



Operational Procedures for the Management And Use of Vehicles Within NHS Lothian

Version 13
Date: January 2021

UPDATES

Section	Date Updated
Section 8 – Drivers Who Use Their Own Vehicle For Business Use (Grey Fleet)	January 2015
Appendix 14a - Procedure for Assistance to Purchase Season Ticket / Travel Pass	March 2015
Appendix 15 - Protocol for Requesting a Pool Car	March 2015
Appendix 15a - Protocol for Requesting a Commercial Vehicle	March 2015
Section 5 – Driving Licences	June 2015
Appendix 2 & 2a – Driving Licence Declaration	August 2015
Section 5 – Driving Licences	September 2015
Appendix 15 & 15a – Protocol for Requesting a Pool Car / Commercial Vehicle	November 2015
Section 11 – Incident / Accident – slight amendment	November 2015
Section 5 – Updated to add section on Obstructive Sleep Apnoea Syndrome (OSAS)	January 2016
Appendix 2	January 2016
Section 18 (18.4) Class 7 Radioisotopes	January 2017
Section 15 - Health Screening & Fitness To Drive	February 2017
Section 9 – NHS Vehicles	February 2017
Section 16 – Use of Mobile Phones Whilst Driving	February 2017
Section 20 – Taxi, Courier & Volunteer Services	February 2017
Cover – Amendment to document title	January 2021
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1.0 INTRODUCTION

This document is intended to assist those Service Managers who are required to make use of vehicles for the delivery of their service. Such vehicles can range from the private car of a member of staff (known as grey fleet), to a pool car or a larger more commercial type vehicle.

It is understood that managing the use of vehicles within a non transport department presents the manager with a significant number of legislative and other requirements, with which they may be unfamiliar. It is very important that where they impact on a department, these requirements are identified and addressed as a matter of urgency.

The detailed procedures within this document should be read in conjunction with, and to ensure compliance with, NHS Lothian's Driving at Work Policy, available from the Health & Safety Policies pages on the intranet.

At all times managers should give cognizance to the commitment that NHS Lothian has made to reduce carbon emissions when considering how services are delivered. Any suitable opportunity to employ business practices which will assist in reducing carbon emissions should be the preferred option. Specific examples of reducing the need to travel are:

- Conducting meetings using tele/video conferencing such as Microsoft Teams
- Making best use of in house transport capacity and where possible, "bulking" products transported or asking staff to travel together. This can be achieved by considering who, what, to where and at what time, people and product need to be transported. Routes and schedules which are already available can then be utilised. In instances where there is no current service, the answers to the same questions will enable effective planning and economic use of transport.
- Consider electric vehicles to provide service (where appropriate)

The Flow Centre on extension (03000 134000) will be happy to assist with booking in house transport.

Managers who are concerned about any aspect of vehicle management or green travel, whether technical or otherwise, are encouraged to seek advice from the NHS Lothian Area Manager Pan Lothian Services or Assistant Regional Fleet Manager at the earliest opportunity.

2.0 SYSTEMS OF CONTROL

Best practice in managing such requirements dictates that managers establish robust systems of local control, documentation and regular monitoring which will enable them to manage the issues effectively on an ongoing basis and that where scheduled tasks are due these are flagged up in advance and dealt with.

The compilation of a comprehensive register of vehicles and vehicle users operating within a department is the basis of achieving such control. Information to record in this register should include:

- Vehicle registration number
- Vehicle type e.g. private or lease car or commercial vehicle
- Date of expiry of lease if appropriate
- MOT test due date and last test date
- Service due date and last service date
- List of staff with driving responsibilities
- Staff records including:
 - Training courses required and completed
 - Dates training undertaken and required frequency

- Copies of driving licence including any endorsement information
- Date licence inspected along with the next due inspection
- List of staff that transfer dangerous goods in their vehicles
- Insurance for business use in place and date checked along with the next due inspection
- MOT & service history for Grey Fleet vehicles in place and date checked along with the next due inspection

In addition to this an individual vehicle record detailing daily checks and defects raised should be maintained. This record should then be updated upon rectification of the defect. It is recommended that the Freight Transport Associations defect system using check pads (VC40) is a suitable method of recording vehicle checks and escalating defects. Copies of vehicle logs should be stored locally, with a copy scanned and emailed to the Fleet Management Department for review

It is important to remember that the use of vehicles will form a significant part of the regular departmental risk assessment and review process.

The points noted above are discussed in greater detail in the following sections and as stated previously, advice on any aspect of vehicle management is available from the NHS Lothian Assistant Regional Fleet Manager or Fleet Management Department.

3 LEGAL RESPONSIBILITIES

- 3.1 This sections deals with the requirements of Health and Safety Law. These requirements are in addition to the duties you have as an employer under road traffic law, which are administered by the police and other agencies such as the Driver & Vehicle Services Agency (DVSA).

The Health and Safety at Work Act 1974 requires you to ensure, so far as reasonably practicable, the health and safety of all employees and others who may be affected by their activities when at work. This responsibility includes the time when they are driving or riding at work, whether in an NHS Lothian or hired vehicle, or in an employee's own vehicle.

Under the Management of Health and Safety at Work Regulations 1999, you have a responsibility to manage health and safety effectively. You need to carry out an assessment of the risks to the health and safety of your employees, while they are at work, and to other people who may be affected by their work activities. The regulations require you to periodically review your risk assessments so that it remains appropriate.

The Organisation has a responsibility to undertake workplace transport risk assessments for all sites under its direct control.

Further information on this form of assessment can be found in section 13 of this document.

3.2 Managers Responsibilities

Ultimately the Chief Executive is accountable for the health and safety of all employees within the organisation. The accountability is devolved, through Directors, to Heads of Service/Department, to Line Managers. It is incumbent on all of those above to ensure that the provisions set out in this document are satisfactorily considered, complied with and implemented where appropriate.

Managers must be satisfied that an employee is suitably trained and where relevant, experienced. That they hold an appropriate driving licence and are qualified to drive the particular type of vehicle, before authorising the employee to drive a vehicle on company business. You must also ensure that the vehicle is suitable for the type of driving or task that will be undertaken.

3.3 Employees Responsibilities

To ensure compliance with the Driving at Work Policy, employees are responsible for complying with this document and any local guidance or systems which enables the managers to meet the

obligations placed on them by this document. In addition the following guidance should be considered:

Drivers are legally responsible for their actions on the road and for their compliance with all Road Traffic Act Regulations. Drivers are responsible for reporting all defects on their vehicle which causes the vehicle to contravene regulations, in accordance with local procedures. If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or NHS sites until the problem has been resolved.

NHS Lothian as an organisation has a responsibility, under Duty of Care Legislation and The Provision of Use of Work Equipment Legislations 1998 and Management of Health and Safety at Work Regulations 1999, to ensure all drivers who drive on NHS Lothian business are fit to do so. It is recommended that these staff undertake a driving risk assessment. It will be the responsibility of local managers to identify and implement this for every employee involved in driving on behalf of the organisation. It is also incumbent on staff to comply with any such request. Further information is available from the Fleet Management Department.

To ensure that NHS Lothian vehicles are in a safe roadworthy condition, it is the legal responsibility of every driver to carry out basic safety and maintenance checks every time the vehicle is used. Reference should be made to the driver's handbook, journey log sheet, vehicle handbook and local departmental procedures. See appendix 7a.

Managers have a duty of care under Health and Safety Legislation to ensure that all private vehicles (Grey Fleet) that have been authorised for business purposes and are fit for purpose. It is strongly recommended that a similar system to that in place for pool & commercial vehicles is implemented to enable managers and the organisation to meet their legal requirements. This involves checks to ensure the vehicle is roadworthy

All commercial vehicles over 3.5 tonnes MAM must use a tachograph to record driving information. Vehicles registered before August 2006 are fitted with analogue recording equipment and charts will be provided by NHS Lothian to allow staff to comply with the legislation. Vehicles registered after this date are fitted with digital recording equipment. Drivers will be required to apply to the DVLA for their own 'digi card' NHS Lothian will fund this initial card to allow them to meet the legislation. A fee may be charged for replacement cards.

NHS Lothian vehicles fitted with ancillary equipment will be maintained and tested in accordance with the manufacturer's guidelines and legislation e.g. tail lifts will be serviced & weight tested annually and tail lifts where an individual is required to stand on the lift to undertake their duties will be subject to LOLER inspections every 6 months.

No one may give an instruction to break or ignore any Traffic Regulation and staff must not accept any such directive.



assessing-fitness-to-
drive-a-guide-for-mec

4 CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

The 'Corporate Manslaughter and Corporate Homicide Act 2007' created a new offence called '*corporate homicide*' in Scotland and '*corporate manslaughter*' in England. The Act came into force in Scotland on 6th April, 2008. It was introduced following the public outcry over the failure to successfully prosecute either the organisations or management in disasters such as Piper Alpha, Herald of Free Enterprise or Ladbroke Grove.

4.1 Offence

A Board will be guilty of an offence, if the way in which its activities are managed or organised:

- causes a person's death, and
- amounts to a gross breach of a 'relevant duty of care' owed by the Board to the deceased.

A Board will be guilty of an offence only if, the way in which its activities are managed or organised by senior management is a substantial element in the breach referred to. The management is defined as the persons who play significant roles in:

- the making of decisions about how the whole or a substantial part of the Board's activities are to be managed or organised, or
- the actual managing or organisation of the whole or a substantial part of those activities.

A breach of duty of care by a Board is a "gross" breach if, the conduct alleged to amount to a breach of that duty, falls below what can reasonably be expected of the Board in the circumstances.

4.2 **Relevant duty of care**

Means any of the following duties owed by a Board under the law of negligence:

- duty owed to its employees or to other persons working for the Board or performing services for it
- a duty owed as occupier of premises
- a duty owed in connection with
 - (1) the supply by a Board of goods or services
 - (2) the carrying on by a Board of any construction or maintenance operations
 - (3) the carrying on by a Board or any other activity on a commercial basis
 - (4) the use or keeping by a Board of any plant, vehicle or other thing
- a duty owed to a person who, by reason of being a detained patient, is someone for whose safety a Board is responsible (this part is not in force yet).

4.3 **Exclusions to Duty of Care**

Emergencies

Any duty of care owed by a Board in respect of the way in which it responds to emergency circumstances, is not a "relevant duty of care" unless it is a duty owed by the Board to its employees, or to other persons working for the Board or performing services for it, or is a duty owed by the Board as occupier of the premises.

However, medical treatment is excluded from this general exemption for emergency services, but the order in which persons are to be given such treatment is included in the exemption. Accordingly, medical treatment provided at the scene of an accident will be subject to the duty of care, whereas decisions in relation to the order in which people receive treatment will be excluded from the relevant duty of care.

Public Bodies

Public authorities do not owe a duty of care to people in respect of decisions of public policy. However, it remains to be seen how far this exemption will extend in practice.

4.4 **Factors for the jury**

Once the Judge has established that a Board owed a relevant duty of care to the deceased, it is then for the jury to decide whether there was a gross breach of that duty. The jury is required to consider whether the evidence shows that the Board failed to comply with any health and safety legislation that relates to the alleged breach and if so:

- how serious that failure was, and
- how much a risk of death it posed.

The jury may also consider:

- the extent to which the evidence shows that there were attitudes, policies, systems or accepted practices within the Board that were likely to have encouraged any such failure or to have produced tolerance of it
- any health and safety guidance that relates to the alleged breach.
- any other matters they consider relevant.

4.5 **Sentencing**

If an organisation is either convicted or pleads guilty to corporate homicide, the court must then impose a penalty. This will be by way of a fine, a remedial order or publicity order.

4.6 **Fines**

The Sentencing Guidelines Council has suggested a fine based on an average annual turnover of between 2% and 10%. However, it has suggested a reduction for non-profit organisations, and this is thought likely to be around 1%-2% of turnover.

4.7 **Remedial orders and publicity orders**

A court may make a remedial order requiring the Board to take specified steps to remedy:

- the breach,
- any matter that appears to the court to have resulted from the relevant breach and to have been a cause of the death and
- any deficiency, as regards Health and Safety matters, in the Board's policies, systems or practices of which the relevant breach appears to the Court to be an indication.

A court may make a publicity order requiring the Board to publicise in a specified manner:

- the fact that it has been convicted of the offence
- specify particulars of the offence
- the amount of any fine imposed and
- the terms of any remedial order made

4.8 **No individual liability**

An individual cannot be guilty of aiding, abetting, counselling or procuring the commission of an offence of corporate homicide. However individuals can still be prosecuted under the pre-existing law.

4.9 **Convictions under the Act and under Health and Safety legislation**

Where in the same proceedings, there is a charge of corporate homicide arising out of a particular set of circumstances and a charge against the same Board of a health and safety offence arising out of some or all of those circumstances, the jury may, if the interests of justice so require, be invited to return a verdict on each charge.

5 **DRIVING LICENCE CHECKS**

5.1 Employees may only drive vehicles for which they hold appropriate licences. See Appendix 1

5.2 The Head of Service/Local Manager is responsible for holding and approving the list of authorised drivers for his/her service. Approved drivers must hold a full and current driving licence for the class of vehicle they require to drive and all drivers, as a minimum standard, must undergo an annual licence check. More frequent checks **must** be undertaken for any member of staff carrying valid endorsements on their licence – 9 months for any employee with 3 points, every 6 months for any employee with 6 points, every 3 months for any employee with 9 points and monthly for any employee with 12 points.

5.3 From 8th June 2015 all endorsements must be checked direct with DVLA. This change is required as a result of the Government's decision to remove the counterpart licence. For those licences currently valid, which have a counterpart issued (Photocard Licences), the counterpart will cease to be valid from this date. To enable a check to be made each driver must

- Go on line to <https://www.gov.uk/check-driving-information>
- Create your account using Driving licence, National insurance number and home post code
- Click on share my information
- Print PDF version of this summary of information

Once generated this should be taken to your line manager within 2 weeks along with your licence and the necessary completed paperwork for approval (See Appendix 2d for detailed guide on checking your licence)

5.4 **Checking non-UK Driver Details**

There are two methods an employer can use.

1. The driver phones the DVLA Contact Centre on general line (0300 790 6801 local rate) and leaves permission for a third party to call, within a week, for information from the record. The third party can call on the same number to check licence details.
2. The third party enquirer can telephone the DVLA general line (0300 790 6801) on a three-way call with the driver in attendance.

It should be noted that the counterpart which would have been issued by the Agency for a D9 application up to 8 June 2015 will be replaced by a D91 certificate. Neither document will be endorsed, which means checks will need to be made using the telephone number above. DVLA also holds records of points accrued by drivers when driving in the Great Britain who have not yet registered with DVLA via a D9 application process. These details can also be checked by calling the above number. DVLA will simply indicate whether the driver is known to them and, if applicable, the number of points they hold.

A European driver with a category B (car) licence is able to drive a vehicle up to 3.5 tonnes etc, until the licence expires up to the age of 70 or after 3 years whichever is the longest.

There is no requirement under driver licence regulations to exchange a European licence for a non-vocational licence.

The system of fixed penalties is different for European drivers in that if stopped at the roadside the authority will request a "deposit" the records of which will be entered onto a shadow driving record, (which only the DVLA will have access to) This means there is no way of checking for points.

Your main responsibility is to ensure you know the address of the person in the UK, as should they get caught by a speed camera you need to be able to ensure the fixed penalty notice can be sent to the right person.

5.5 A Drivers Driving Licence Declaration be completed by all drivers and signed by his / her manager for those staff authorised to drive vehicles on NHS business – see Appendix 2

A manager's checklist is shown at Appendix 2a

Lease Cars only - Motoring Offences / Conviction questionnaire completed by the driver and any authorised drivers (including family) - Please note that if licences have not been checked within a 12 month period for the driver and or other authorised users the car then the car should not be driven until such times as this has been completed and authorised - see Appendix 2b

Motoring Offences / Conviction questionnaire completed by the driver and signed by his / her manager for pool car and commercial fleet drivers for all staff with current valid endorsements on their licence - see Appendix 2

- 5.6
1. All Driving Licence Declaration should be held locally with a copy forwarded to the Car Leasing Department or Fleet Management to enable the list of authorised drivers to be updated. Appendix 2
 2. All Motoring Offences / Convictions questionnaire must be completed and returned to the Car Leasing Department for insurance purposes. Appendix 2b
 3. All Motoring Offences / Convictions questionnaire must be completed and held locally, with the exception of those indicating a driver has 6 or more points. Please pass directly to the Car Leasing Department (lease cars) and Fleet Management for pool cars & commercial vehicle drivers. Insurance excess on our fleet policy doubles for these drivers. In all cases a copy of this form should be forwarded to the Car Leasing Department or Fleet Management to enable the list of authorised drivers to be updated. Appendix 2c
 4. All documents can be scanned and emailed to car.leasing@nhslothian.scot.nhs.uk or fleetmanagement@nhslothian.scot.nhs.uk

- 5.7
- Any member of staff receiving a licence endorsement after a licence check has been undertaken must report this as soon as possible to their Line Manager, who in turn must report this to the Fleet Management Dept (commercial & pool Vehicles) or the Car Leasing Department for leased cars. New drivers will lose their licence if they get 6 or more penalty points within 2 years of passing their test. Failure to report an endorsement may result in disciplinary action being taken. Restrictions are in place that could prohibit or limit the scope of driving for any member of staff with a non GB licence. Licences issued in the European Community and the three countries in the European Economic area make up two groups that are now treated equally. See Appendix 1a for a list of the countries.

These individuals are entitled to drive as a visitor, any vehicle which there is the appropriate entitlement for, as long as the licence remains valid. Residents who hold a valid community licence are authorised to drive up to the age of 70 years or three years after becoming a resident whichever is the longer period. Vocational licence holders that become resident will be able to drive up to the age of 45 years or for 5 years whichever is the longer period. If the vocational driver is over 45, but under 65, they will be able to drive up to their 66th birthday or for 5 years whichever is the shorter period and if over 65 for 12 months after becoming resident. Where these drivers have photocard licences the maximum validity will be 5 years rather 10 years to coincide with age related medical. In order to drive longer than these periods a GB licence must be obtained.

- 5.8
- Holders of Community licences with vocational entitlement who live in GB must by law register their details with the DVLA. You must have been normally resident in GB for 185 days in the 12 months prior to your application for a driving test and a full licence. Drivers who register will receive their licence back together with a counterpart document.

