurance is required whenever an employee uses their vehicle for any work purpose over and above commuting to and from a single permanent place of work
Driving at Work	Refers to any work carried out on behalf of the Trust that involves the employee in time spent driving a vehicle. It covers all journeys other than to and from the normal place of work. This includes travel between sites or sites and patients homes.
DVLA	Driving Vehicle Licence Authority The Driver and Vehicle Licensing Agency is the organisation of the UK Government responsible for maintaining a database of drivers in Great Britain and a database of vehicles for the entire United Kingdom
Employee /Staff	Any person undertaking duties on behalf of the Trust as either an employee or volunteer
Leased Vehicle	Refers to a car that is leased by a Trust employee through the Trusts lease car scheme. Or whereby an employee has a private leased vehicle the requirements remain the same as if the car was owned by the employee.
Private Vehicle	Refers to a vehicle which, an employee owns/leases and runs privately, and for which they have responsibility.
Public Liability Insurance	Public liability insurance will carry an exclusion for any legal liability for which compulsory motor insurance is required. Motor insurance is compulsory for the use of any motorised vehicle on a public road, and any liability arising from the use of a vehicle on a public road will therefore not be covered by the Trust's public liability.
Trust Vehicles	Refers to vehicles owned/leased by the Trust
Vocational Driver	Driving activities relating to occupation or Trust employment

Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

Due Regard

LPT must have due regard to the aims of eliminating discrimination and promoting equality when policies are being developed. Information about due regard can be found on the Equality page on e-source and/or by contacting the LPT Equalities Team.

The Due regard assessment template is Appendix 4 of this document
Definitions that apply to this Policy

1 Introduction

The Health and Safety at Work etc Act 1974 seeks to ensure the health, safety and welfare of employees and subsequently the Management of Health and Safety at Work Regulations 1999 require every employer to carry out an assessment of the risks to health and safety of their employees, or themselves, whilst they are at work, and to other people who may be affected by their work activities. This includes any driving activity on the road whilst on Trust business. The regulations require the risk assessment to be reviewed periodically to ensure that it remains valid.

This policy covers any work carried out on behalf of the Trust that involves the employee driving a vehicle. It does not apply to a staff member driving to and from home to their place of work.

2 Purpose

The purpose of this policy is to ensure employees (including volunteer drivers and Bank Staff) driving whilst on Trust business meet the requirements and guidance imposed upon them by this policy, and also to increase the awareness and understanding of safety issues associated with work related driving risks.

The objectives of this document are to:

- Ensure that appropriate robust arrangements are in place to manage and mitigate against risk from driving activities to as low as reasonably practicable
- Ensure staff who drive vehicles on behalf of LPT do so safely, efficiently and display good road safety habits at all times. The management of driver stress and fatigue is an inherent part of this.
- Promote a safe driving culture within the organisation
- Ensure vehicles are kept maintained in a roadworthy condition to ensure the safety of the drivers, occupants and other road users, and to reduce the impact of those vehicles on the environment – this also applies to personal vehicles used for Trust business
- Reduce costs related to at-fault collisions, injuries, vehicle repairs and maintenance

Key Responsibilities

3.1 Chief Executive

Has overall responsibility to make effective the management of health and safety as outlined in the Trust Health and Safety Policy.

3.2 Director of Finance, Business and Estates

Has delegated responsibility for the implementation of this Trust policy within their area of responsibility as the Chair of the Health and Safety Committee.

3.3 Health and Safety Compliance Team

Has the responsibility for formulation, implementation and monitoring of policy by ensuring that the administration of Health and Safety is consistent with the systems and processes designed to ensure the effective management of risk associated with driving whilst on Trust business.

3.4 Health and Safety Committee

Has the responsibility to review and analyse trend reports in relation to driving at work. The committee will also be responsible for making recommendations to the Quality Assurance Committee as appropriate.

3.5 Service Managers/Line Managers/Heads of Departments

Have responsibility for ensuring effective management and implementation of the policy. They shall ensure that their staff understand their accountability and responsibility for the provision and use of a legal, safe and well maintained vehicle if there is a requirement in their job description to use their own vehicle for their work activities. Where copies of driving licence/insurance, certificate/current MOT certificate are submitted by employees, these are scrutinised and sight of evidence recorded onto the expenses management system.

