

Usage of Trust Vehicles

HPFT Policy

Version	5
Executive Lead	Executive Director of Quality & Safety
Lead Author	Transport Services Manager
Approved Date	15 th December 2017
Approved By	Health and Safety Committee (Chairs action)
Ratified Date	15 th December 2017
Ratified By	Health and Safety Committee (Chairs action)
Issue Date	18 th December 2017
Expiry Date	18thDecember 2020
Target Audience	Policy must be understood by anyone: a) All HPFT staff using Trust Vehicles. b) All units that require their HPFT staff to drive trust vehicles.

Title of document	Usage of Trust Vehicles		
Document Type	Policy		
Ratifying Committee	Health and Safety Committee (Chairs action)		
Version	Issue Date	Review Date	Lead Author
V5	18 th December 2017	18 th December 2020	Transport Services Manager
Staff need to know about this policy because (complete in 50 words)	The purpose of this policy is to ensure that adequate controls are in place to protect both the Trust and staff and to provide set of standards, which form a framework within which all parties may confidently operate.		
Staff are encouraged to read the whole policy but I (the Author) have chosen three key messages from the document to share:	<ul style="list-style-type: none"> • If you smell or see smoke or a fire is detected, stop the vehicle immediately and switch the engine off – vacate vehicle orderly and move a safe distance away to a safe location. Do not return to the vehicle until told to do so by the Fire and Safety services or the Police. (If it is a Passenger carrying vehicle, get everybody out of the vehicle and to a safe location, safely, without putting yourself at risk.) • Any unauthorised or private use will subject the driver to a disciplinary and/or criminal investigation, as Trust vehicles are not insured for private use. • It is the legal responsibility of each and every driver to ensure the vehicle is in a roadworthy condition prior to use. 		
Summary of significant changes from previous version are:	<ul style="list-style-type: none"> • Telephone number changes due to relocation of transport helpdesk to Kingsley Green • Revised additional input by the trust’s counter fraud team to cover changes in legislation. • After managerial approval all completed forms including a copy of your driving licence will be retained by your ward/line/unit manager. • No Trust vehicle should be used for private use as the Trust insurance does not cover damage or injury to persons who are not carrying out Trust business. • It is the unit manager’s responsibility to ensure named drivers are all suitably trained and that staff and clients are not put at risk. • Trust Vehicle Key Fobs 		

- Each named driver should be allocated their own key fob for Trust vehicles to enable them to turn off the alarm that sounds within the cab area of the vehicle.
- It is the responsibility of the Transport Services Manager to assign these key fobs and update the details accordingly on the Fleetmatics system.
- Any individual wishing to use a Trust vehicle for Trust business without a key fob should report to the Transport Services Manager for the allocation of a key fob. The transport services manager should keep a record of the key fob number allocated to the individual including when it was issued and when it was returned. The individual must return the key fob once they have finished using the Trust vehicle.
- Under no circumstances should a staff member use another staff member's key fob.
- If your key fob is lost or stolen, please report this to the Transport Services manager for prompt replacement.
- Whenever possible please park in a safe lit area when collecting or dropping off passengers.
- Please conceal or remove all items from the vehicle.
- Parking tickets and any penalties that occur whilst you are in charge of the vehicle are your responsibility.
- All vehicle window replacement is covered by the vehicle insurance.

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1. Summary

- The overall aim of this policy is to ensure the Trust has suitable and sufficient arrangements in place connected with “Driving at Work’, Managing Work Related Road Safety” and meets current insurance sector Standards.
- It details the necessary arrangements and the individual and collective responsibilities that will ensure that the risks associated with Work Related Driving are minimised, so far as reasonably practicable.
If this procedural document follows a process, please insert a flow chart here.

2. Purpose

- The purpose of this policy is to ensure that adequate controls are in place to protect both the Trust and staff and to provide set of standards, which form a framework within which all parties may confidently operate.
- The guidance recognises that there are distinct categories of staff that drive as part of their work activities.
- Staff that are employed solely as courier drivers.
- Staff who are registered as named drivers who can be asked to drive a trust leased/owned vehicle as a secondary role.
- The guidance establishes a framework for dealing with situations that may arise as a consequence of its implementation, e.g. identifying persons who are unfit to drive or are no longer permitted to drive.
- This guide does not diminish in any way the individual responsibility to act within the law in all regards when driving on a public highway.

3. Definitions

What is a Trust Vehicle?

A Trust Vehicle is defined as:

1. A vehicle of any description which is leased, owned or rented by a service or department in order to carry out Trust work.
2. A vehicle of any description which has been donated as a whole or in part to a service or department in order to carry out Trust work.
3. A vehicle of any classification which has been loaned as a whole or in part to a service or department in order to carry out Trust work.
4. A vehicle that was previously known as a Crown Vehicle.