Licence holders with Category C,C&E and D, D&E are required to undergo regular medicals from age 45 and on a 5 yearly basis after that.

Photo Licences have a fixed expiry date which must be checked and recorded on the appropriate form.

5.9 **Eye Sight Standards**

There have been a number of changes to the rules in recent years regarding eye sight standards, however the guidelines for the type of test for the holder of a vocational licence is ultimately dependent on the date the licence was first obtained.

The law states that a licence holder or applicant is suffering a prescribed disability if unable to meet the eyesight requirements as set out in the Highway Code, ie to read in good light (with the

aid of glasses or contact lenses if worn) a registration mark fixed to a motor vehicle and containing letters and figures 79mm high and 57mm wide at a distance of 20.5m, or at a distance of 20m where the characters are 50mm wide. If unable to meet this standard, the driver must not drive.

It is recommended good practice that all drivers have their eyesight tested on a regular basis. This should be undertaken by a qualified optician at least every 3 years or more frequently for professional drivers and those that already wear glasses or contact lenses. Defective eyesight is recorded as a significant factor in a large number of accidents. The individual should be requested to complete the form shown in appendix 11.

A change to legislation came into force on 8th March 2013 where a new relaxed visual acuity standard for the “weaker eye” when each eye is separately examined for drivers of buses and lorries (Group 2). Generally eyesight can be weaker in one eye than the other.

5.10 **Obstructive Sleep Apnoea Syndrome (OSAS)**

Changes to EU legislation (European Commission directive 2014/85/EU) came into force in Great Britain on 31 December 2015 and affect the minimum medical standards for drivers with **Obstructive Sleep Apnoea Syndrome (OSAS)**. While there is already a requirement to notify the DVLA of any condition that affects the ability to drive safely, the new rules mean that Obstructive Sleep Apnoea Syndrome is specifically identified as a notifiable medical condition.

Drivers with **OSAS must inform DVLA** at the point of diagnosis or recognition of symptoms. This can be done by letter, phone or email and the driver must stop driving completely until their condition has been successfully treated. Drivers with **Obstructive Sleep Apnoea (OSA)** (not OSAS) do not need to notify DVLA **unless** they have symptoms (e.g. daytime sleepiness) that would affect their ability to drive safely. Drivers must also advise their line manager at the same time.

Cars and motorcycles (Group 1 entitlement) – driving must stop if there is OSAS and symptoms including excessive sleepiness severe enough to likely impair safe driving. Driving will be permitted once satisfactory control of the symptoms has been achieved.

Lorries and buses (Group 2 entitlement) – as above but drivers must also comply with the treatment specified and confirmed to the DVLA by the consultant/specialist.

5.11 **Registering AN EU/EEA Driving Licence**

The ability to check non-GB driver details has been limited. Currently drivers that are resident in GB and drive a bus with nine passenger seats (or more) or a vehicle weighing more than 3.5tonnes need to register their non-GB driving licence with DVLA Swansea, SA99 1BH). DVLA then sets up a record and issues a D91 (Confirmation of Registration) to the driver. No points will be recorded on this document. This document replaces the D258/2 which was issued prior to 8th June 2015 and which was endorsed. See Appendix 5e.

6 **INSURANCE**

NHS Lothian insurance is invalid if any loss occurs to a vehicle that is left unlocked or if keys are left on or in the vehicle. Spare keys for vehicles must be stored securely ideally within a secure key cabinet. Theft of a vehicle as a result of lack of secure storage will normally not be covered by our insurers.

In the case of private vehicles it should be noted that where the driver is not the policyholder business cover is not normally provided unless specially stated in the policy.

6.1 **NHS Vehicles excluding leased cars**

These vehicles are comprehensively insured under a Fleet Insurance Policy. The vehicles are licensed and insured for use on NHS Lothian business only and when not in use must be parked on NHS Lothian property unless authorised by the NHS Lothian Assistant Regional Fleet Manager / Car Leasing Administrator. The vehicles should not be used for private use; such use will negate and invalidate insurance and prosecution under the Road Traffic Act could result. Insurance certificates for commercial vehicles are issued by the Fleet Management Department, (pool cars by the Car Leasing Department) and will be made available on request, if required by the Police or other authority. This is excepted in leased cars where private use is authorised through the leasing scheme. Any authorised driver of a NHS Lothian owned or leased vehicle will be covered by Personal Accident Insurance. For non-business journeys, personal accident insurance is only available to spouses & children (leased vehicles) if accompanying the employee. Further information can be obtained from the NHS Lothian Area Manager Pan Lothian Services, Assistant Regional Fleet Manager or Car Leasing Administrator.

6.2 Leased car drivers are issued annually with an Insurance Certificate and Insurance Schedule outlining their cover. They are required, under the terms of their policy to complete a motoring offences/convictions questionnaire annually (See Appendix 2a) on behalf of themselves and any nominated driver of their vehicle and complete the associated licence check forms for all authorised drivers and submit the necessary documents to their line manager for checking. These forms should be held locally with copies scanned back to the NHS Lothian Car Leasing Department who can then take up any exceptions and/or exclusions with our Insurers. Leased car drivers will be required to produce their original driving licence to the Car Leasing Department when ordering a new/renewal-leased car.

6.3 Accidents reported on NHS Lothian's corporate insurance policies must also be notified to personal motor insurers as this will affect personal no claims and potentially the premium. Where damage that is not a result of an accident is noted during a vehicle check the reporter should ensure when reporting the incident that this is made clear to the insurer as these type of incidents do not require to be reported to personal insurers and this should avoid information being recorded on the centralised motor insurance database.

6.4 **Insurance of Short Term Hire Vehicles**

Under the 5th European Directive on Vehicle Insurance we have a legal duty to ensure that all courtesy/hired vehicle details are added to the policy. These details should be provided ASAP but within 7 days and should be provided by email or phone to the Fleet Management or Car Leasing office in order that the temporary vehicle is included on the NHS Lothian Insurance Policy. Failure to do so will mean that employees will be driving a vehicle un-insured. There is also a requirement to ensure the respective departments are notified when the vehicle is returned to enable the details to be removed. Notification of Temporary Vehicle Form - see Appendix 5

6.5 **Excluded Drivers:**

The following people are specifically excluded from driving on NHS Lothian business whether they are using their own vehicle or an NHS Lothian vehicle:

- Anyone not in possession of a full, valid UK licence for the vehicle being driven. (Or not in possession of a relevant foreign or international licence that would permit them to drive in the UK).
- Anyone who suffers from a condition that would disqualify them from holding or obtaining a relevant current driving licence
- Anyone who has been convicted of or who has pending, any prosecution for a motoring offence in the following categories:
 - Dangerous driving, causing death by dangerous driving or manslaughter
 - Driving under the influence of drink or drugs, failing to stop after an accident or any other offence or combination of offences which has or might result in disqualification
 - Anyone who has been refused motor insurance (or renewal) or had a policy cancelled

6.6 It is the user's responsibility to ensure that any person driving their vehicle is not excluded by virtue of any of the aforementioned exclusions. If in doubt, the NHS Lothian Transport / Car Leasing Administrator must be contacted.

6.7 **Dashcams**

NHS Lothian accept that the footage from forward facing dash mounted cameras can be used in an accident/incident situation to provide evidence to our insurers. All staff using this equipment should ensure that the devices are not fitted in such a manner that they block sightlines through the windscreen and where the devices are fitted with audio as well as video they consider patient or staff confidentiality issues.

6.8 **Onboard CCTV systems.**

NHS Lothian will fit these systems to all commercial vehicles and where appropriate in pool cars where there has been evidence of high insurance claims resulting in damage to the vehicle and passengers. Governance arrangements including compliance with GDPR will be completed centrally for the organisation with local management teams required to have suitable systems in place to manage any events

6.9 **Telematics**

NHS Lothian will fit a telematics system to all pool and commercial vehicles as part of the National Telematics contract. This will include driver identification and reporting of driver behaviour including speeding, harsh acceleration, harsh cornering and harsh braking. Local Management teams will have access to these reports and are required to have suitable systems in place to manage any events.

7 **Fines, Fixed penalty charges and low emission zones**

7.1 **Fines and Fixed Penalty Charges**

Any fines and fixed penalty charges (e.g. parking, speeding fines) incurred are the responsibility of the driver, whether or not they are incurred during business use.

Under no circumstances will NHS Lothian reimburse such fines.

7.2 **Bus Lanes**

The majority of these lanes are now monitored by cameras and any vehicle found contravening the regulations is issued with a fixed penalty charge notice which the driver will be liable to pay.
<http://intranet.lothian.scot.nhs.uk/NHSLothian/Staffroom/NHS%20information/transport>.

The City of Edinburgh Council are proposing a change of operating times across all Bus Lanes in the City and are currently consulting on this.

7.3 **Reduced Speed limits**

City of Edinburgh Council have created and will enforce 20m.p.h. limits across the city
<http://intranet.lothian.scot.nhs.uk/NHSLothian/Staffroom/NHS%20information/transport>

7.4 **Low Emission Zones**

The City of Edinburgh council are proposing the introduction of low emission zones across the city from 2021. It is expected to be similar to London and other UK cities that all vehicles that do

not meet a specific emission level will be charged to enter the city. NHS Lothian will in due course consider how best to approach this situation once the details become clearer.

8 DRIVERS WHO USE THEIR OWN VEHICLE FOR BUSINESS USE (GREY FLEET)

8.1 It is a requirement under The Management of Health and Safety at Work Regulations 1999, for all staff, authorised to undertake business driving activities using their own vehicle, to provide, when required, evidence to support compliance with the legislation. This is defined as employees who have been authorised by their local manager to use their own vehicle on NHS Business.- exclusions to this are

- Staff claiming excess mileage as a result of organisational change

For authorised staff a check must still be made (at least annually) to ensure the vehicle being driven has valid business Insurance, has been serviced in accordance with manufacturers guidelines and where appropriate has a valid MOT cover (currently every 3 years for vehicles under 3.5t GVW)

- Staff involved in the carrying/movement of equipment and waste should ensure this is specifically covered by their insurance.

8.2 Licence checks

Driving licences should be checked on an annual basis or more frequently depending on whether the employee has any valid endorsements – 9 months for any employee with 3 points, every 6 months for any employee with 6 points, every 3 months for any employee with 9 points and monthly for any employee with 12 points (see section 5).

From 8th June 2015 endorsements licence must be checked direct with DVLA. This change is required as a result of the removal of counterpart licences from this date.

Motoring convictions form - appendix 2b.

8.3 Business insurance

Insurance certificates should be checked for business insurance cover annually however this would need to be carried out more frequently should a member of staff change their car between checks. Similarly to licences it is a requirement that a copy of the grey fleet business insurance /mot declaration form (appendix 9) and the insurance document be checked by managers and held by the expenses section in payroll as evidence the check has been carried out and the vehicle is being operated within legislation. Staff may on occasion have access to more than one vehicle. In these circumstances these other vehicles must be authorised by the local manager and the same checks undertaken to ensure that appropriate business insurance is in place for those vehicles. Declaration form - appendix 9. Where staff are authorised to use their own vehicle and will carry items that are classified as dangerous goods such as specimens, medical oxygen cylinders, clinical waste then this must be disclosed to their insurers and confirmed they accept liability for same. Where this has been approved and is not explicit on the certificate then an email or letter with this conformation is required.

8.4 MOT's

MOT certificates should be checked on an annual basis for all vehicles subject to these requirements, currently on the 3rd anniversary of initial date of registration for cars. A copy of the grey fleet business insurance /MOT declaration form (appendix 9) and MOT certificate must be checked by managers and held by the expenses section in payroll as evidence the check has been carried out and the vehicle is being operated within legislation. In the event that a car carries a private registration plate, the driver must provide the vehicle logbook (V5c) as evidence of first registration. Similar to business insurance this information must be checked by the local manager for any other vehicle that may authorised to be driven on the organisations business. Declaration form - appendix 9

8.5 Reimbursement of Expenses for use of own vehicle

Employees must complete an online e-expenses claim form in order to claim back any mileage or other payment incurred during the course of their duties. <http://intranet.lothian.scot.nhs.uk/Directory/FinanceOnline/PayExpenses/ExpensesFAQs/Pages/default.aspx> All sections must be completed in order that NHS Lothian can be assured that an employee has valid business insurance and where appropriate a current MOT certificate. Copies must be provided to the expenses manager on a regular basis, normally annually to enable claims to be processed.

8.6 Ensuring vehicles fit for purpose

It is strongly recommended that a similar system to that in place for pool & commercial vehicles is implemented to enable managers and the organisation meet their legal requirements. Further information and guidance is available from the appropriate sections and appendices in this document and from the Car Leasing Administrator or Assistant Regional Fleet Manager.

8.7 Smoking in Vehicles

The Scottish Government's legislation and NHS Lothian Tobacco Policy applies when vehicles are being driven on business.

9 NHS Vehicles

9.1 Pool cars

Pool cars are vehicles provided for shared staff use – usually on a site for multi-disciplinary use or within a service or department. Serious consideration must be given to the provision of such vehicles for the following reasons: -

- Economic use of one vehicle by a number of staff
- Vehicles readily available on site and bookable by staff obviates/avoids need for perhaps a number of staff to bring their own vehicles to work, reducing impact on local car parking facilities

Where pool vehicles are in use managers must ensure accurate recording (via a vehicle specific log) of vehicle use i.e. Date, driver (name & dept), locations visited mileage (at start & end of journey) to enable compliance with both legislation and the 5th European Directive on Vehicle Insurance. See Appendix 7. These completed logs should be forwarded to the Fleet Management Department preferably scanned and by email fleetmanagement@nhslothian.scot.nhs.uk for review on a monthly basis.

Full operation of telematics (driver & vehicle recording) within all fleet vehicles, will allow for a reduction in the details to be recorded on the vehicle specific log

A variety of vehicle makes/models are available across NHS Lothian designed to suit specific requirements. It is common practice for three door vehicles to be provided unless otherwise requested. Where risk assessments identify the need for an alternative provision NHS Lothian will provide other vehicle types/layouts. Further information is available from the NHS Lothian Area Manager Pan Lothian Services/ Fleet Management Dept.

Pool cars cannot be taken home overnight by an employee unless they are on call and have specific written authorisation from the Fleet Management Department which is logged in accordance with HMRC guidance in the use of pool cars.

MOT certificates should be checked on an annual basis for all vehicles subject to these requirements, currently on the 3rd anniversary of initial date of registration for cars. It is recommended this information is checked via the Driving standards agency weblink – www.motinfo.gov.uk. The last certificate number or the V5C reference number is required. A copy should be printed and kept locally as proof the vehicle is being operated within legislation.

9.2 Electric Vehicles

NHS Lothian in conjunction with our community planning partners and Transport Scotland have introduced electric cars, vans and Hybrid cars into the fleet, . These vehicles are ideal for short journeys with a maximum range of between 120 - 270 miles between charges. NHS Lothian will be installing vehicle charging stations for these vehicles during 2020/1 across the following sites.

- St Johns
- WGH
- AAH
- MCH
- ELCH
- CBC
- RHCYP
- REH
- DDDC
- Sighthill HC

The Scottish Government as part of its 'Emergency Climate Agenda' has challenged the public sector to decarbonise their fleets starting with cars and small vans. See excerpt and link below. NHS Lothian intends as pool and commercial vehicles come up for replacement to consider whether there is an appropriate EV vehicle that would suit service needs.

Public sector bodies in Scotland have started decarbonising their fleets and 1,250 ultra-low emission vehicles (ULEVs) will soon be in use across Scotland's local authorities and public sector organisations.

Building on this, we will go further.

We will work with public bodies to phase out petrol and diesel cars from our public sector fleet and phase out the need for any new petrol and diesel light commercial vehicles by 2025.

The market for heavier zero emission vehicles, such as heavy goods vehicles, is less developed than for cars. We will work with public bodies, the automotive sector and Scotland's innovation community to create the conditions to phase out the need for all new petrol and diesel vehicles in Scotland's public sector fleet by 2030. We will apply flexibility and pragmatism for frontline and emergency service and specialist vehicles.

As part of this, we will ensure that the public sector considers whether a vehicle genuinely needs to be replaced like-for-like or whether it could consolidate its fleet, move to a shared vehicle service or switch to active travel.

We will continue to use our Switched on Fleets programme to support the public sector transition to a zero emission fleet, and to help stimulate the growth of Scottish supply chain opportunities.

Source: <https://www.gov.scot/publications/protecting-scotlands-future-governments-programme-scotland-2019-20/pages/5/>

Further information can be obtained from the Area Manager Pan Lothian Services.

9.3 Minibuses

A minibus is defined as a vehicle with more than 8 passenger seats. In order to comply with NHS Lothian Insurance requirements minibus drivers must be aged 21 or over. There is a licence restriction (D1) for anyone who passed their car test after 1st January 1997. See Appendix 1

Standard minibuses are vehicles which have **not** been fitted with either a passenger lift or ramp and which will not be easily accessible for disabled/infirm people. Accessible minibuses are vehicles, which have been adapted to make them more accessible to disabled/infirm people. This will usually include a passenger lift or ramp and be designed to accommodate wheelchair users.

9.4 **Organisational Blue Badges**

The parking concessions available for users of organisational blue badges are the same as those for blue badges issued to Individuals.

Rules:

- The stamp or logo of the organisation should be on the reverse of the badge. This side should be hidden when the badge is on display.
- The badge may only be used when people who would qualify for a blue badge in their own right are being transported
- The badge should only be displayed when employees of the organisation are dropping off or picking up eligible disabled people from the place where the vehicle is parked.
- Badges may not be copied nor details altered
- Badges remain the property of the Local authority and they can ask for it to be returned if misused
- It is a criminal offence for anyone to misuse a badge and doing so could lead to a £1,000.00 fine

Ref: www.bluebadgescotland.org

9.5 **MOT's**

All buses and commercial vehicles above 3.5T are subject to annual testing. It is recommended this information is checked via the Driving Standards Agency web link – www.motinfo.gov.uk The last certificate number or the V5C reference number is required. A copy should be printed and kept locally as proof the vehicle is being operated within legislation.

9.6 **Commercial vehicles**

In order to comply with NHS Lothian Insurance requirements commercial vehicle drivers must be aged 21 or over. There is a licence restriction (C1) for anyone who passed their car test after 1st January 1997. See Appendix 1

Commercial vehicles range from a small panel van such as a Transit Connect up to articulated trucks. Vehicles above 3.5 tonne MAM are subject to Operating Licence legislation. Further information on the specific conditions are available by contacting the Fleet Management Department.