Undertake and review the Trust's risk assessment for the transporting of patients in Trust owned vehicles (minibuses/people carriers etc.) or hired/leased vehicles. Please contact Health & Safety Compliance Team for support. This document needs to be shared with the relevant staff.

Take appropriate action in line with organisational HR policies and procedures when advised of driving penalties, convictions or withdrawal of licence from an employee.

Line managers must ensure that vocational drivers are referred to health screening as identified in Section 4 – Fitness to Drive.

3.6 Employees

Are responsible for:

Co-operating with management in ensuring that they themselves and others operate their vehicles (private/my car or leased) by following safe driving practice and providing the following documentation to their line manager annually and provide updated documents whenever any change occur:

- Where a road traffic collision or other road safety problem occurs whilst driving for Trust business, notify your manager and report the collision on the Trust incident reporting system (eirf) as per Trust policy.
- Must not drive under the influence of alcoholic drink, intoxicating drugs and/or other substances that are likely to impair judgement or their ability to react quickly and appropriately to road conditions or circumstances
- Employees who are driving whilst at work are required to comply fully with relevant law and other associated policies including the correct use of seatbelts and not using hand-held mobile phones/devices.
- Comply with the Trusts Smoking Policy i.e. not to smoke when on Trust business and this includes driving vehicles when at work.
- Drivers of vehicles greater than 3500kg or a minibus (over 9 seats) are now required, by law, to meet group 2 medical standards of the DVLA if they have passed their car driving test after 1 January 1997. Drivers who passed their driving test before this date will have to apply for a licence to drive such vehicles when their car driving licence is next renewed.

Further information - <https://www.gov.uk/driving-a-minibus>

- Familiarise themselves with the Transporting of patients in Trust owned vehicles (minibuses/people carriers etc.) or hired/leased vehicles risk assessment and follow the control measures stated.
- Undertake the Trust vehicle Check List (Appendix 4) prior to a journey commencing and on completion of the journey.

3.7 Volunteer Drivers:

Insurance required by Volunteer Drivers

The Association of British Insurers (ABI) has spearheaded a commitment from the motor insurance that allows some policyholders with social, domestic, and pleasure cover only (i.e. not holding business class cover) to carry out voluntary driving for the benefit of "charities, voluntary organisations, clubs or societies, where the payment received by the driver does not exceed the HMRC mileage rates in force at that time." Volunteers will receive mileage payment determined by HMRC.

Whilst the ABI definition of voluntary driving does not specifically include NHS organisations, the rationale for the volunteer driving commitment would apply equally to this policy.

Trust volunteers may need to check with their insurers that the insurer will cover volunteer driving under the driver's social, domestic, and pleasure cover, in accordance with the volunteer driving commitment. This check should also be carried out whenever the volunteer switches their motor insurance from one insurer to another. Volunteers can check the list of insurance companies who have signed up to the scheme on the ABI website. The list also informs you if you need to notify your insurance company that you intend to drive for volunteering purposes together with any special arrangements.

Trust volunteers for the purpose of this policy would be required to adhere to the same employee responsibilities set out under 3.7 of this policy.

Trust owned vehicles

Trust owned vehicles are to be used for Trust business for which they were purchased and insured. Vehicles can only be driven by named employees of the Trust who are on the approved list of drivers for that vehicle and have undertaken the occupational health fitness to drive examination.

4 Fitness to Drive

It is every individual's responsibility to ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so as an individual for social, domestic or pleasure purposes, or whether they are doing so as a work related activity.

The Driver and Vehicle licensing Agency (DVLA) provides an [a-z list](#) of health conditions together with advice and guidance of when you might need to stop driving or if you need to notify the DVLA of a particular change in your circumstances. Drivers are responsible for ensuring they are fit to drive. If staff are unfit to drive and driving is an essential part of their work activity they must notify their line manager immediately.

Where staff are living with health conditions and the condition, or treatment for the condition, may reduce their ability to drive, either permanently or temporarily, they must notify their line manager (e.g. epilepsy, diabetes, mental health and vision impairment).

Some medications may also affect your ability to drive and if this is the case you should inform your line manager. If you inform your line manager of your inability to drive this would be managed through the Management of Ill Health Policy and referral may be made to Occupational Health where full details can be discussed together with a course of action for temporary or longer term adjustments to your role – see Reasonable Adjustment Policy.