MOT certificates for vehicles under local management control should be checked on an annual basis for all vehicles subject to these requirements, currently on the 3rd anniversary of initial date of registration for vehicles of 3.5 tonne MAM and below and annually for vehicles above this threshold. It is recommended this information is checked via the Driving Standards Agency web link – www.motinfo.gov.uk. The last certificate number or the V5C reference number is required. A copy should be printed and kept locally as proof the vehicle is being operated within legislation.

9.7 **Vehicle checks and defect reporting**

It is the responsibility of the local manager to ensure they have a system in place to ensure every driver is aware of their responsibilities and undertakes and records the results of the vehicle check. Every driver prior to commencing his or her journey should confirm the vehicle is roadworthy by carrying out a vehicle check. Any defects must be reported in line with local procedures. - See appendix 7. A copy of the corporate defects sheet is shown at appendix 7a. Although this is an appropriate checklist for completion when checking all vehicles, a more specific defects sheet for all cars (petrol, diesel, electric, etc) will be issued and included in the next version of these procedures.

All ancillary equipment including tail lifts, audible reverse alarms and reverse aid cameras must be checked during this process, including regular audits to ensure compliance levels are being met.

A regular summary for commercial vehicle drivers should be forwarded to the Fleet Management Department for insurance and operating licence purposes. See appendix 8, 8a & 8b

All vehicles used when carrying out NHS Lothian business must be checked prior to use, this includes personal cars authorised to be used on NHS Lothian's business. Failure to do so puts the driver at risk and also other road users including pedestrians, cyclists motor cyclists etc and would be the subject of any accident investigation. Whilst not directly linked to the larger commercial vehicles any vehicle involved in an accident, stopped at a roadside check that was found to be deficient could impact on the operating licence of the board and the good repute of the licence holder and board.

9.8 Vehicle inspections

Vehicles over 3.5 tonnes MAM are subject to specific legislation on roadworthiness. These vehicles require to undergo regular inspections currently 8 weekly for rigid and 12 weekly for semi-trailers. Local managers must ensure copies of this paperwork are forwarded to the Fleet Management Department within 2 weeks of the inspection being carried out.

9.9 Maintenance and Care of Vehicles

Reference should be made to the vehicle handbook and local departmental procedures.

9.10 DVSA Powers to Stop in Scotland

The Driving and Vehicle Standards Agency (DVSA) have the powers to stop in Scotland from 1st April 2011. This means that these enforcement officers can stop any vehicle for the purposes of roadworthiness and drivers hours issues without the need for a police officer. Local managers are reminded that they need to ensure they have appropriate systems eg audits in place to review defect logs in place to ensure all drivers are undertaking daily vehicle defect checks and for drivers of vehicles over 3.5 tonne a system to download tachograph cards and ensure all drivers have and carry Driver CPC cards is in place. Where a vehicle is stopped as part of a check the local manager MUST notify the O Licence holder(s) for NHS Lothian via fleetmanagement@nhslothian.scot.nhs.uk.

9.11 Winter Driving

Driving in winter poses significantly different challenges than during normal driving conditions. Further advice and guidance can be obtained from ROSPA via the weblink below www.rospa.com/roadsafety/adviceandinformation/driving/winter-driving-tips.aspx

9.12 Journey planning

Journey planning advice can be provided through a variety of sources such AA auto route or sat navigation equipment. Staff are reminded to ensure they are fit for driving before setting out and should not drive tired or under the influence of alcohol, drugs or prescribed drugs as per the DVLA guidance.

10 DRIVER TRAINING & STANDARDS

10.1 Drivers Training

All new drivers will be provided with a copy of NHS Scotland's driver handbook for the vehicle type(s) they drive. Copies of these handbooks are available by contacting Fleet Management via fleetmanagement@nhslothian.scot.nhs.uk.

It is strongly recommended and good practice that all new employees who will be required to drive as part of their duties have their driving skills assessed prior to taking up post. There are 2 methods available:

- Online Driver Risk Assessment – This method should be undertaken by all staff who are required to drive on the organisations business
- On Road Driver Risk Assessment – This method should be a follow on for staff graded as high or very high risk in the online version, or where there are specific concerns relating to driving competency and for all drivers of commercial vehicles
- Further information is available from the Car Leasing Department or Fleet Management Department

Line managers are responsible for ensuring all of their staff required to drive minibuses, have undertaken appropriate training. It is recommended good practice that all staff driving minibuses should complete a MIDAS driving assessment and hold a current drivers certificate (Standard Minibus Driver or Accessible Minibus Driver). Certificated drivers are required to attend a refresher training session within 4 years of the issue of the MIDAS certificate. This training can be arranged through the Fleet Management Department.

Registers of all NHS Lothian staff with MIDAS Minibus Standard or Accessible Driving certificates and Driver Assessor/Trainers certificates will be maintained by the Fleet Management Department. Local managers are required to notify such training undertaken to NHS Lothian.

NHS Lothian has derogation in law for passenger vehicles providing they are not used for hire and reward purposes,

It is recommended good practice that all drivers of commercial vehicles undertake assessment and training as necessary. Drivers of passenger vehicles with 9 passenger seats and over (Category D1) and HGV's (above 3.5 tonne – Categories C1, C & C&E) will be required by law to undertake a drivers CPC programme. The training programme commenced for drivers of passenger vehicles on 10th September 2008, and drivers of HGV's from 10th September 2009. All drivers holding vocational entitlement for the above categories must complete 35 hours training every five years and ensure that the card they carry is valid. Whilst the majority of DCPC card expiry dates will be set for the 9th of September at the end of each block of 5 years all drivers sitting their DCPC after the commencement dates noted above will be allocated a card with an expiry date 5 years hence attending the last course. All new drivers to the organisation will require to have undertaken their driver CPC prior to commencing employment with the organisation. Local managers employing staff to drive any of these vehicles should ensure that this is raised at interview and checked prior to employment. The CPC programme involves undertaking training sessions and assessment through approved training centres. Further details from the Fleet Management Department

The NHS Lothian Assistant Regional Fleet Manager will identify suitable training programmes. Any member of staff employed as a driver should undertake, as a minimum, a recognised driving assessment /driver CPC course as soon as possible but no later than one year after commencement of employment. Refresher courses will be arranged and be determined by the outcome of the initial driving assessment. Training records will be maintained at departmental level. Information on appropriate training and a basic risk assessment form is provided - see appendix 6

Following the regular analysis of all incidents/accidents any drivers who have been involved repeatedly will be required to take part in a re-assessment and re-training programme.

Training in relation to driver attitudes, to on road driving risks and mitigation of the risks along with specific sessions for line managers to understand and manage associated driving risks are available to the organisation through our insurers

All drivers are expected to drive in accordance with all road traffic regulations appropriate to the vehicle they are driving and any relevant local regulations enforced by local authorities. Further information is available from the Highway Code either in paper copy or via this web link www.highwaycode.gov.uk/13.htm and the NHS Lothian Health and Safety manual. This document or specific sections can also be viewed via the intranet.

11 INCIDENT /ACCIDENT REPORTING

All accidents/incidents involving an NHS Lothian vehicle must be reported direct to our insurers where a third party is involved and/or there is damage to vehicles – it is the driver's responsibility to phone the insurance company. This should be completed at the time or as soon as possible after the incident but must be no later than 7 days of the incident. A report must also be recorded on the DATIX incident reporting facility. (Appendix 4)

Further information available from driver information sheets, the Fleet Management or Car Leasing Department. An aid memoir is available at Appendix 4 & 4a

In order to monitor the implementation and effectiveness of this guidance document and associated local policies, managers are required to review local statistics and incident reports. Advice on any remedial action is available from the NHS Lothian Fleet Management or Car Leasing Department.

12 FUEL CARDS

Fuel cards will be provided for all pool cars and commercial vehicles. They will be provided by the national contactor All Star and will be valid in all filling stations showing the All Star sign/logo. The cards will normally be restricted for the purchase of the specific fuel type for the nominated vehicles and the purchase of oil and in some cases Ad blue. (The use of the fuel card to purchase Ad blue is up to each individual garage). In certain circumstances the cards can also be provided for using site car washes, subject to the size and type of vehicle.

Each card will carry the vehicle registration number of the nominated vehicle and must only be used to fuel that vehicle. Bearer cards are available for fuelling hire or courtesy vehicles.

It is the responsibility of the local managers to ensure that appropriate systems are in place to ensure the cards are held securely and are made available only to local staff when fuelling is required.

Local managers must also implement a system to ensure that all staff complete the relevant section on the mileage and defect sheet to show when and the amount of fuel purchased, hand in the filling station receipt and undertake regular reconciliation of fuel purchases against local budgets. Only the mileage and defect log shown in appendix 7 can be used to record mileage on pool and commercial vehicles. Initial copies can be requested through the Fleet Management Department.

Any malfunctioning or lost cards can be replaced by contacting the Fleet Management Department.

All incidents involving the mis-fuelling of vehicles must be reported to local managers and Fleet Management Department along with a DATIX report submitted ASAP afterwards.

Further information can be obtained from the Fleet Management Department or Assistant Regional Fleet Manager.

13 RISK ASSESSMENT

As specifically required by the Driving at Work Policy, risk assessments will be carried out in all areas by local managers to ensure risks associated with driving/carrying passengers are identified and action taken to minimise them.

Risk Assessment will include all potential dangers and the risks associated with specific work related driving activities. It will identify who will be affected and how, and the control measures which are needed to remove or reduce the risk to the lowest level reasonably practicable. Where other hazards are identified additional risk assessments will be arranged by the appropriate local manager/head of service. Risk Assessment will include:

- The extent and nature of the risks

- The factors that contribute to the risk including job content and activities
- The safe systems of work to be followed to control the risk

Risk assessments will be maintained and will be reviewed and updated annually or sooner if circumstances change.

Musculo–skeletal injuries account for a large percentage of staff sickness nationally as a result of bad posture. Back related problems could be improved by the adoption of the correct driving position and posture.

Vehicle specific assessments should be sought where appropriate through Occupational Health/Moving and Handling Departments. Vehicles fit for purpose will be provided on the outcome of the assessments.

13.1 THE NEEDS OF TRAVELLING, REMOTE AND LONE WORKERS

Employers are responsible for meeting the first-aid needs of their employees working away from the main site, for example those who travel regularly or who work elsewhere. The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Note this relates to NHS Lothian supplied vehicles and authorised personal vehicles (grey fleet) Organisations with employees who work in remote areas should consider making special arrangements such as issuing personal communicators, providing special training and organising emergency transport facilities. Where employees work alone, other means of summoning help such as a portable telephone may be useful to call for assistance in an emergency.

Source: First Aid at Work: The Health and Safety (First-Aid) Regulations 1981

Travelling first-aid kits

First-aid kits for travelling workers would typically contain:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic advice on first aid at work)
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

This is a suggested contents list only; but different items will be considered acceptable. As with first-aid containers, the contents of kits should be kept stocked from the back-up stock at the home site.

In the case of pregnant women each local manager should undertake a risk assessment prior to allowing staff to drive for work.

13.2 Lone Working

NHS Lothian policy on “Lone Working” should be consulted and the purple pack and appropriate risk assessments undertaken as required. <http://intranet.lothian.scot.nhs.uk/Pages/Search-Results.aspx?k=lone%20working%20policy>

14 DRIVER /PASSENGER RESTRAINTS AND SAFE LOADING OF EQUIPMENT

It is a legal requirement to wear seatbelts; this applies to all persons in the vehicle. Failure to do so could result in the insurer refusing to accept liability should a claim arise following an incident/accident. There is no exemption for local delivery and collection work.

All minibuses will comply with current legal requirements with regards to seatbelts and wheelchair restraints. Wheelchair clamping and restraint systems must be subject to regular checks by the operator to ensure they are and remain fit for purpose.

In cars and light commercial vehicles any load, however small, should be secured in the boot or rear cargo section of vehicles so as not to come loose and cause injury to the driver or passengers. Local Risk Assessments should identify requirements

Home equipment items are normally delivered and collected via the Joint Domiciliary Equipment Service; only in special circumstances and where the vehicle allows safe transportation should such equipment be carried in staff vehicles. The use of roll cages and box vans with securing systems fitted can be used for this type of transportation.

Following a Risk Assessment all manual wheelchairs should be transported in the boot area only. Vehicles exist within the NHS Lothian Fleet that allow for the safe transportation of this form of equipment. The chair should be secured to the floor of the load carrying area via load restraint hooks and bungee straps; all loose parts must be similarly secured before driving.

Following a Risk Assessment, all electronically powered indoor/outdoor (EPIOC) or indoor only (EPIC) wheelchairs are transported, when required, by Mobility Centre therapists in an appropriate car with flat access to the boot area.

Ramps are used to 'drive' the wheelchair into and out of the car using the drive mode. Once in the car the brakes are applied (if fitted), power turned off and bungee straps are used to secure both the wheelchair and the ramps to the floor of the car using fitted load restraint hooks.

All loose parts, i.e. battery charger must be similarly secured before driving.

All NHS Lothian Commercial vehicles fitted with tail lifts will have side safety gates and roll stoops fitted as standard and local managers should ensure that staff use these at all times with the platforms are in use.

14.1 Drinking and Eating whilst driving

NHS Lothian does not support staff drinking and eating whilst driving. NHS Lothian employees would, of course face the same penalties as other drivers if found drinking or eating whilst driving; if the police believe that the driver was not in proper control of their vehicle.

15 HEALTH SCREENING & FITNESS TO DRIVE

Health screening of staff prior to employment is undertaken by Occupational Health Service as part of the recruitment process and it is therefore imperative that driving responsibilities are clearly identified within any role.

Prospective employees are required to complete a Pre-Employment Health Assessment Form, which should highlight driving in the course of their work. No employee should commence duties until confirmation of fitness is obtained from Occupational Health. Certain categories of driver require clearly defined health/eyesight checks and the drivers licence checked through the appropriate agreed process. Information on these can be obtained from the Fleet Management Department.

From 2013, Police have the power to demand a driver whom they suspect to have bad eyesight to take a test; failure to do so is an offence. Where necessary, professional advice should be sought from the Occupational Health Service.

Eyesight standards changed in 2013 for commercial vehicles drivers above 3.5 tonne and will be tested at appropriate intervals, normally at the 5 year medical review required to maintain vocational entitlement to drive vehicles over 3.5 tonne. Further information is available from www.gov.uk/driving-eyesight-rules

NHS Lothian is following industry best practice by recommending that all staff who drive for work have their eyes tested every two years. Regulatory authorities have been requesting this for a number of years and accident statistics indicate that eye sight conditions were a contributory factor in a number of road accidents.

Drivers must notify their manager who may then notify the Occupational Health Service of any medical condition or medication that may impair their ability to drive or perform their duties. The Occupational Health Service will advise the individual as necessary.

Driving on organisational business while under the influence of alcohol or illicit drugs is strictly forbidden and disciplinary action will be taken against any employee in breach of this policy.

Smoking is not allowed in NHS Lothian vehicles. From 26th March 2006, all vehicles require to display the standard 'No Smoking' sign as required by the new legislation. All staff should be aware they can be fined for breaching the legislation and may be subject to investigation under the terms of the NHS Lothian Tobacco policy.

Alcohol and Substance use – Driving whilst under the influence of Alcohol or Drugs is not allowed by NHS Lothian. The NHS Lothian policy on Alcohol and Substance use provides information on how these type of situations should be managed.

16 OPERATION OF MOBILE PHONES/SAT NAVS WHILST DRIVING

It is illegal to use a hand-held mobile phone while driving. It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving ; a fixed penalty fine of £200 and 6 points will be endorsed on licences for all offences after 1st March 2017 . This can be increased to a maximum of £1,000 (£2,500 for drivers of goods vehicles, or those manufactured or adapted to carry 9 or more passengers In addition to this the Senior Traffic Commissioner recommends a starting point of a suspension of a vocational entitlement for using a mobile phone when driving a car, with a longer period of suspension of those using mobile phones when driving commercial vehicles. (see appendix 3) The Scottish Traffic Commissioner has indicated that all mobile phone offences detected by the Police should be reported to her where the offender has a vocational licence entitlement. This is irrespective of whether the offender users this vocational entitlement as part of their working remit. She has also indicated that all offenders with this entitlement will be called to a public enquiry and their employer is expected to be told to attend the enquiry as well.

NHS Lothian requires that staff driving for work must never make outgoing or answer incoming calls, send or read texts or emails or otherwise use a mobile phone while driving.

Mobile phones should not be used whilst driving and should you receive a call then you must:

- 1. Not answer.**
- 2. Park safely.**
- 3. Switch off engine and take key out of ignition and**
- 4. Only then answer the call.**

Hand-held phones can only be used when the vehicle is parked legally and safely with the engine is switched off.

Persistent failure to do so will be regarded as a serious matter and the individual concerned will be liable to disciplinary action under the terms of the NHS Lothian Disciplinary Policy and Procedure.

The HSE also considers the use of Mobile Phones in their Workplace Transport Inspection Checklist and are advised to issue Improvement Notices if unsafe acts and lack of management control are noted in this respect.

Emergency Situations - If you're the driver, you can only use your phone in a vehicle if you need to call 999 in an emergency and it's unsafe or impractical to stop.

NHS Lothian's position is to endorse the guidance issued by the Department for Transport and mobiles should not be used whilst driving.

Whilst it is not illegal to use hands free phones, sat navs and two way radios while driving, these can be a distraction. NHS Lothian employees would, of course face the same penalties as other drivers using this equipment while driving; if the police believe that the driver was not in proper control of their vehicle.

NHS Lothian does not support the use of hands free devices used in conjunction with mobile phones or two way radios whilst driving for work. The organisation does not assume responsibility for the consequences for staff and 3rd parties where staff have chosen to use hands free devices in connection with phone communication while driving for work purposes.

NHS Lothian recognises that the provision of sat navs is common place in today's vehicles, however reminds staff that they should not be programmed or adjusted whilst the vehicle is moving.

Any licence endorsements in relation to the use of a mobile phone whilst driving irrespective of this was for work or not must be reported to your line manager and the Area Manager Pan Lothian Service.