- Fitness to Drive Examination Frequency

All vocational drivers are assessed on their medical fitness through pre-employment screening.

Drivers (including volunteers) of vehicles greater than 3500kg or a minibus (9 seats and over) are required to meet group 2 medical standards of the DVLA if they passed their driving test after 01/01/1997.

Vocational drivers on reaching the age of 45 need to undertake 5 yearly health screening by the UHL OH service until 65, then annually thereafter. The manager will refer driver through LPT OH referral process.

In addition to the above vocational drivers may be required to attend for more frequent screenings, e.g. annually, if any condition is identified which may, in the opinion of the occupational physician, cause unfitness to drive in the future.

Vocational drivers of vehicles under 9 seats - Managers will review driver's fitness during the annual appraisal process and record. (see above 2nd paragraph and DVLA a - z list)

5 Driving when Pregnant

An employee driving when pregnant is under the same duty of care for her unborn child as the law imposes on her with regard to any other road user or pedestrian. An assessment of risks to the driver needs to be carried out and adjustments may be necessary and may be recorded in their new and expectant mothers risk assessment.

6 Adverse weather conditions:

When driving in adverse weather conditions refer to the Trust Winter Contingency Arrangements.

7 Transportation of articles and substances:

Before you carry articles and substances in a vehicle for work you must have received relevant information, instruction and/or training. Line manager will ensure that staff receive appropriate information, instruction and training for the safe use, handling, transportation and disposal of articles or substances by vehicle.

- **Specimens** - All specimens MUST be transported in line with the arrangements set out in the associated Infection Prevention and Control (IPC) policies
- **Medical Gases:** Staff may be required to transport medical gases as a requirement of their role. This could be due to the nature of service and drugs provided within a community setting. With some drugs carrying the risk of hypersensitivity and / or anaphylaxis reactions the transportation of oxygen is essential to maintain patient safety. Where staff that carry medical gases they must comply with Medical Gases Policy and associated legislative requirements.
- **Clinical waste** – See Waste Policy
- **Sharps:** See Medical Gases Policy, Control of Substances Hazardous to Health Policy and Policy and Procedures for Manual Handling and comply at all times with the Trust Waste Policy. Where staff carry sharps and sharps containers safe systems of working must be adhered to at all times, in line with waste policy
- **Medications:** To ensure the security of medication and the viability of the medication i.e. storage temperature requirements. Arrangements should be in place prior to collection of the discharged patient for controlled drugs. Drivers and / or non-clinical staff are not allowed to sign for controlled drugs. Drivers must adhere to the safe systems of work in place for the transportation of medications and / or drugs.
- **Confidential Material** – Information Governance principles and policies apply whilst using your vehicle for work activities

- **Medical equipment** – To store and secure the equipment so as to minimise risk of damage. Particular note should be taken to ensure that the storage, transportation and temperature exposure will not affect the clinical functionality of the equipment.
- **Equipment** - To secure equipment out of sight to the general public locked in boot of care and not to leave equipment unattended in vehicles if items cannot be stowed out of sight.
- **Hazardous substances** – Ensure items are transported and carried safely, following the manufacturer's instructions, COSHH risk assessment and material safety data sheet.

8 Mileage claim for expenses

An employee transporting a fellow employee as a passenger in their own vehicle - can claim an additional expense this is only payable where a fellow employee is being conveyed in the employee's vehicle. Because the mileage payment is not being made to the driver by the passenger, either directly or indirectly, the driver does not need a PSV licence, or a private hire vehicle licence from the local council.

An employee transporting a patient/service user - staff members will not receive any extra mileage payment for transporting patients, and there is therefore no question of them being categorised as carrying the patient for hire or reward.

9 Transportation of Patients / service users:

N.B In addition to the actions above staff must follow the arrangements set out in the Escorting Patients Policy.

There may be a requirement for some staff to transport patients in their own vehicles. Where applicable this should be included in job descriptions. The following safeguards must be in place:

- The staff member must consent to using their vehicle for these purposes
- Risk assessments/procedures should be in place to identify patient/service user risks together with any necessary controls that need to be in place before the journey is undertaken
- Arrangements to be followed in the event of breakdown, staff illness or extreme weather should also be in place.

Staff Transporting Patients must be covered by appropriate business use insurance that explicitly covers them for this purpose. All staff members who are required to carry patients in their vehicles must therefore check with their insurers that this activity is definitely covered by their insurance.

Where a staff member is not insured to carry a patient/service user in their own vehicle there is a taxi service contract available to them for use and they must inform their line manager.

10 Patient Wheelchair users:

- Patients may travel in their specially adapted wheelchair on suitable patient transportation.
- Patients may be able to bring their own wheelchair; however this will need to have been crash test certified.
- Volunteer drivers are not permitted to carry patients who require a wheelchair

- If patients are to transfer to the vehicle they must be assessed as being able to do this independently. Staff may be required to stow the wheelchair in the rear or boot of the vehicle and if this is the case a suitable manual handling assessment must be carried out to ensure that the individual staff member can do this with minimal risk.

11 Patients using portable oxygen:

Staff must not transport patients who require portable oxygen on the journey.

Volunteer drivers are not permitted to carry patients who require oxygen transportation.

12 Reporting Collisions and Incidents (RTC)

In the event of any collisions, an electronic incident report form must be completed and submitted.

It is unlikely that RTC events will be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as there are specific conditions that need to be met.

Managers are advised to contact the Health and Safety Compliance Team if they suspect that a RTC incident is reportable under RIDDOR and provide guidance and support to staff member.

Where staff who are driving Trust owned or leased vehicles, or vehicles which are hired by the Trust for their use, are involved in road traffic collisions or incidents which may result in damage to vehicles, loss or damage to property or injury to persons, they must report any such incident that to their Line Manager as soon as possible irrespective of the amount of damage. Under no circumstances should a driver/employee admit liability or make an offer of payment to a third party or his insurer.

The member of staff must adhere to section 170 of the Road Traffic Act 1988 when reporting road traffic collisions.

It is vital to obtain contact details of any witnesses, and preferable to also obtain statements from such witnesses if possible.

Photographs and a detailed sketch (showing road markings) may also assist if liability is subsequently disputed.

13 Training

There is no training requirement identified within this policy

14 Monitoring Compliance and Effectiveness

It is the intention of the Trust to ensure, so far as is reasonably practicable, every step is taken to ensure the health, safety and welfare of its employees and others in accordance with the Health and Safety etc at Work Act 1974.

It is recognised also that working practices should conform and be subject to risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999.

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	Risk assessment undertaken & reviewed where transporting of patients in Trust owned vehicles (minibuses/people carriers etc.) or hired/leased vehicles	Section 3.5	Audit/check of risk assessments	Health and Safety Committee	Annually
	All employees that use a car produce MOT (if applicable) and insurance documentation	Sections 3.6 & 3.7	Audit/check of electronically held in expenses system	Workforce Information Systems & Support	Monthly
	All vocational drivers are assessed on their medical fitness	Section 4	Audit/check Occupational Health report - Fitness to Drive examinations undertaken – pass/fail	Health and Safety Committee	Annually
				Health and Safety Committee	

15 References

Health and Safety at Work etc Act 1974
 Management of Health and Safety at Work Regulations 1999 as amended 2002.
 The Highway Code
 Road Traffic Act 1988
 Equality Act
 Trust Health and Safety Policy
 Control of Substances Hazardous to Health Policy
 Manual Handling Policy
 Policy and Procedures for Incident Reporting
 Provision and Use of Work Equipment Policy,
 Drug and Alcohol Policy,
 Management of Violence and Aggression, Warning letters and withholding Treatment policy
 Medical Gases Policy
 Escorting Patient Policy
 Sharps Policy
 Infection Prevention and Control Policies
 Waste Policy
 Missing Patients Policy
 Safeguarding Vulnerable Adults and Patients Policy

Reasonable Adjustment Policy
Expectant and Nursing Mothers Policy
Conveyancing Policy
Mobile Phone Use Policy
Smoking Policy
Winter Contingency Arrangements
4 x 4 Protocol
Mobile Phone Policy

Appendix 1

THE DEFINITION OF BUSINESS CLASS 1 AND BUSINESS CLASS 2 INSURANCE

Business class insurance is required whenever an employee uses their vehicle for any work purpose over and above commuting to and from their permanent place of work. It is important to note that different insurers define the various categories of business class use slightly differently, and so a precise definition is not possible. However in broad terms the classifications are as follows:-

Business class 1 - This covers business use by the insured driver (and usually their spouse) for:

- driving that they do in connection with their work. This insurance is usually intended to cover
- short journeys between different work sites, and often is subject to an annual mileage limit. It will
- cover activities such as driving to meetings, to different work sites, and to client visits. This category does not cover commercial driving (for example working as a delivery driver).
- This class does not always include the carrying of goods or passengers (i.e. patients). You should check with your insurer.