17 TRANSPORTATION OF PATIENTS

Prior to transporting a patient, staff must undertake a risk assessment in consultation with the clinical team and any other relevant parties. The outcome of the risk assessment will determine whether it is safe to transport the patient in a vehicle. Staff must also decide the number of staff required to safely transport the patient and consider the following points: -

- Does the patient have a past history of aggressive, violent or sexually inappropriate behaviour
- Is the patient's current mental/cognitive state such that they may act in an unpredictable manner that they put themselves and staff at risk
- Is the patient's physical state such that it would be detrimental to the patient's condition to be transported in a motor vehicle
- Is the vehicle considered suitable for the purpose
Staff must not transport patients where the patient is under the influence of alcohol; illicit drugs/substances.
Clinical staff should ascertain if there is a genuine clinical reason to transport the patients i.e.
- When attending hospital for a planned admission
- Attending an out-patient appointment
- Using a wheelchair or walking aid, they should be escorted

When transporting patients in a vehicle, staff must adhere to the following guidance:

- Where two staff are involved in transporting a patient, the patient should be seated in the rear of the vehicle behind the passenger seat with the second member of staff also sitting in the rear of the vehicle behind the driver
- The driver of the vehicle is responsible for ensuring that all passengers use seat belts
- If the patient's mobility is such that they are unable to access the rear seat of a two-door car, a four-door car should be utilised
- Where a four-door car is being utilised, child locks should be activated
- Ensure windows are fully closed prior to leaving the vehicle

18 TRANSPORT OF DANGEROUS GOODS

NHS Lothian has arranged for the designation of a Dangerous Goods Safety Advisor (DGSA).

The DGSA will ensure the following requirements are met: -

- Monitoring compliance with regulations
- Providing advice to management/staff
- Ensure the preparation of an annual report
- Ensure the preparation of accident reports
- Monitoring practice and procedures concerning the employer in relation to the transport of dangerous goods will be the key contact for all staff involved in carrying dangerous goods as part of their duties

18.1 Clinical Waste

NHS Lothian is registered with the Scottish Environmental Protection Agency as both a Broker and a Carrier of Clinical Waste. This waste (including sharps) is transported and disposed of in accordance with statutory legislation and NHS Lothian's own Waste Management and Control of Infection Policies. All vehicles above 3.5 tonne MAM must carry orange plates at the front and rear of the vehicle to identify the load, when the load is contained in approved UN containers. However a change in ADR regulations in 2013 states that these plates should only be displayed when the weight of the waste in the vehicle goes above the category threshold of 333kgs. All vehicles carrying waste in bulk (out with approved containers) must have appropriate bulk loading markings on both sides and rear of the vehicle and the driver must have and carry a valid ADR training certificate. This will be required to be produced if stopped by an on duty police officer and or DVSA officer accompanied by an on duty police officer. Further information is available from the NHS Lothian Assistant Regional Fleet Manager/DGSA. Changes planned to vehicle standards are anticipated to specify specific requirements for vehicles involved in the bulk loading of clinical waste. This in turn may preclude NHS Lothian utilising this as contingency for peaks in demand.

18.2 Medical Gases (involving both full and empty cylinders) are transported in vehicles throughout NHS Lothian; such movement must be in full accordance with the NHS Lothian Medical Gas Policy and Procedure and the Carriage of Dangerous Goods Legislation. As a minimum, all cylinders must be securely stored in the rear of the vehicles (as per local risk assessment). The vehicle must display appropriate signage and carry the relevant transport documents when carrying a cylinder(s) (empty or full) above the weight threshold of 1000 kgs on the vehicle. Further information is available from the NHS Lothian Assistant Regional Fleet Manager/ DGSA

18.3 Specimens are regarded as Category B, infectious substance. Specimens are so packaged prior to transportation that they pose limited risk to transport personnel in that they are contained in appropriate modes of packaging (ADR Packing Instructions P650). Any danger arises if the package is found to be leaking and appropriate method of cleaning up spillages must be followed. Since January 2007, all drivers involved in the transportation of the above must, as a minimum, have ADR awareness training. The rigid containers must carry the appropriate markings and the vehicle must carry the relevant transport documents. Box lids must be closed and all items contained within box, which must be placed in converted vehicle compartment. All samples including packaging must be contained within the rigid box and the box(es) carried in the specific compartment of the vehicle.

Personal protective equipment for staff driving in scope vehicles must include a chock suited to the size and weight of each vehicle

Two self-standing warning signs (e.g. reflective cones or triangles or flashing amber lights which are independent from the electrical equipment of the vehicle);

A suitable warning vest or warning clothing (e.g. as described in European Standard EN471) for each member of the vehicle crew;

A pocket lamp for each member of the vehicle crew – the lighting apparatus used shall not exhibit any metal surface liable to produce sparks should the staff wish to enter the vehicle. General other protective equipment, i.e. gloves, goggles and aprons should also be available in the vehicle as is required under the spillage kits.

18.4 Class 7 – Radioisotopes – NHS Lothian move a small number of radioisotopes between our sites. They are consigned as UN2915, 2910 and 2908. All drivers involved in the transportation of the above will have received ADR awareness training for Class 7. Personal protective equipment for staff driving in scope vehicles must include:

- a chock suited to the size and weight of each vehicle
- Two self-standing warning signs (e.g. reflective cones or triangles or flashing amber lights which are independent from the electrical equipment of the vehicle);
- A suitable warning vest or warning clothing (e.g. as described in European Standard EN471) for each member of the vehicle crew;
- A pocket lamp for each member of the vehicle crew – the lighting apparatus used shall not exhibit any metal surface liable to produce sparks should the staff wish to enter the vehicle. General other protective equipment, i.e. gloves, goggles and aprons should also be available in the vehicle as is required under the spillage kits.

19 TRANSPORT OF DATA SENSITIVE INFORMATION

It is essential that the transporting of personal information is handled in line with General Data Protection Regulations (GDPR) and Confidentiality requirements.

The following items are examples: -

Medical Records	Dictation Tapes
Mail	Patient Details
Staff Records	Confidential Waste

This type of information must be transported securely and handled in a confidential manner. If the event that personal information is found to be transported in an unsecured manner the incident should be recorded on the DATIX system with copies to the Data Protection Officer, Caldicott Guardian and Fleet Management department.

20 TAXI, COURIER AND VOLUNTEER DRIVER SERVICES

Taxi and Courier services must only be used where all possible in house alternatives have been considered and are deemed either unavailable or inappropriate.

Specifications will be updated regularly and form the basis of the contract tendering arrangements. The tendering process and selection of contractors will be sensitive to the wide geographical coverage of NHS Lothian

When requesting taxi or courier services the following should be observed:

- All requests should be made through the Flow Centre on 44500 which will endeavour to route the request to in house services or the ambulance service where possible.
- Such requests should not be made unless exceptional circumstances exist and appropriate authorisation has been given. The authorisation should come from a senior manager within the ward or department. A confidential list of authorising names is held by Transport Hub. Further information - Appendix 16
- A key element to managing the cost to the organisation is when the item is required to be transported and when it needs to be delivered. Costs can increase by up to 700% if a same day delivery is required opposed to an overnight.

Confidentiality of patient information whilst in transit must be maintained at all times in accordance with the Data Protection Act.

Volunteer drivers are based in the discharge lounges in both the RIE and WGH sites and undertake patient transfers between sites and home addresses. Workload is controlled by the staff within the lounges.

All patient discharges and internal movements are controlled by the Flow Centre based at Astley Ainslie hospital. All requests of this nature must be directed through this route. The Flow Centre is open 24 hours a day.

21 CAR PARKING

21.1 Pool Cars

Where parking spaces are limited and pool vehicles are based at a location, staff must leave their own vehicle off site to allow maximum use of the available spaces where possible.

21.2 Disabled Parking

Where appropriate, spaces will be designated for disabled parking at all locations in line accordance with Disability Discrimination Act requirements. The size and location of spaces will be in line with current guidance.

21.3 Ambulance Parking/Waiting

Where appropriate ambulance access to premises will be designated and clearly marked. Ambulances may be requested to move or leave site between patients if this is having an impact on traffic management on sites

21.4 Local Arrangements

In certain locations where parking facilities are at a premium or unauthorised parking is a problem, the introduction of locally controlled traffic management systems will be considered. In these situations site managers through their local teams will implement the recommendations of local Workplace Transport Risk Assessments.

21.5 City of Edinburgh Council Essential User Parking Permits

The City of Edinburgh Council operates a permit scheme for staff designated as NHS Essential Users. The system allows considerable on street parking concessions for staff undertaking domiciliary visits. The scheme is administered by Logistics and it is the responsibility of the local managers/individual staff to ensure appropriate systems are in place to manage the issue and return of permits and also to ensure the terms and conditions of use are adhered to. The relevant application form, terms and conditions of use are provided in Appendix 12 and also available on the intranet

21.6 Loading / Unloading Commercial Vehicles in Edinburgh

Guidance on parking commercial vehicles in Edinburgh – see Appendix 10

21.7 RingGo

RingGo provides a technical solution to parking in Pay & Display bays in Controlled Parking Zones within the City of Edinburgh. The system enables the payment of parking from on street ticket machines by mobile phones (allocated through the Telecoms Dept) removing the need to use cash. The relevant application form, terms and conditions of use are provided in Appendix 13 and also available on the intranet

21.8 Reversing of Commercial vehicles on site

NHS Lothian has site regulations in place for all acute sites which can be accessed through the intranet. [In particular the site rules advocate that commercial vehicles must contact NHS Lothian](#)

to request assistance with reversing if they are single crewed. All delivery or contractors vehicles must follow the above requirement which is specified on NHS Lothian orders or contracts

NHS Lothian vehicles are fitted with additional safety equipment including:

Audible reverse alarm,
Reverse camera system or on board CCTV
Distance sensors

These vehicles are excluded from the above requirement providing all fitted equipment is fully operational.

22 TRAVEL

Season Tickets/Travel Passes

NHS Lothian recognises that by facilitating staff to purchase season tickets for travel purposes it is both encouraging environmentally friendly practices and assisting with staff recruitment and retention throughout NHS Lothian.

NHS Lothian will endeavour to agree discounted rates with local operators/travel schemes for the purchase of annual travel passes.

In addition, NHS Lothian has agreed to make the initial payment of any appropriate season ticket/travel passes on behalf of individual staff members subject to certain prerequisites. Weekly or monthly deductions will be made to recoup this cost in line with the individual staff member's current pay frequency. A copy of the procedure and application form is shown at appendix 14 & 14a of this document.

NHS Lothian operates or part fund a number of services to enable staff to travel across sites. These include the shuttle bus, MPV and Healthlink services. Staff are encouraged to make best use of these services wherever possible to assist the organisation meet our Green targets.

Re-imbusement of travel associated costs are detailed in the Travel Policy which can be viewed on the intranet.

NHS Lothian actively promotes the use of Traveline Scotland as a method of journey planning through links from our internet site. Staff are encouraged to consider making use of this tool when planning journeys. www.travelinescotland.co.uk

23 ENVIRONMENTAL ISSUES

NHS Lothian promotes the following points as part of its Sustainable Development Agenda: -

- Vehicle selection – the most fuel-efficient vehicles will be chosen provided they are fit for purpose and economically practicable
- The use of Video/Tele conferencing where appropriate, to reduce the need to travel. Further information available from the Intranet, E health or the Telecoms department.
- Fuel selection – vehicles with lower levels of harmful emissions typically electric motors will be preferentially selected where these are fit for purpose and economically practicable.
- Driver responsibility – drivers of all vehicles on NHS Lothian business will be encouraged to observe best driving practice in particular driving within the speed limit – This will be achieved via driver assessment training which will be arrange at Local Management level.
- Car share scheme – We are actively involved in the promotion of our car sharing scheme which Any member of staff can join our scheme which is webhosted. Please click on the following link www.nhslothiantripshare.co.uk

Staff will be encouraged through the provision of alternative transport information to consider:

- Use of alternative methods of transport where practicable e.g. bus, rail, walking, cycling, car sharing
- Economic and fuel efficient route planning and driving style

Bicycle Users

NHS Lothian through its Sustainable Development Strategy has developed a bike to work scheme and will encourage staff use of bicycles for both commuting and NHS business to reduce traffic congestion and to promote healthy living; shower facilities and secure cycle storage will be provided where practicable. Further information on bicycle use for business is available in appendix xx

24 PROTOCOL FOR REQUESTING A POOL CAR AND COMMERCIAL VEHICLE

24.1 Requesting a Pool Car

This protocol applies to all requests for additional and replacement pool cars and has been designed to assist managers establish requirements along with managing the organisations resources in a robust manner.

Prior to requesting a replacement or additional car managers must review the number, mileage and regular usage of all other pool vehicles available to you. This should identify if there is any capacity across other vehicles in the fleet which could with some adjustments meet this need.

Assuming the review has not identified any capacity, specific individual needs of staff or service need to be identified at this stage as this will affect the cost of the vehicle. Application form – Appendix 15

On completion of the application form, it should be approved by local budget holder / management team before being forwarded to Car Leasing. Car Leasing are unable to process any requests without the appropriate form being completed and approved.

Car Leasing also require to comply with EU regulations (Directive 2004/3/EC) on fuel and efficient vehicles and in all cases the most fuel efficient, low carbon vehicles will be provided including hybrid models (petrol or diesel electric) or fully electric. These will only be provided where daily mileage is within the battery range and charging infrastructure is in place.

24.2 Requesting a Commercial Vehicle

This protocol applies to all requests for replacement, additional and hire commercial vehicles and has been designed to assist managers establish requirements along with managing the organisation resources in a robust manner

Prior to requesting a replacement, additional or hire vehicle, managers must review the number, type, size, mileage and regular usage of existing vehicles in the fleet. This should identify if there is any capacity across other vehicles in the fleet which could with some adjustments meet this need.

Assuming the review has not identified any capacity, specific individual needs of staff or service need to be identified at this stage as this will affect the cost of the vehicle. Application form – Appendix 15a

On completion of the application form attached it should be approved by local budget holder / management team before being forwarded to Fleet Management Department. We are unable to process any requests without the appropriate form being completed and approved.

We also require to comply with EU regulations (Directive 2004/3/EC) on fuel and efficient vehicles and in all cases the most fuel efficient, low carbon vehicles will be provided including

hybrid models (petrol or diesel electric) or fully electric. These will only be provided where daily mileage is within the battery range and charging infrastructure is in place.

25 MONITORING AND REVIEW

This guidance document will be monitored to evaluate the effectiveness of the process and will be reviewed by the Lothian Partnership Forum after a period of two years.

APPENDICES



Vehicle categories on driving licences from 19 January 2013





		Category	Minimum age	Notes	Change
	Moped <ul style="list-style-type: none"> Two-wheel vehicles or three-wheel vehicles with a maximum design speed is over 25km/h and not more than 45km/h. Light quadricycle <ul style="list-style-type: none"> With an unladen mass of not more than 350kg, not including the mass of the batteries in case of electric vehicles, whose maximum design speed is over 25km/h and not more than 45km/h. 	AM	16		New category
	Motorcycles <ul style="list-style-type: none"> A motorcycle with a cylinder capacity not exceeding 125cc, of a power not exceeding 11kW and with a power to weight ratio not exceeding 0.1kW per kg. A motor tricycle with power not exceeding 15kW. 	A1	17		Category description
	<ul style="list-style-type: none"> A motorcycle of a power not exceeding 35kW, with a power to weight ratio not exceeding 0.2kW per kg and not being derived from a vehicle of more than double its power. 	A2	19		New category
	<ul style="list-style-type: none"> A motorcycle of a power exceeding 35kW or with a power to weight ratio exceeding 0.2kW per kg. A power not exceeding 35kW with a power to weight ratio not exceeding 0.2kW per kg and derived from a vehicle of more than double its power. A motor tricycle with a power exceeding 15kW. 	A	24	See note 1	Category description
	4 wheeled light vehicles <ul style="list-style-type: none"> Motor vehicles with four wheels up to 400kg unladen weight or 550kg for vehicles intended for carrying goods. 	B1	17		Category description
	Cars <ul style="list-style-type: none"> Motor vehicles with a MAM not exceeding 3500kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer up to 750kg. Motor vehicles with a MAM not exceeding 3500kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer over 750kg, where the combination MAM is not exceeding 3500kg. 	B	17	See note 2	
	Medium sized vehicles <ul style="list-style-type: none"> Vehicles between 3500kg and 7500kg, and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer up to 750kg. 	C1	18	See note 3 and note 6	
	Large goods vehicles <ul style="list-style-type: none"> Vehicles over 3500kg with a trailer up to 750kg, and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer up to 750kg. 	C	21	See note 4	
	Minibuses <ul style="list-style-type: none"> Vehicles with no more than 16 passenger seats in addition to the driver and with a maximum length not exceeding eight metres with a trailer up to 750kg. 	D1	21	See note 5 and note 6	Category description
	Buses <ul style="list-style-type: none"> Any bus designed and constructed for the carriage of more than eight passengers in addition to the driver, with a trailer up to 750kg. 	D	24	See note 5	Min age + category description
	Small vehicles and trailers <ul style="list-style-type: none"> Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B, and the MAM of the trailer or semi-trailer does not exceed 3500kg. 	BE	17		
	Medium sized vehicles with trailers <ul style="list-style-type: none"> Vehicles between 3500kg and 7500kg with a trailer over 750kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer over 750kg – combined weight not more than 12000kg. 	C1E	21	See note 3, 4 and note 6	
	Large goods vehicles with trailers <ul style="list-style-type: none"> Vehicles over 3500kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver with a trailer over 750kg. 	CE	21	See note 4	

MAM – Maximum Authorised Mass
Green shaded areas show EU3D changes



An executive agency of the
Department for
Transport

INF245
3/12

		Category	Minimum age	Notes	Change
	Minibuses with trailers • Vehicles with no more than 16 passenger seats in addition to the driver and with a maximum length not exceeding 8 metres with a trailer over 750kg, provided that the MAM of the combination formed does not exceed 12000kg.	D1E	21	See note 5 and note 6	Category description
	Buses with trailers • Any bus designed and constructed for the carriage of more than eight passengers in addition to the driver, with a trailer over 750kg.	DE	24	See note 5	Min age + category description
	Moped • Motor vehicles with fewer than four wheels with a maximum design speed exceeding 45km/h but not exceeding 50km/h and which, if propelled by an internal combustion engine, has a cylinder capacity not exceeding 50cc.	p	16	See note 7	Category description
	Moped • Motor vehicles with fewer than four wheels which if propelled by an internal combustion engine, has a cylinder capacity not exceeding 50cc and, if not equipped with pedals by means of which the vehicle is capable of being propelled, has a maximum design speed not exceeding 25km/h.	q	16	See note 7	New category
	Agricultural tractors	f	17	See note 8	
	Roadrollers	g	21	See note 9	
	Tracked vehicles	h	21	See note 4 & 10	
	Mowing machines or vehicles controlled by someone on foot	k	16		
Note 1	Age 24 or 2 years from date of Standard A2 test pass. Tricycle restriction code 79				
Note 2	Age 16 if you are getting Disability Living Allowance (Mobility Allowance) at the higher rate.				
Note 3	Age 18 if combination weight is under 7500kg.				
Note 4	You can drive at age 17 if a member of the armed services. You can drive at 18 if one of the following apply: • you passed your driving test and Driver Certificate of Professional Competence (Driver CPC) initial qualification • you are learning to drive or taking a driving test for this category or Driver CPC initial qualification • you are taking a national vocational training course to get a Driver CPC initial qualification, or • you had your driving licence before 10 September 2009, you must take the CPC periodic training within 5 years of this date.				
Note 5	You can drive at age 17 if you are a member of the armed forces. You can drive these vehicles at age 18 if one of the following apply: (1) You are learning to drive or taking a PCV test or Driver CPC initial qualification (2) Having passed a PCV driving test and Driver CPC initial qualification, you can drive under any of the following conditions: • driving on a regular service where the route doesn't exceed 50km • not engaged in the carriage of passengers • driving a vehicle of a class included in sub-category D1. (3) Having passed a PCV test before 10 September 2008 and driving under a bus operator's licence, or minibus permit, or community bus permit and any of the following conditions: • driving on a regular service where the route doesn't exceed 50km • not engaged in the carriage of passengers • driving a vehicle of a class included in sub-category D1. Age 20 after passing a PCV driving test and Driver CPC initial qualification. For further advice you can contact the Driving Standards Agency by phoning 0300 200 1122.				
Note 6	If you passed your test for category B or B automatic before 1 January 1997 your licence will already show entitlement to C1, C1E (8.25 tonnes), D1 and D1E (not for hire or reward).				
Note 7	National category only.				
Note 8	At 16 you can drive tractors less than 2.45m wide. It must only pull trailers less than 2.45m wide with two wheels, or four wheels that are close-coupled.				
Note 9	At 17 you can drive small roadrollers with metal or hard rollers. They must not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads.				
Note 10	You can drive at 17 if the MAM of the tracked vehicle is not more than 3500kg.				