Business class 2 - This has broadly the same cover as class 1, but enables more than one driver to be named on the policy. It is relatively unusual for individuals to hold this type of cover; it is more usually taken out by employers.

Business class 3 - This insurance is aimed at drivers who are involved in driving high business mileage. Some insurers will also cover under this category drivers who drive as a permanent aspect of their job, for example taxi drivers or driving instructors. However many insurers have a fourth category of cover, namely commercial cover, for this category of drivers.

Trust employees will not need business class 2 cover, unless they are intending to allow other drivers to use their vehicle on Trust business. Class 1 cover will be adequate for Trust employees, provided they do not exceed any business mileage limit which is imposed on their class 1 cover. The mileage limits on class 1 cover can vary from insurer to insurer.

It is important for Trust employees to ensure that the business cover that is taken out is specifically for their use of the vehicle *for Trust purposes*. In particular, if the Trust employee is driving their spouse's vehicle, then most business class 1 wordings will cover the employee for business use of the vehicle as well. However depending on the precise wording of the policy, the policy might only cover use of the vehicle in connection with the *spouse's* business, and not the employee's work for the Trust.

APPENDIX 2

Motor Fleet - Driver Declaration

Full Name:	
Age:	
Address:	

How long have you held a full driving licence?	
Have you been convicted or charged during the past 5 years (10 years – plus ban period - in respect of a drink driving related offence) with any offence in connection with a motor vehicle?	Yes/No
If so, please state dates and full particulars:	
If you have a minibus licence, please confirm when you passed your test:	
Do you suffer from any defect of vision or hearing, physical or mental infirmity, diabetes, fits or any complaint of the heart? (The above should be answered to the best of your knowledge and belief)	Yes/No
If yes, please supply brief details:	
If there are any changes on your license it is your responsibility inform your line manager	
If your license/photocard is due to expire it is your responsibility to ensure the license is applied for in sufficient time and is presented to your line manager.	

Certain disabilities and medical conditions require to be notified to DVLA. If you are required to notify DVLA please provide a copy of their response.

Signature:

Date:.....

Appendix 3

Motor Policy - New Starter Checklist

NB Manager's should ensure that the documents listed herein have been presented to them for checking.

Questions 1-15 apply to all drivers

- 1. Name of Employee
Section
- 2. Have you checked the employee's driving licence?.....Yes/No
- 3. Are there any current convictions/points/endorsements identified in the last 3 years?
Yes/No

Give reasons:
.....
.....
.....
.....
.....
- 4. Has there been any motoring incidents in the last two years?.....Yes/No

If yes, please give details below:
.....
.....
- 5. Has a pre-employment medical questionnaire been completed?.....Yes/No
- 6. Does the licence cover the required type/class of vehicle?.....Yes/No
- 7. Is the license current? Yes/No
- 8. Identity Licence No..... Expiry Date.....
- 9. Give brief details below of employee's driving experience
.....
.....
.....
- 11. Have you signposted the employee to a copy of Driving Whilst on Trust Business Policy?

Yes No
- 12. Where the employee is expected to use a private vehicle for Trust business does the Certificate of Insurance cover business use suitable for the activities.

Yes No

13 Where the employee is expected to use a private vehicle for Trust business, does their vehicle have a valid MOT certificate? (if vehicle over 3 years old)

Yes

No

14. Has the correct level of health screening been undertaken for the driver regarding the type of vehicle and the employee's age. (See section 4 – Fitness to Drive)

Yes

No

15. Employee..... Name (Print).....

Date..... Job Title.....

Signed Manager/Supervisor.....

Name (Print)..... Job Title:.....

Date.....

APPENDIX 4
TRUST VEHICLE CHECK SHEET

VEHICLE REGISTRATION NUMBER:		
DAY:	DATE:	
Start Mileage:	End mileage:	Total Miles:
Purpose of Journey:		

To be completed before you take or use any Trust owned vehicle. It is your responsibility to ensure the vehicle checks have been carried out and this check sheet has been completed

INITIAL EVERY ITEM AS CHECKED AND SIGN AT FOOT OF PAGE

ITEM	INITIAL	ANY COMMENTS
OIL LEVEL		
WATER		
BATTERY		
WINDSCREEN WASH		
FUEL (circle how much fuel in tank)		Start ¼ ½ ¾ Full
		Finish ¼ ½ ¾ Full
LIGHTS WORKING		
LIGHTS CLEAN		
WIPERS WORKING		
WASHERS WORKING		
CLEAN WINDSCREEN		
CLEAN MIRRORS		
HORN		
INDICATORS		
HANDBRAKE		
FOOTBRAKE		
BRAKE LIGHTS		
TYRE PRESSURE		
TYRE CONDITION		
CLEAN NUMBER PLATE		

CLEAN REFLECTIVE SIGNS		
EXTERIOR OF VAN WASHED		YES /NO
INTERIOR OF VAN VACCUMED and POLISHED		YES/NO

ANY OTHER COMMENTS ON THE VEHICLE:

If more than one driver, please state below;

Driver's Name:

Driver's Signature:

Return date and time;.....

PLEASE STATE ANY INCIDENTS/CONCERNS RAISED DURING JOURNEY;

Manager's Name.....

Manager's Signature.....

APPENDIX 5

PROCEDURE TO FOLLOW IN THE EVENT OF A Collision IN A TRUST VEHICLE

- 1 Ensure you inform a member of the management team as soon as possible
- 2 Remember – Do not admit liability
- 3 If anyone is injured you **must** report the collision and produce the insurance certificate within 24 hours at your local police station. If you cannot get hold of the certificate in the period, report to the police station and ask for more time. The insurance certificate is available from your line manager.
- 4 Details of the Trust insurance can be obtained from the Trust Corporate Affairs Office.

Please obtain the following information:

- 1 Name and addresses of other drivers involved and ask for their insurers and policy details
- 2 Registration numbers and make/model of other vehicles involved, including colour
- 3 Name, address and telephone number of any witnesses
- 4 Telephone numbers of any vehicles who occupants may have been witnesses
- 5 Details of any damage caused to other vehicles (s) – stating which side of vehicle. If possible take photographs of the other vehicles involved
- 6 Were there any passengers in the other vehicle(s)? If so, was anyone injured (nature if known)
- 7 If possible take photographs of the scene or draw a sketch map showing positions of vehicles before and after the collision with details of what happened
- 8 Complete and Eirf within the Trust Incident Reporting System

Appendix 6

STANDARD OPERATING PROCEDURE (SOP) FOR THE BESPOKE TRANSPORTATION OF EQUIPMENT TO PATIENTS HOMES USING A STAFF MEMBERS VEHICLE

Introduction

The transportation and delivery of patient equipment is predominantly managed by the Leicester, Leicestershire and Rutland Integrated Community Equipment Loan Service (ICELS). This service provides a delivery and collection service for health care equipment ordered by the health care staff.

There may be occasions where a staff member may be required to undertake a bespoke delivery of an item of patient equipment to the patient's home. Examples would include: to avoid a delay in a patients discharge, the equipment is to be transported from a health building site or to ensure the immediate safety of the patient. In order to undertake a bespoke delivery, a consideration is to use an alternative method such as a taxi. or for a staff member to use their own vehicle.

Purpose

This SOP provides standardised guidance for the bespoke delivery of an item of patient equipment to their home by a staff member using their own vehicle. This applies to all staff members involved in this process.

The welfare of the staff member and compliance with the requirements of LPT policies; Health & Safety, Manual Handling, Driving Whilst on Trust Business is paramount.

The first consideration is to avoid undertaking this task. This can be achieved by using: existing transport systems e.g ICELS, assessing the appropriateness of family members to transport equipment or utilising a taxi. If these are not appropriate the SOP, which identifies risk reduction controls must be followed.

GUIDANCE/SOP

Staff member using own transportation to transport patient equipment to patient's home

The transportation of medical equipment is identified within the Driving Whilst on Trust Business Policy.