MAM – Maximum Authorised Mass

Find out about DVLA's online services
Go to: www.direct.gov.uk/onlinemotoringservices



Appendix 1a

EU Countries

- Austria
- Belgium
- Bulgaria
- Czech Republic
- Estonia
- Finland
- France
- Germany
- Republic of Cyprus
- Denmark
- Greece
- Poland
- Italy
- Ireland
- Hungary
- Latvia
- Lithuania
- Luxemburg
- Malta
- Netherlands
- Portugal
- Romania
- Slovenia
- Slovakia
- Spain
- Sweden

EEU

- Iceland
- Liechtenstein
- Norway

Appendix 2

Drivers Driving Licence Declaration

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising him or her to drive it. It is also an offence for a person to cause or permit another person to drive it.

This is a declaration that I _____

have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications.

I have had no change in my health, which could affect my entitlement to drive, in particular:

- An epileptic event (seizure or fit)
- Sudden attacks of disabling giddiness, fainting or blackouts
- Severe mental handicap
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted
- Diabetes controlled by insulin or tablets
- Angina (heart pain) while driving
- Parkinson’s disease
- Any other chronic neurological condition
- A serious problem with memory
- A major or minor stroke
- Any type of brain surgery or tumour
- Severe head injury involving in-patient treatment at hospital
- Any severe psychiatric illness or mental disorder
- Continuing/permanent difficulty in the use of arms or legs
- Obstructive Sleep Apnoea Syndrome (OSAS)
- Dependence on or misuse of alcohol, illicit drugs or chemical substances in the past three years (do not include drink/driving offences)
- Any visual disability that affects both eyes (do not declare short/long sight or colour blindness)
- Any heart condition or heart operation
- Any visual problem affecting either eye

If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Unit, DVLA, Swansea SA99 1TU. Failure to do so is a criminal offence punishable by a fine of up to £1,000.

I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible. I have read and fully understand the above and will comply with what is requested of me.

Signed _____ Date _____

DEPARTMENT: _____
MANAGER’S SIGNATURE: _____
DATE: _____

Driver Licence Checklist

General

- check **ALL** driving licences
 - ensure drivers produce licence AND PDF version of summary information from their DVLA licence account
- take a photocopy of both sides of licences and summary information.

Check:

- personal details are correct – name, date of birth and address
- issue number and issue date against last check
- whether any medicals/renewals are due in the near future – if so advise driver
- age restrictions
- driver holds required entitlements
- restriction codes
- photocard expiry date
- any new endorsements/disqualifications

Ask driver to sign declaration that they:

- have produced their latest licence
- have not had a change in health/eyesight which could affect their entitlement to drive – if so they must also inform DVLA
- do not have any pending convictions, endorsements or disqualifications
- will inform you and DVLA if their health/eyesight changes in a way which could affect their entitlement to drive
- will inform you of any road traffic incidents, convictions, endorsements or disqualifications which could affect their entitlement to drive

IF IN DOUBT ABOUT THE VALIDITY OF A LICENCE YOU CAN CONTACT THE DVLA DATA SUBJECT ENQUIRY UNIT, ON 01792 310075, TO ARRANGE A CHECK OF THE LICENCE WITH THE DRIVER'S PERMISSION. NOTE: DVLA CHARGE FOR THIS SERVICE

Paper Licences (old style) will require to be checked direct with DVLA in the same manner as photocard licences

Appendix 2b

MOTORING OFFENCES / CONVICTIONS

It is a requirement that this motor offence / conviction questionnaire be completed in respect of any persons who may use your vehicle.

If you, or any other drivers who **to your knowledge** may use your car, have been convicted in the last five years of a motoring offence which resulted in a driving ban then please complete the following, if not record "Not Applicable" in the appropriate sections.

Health Board: _____

Driver's Name: _____

Vehicle Registration Number: _____

Date of Birth: _____

Name of Offence: _____

Date of Conviction: _____

Code on Licence: _____

Length of Ban: _____

Amount of Fine: _____

Circumstance of Incident
Leading to Conviction(s): _____

Date Check Was Made With
DVLA Online _____

Signature: _____

Date: _____

Please return form to the Car Leasing Manager

FAILURE TO DISCLOSE A CONVICTION MAY INVALIDATE YOUR INSURANCE COVER IF YOU HAVE A CLAIM

From 8th June 2015 all endorsements need to be checked with DVLA by the driver and a copy of the PDF document showing the necessary information which is date stamped should be provided to the line manager as evidence of current status of licence (see Section 5 on how to do this).

Appendix 2c

MOTORING CONVICTIONS

Please complete the details below in respect of any person who may drive a Division car or Commercial vehicle.

Department: _____

Drivers Name: _____

Driving Licence No: _____

Driving Licence Expiry Date: _____

Date of Birth: _____

Where there is no conviction please write NONE.

Date of Offence: _____

Date of Conviction: _____

Code on Licence: _____

Length of Ban: _____

Amount of Fine: _____

Circumstances of Incident
Leading to conviction: _____

Date Checked With DVLA
Online _____

Licence checked by: (signature) _____

(Head of Department)

Date: _____

I _____ confirm that the above is an accurate and truthful record and that I accept responsibility for immediately informing my head of department of any motoring offences or convictions occurring after the signing of this declaration.

Signature: _____

Date: _____

Failure to disclose a conviction may invalidate your insurance cover if you have a claim.

Please return the completed form to the Logistics Department, Block 1/1, Residency, St John's Hospital

From 8th June 2015 all endorsements need to be checked with DVLA by the driver and a copy of the PDF document showing the necessary information which is date stamped should be provided to the line manager as evidence of current status of licence (see Section 5 on how to do this).



How to share your driving licence details

Use this guide to provide information on your driving entitlements and any endorsements. For example, when hiring a vehicle or applying for a job.

1 Go to: www.gov.uk/view-driving-licence

2 Enter your driver number, National Insurance number and the postcode shown on your current driving licence:

Your driving licence number
Example: MORGA753116SM9U

MORGA753116SM9U

Your National Insurance number
Example: MQQ123456C

MQQ123456C

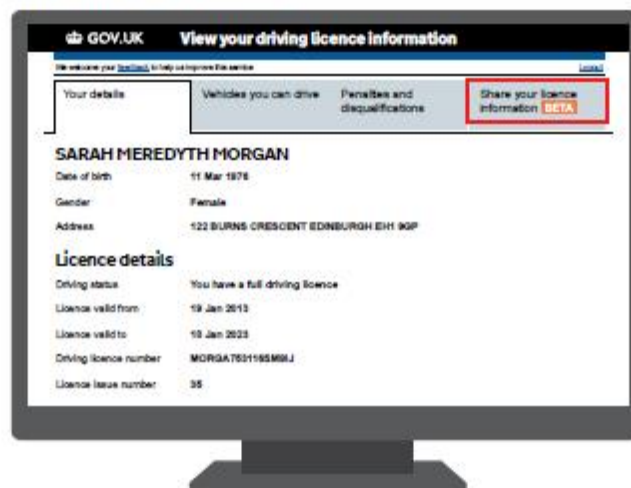
Postcode
Example: EH1 9GP

EH1 9GP



Tick when you have read the privacy notice and click on the 'View now' button at the bottom of the page.

3 You will now be able to view your driving licence information. To **share** your driving licence with another person, select the "Share your licence information" tab (highlighted in red below).

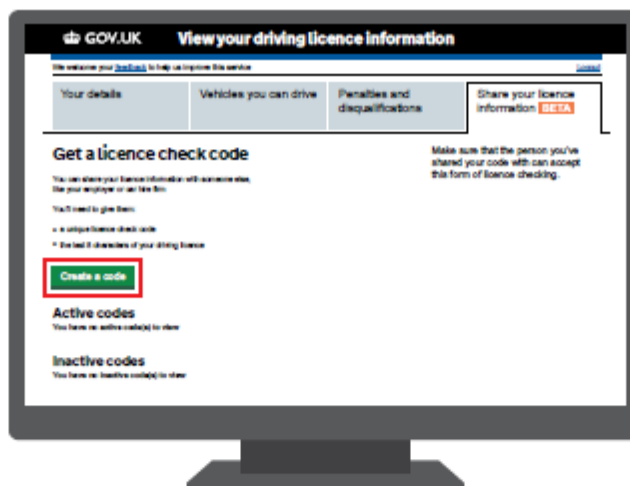


Further steps are shown over the page >

OOJ/15/22/5 (share)
5/15

4

Click on the 'Create a code' button.



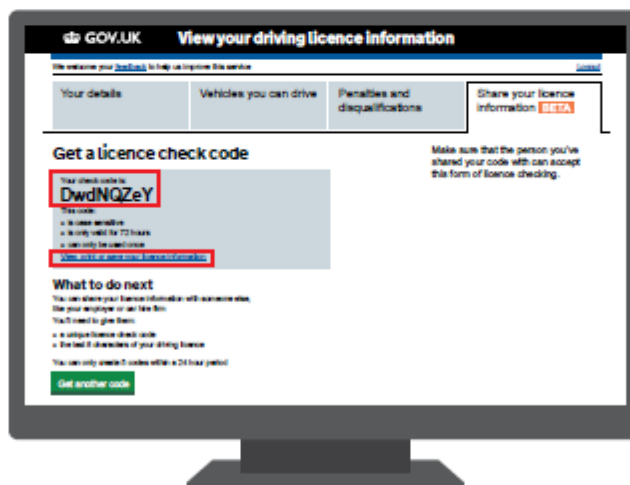
5

You will now be shown a check code which is case sensitive.

Pass this check code onto whoever needs to view your driving licence. You will also need to provide them with the last 8 characters of your driving licence number.

The check code is valid for 72 hours and can only be used once.

You can also download a summary of your driving licence by selecting 'View, print or save your licence information'.



For further information, please visit www.gov.uk/dvla/nomorecounterpart

Your paper counterpart remains valid until 8 June 2015, after this date it should be destroyed.

Simpler | Better | Safer

REGISTERING AN EU/EEA DRIVING LICENCE

If you are a resident in GB and hold an EU/EEA driving licence to drive a bus with 9 passenger seats or more or a vehicle weighing more than 3.5 tonnes, you need to register your non-GB driving licence with the Driver and Vehicle Licensing Agency (DVLA) within 12 months of becoming resident.

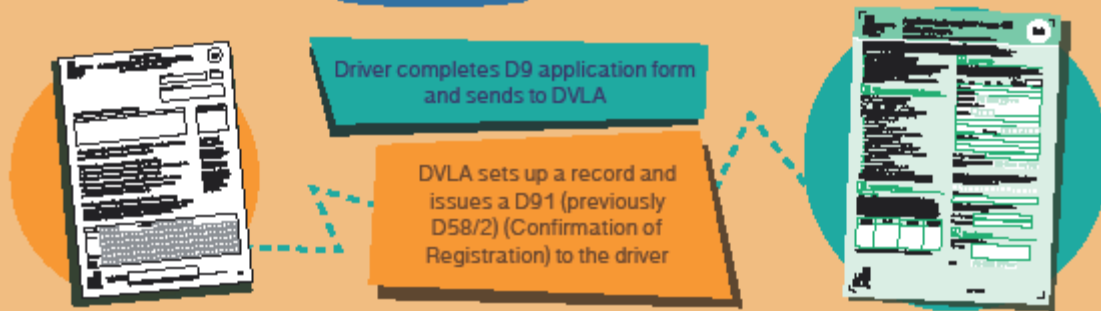
www.gov.uk/driving-nongb-licence

You need to complete a D9. D9 application forms are available via www.gov.uk/driving-nongb-licence. D9 application forms should be sent along with your EU/EEA driving licence (and documentary evidence if required) to:

DVLA
Swansea
SA99 1BH



You can also use this service if you wish to apply to add a provisional category to sit a Driving Standard Agency (DSA) test. On receipt of the completed D9 and EU driving licence a Certificate of Registration (D91) will be issued with the last three digits of your driver number ending in CLH, this will enable you to sit the test.



Options for a 3rd party enquiry for confirmation of registration or any endorsements held.

Confirmation of registration can be viewed via the paper D91 or D58/2 previously issued to the driver



Driver can phone DVLA contact centre on general line (0300 790 6801 local rate) and leave permission for a 3rd party to call within a week, for information from the record.

Monday - Friday 8am - 7pm
Saturday 8am - 2pm

3rd party phones (0300 790 6801) for information



The 3rd party enquirer can phone the general line (0300 790 6801) on a three way call with customer and DVLA for the information

OOJ/15/002
7/15

Appendix 3

MOBILE PHONES AND DRIVING: CHANGES TO THE LAW

Legislation regarding the use of mobile phones and driving comes into force on 1st December 2003. This issue could present a risk if NHS Lothian does not make its position clear with staff.

HAND HELD PHONES

From 1st December 2003 it is illegal to use a hand-held mobile phone when driving and you may incur a fixed penalty fine of £30. This legislation was updated on the 1st March 2017 and the fixed penalty has increased to £200 and 6 penalty points. This can be increased to a maximum of £1,000 (£2,500 for drivers of goods vehicles, or those manufactured or adapted to carry 9 or more passengers). All drivers must notify their manager should they be caught for driving whilst using a mobile. Drivers of HGV'S and PCV's could also have their vocational licences suspended or revoked by the traffic commissioner if deemed appropriate – see updated information below.

The Driver and Vehicle Licensing Agency (DVLA), in partnership with the Traffic Commissioners, is introducing a new process to tackle mobile phone use by some drivers of large vehicles. This will start in September 2014.

At present, drivers caught using a phone or similar hand-held device while driving may be issued a fixed penalty by the police; this penalty is now £100 and three penalty points are endorsed on the driver's record held at DVLA. Under the new system, when an endorsement such as this updates the record of an HGV or PSV driver, a warning letter will be triggered, warning the driver of the risks of continued use of hand-held devices whilst driving. The letter will tell them that as well as the fixed penalty and endorsement they could also be required to attend a meeting with a Traffic Commissioner. From November 2014, any driver who commits a second or further offence of this nature will be referred automatically to a Traffic Commissioner for a conduct review. An outcome of this review could be a suspension of the vocational entitlement. Current guidance issued by the Senior Traffic Commissioner recommends a starting point of suspension of a vocational entitlement for using a mobile phone when driving a car, with a longer period of suspension for those using mobile phones when driving commercial vehicles.

The only exemption is for a genuine emergency call to 999 (or 112 European Emergency number) if it would be unsafe for the driver to stop.

Hand-held phones can be used when the vehicle is parked safely and the engine is switched off.

We recommend that you switch off your hand-held phone when driving. Use your voicemail, a message service or call diversion so that messages can be left for you when your phone is switched off.

HANDS FREE FACILITY

Provided that a phone can be operated without holding it, then hands-free equipment is not prohibited by the new regulation however if you are not designated as a member of staff who is "on call", **then switch off your mobile phone when driving. Use your voicemail, a message service or call diversion so that messages can be left for you when your phone is switched off.**

If you are "on call" staff you are reminded that the police can still use existing legislation (for failure to have proper control) if a driver is distracted by a call on a hands-free phone. Where possible, avoid taking calls on a hands-free phone however if you must, say you are driving and end the conversation quickly.

NHS Lothian

- Will not ask staff to make or receive calls when they are driving
- Where it is essential for staff to be contacted when they are driving, NHS Lothian will encourage the use of voicemail, a message service or call diversion and to stop regularly to check messages and return calls with the vehicle parked safely and the engine switched off.

Appendix 4

NHS LOTHIAN VEHICLE ACCIDENT / INCIDENT CLAIMS GENERAL GUIDE

TO BE KEPT IN THE (LOG BOOK OF POOL & COMMERCIAL VEHICLES) GLOVE COMPARTMENT OF LEASE CARS & FOLLOWED IN THE EVENT OF ANY INCIDENT / ACCIDENT INVOLVING A NHS LOTHIAN VEHICLE

1. SCENE OF ACCIDENT

If a third party is involved, do not admit liability; do not offer to make payment for any damages, as technically this admits liability. To do so may invalidate the terms of the insurance policy.