Prior to the a staff member using their own transportation of patient equipment the following considerations need to be taken account by the manager;

- **Agreement of the individual to use their vehicle for this purpose.**

Due to the variety of vehicles used by staff members a member of staffs' vehicle may not be suitable for the transportation of patient equipment for the following reasons: size of boot space, unable to safely transfer the equipment within the vehicle, the individual's capability of undertaking the task, or unable to secure equipment safely in the vehicle

- **Can the equipment be safely transferred within the vehicle and transported to the patient's home?**

It is important to ensure the equipment can be transferred in/out of the vehicle safely. The weight and shape of the patient equipment must be considered. Considerations to reduce the risk may include: asking for help from a colleague (may also be required at patient's home) of the journey, taking the equipment apart (if possible) sliding the equipment into its position. Aids may be required to transport the equipment to the vehicle or to the patient's home. Consideration must also be taken ensuring the equipment will not be damaged upon transportation to/from the vehicle. Special attention must be paid to equipment with wheels/castors intended for indoor use.



A Clax folding trolley can be used for transporting equipment to/from a vehicle

- **Can the equipment be safely stored in the vehicle whilst being transported?**

It is recommended that the equipment is stored in the boot of a person's vehicle whenever possible. This should be secured by the boot shelf, if a boot shelf is not available or cannot be used a vehicle boot cargo net should be used. A vehicle boot net can assist with securing equipment in the boot of the vehicle and can also provide a safety net preventing equipment being propelled forward in case of an accident.

If the boot cannot be used, and if appropriate, equipment can be stored on a rear passenger seat. In this instance it must be firmly secured by the passenger seat belt or a vehicle cargo net.



Examples above of vehicle netting which can secure equipment and also provide protection to the front of the vehicle if a boot shelf cannot be used .

For any advice for aids to transport equipment or to securely store equipment contact the moving and handling advisor on 07767006343

Appendix 7

Standards/Performance Indicators

A description of how this policy links to Care Quality Commission (CQC) Outcomes (E.g. Outcome/Regulation number and domain) or other standards/performance indicators should be included (e.g. Essence of Care, National Patient Safety Advisor Agency notices, NICE guidance).

Standards/Key Performance Indicators – need to include standards/KPIs in order to match the effectiveness of policy.

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Regulation 17 – Good governance Systems or processes must be established and operated effectively to ensure compliance with these regulations.	Electronic expense management system has up to date records for all staff who use their own vehicle for work

The NHS Constitution

Complete the Check List in order to provide evidence that you have considered the principles of the NHS Constitution. For further details please refer to the Development of Procedural Documents Policy

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input type="checkbox"/>
Support and value its staff	√
Work together with others to ensure a seamless service for patients	<input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

Section 1			
Name of activity/proposal	Driving Whilst on Trust Business		
Date Screening commenced	December 2016		
Directorate / Service carrying out the assessment	Health and Safety Compliance HR and Organisational Development		
Name and role of person undertaking this Due Regard (Equality Analysis)	Bernadette Keavney Head of Trust Health and Safety Compliance		
Give an overview of the aims, objectives and purpose of the proposal:			
AIMS: To inform staff of their obligations and actions that they need to adhere to whilst driving on Trust business			
OBJECTIVES: This purpose of this policy is to increase employees (including volunteer drivers and Bank Staff) awareness and understanding of safety issues associated with work related driving risks whilst driving on Trust business.			
Section 2			
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details		
Age	No		
Disability	No		
Gender reassignment	No		
Marriage and Civil Partnership	No		
Pregnancy and Maternity	No		
Race	No		
Religion and Belief	No		
Sex	No		
Sexual Orientation	No		
Other equality groups?	No		
Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please tick appropriate box below.			
Yes	No		
High risk: Complete a full EIA starting click here to proceed to Part B	Low risk: Go to Section 4.		
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
Signed by reviewer/assessor	Christian Knott	Date	28/10/2019
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed	Bernadette Keavney	Date	07/11/2019

PRIVACY IMPACT ASSESSMENT SCREENING

<p>Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.</p> <p>The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.</p>			
Name of Document:		Driving Whilst on Trust Business	
Completed by:		Christian Knott	
Job title	Health and Safety Advisor	Date	30/10/2019
			Yes / No
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			No
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			No
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			No
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			No
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			No
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			No
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			No
8. Will the process require you to contact individuals in ways which they may find intrusive?			No
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786 Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, adoption n of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
IG Manager approval name:			
Date of approval			

Acknowledgement: Princess Alexandra Hospital NHS Trust