2. ACTION IMMEDIATELY AFTER ACCIDENT

Note the following essential information:-

- a) Date of accident.
- b) Number and make of vehicle.
- c) Whether a third party was involved.
- d) Whether damage is limited to vehicles or whether any injuries have been sustained.
- e) If injury to persons is sustained check whether the Police have been informed. Such an accident must be reported to the Police within 24 hours.
- f) If your vehicle is not road worthy consult the handbook (Lease cars) or **(log book of pool & commercial vehicles)** and contact the relevant leasing company.

3. AT THE SCENE OF THE ACCIDENT

Complete attached form as follows: -

- a) Obtain names and addresses of any witnesses (independent witnesses are particularly important).
- b) Note the damage to the vehicle.
- c) Note injury to yourself or other persons.
- d) Obtain name and address of the other driver, and of owner if different.
- e) Obtain name and address of the other party's insurance company and where shown the number of the certificate of insurance produced.
- f) Obtain the registration number of the other vehicle (check this against the licensed disc on the windscreen).
- g) Record the Police Constable's number and name of AA or RAC Patrolman if present.
- h) Time and location of accident.
- i) The estimated speeds of the vehicle involved.
- j) Width of the road, any road signs, condition of the road surface and weather.
- k) Any marks or debris on the road relevant to the accident.
- l) The manner of the other driver's driving.
- m) A rough sketch of the scene, including paths and positions of vehicles.
- n) Any other relevant details.

4. INSURANCE CLAIMS

All incidents/accidents involving NHS Lothian vehicles must be reported on datix and to the Fleet Management Department (commercial and pool fleet) or Car Leasing Department for lease cars who will decide whether or not an insurance claim is necessary, and supply the relevant information. If an insurance claim is required use the information you have completed on this attached form to call our insurers. If an insurance claim is not required but minor repairs have been authorised, then forward the attached form to the respective dept.

Vehicle Incident Report



Either retain this form to help you notify your insurers of your claim or if advised that an insurance claim is not necessary forward to the Car Leasing Department or Fleet Management Department

YOUR DETAILS

Name:

Vehicle registration number:

INCIDENT / ACCIDENT DETAILS

Location:

Date:

Time:

Damage to your vehicle:

THIRD PARTY DETAILS

Vehicle registration number:

Make:

Model:

Driver's name:

Address:

Telephone number:

Insurance company name:

Insurance company address:

Telephone number:

Policy number:

Damage to third party vehicle/property:

WITNESSES (use reverse of form if not enough space)

Name:

Address:

Telephone number:

Appendix 4b

If you have an accident, follow these **AIG Golden Rules**

Stop at the scene of the accident.

If anyone is injured telephone the police.

If you have a camera (e.g. mobile phone) record vehicle positions.

Don't make any comments about responsibility, leave that to us.

Call our motor claims team on:

0345 601 1661
as soon as possible.

Get the names, contact, vehicle and insurance details of anyone else involved including passengers, witnesses and police (use back page).

In the event of windscreen or glass damage, call **0345 601 1661** and you will be redirected to our Partner repairer, National Windscreens



Tear off one of these slips and hand to any other people involved

AIG Europe Limited is a member company of American International Group, Inc (AIG). AIG is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (FRN number 205658). AIG Europe Limited is registered in Gibraltar, company number 1498560. Registered address: The AIG Building, 58 Fenchurch Street, London EC2M 6AE.
GBL00001433



This vehicle is insured by AIG

If you've had an accident with our customer, write their details on the back of this slip and call us with this information: **0345 601 1661**

The sooner you tell us the more we can help.



This vehicle is insured by AIG

If you've had an accident with our customer, write their details on the back of this slip and call us with this information: **0345 601 1661**

The sooner you tell us the more we can help.



This vehicle is insured by AIG

If you've had an accident with our customer, write their details on the back of this slip and call us with this information: **0345 601 1661**

The sooner you tell us the more we can help.

Appendix 5

**NOTIFICATION OF TEMPORARY VEHICLE TO BE INCLUDED ON NHS
LOTHIAN FLEET INSURANCE COVER**

Driver Name / Department: _____

Current Vehicle Reg. No.: _____

Temporary Vehicle Registration No: _____

Date Cover Commenced: (date you collected vehicle) _____

Date Cover to End: _____

(date you intend to return the vehicle. NB if you keep the vehicle past the intended return date you must notify the Car Leasing Department / Fleet Management or the vehicle will not be insured)

Make and Model of Temporary Vehicle: _____
(eg Vauxhall Corsa; Ford Transit)

Vehicle cc: _____

Gross Vehicle Weight: _____

You must provide all of the vehicle information requested.

Please scan and email the details to:
car.leasing@nhslothian.scot.nhs.uk or
fleetmanagement@nhslothian.scot.nhs.uk

Appendix 6

Training Requirements

Driver Assessment

1. Online driver risk assessment
2. On road driver assessment

Vehicle Defect Checks

Driver Attitude Workshops – (Half Day session or 45 minute modules).

Line Manager Workshops – (Designed to assist managers understand and manage associated driving risks).

Education or coaching courses targeted at mitigation of driving risk

Moving and Handling

Lone Working – Reliance system

Violence and Aggression – Level 1 or 1&2

Infection Control

Spillage Training

Medical Gas Handling

Dangerous Goods Training

- ADR – Class 6 – For all staff transferring infectious substances above the threshold of 333 kgs
- ADR awareness training – For all staff transferring items in scope of ADR but under the thresholds of each category
- Medical Gases
- Clinical Waste
- Specimens
- Waste Handling

CPC for HGV Drivers

MIDAS – Minibus

Tachograph

Drivers hours

NHS Lothian - Drivers Risk Assessment

Drivers Name:

DOB:

Address:

Driving Licence Number: Licence Clean: Yes / No

Licence info:

Accident History

Job Title:

Driver Main Base: Area covered:

Approx annual mileage: Vehicle(s) used

Essential Training required for all drivers (delete as appropriate):

- Driver Assessment
- 1. Online driver risk assessment
- 2. On road driver assessment
- Driver Attitude Workshops – (Half Day session or 45 minute modules).
- Line Manager Workshops – (Designed to assist managers understand and manage associated driving risks).
- Education or coaching courses targeted at mitigation of driving risk
- Moving and Handling – Vehicle specific
- Lone Working
- Vehicle defect checks
- Management of Aggression Level 1 / Level 2 (delete as required)

HGV Specific:

- CPC for HGV Drivers
- Tachograph
- Drivers hours

Passenger Specific:

- CPC for Passenger Vehicles
- MIDAS

Additional training required (delete or add as appropriate):

- | | |
|--------------------------|---------------------------------|
| • Infection Control | Other Training Required (list): |
| • Spillage Training | Reverse Manoeuvre |
| • Medical Gas Management | Tail lift operation |
| • ADR | |
| • Waste Handling | |

Date training to be completed: Training review date:

Assessor Name: Designation:

Appendix 7

VEHICLE MILEAGE & DEFECT LOG



REG NO: _____

Make: _____

Model: _____

Month: _____

Certified by
Head of Department

Hospital: _____

Department: _____

Vehicle Base: _____

Miles at start: _____

Date	Driver	Journey Details	Start Time	Finish Time	Faults/ Defects		Serial No.	Fuel Litres	End Mileage	Signature
					Yes	No				

Miles at end: _____

Miles at start: _____

Monthly mileage: _____

Notes on use:

All Blue sections to be completed at the start of a new sheet. All Red sections before driving the vehicle.

A vehicle check should be undertaken prior to every journey and this form completed to acknowledge this. Guidance on the checks required is available from the Guidance on the management of vehicles document which is available on the intranet.

On completion of the check please tick the appropriate Yes or No box and sign the sheet, Irrespective of whether there are any faults identified a separate defect log and record the log number must be recorded in the space provided. Submit this as per your local management procedure.

Appendix 7a

VEHICLE/TRAILER NUMBER

141051

DATE

ODOMETER READING



FREIGHT TRANSPORT ASSOCIATION

Re-order code 4234

VC40 NCR – DRIVER VEHICLE CHECK AND DEFECT REPORT

Company

Depot.....

Driver.....

DRIVER VEHICLE CHECK – Items to be checked by driver before and during driving – Function – Damage – Cleanliness etc ✓ = Serviceable X = Defect

Lamps/indicators/stoplamps	<input type="checkbox"/>	Tyres – <i>inflation-damage-wear</i>	<input type="checkbox"/>	Exhaust – <i>condition-smoke-emission</i>	<input type="checkbox"/>
Reflectors/markers/warning devices	<input type="checkbox"/>	Wheels – <i>condition-security</i>	<input type="checkbox"/>	Tachograph/Speedometer – <i>operation</i>	<input type="checkbox"/>
Battery – <i>security-condition</i>	<input type="checkbox"/>	Body/guards/wings/spray suppression – <i>damage</i>	<input type="checkbox"/>	Speed limiter – <i>operation</i>	<input type="checkbox"/>
Mirrors – <i>condition-security</i>	<input type="checkbox"/>	Body/load – <i>security-protection</i>	<input type="checkbox"/>	Trailer coupling – <i>operation-condition</i>	<input type="checkbox"/>
Brakes – <i>pressure-operation-leaks</i>	<input type="checkbox"/>	Number plates – <i>condition-security-illumination</i>	<input type="checkbox"/>	Trailer connections – <i>condition-function-leaks</i>	<input type="checkbox"/>
Brakes – <i>warning devices and instruments</i>	<input type="checkbox"/>	Horn/wipers/washers – <i>operation-condition</i>	<input type="checkbox"/>	Trailer landing legs – <i>condition-operation</i>	<input type="checkbox"/>
Driving controls/steering – <i>wear-operation</i>	<input type="checkbox"/>	Engine oil/water/fuel – <i>levels-leaks</i>	<input type="checkbox"/>	Ancillary equipment – <i>Loading aids, etc</i>	<input type="checkbox"/>

DEFECT REPORT – Details of any faults noted should be entered below

.....

Signature of driver.....

ACTION TAKEN

.....

Signature..... Position..... Date.....

THIS FORM IS PRODUCED BY FREIGHT TRANSPORT ASSOCIATION AND IS NOT PART OF THE FTA VEHICLE INSPECTION SERVICE SYSTEM

Freight Transport Association Limited • Registered Office • Hermes House, St John's Road, Tunbridge Wells, Kent TN4 9UZ • Registered in England Number 391957 • © FTA 11.12

DRIVER CHECKLIST

BEFORE YOU START

Before moving this vehicle you **must** check that the car is to the best of your knowledge, roadworthy.

e.g. lights, indicators, windscreen including wipers & washers, mirrors, oil and a visual check of the tyres in relation to inflation and tread depth. All red sections on the mileage sheet must be completed before you drive – any defects should be noted separately on the defect form

The Division's No Smoking Policy applies in this car.



Fuel

(Please fill the tank before returning the car if under half full)

An Allstar card is provided for the purchase of Fuel and can be purchased from any filling station displaying the All star logo

Current Mileage must be given to the cashier at the time of purchase

MAINTENANCE/BREAKDOWN

In the event of the car breaking down you should contact the respective leasing company. If a roadside repair is not possible then the vehicle should be recovered to a local dealer. The Lease Agreement covers transfer of driver and passengers. Any defects noted during your vehicle check should also be logged on the mileage and defect report and the separate defect form.

PUNCTURES

In the event of a puncture, you should contact the respective leasing company choosing the tyre option.

Need insurance info in here



Please complete **BEFORE YOU RETURN THE CAR** the log sheet clearly, recording your name, department, mileage and any fuel purchased.

All equipment, personal belongings & food (including wrappers)
Should be removed from the vehicle.



Drivers Checklist

Commercial Vehicles

BEFORE YOU START

Before moving this vehicle you must check the vehicle in accordance with your defect reporting sheet and note the serial number on your log sheet. Any defects should be reported to your line manager to action.



NHS Lothian's No Smoking Policy applies within the vehicle



FUEL

An Allstar Card is provided for the purchase of Fuel car wash and Oil can be purchased from any main filling station displaying the Allstar symbol.

Current Mileage must be given to the cashier at time of purchase.

MAINTENANCE / BREAKDOWN

In the event of the vehicle breaking down you should contact the appropriate leasing company on xxxx xxx xxxx. If a roadside repair is not possible this vehicle will be recovered to the nearest dealer. The Lease Agreement covers transfer of driver and Passengers. **You must report this to your line manager.**

PUNCTURES

In the event of a puncture or you need a new tyre, you should contact the appropriate leasing company on xxxx xxx xxxx

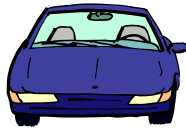
INSURANCE

If you are involved in an accident or require glass to be repaired please contact the insurance company on 0345 601 1661 policy Number 21602828

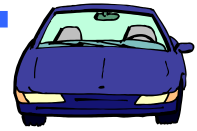
A datix will need to completed for any accident with the vehicle

BEFORE YOU RETURN TO THE VEHICLE

Please complete the log sheet clearly, recording your name, department mileage and any fuel purchased (legal requirement)



DRIVER CHECKLIST



BEFORE YOU START

It is your responsibility to check, before you drive away, that the car is to the best of your knowledge, roadworthy, eg lights, windscreen including wipers, mirrors and a visual check of the tyres.

NHS Lothian's No Smoking Policy applies in this vehicle.



FUEL

This an Electric vehicle

An electrical cable is provided for recharging the batteries on this vehicle. This can be undertaken via an external socket using the standard 3 pin plug or via an industrial connection cable through an external charging system. Charging must only take place when the battery range is below 10 miles. Awareness Training will be provided in charging process.

Charge left in the batteries must be recorded at the start and end of each journey on the vehicle log sheet.



MAINTENANCE/BREAKDOWN

In the event of the car breaking down you should contact Automotive Leasing 24Hour Recovery on 08444937656.

Windscreen Replacement – Contact CHARTIS Insurance Helpline on 0870 112 7113 quoting Policy Number 21602827

Punctures – Contact Automotive on 08444937656 if the tyre requires to be changed

Servicing – Your next service mileage is available from the vehicle display. Call Automotive on 08444937656 to organise when due.



ACCIDENTS

All accidental damage must be reported to the Car Leasing Department. However you must report major damage or an accident direct to the Insurance Company Direct on 0870 112 7113 quoting policy no 21602827.



BEFORE YOU LEAVE THE CAR

Please complete the logsheet clearly, recording your name, department, mileage and any fuel purchased.



All equipment, personal belongings & food (including wrappers) should be removed from the vehicle.

This vehicle has automatic transmission. If you have never been trained or driven an automatic vehicle you must seek assistance from the Transport Manager before you drive

Appendix 9

Grey Fleet Business Insurance/Vehicle service /MOT declaration form.

It is a requirement under The Management of Health and Safety at Work Regulations 1999, for all staff, authorised to undertake business driving activities using their own vehicle, to provide, when required, evidence to support compliance with the above legislation.

Note - Business cover is not required for

- Staff claiming excess mileage as a result of organisational change

In these circumstances this form must be completed to ensure the vehicle being driven is covered by insurance and has a valid Mot certificate if required

Insurance

Driver's Name:

Vehicle Registration Number:

Insurance Certificate Number:

Valid From:

Valid to:

Business Cover:

Yes

No

N/A

MOT

MOT Certificate Number:

Valid From:

Valid to:

V5c serial number (where appropriate)

Will You Be Carrying Dangerous Goods As Noted in Section 8.3

YES / NO

Drivers Signature:

Date of Signing

Local Managers Signature:

Date of Signing:

One copy of all documents must be kept locally with the second copy being forwarded to the Expenses Manager at Payroll Services, Waverley Gate for all vehicles authorised to be used. (See section 8)

FAILURE TO HAVE APPROPRIATE COVER COULD RESULT IN ACTION BEING TAKEN AGAINST BOTH THE DRIVER AND LOCAL MANAGER

I understand and agree that I am personally responsible for ensuring my vehicle is maintained properly and that it complies in all respects with current legislation

I further undertake to drive the vehicle appropriately and as competently as possible and agree to abide by any initiatives investigated and implemented by NHS Lothian to improve the safety of its employees.

Appendix 10

Information for Drivers of Commercial vehicles loading and unloading within the City of Edinburgh

The following information is provided to assist all drivers of commercial vehicles who require to load or unload within the city during times when parking restrictions are operational.

- Vehicles carrying the NHS Lothian logo – Have up to 10 minutes observation period on yellow road markings (single or double lines), up to a maximum of 30 minutes, whilst undertaking a delivery or uplift. You should check the kerblines for any kerb markings as these define loading and unloading restrictions.
- Single Kerb Blip – Peak time loading prohibition – Check signage before parking.
Double Kerb Blip – 24 hour loading prohibition – No parking

Bus Stop – No Parking

Motor Cycle Bay – No Parking

- Vehicles should not double park, but seek the nearest parking area, loading bay or yellow road markings.
- Vehicles can load and unload within permit holder only bays in zones prefixed with the letter S or N
- If additional time is required in other areas (greenways excepted) the driver must contact 0131 557 6941 and request dispensation for the task being carried out. This is normally for planned parking dispensation; however urgent dispensation can be requested where this is appropriate. You will be provided with a reference number which must be displayed in the vehicle and be visible to parking attendants. Each reference number is unique to the location and cannot be used as blanket dispensation.
- Parking on the greenways is not permitted during operational periods except in marked loading and unloading bays. Signage should be checked to determine times of operation

Any issues with traffic wardens should be noted and forwarded to the local supervisor/manager for advice. Where this is not available please contact Iain Sneddon.

Information required.

- Date
- Time
- Location
- Attendant identification number if poss.

Iain Sneddon
Facilities Area Manager
NHS Lothian

Updated April 2012

Appendix 11

Eye Sight Testing

The Health & Safety Executive, Police Scotland and Logistics UK suggest that regular eye testing of employee's who drive as part of their job is recommended best practice.

As we look to improve our standards and mitigate risks posed by driving a vehicle I would be grateful for your assistance in completing the following questions. Please read the information in the links below prior to completing this form.

<https://www.gov.uk/driving-eyesight-rules>

https://live.email-dvla.service.gov.uk/w2c/en_gb/forms/Auto%20Response?button=none&decision=Adding%20Removing+the+eyesight+restriction+code+%2801%29+on+my+driving+licence&lang=en_gb

<https://www.google.com/search?q=guide+for+medical+professionals+fitness+to+drive&sourceid=ie7&rls=com.microsoft:en-GB:IE-SearchBox&ie=&oe=#spf=1599832963969>

Yours sincerely

Iain Sneddon
Area Manager – Pan Lothian
NHS Lothian

Name: _____

Do you wear glasses / contact lenses Yes / No *

If yes, do you need them for driving Yes / No *

Have you had your eyesight tested within the last 3 years Yes / No *

If Yes, how long ago - within last 12 months Yes / No *
within last 12–24 months Yes / No *

If No, do you know when you last had your sight tested?

* Delete as appropriate

Signed: _____

Date: _____

Note: If any driver's eyesight has deteriorated to a point where an optician has advised to wear eye correction for driving, they must inform the DVLA ASAP. Similarly if a driver has had corrective eye surgery where they no longer require eye correction to drive a vehicle and have an 01 code on their licence, they must contact the DVLA to make them aware



THE CITY OF EDINBURGH COUNCIL

**ESSENTIAL USER PARKING PERMIT
NHS Lothian APPLICATION FORM**

NOTE:

First read the guidance notes on the terms and conditions of use for the permit, then **complete and email/send this form to Iain Sneddon at St John’s Hospital, Livingston for authorisation.** Thereafter NHS Lothian will forward to The Director of Finance, Parking Permit Section, The City of Edinburgh Council, 249 High Street, Edinburgh, EH1 1YJ. The Council will subsequently invoice NHS Lothian for the number of permits requested

For Office Use Only	
Permit No(s):	
Date of Issue:	
Date of Expiry:	
Prepared By:	

Name of Applicant / NHS Establishment:

Address of NHS Establishment for which the application is made:.....

.....Postcode:

Telephone No.:e-mail address.....

Are you applying for a: New Permit Renewal Replacement
(tick appropriate box)

Serial Number of permits(s) you are replacing:

Number of staff who have access to a permit within the department

Number of permits requested

No of permits x £10.00 £ .00

The Council will invoice NHS Lothian for this amount

Your department will be charged for the number of permits issued. Please supply cost code details.

Declaration:

I declare that I have read and understand the attached conditions of use for the Essential Users Parking Permit Scheme and agree to be bound by them. I declare that the information given on this form is correct and complete. I understand that it is an offence under section 115 of the Road Traffic Regulation Act 1984 to dishonestly make a false statement in this application, or to produce false information (or cause another to do so) or to misuse or allow the permit(s) to be misused and that in such circumstances the Council may cancel the permit(s). If a permit is no longer required it should be returned to the Parking Permit Section for cancellation.

Signature:Position.....

Print Name: Date:

Authorised by Date:

**Terms and Conditions detailed overleaf
NHS Lothian**

ESSENTIAL USER PARKING PERMITS (EUP)

TERMS AND CONDITIONS

1. The permit **should only** be displayed in the windscreen when the vehicle is being used in connection with healthcare work within the boundaries of the Controlled Parking Zone (CPZ).
2. Permits may be used by persons making **domiciliary visits only** and are **valid for a maximum period 2 hours in any one location.**
3. Permit holders **cannot** park in pay and display bays within the **CENTRAL** parking area; all parking bays in this area operate between 8.30am and 6:30pm Monday to Saturday and a sign to this effect will be situated adjacent to the bays.
4. Permit holders can park free of charge in pay and display bays within the **PERIPHERAL** parking area and free of charge in pay and display bays and shared use bays, within the **EXTENDED** parking area; all parking bays in these areas operate between 8.30am and 5:30pm Monday to Friday and a sign to this effect will be situated adjacent to the bays.
5. Permit holders **cannot** park in designated mews areas which are identified by a small sign located at their entrance. The sign will detail the mews number which is prefixed by the letter **M**. (e.g. **M123**)
6. Permit holders can park in areas with single or double yellow lines (subject to the provisions detailed below):
 - No kerb blips (no loading prohibition) - May park at any time
 - One kerb blip (peak hour loading prohibition) - May park **outwith** the stated times
 - Two kerb blips (24 hour loading prohibition) - Must **not** park at these locations at any time
7. EUP permit holders are **not** entitled to park in bays reserved for the exclusive use of:
 - resident permit holders
 - doctors
 - disabled motorists
 - motorcyclists
 - city car club or
 - in suspended bays and access points to gardens or businesses.
8. Permit holders should always check the signage before parking and must **not** park where it would be an offence to do so, such as:
 - bus lanes (during periods of operation)
 - Greenways and on red line markings (during periods of operation)
 - within markings at pedestrian crossings
 - Do not park adjacent to or in the vicinity of iconic buildings (such as the Scottish Parliament)
 - When parking consideration to be given to any Temporary Traffic Regulation Orders, road suspensions, or any other road event.
9. Permit holders must **also**:
 - Obey any instruction given by a Police Officer or Parking Attendant.
 - Adhere to the highway code at all times.
10. The provisions of the Highway Code apply to vehicles displaying permits and parking is prohibited where obstruction or danger would be caused to other road users or to pedestrians.
11. **Misuse of the Essential User Parking Permit may result in the permit being withdrawn.**

Appendix 13

Application For Joining NHS Lothian's Corporate Parking Account - "RingGo"

RingGo is a method of paying for on-street parking by using a NHS Lothian mobile phone.

Conditions of Use

All transactions must be related to the business of NHS Lothian and cost and detail of use will be passed to local managers/budget holder to check on a regular basis.

Title		Mobile Phone Number	
Forenames		Line Manager	
Surname		Cost Centre	
Work Address		Car Registration Number *	
		Car Make/Model *	
Work Email Address		Car Colour *	
Job Title		Date of application	

* For multiple vehicles please provide this information on the rear of this application form.

I confirm that I will use this facility for NHS Lothian business only. The expenses will be incurred wholly, exclusively and necessarily in the performance of my NHS duties, and claimed in accordance with my employer's policy. The expenses will not be claimed from any other source. I understand that any misuse of the facility could lead to disciplinary procedures and I agree to repay immediately upon request any amounts relating to misuse or errors in my use of this facility.

This is a new application

The member of staff previously issued this mobile number has left their post

The member of staff above has changed their mobile number

This is an update to a previous application

Signature: _____ Date: _____

This section needs to be completed by the line manager and authorised budget holder

I confirm that the applicant named above does require to travel by car on NHS Business within the City and I authorise access to the system.

Line Manager Signature: _____

Budget Holder Signature: _____

Name: _____ Date: _____

Please forward to Logistics, Block 1/1, St John's Hospital, Livingston.

For Office Use Only	
Date Received:	
Date Actioned: Phone/ASD	
Prepared By:	

Procedure for using NHS Lothian Corporate Parking Account - RingGo

Purpose

RingGo provides a technical solution to parking in Pay & Display bays in Controlled Parking Zones within the City of Edinburgh. The system enables the payment of parking from on street ticket machines by mobile phones (allocated through the Telecoms Dept) removing the need to use cash.

Scope

The system can **only** be used by authorised staff who require to park on street as part of their duties. This includes

- Parking at base for over 2 hours in between domiciliary visits
- Attending meetings/case conferences etc.
- Meeting clients at locations other than their home

This is a ticketless system and also offers the additional benefit of extending a parking episode without having to return to the meter and car.

Process

An application form can be downloaded from the intranet – Staff Room – Transport & Travel or by contacting Tricia Connelly, Logistics Office, St Johns Hospital. On completion of section A, Section B must be signed off by your Line Manager and Budget Holder (if this is not your line manager). Fully signed off forms should be sent to Tricia Connelly, Logistics, St John's Hospital.

All applications will then be checked to ensure the telephone number provided is registered as a work mobile via the Telecoms Department and the budget code provided is valid. On completion of this check, and assuming all is in order, your details will be added to the RingGo system and an acknowledgement and instructions sent by return.

All applications which do not meet the criteria will be returned to the Applicant or Line Manager/budget holder.

Business Transactions

Information from the monthly account will be recharged to the budget code provided. Information split by cost centre will be forwarded on a regular basis to the nominated Line Manager/Budget Holder for analysis

Audit

As this is a formal financial transaction use of the facility is subject to review by the internal audit team at any time.

NHS Lothian

Application for Advance of Salary to Purchase Season Travel Pass

Section 1 – to be completed by applicant. PLEASE USE BLOCK CAPITALS

Division	Wkly/Mthly	Staff Pay Number								Pay Group	Pay Point

I (full name) of
 (enter home address)
 Postcode

hereby apply for an advance of my salary from NHS Lothian for the sole purpose of purchasing a season travel pass. I understand that the advance is governed by the arrangements set out in **“Procedures for Assistance to Purchase Season Tickets/Travel Passes” (the rules)** and confirm that I have received a copy of the rules and agree to be bound by them.

The pass shall be purchased from (enter name of bus or rail company)

I understand that it is my responsibility to find out the cost of the relevant travel pass I am applying for. I understand that if the pass is stolen I am responsible for its replacement. I therefore apply for an advance as follows:

Season Pass £

If approved, I authorise the Division to recover the advance directly from my pay in twelve instalments as set out in the terms and conditions. Cheques will be issued on the first working day of the month following the closing date for applications. Recovery shall begin in the month/week following formal approval of the advance by the Finance Department and deductions shall be applied **whether or not I have physically obtained the pass**.

Signed Date

Designation

Section 2 – to be completed by Line Manager and Hospital, Community or General Manager

I confirm that the applicant has successfully completed his/her three-month probationary period. He/she is employed on an open-ended contract **OR** on a contract of 1 years duration from completion of their probationary period, i.e. a minimum of 15 months in total.

Where the applicant is NOT on an open-ended contract please state the contract end date.

.....

Signed	Signed
Designation	Designation
(Line Manager)	(General, Hospital or Community Manager)
Date	Date

ONCE COMPLETED, THE FORM SHOULD BE SENT TO – LINDA WILLS, NHS Lothian Finance Department, 1st Floor, Pentland House, 47 Robb’s Loan, Edinburgh, EH14 1TY.

PROCEDURE FOR ASSISTANCE TO PURCHASE SEASON TICKETS/TRAVEL PASSES

1. Introduction

NHS LOTHIAN recognises that by facilitating staff to purchase season tickets for travel purposes it is not only encouraging environmentally friendly practices but also assisting with staff recruitment and retention throughout NHS LOTHIAN.

NHS LOTHIAN currently receives no discount with any of the bus/train companies.

Applications are processed four times per year, application forms to be received by the Finance Department by 15th of April, 15th July, 15th October and 15th January of every year. Cheques will be issued in the first week of the following month and deductions from your salary will begin in the month/week the cheques are issued.

NHS LOTHIAN has agreed to make the initial payment for any appropriate season ticket/travel passes on behalf of individual staff members subject to certain prerequisites. Weekly or monthly deductions will be made to recoup this cost in line with the individual staff member's current pay frequency.

The prerequisites are that:-

- Staff must have successfully completed their three month probationary period
- Staff must be employed on an open ended contract or on a contract of 1 years duration from completion of their probationary period, i.e. a minimum of 15 months in total

2. Process

- a) i) A copy of the current procedures and application forms for advances for season tickets/travel passes can be obtained from the Finance Department at Pentland House and must be completed annually.
- ii) Section 1 of the form should be completed by the member of staff and passed to their line manager who will authorise the purchase of the season ticket/travel pass by completing section 2. This form should then be authorised by the Hospital, Community or General Manager. Completion of this form gives NHS LOTHIAN the authority to commence appropriate deductions from you salary and these will commence the month/week following approval of your application.

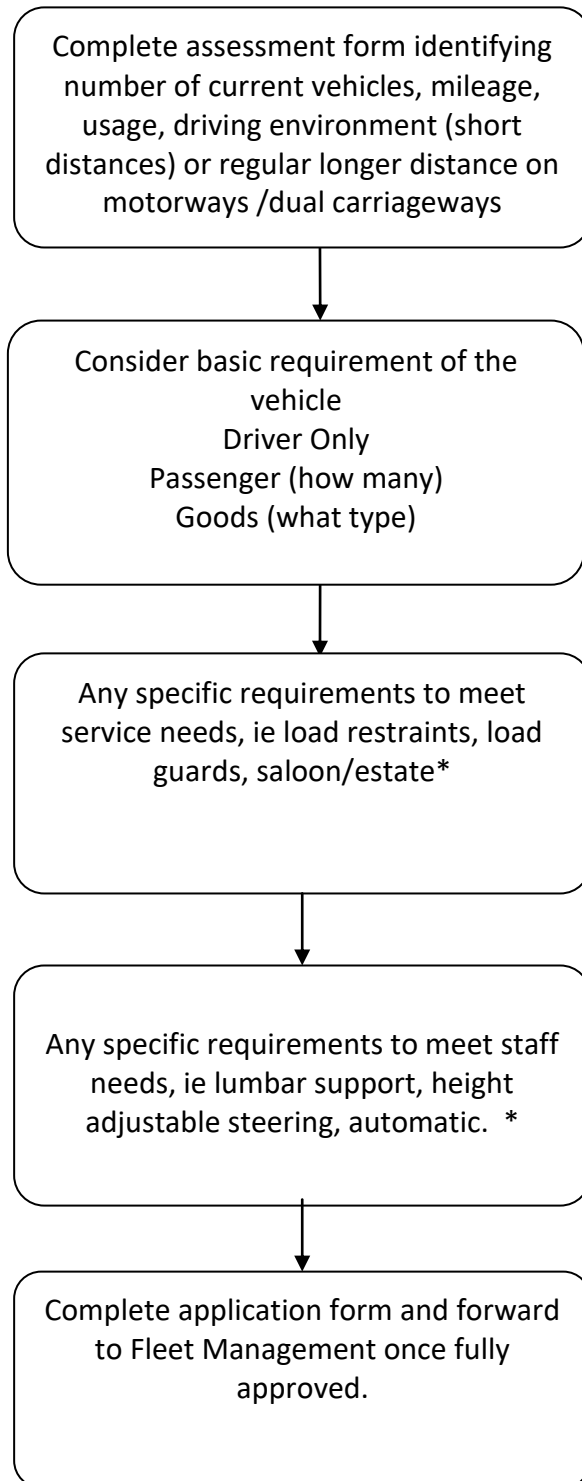
- b) The form is then passed to the Finance Department at Pentland House who will issue you with a cheque for the appropriate sum (it is your responsibility to find out from the travel company the cost of the pass and to whom the cheque should be made payable), made payable to the travel company i.e. First Bus, Sustran (One-Ticket Limited), Lothian Buses, Scotrail etc. You should then take the cheque, together with your staff ID badge and passport photo along to the travel company where you will receive your travel pass.
- c) As stated above, deductions from your salary will commence the month following approval of your application. If for any reason the Payroll Services Unit are unable to make the full deduction from your salary due to there being insufficient funds, you will be contacted by the Finance Department to discuss how to manage your repayments. If you encounter any difficulties in making these repayments you should contact your Manager or the Finance Department at the earliest opportunity, to discuss any ways NHS LOTHIAN can assist you.

3. Leaving NHS LOTHIAN

When you leave NHS LOTHIAN, you can repay the outstanding balance on the advance and retain your pass by asking your Manager to contact the Finance Department to confirm the outstanding amount and:

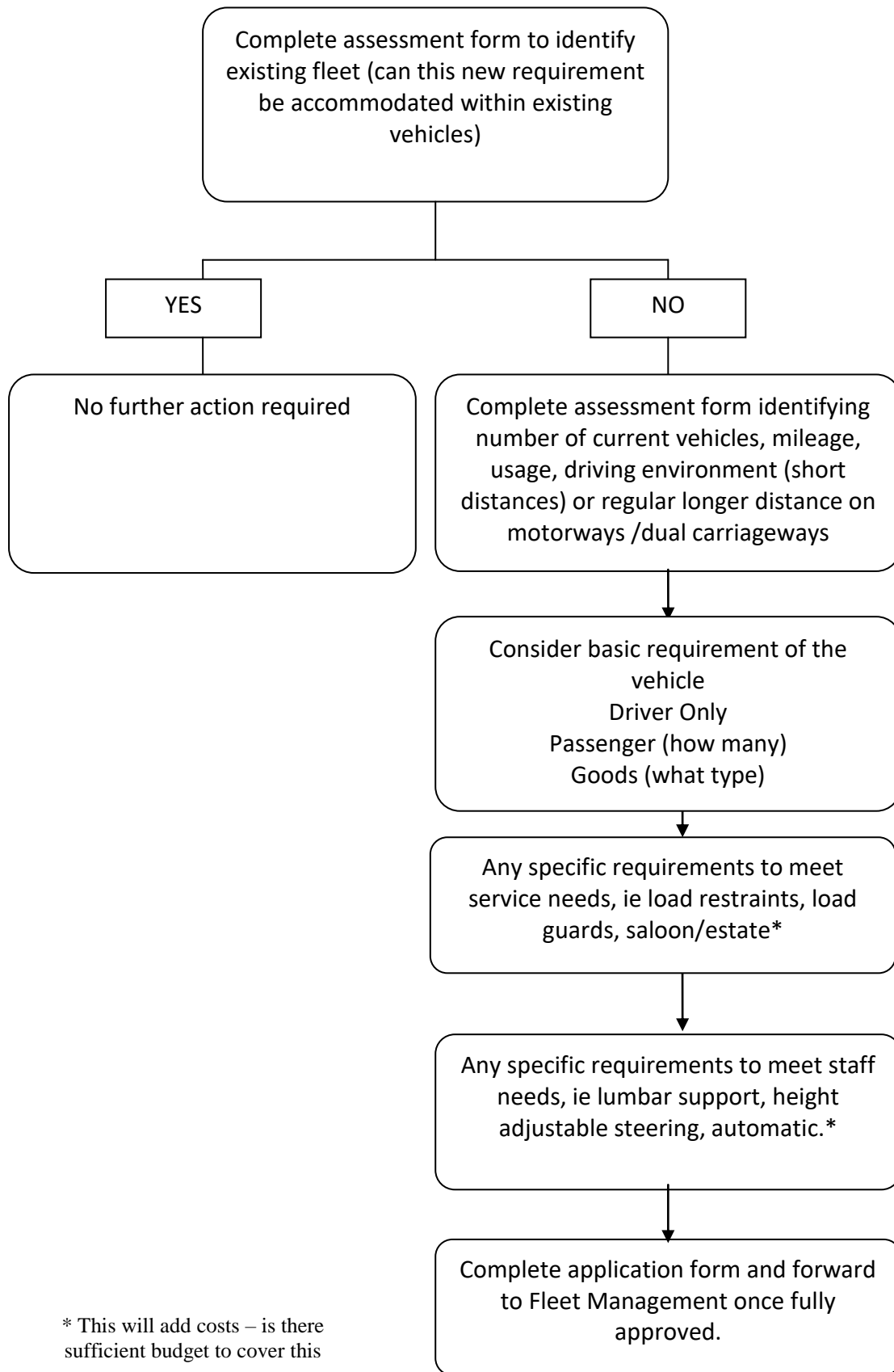
- i) requesting this is deducted from your final pay by detailing the amount on your termination form or
 - ii) issuing a cheque to NHS LOTHIAN for the relevant amount.
4. This policy will be reviewed annually.

Appendix 15
Replacement Car
Flow Diagram



* This will add costs – is there sufficient budget to cover this

**Additional Car
Flow Diagram**



Replacement Pool Car

Base:.....

Service:.....

Cost Code: Date:

Replacement

Existing Vehicle Details

Registration No.		Make	
Model		Current Mileage	
Lease Mileage		Fuel Type	
Lease Term		Number of Doors	

Replacement Vehicle Details

Make		Lease Mileage	
Model		Lease Term	
Fuel Type	Diesel/Petrol/Electric	Ave. Miles Per Day	
Number of Doors			

Special Requirements (Service / Staff)

Please List:

Note – EU legislation has changed the levels of emissions that can be omitted from vehicles. This has impacted on which types of engines are suitable for specific environments before choosing a specific fuel type please consider the driving environment.

Driving Environment

Urban Rural Mixture of Both Please state % of each

City Centre Only

I confirm that I have reviewed all vehicles within my department/area and that a decision not to replace this vehicle will have a detrimental effect on the level of service provided. I confirm that the specification attached to this document is accurate and I am happy for quotations to be sought from the contract leasing companies. Where diesel or petrol fuel has been chosen please state why this is required.

Please note any changes to specifications after quotations have been requested and/or order has been placed are likely to have cost implications. .

Signed: Print Name: Date:

Authorised: Print Name: Date:

Additional Pool Car

This vehicle(s) is/are required following a service development or other change which cannot be accommodated within existing vehicles within my department area.

Location:

Service:

Cost Code:

Requesting Manager:

Date:

Number of Vehicles Required:

New Vehicle Details			
Make		Estimate Mileage	
Model		Lease Mileage	
Fuel Type	Diesel/Petrol/Electric	Lease Term	
Number of Doors		Ave. Miles Per Day	
Special Requirements / Changes from existing vehicle			
Please List:			
<small>Note – EU legislation has changed the levels of emissions that can be omitted from vehicles. This has impacted on which types of engines are suitable for specific environments before choosing a specific fuel type please consider the driving environment.</small>			
Driving Environment			
Urban <input type="checkbox"/> Rural <input type="checkbox"/> Mixture of Both <input type="checkbox"/> Please state % of each <input type="text"/> <input type="text"/>			
City Centre Only <input type="checkbox"/>			

I confirm that I have reviewed all vehicles within my department/area and that a decision not to replace this vehicle will have a detrimental effect on the level of service provided. I confirm that the specification attached to this document is accurate and I am happy for quotations to be sought from the contract leasing companies. Where diesel or petrol fuel has been chosen please state why this is required.

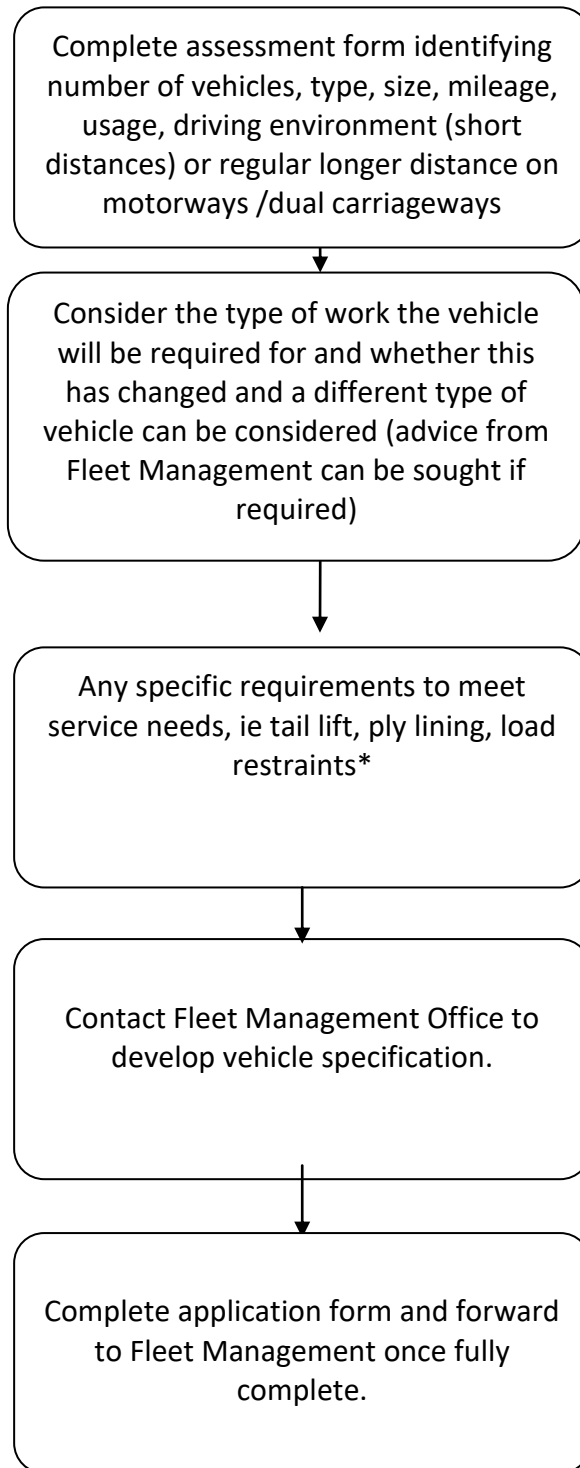
Please note any changes to specifications after quotations have been requested and/or order has been placed are likely to have cost implications. .

Signed: Print Name: Date:

Authorised: Print Name: Date:

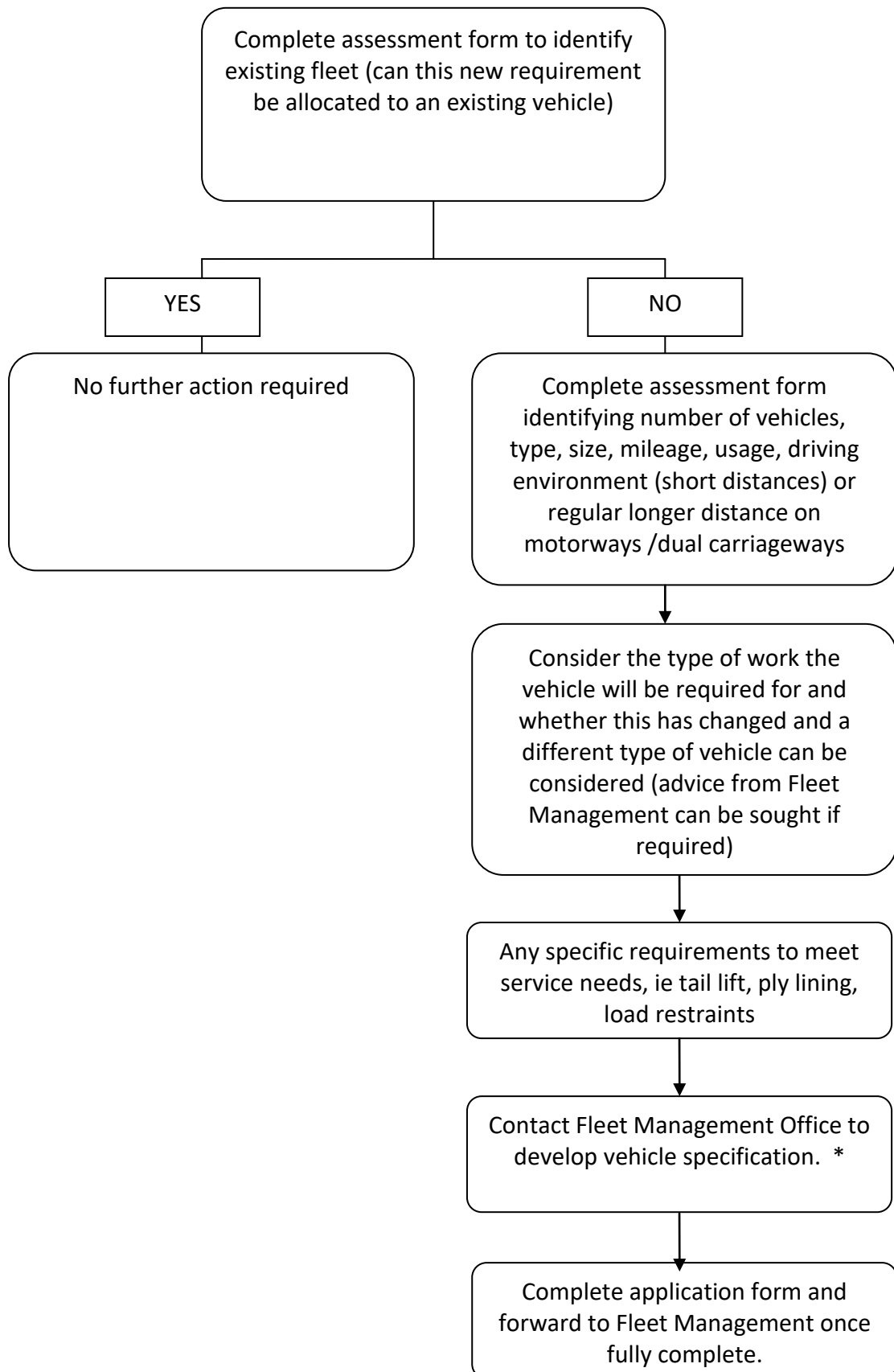
Appendix 15a

Replacement Commercial Vehicle Flow Diagram

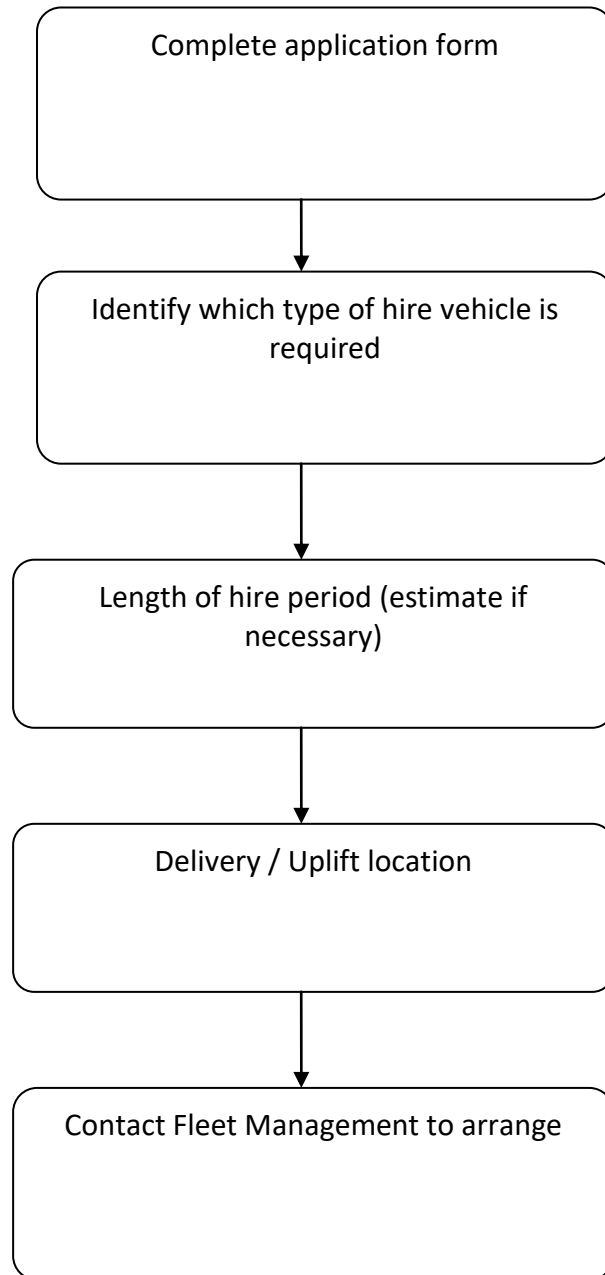


* This will add costs – is there sufficient budget to cover this

Additional Commercial Vehicle Flow Diagram



Appendix 15b
**Hire Commercial Vehicle
Flow Chart**



Replacement Commercial Vehicle

Location:

Service:

Requesting Manager:

Cost Code: Date:

Replacement

Current Vehicle Details			
Registration No.		Make	
Model		Current Mileage	
Lease Mileage		Fuel Type	
Lease Term			
New Vehicle Details			
Make		Estimate Mileage	
Model		Lease Mileage	
Fuel Type	Diesel/Petrol/Electric	Lease Term	
Special Requirements / Changes from existing vehicle			
Please List:			
<small>Note – EU legislation has changed the levels of emissions that can be omitted from vehicles. This has impacted on which types of engines are suitable for specific environments before choosing a specific fuel type please consider the driving environment.</small>			
Driving Environment			
Urban <input type="checkbox"/> Rural <input type="checkbox"/> Mixture of Both <input type="checkbox"/> Please state % of each <input type="text"/> <input type="text"/>			
City Centre Only <input type="checkbox"/>			

I confirm that I have reviewed all commercial vehicles within my department/area and that a decision not to replace this vehicle will have a detrimental effect on the level of service provided. I confirm that the specification attached to this document is accurate and I am happy for quotations to be sought from the contract leasing companies. Where diesel or petrol fuel has been chosen please state why this is required.

Please note any changes to specifications after quotations have been requested and/or order has been placed are likely to have cost implications. .

Signed: Print Name: Date:

Authorised: Print Name: Date:

Additional Commercial Vehicle

This vehicle(s) is/are required following a service development or other change which cannot be accommodated within existing vehicles within my department area.

Location:

Service:

Requesting Manager:

Cost Code: Date:

Number of Vehicles Required:

New Vehicle Details			
No. of Vehicles Required		Estimate Mileage	
Model		Lease Mileage	
Fuel Type	Diesel/Petrol/Electric	Lease Term	
Special Requirements / Changes from existing vehicle			
Please List:			
Driving Environment			
Urban <input type="checkbox"/> Rural <input type="checkbox"/> Mixture of Both <input type="checkbox"/> Please state % of each <input type="text"/> <input type="text"/>			
City Centre Only <input type="checkbox"/>			

Note – EU legislation has changed the levels of emissions from vehicles. This has impacted on which types of engines are suitable for specific environments before choosing a specific fuel type please consider the driving environment.

I confirm that I have reviewed all commercial vehicles within my department/area and that a decision not to replace this vehicle will have a detrimental effect on the level of service provided. I confirm that the specification attached to this document is accurate and I am happy for quotations to be sought from the contract leasing companies. Where diesel or petrol fuel has been chosen please state why this is required.

Please note any changes to specifications after quotations have been requested and/or order has been placed are likely to have cost implications. .

Signed: Print Name: Date:

Authorised: Print Name: Date:

Revised Transport/Courier & Taxi Ordering Procedure for UHD PROCEDURE FOR BOOKING TAXIS

Before a taxi is ordered, the person requesting the taxi must have obtained authorisation from the approved authorising manager.

In order to minimise costs, staff authorising the taxi booking must ensure that the journey meets the criteria described in section 5. Where the request does not adhere to the stated criteria, the Flow Centre staff will either book an alternative mode of transport or sign post the caller to an alternative. The Flow Centre's current Guidance for Transport Requirements is provided at appendix 1.

The Flow Centre may organise taxis to be shared where possible. Someone booking a non-urgent journey may be asked to delay or advance their journey by a reasonable time so that they may be able to share a taxi.

All taxi requests must be made:

In hours:

Monday to Friday, 8am – 7pm: via the Flow Centre (Tel: 44500)

Saturday, Sunday and Public Holidays, 8am – 4pm: via the Flow Centre (Tel: 44500)

Out of Hours:

Outwith those times stated above: via Switch Board

When a taxi is requested, the following information must be supplied: -

- Full name and contact number of the person making the booking
- Name of the department/ward and hospital making the booking
- Cost Centre Number
- Full name of the person for whom the taxi is ordered, and reason for booking
- e.g. specimen collection
- Date and time for pick up
- Pick up location
- Delivery Destination
- Name of Authorising Manager

In addition, for the transport of patients:

- The patient's full name and CHI number
- Whether the patient is travelling with a DNAR form
- The patient's infection status
- The patient's mobility
- The patient's weight
- Whether the patient is travelling with O2
- Whether the patient is travelling with an escort
- Taxi type required

A request will not be processed unless all of the above information is available.

**Appendix 17
CONTACT DETAILS**

**Dangerous Goods Safety
Adviser:**

Telephone No: 07590916168

Gordon Cameron

Email: Gordon.cameron@lcamerontransport.com

Location: External Consultant

**Area Manager Pan Lothian
Services and Regional
Fleet Manager:**

Telephone No: 01506 523599 (53599)

Iain Sneddon

Email: iain.sneddon@nhslothian.scot.nhs.uk

Location: St Johns Hospital Livingston

Car Leasing

Telephone No: 01506 523618

Email: car.leasing@nhslothian.scot.nhs.uk

Location: St Johns Hospital Livingston

**Assistant Regional Fleet
Manager**

Telephone No: 01506 523601 (53601)

Simon Law

Email: Simon.law@nhslothian.scot.nhs.uk

Location: St Johns Hospital Livingston

Fleet Management

01506 523638/20 (53638/20)

Telephone No:

Email: fleetmanagement@nhslothian.scot.nhs.uk

Location: St Johns Hospital Livingston

Appendix 18

Department Register

Department : _____ Location: _____ Manager: _____

Staff Name	Vehicle Registration Number	Vehicle Type	Lease expiry Date	MOT due date	Last service date	Next service date	Training completed and date	Driving licence checked - date	Insurance checked - date

This register must be kept and updated annually by each department where vehicles (including personal vehicles) are used for any aspect of service delivery. Copy to be forwarded to the Fleet Management Department

Appendix 18: REGISTER OF VEHICLES USED WITHIN DEPARTMENTS