4. Scope

- To all HPFT Staff who are authorised to drive trust vehicles.

5. Duties and Responsibilities

- The Chief Executive has overall responsibility for Health and Safety which includes ensuring that legal requirements are met and adequate resources are made available for the Trust to meet its obligations.
- The Health and Safety Lead has responsibility for overseeing compliance with Health and Safety Legislation throughout the Trust.
- Directors and Managers are responsible for ensuring this policy is implemented and providing support to their respective staff.
- The Transport Services Manager (TSM) has overall responsibility for the legality and road worthiness of all trust operated vehicles owned, leased or hired this includes all maintenance and servicing requirements including MOT testing and Vehicle Excise Duty. The TSM is responsible for the welfare and safety of all members of the courier driving team.
- All drivers are responsible for the safe condition of the vehicle when it is taken on the public highway. All drivers should undertake basic, routine checks of vehicles provided for their use before proceeding (See Appendix 2 & 3). All drivers are responsible for informing their line managers of any personal changes that may legally affect their ability to drive in accordance with current UK legislation and the Trust's motor insurance policy
- All units where trust vehicles are based must ensure that both the vehicle and driver meet all the criteria contained within this policy.
- **IMPORTANT:**
- NB: No Trust vehicle should be used for private use as the Trust insurance does not cover damage or injury to persons who are not carrying out Trust business. Responsibilities of staff groups or committees.

6. Becoming a named Driver

Application to become a named driver is made to their ward/line/unit manager, who decides eligibility of applicant.

1. Drivers Questionnaire Application form (See Appendix 1) must be submitted along with your original driving licence including credit card type if applicable (D740) once you have completed the paperwork please send to your ward/line/unit manager.
2. After managerial approval all completed forms including a copy of your driving licence will be retained by your ward/line/unit manager.
3. Managers must ensure that all named drivers driving anything other than a saloon car have received appropriate instruction and training, please contact Transport Services 01727-815-555 if you have any questions.

N.B. IT IS THE UNIT MANAGER'S RESPONSIBILITY TO ENSURE NAMED DRIVERS ARE ALL SUITABLY TRAINED AND THAT STAFF AND CLIENTS ARE NOT PUT AT RISK.

7. Driving Licences

- On the 1st April of each successive year, a further copy of the licence is also required by your ward/line/unit manager to enable records to be properly maintained. It is the responsibility of the Unit Manager and Transport Services Manager to ensure these checks are complied with.
- All details of convictions, endorsements or Driving Bans must be reported immediately to their ward/line/unit manager who will then maintain the records accordingly. Failure to report convictions, endorsements or bans will lead to formal disciplinary or criminal action being taken.
- Random licence checks may be carried out by the Transport Department and/or the Health and Safety Manager to ensure records are maintained correctly.

8. Vehicle Log Sheets

The Vehicle Log sheet must be completed IN FULL AND IN INK, before and after EACH journey:

- Failure to complete Log Sheets will prompt further investigation. Repeated failure may lead to formal disciplinary or criminal action.
- All completed log sheets are to be sent to the relevant line manager immediately. Failure to do this may result in action being taken.
- Any apparent discrepancies (e.g. no fuel in the vehicle) must be reported to the relevant line manager.
- Log sheets are to be photocopied for use (See Appendix 3)
- Completed Log Sheets to be maintained in the Unit Manager's office for auditing purposes for a period of one year.
- It is the Unit Manager's responsibility to ensure that all staff complete log sheets, in full, in compliance with this policy.

PLEASE NOTE:

It is the legal responsibility of each driver to ensure that the vehicle required is in a legally compliant, ROADWORTHY and SAFE condition before and after use. (See Appendix 2)

9. Fuel Oil and Services

9.1 Where

Fuel, oil and services can be obtained from various garages. Where possible, the lowest price of fuel should be sought and effort should be made not to fuel vehicles at high rate fuel stations, such as on motorways.

9.2 Fuel Charge cards

- All individual Fuel Cards are maintained at the Unit Receptions in their respective wallets.
- All Fuel Cards must be signed in and out at the Unit Reception.
- Receipt of purchase must be signed by the **NAMED DRIVER** and the current mileage entered on the receipt. It is the responsibility of the named driver to ensure that the details on the receipt are correct.
- Fuel Cards are to be returned to the reception along with the receipt of purchase.

Please note, that the Fuel Card will not be accepted at the Unit Reception without the receipt of purchase.

Remember:

- It is the drivers responsibility to fill the vehicle with the correct type of fuel.
- Vehicles must be fully fuelled using the correct Fuel Card upon return of the vehicle to trust premises, unless in exceptional circumstances.
- Use the Fuel Card allocated to the correct Trust vehicle.
- Enter required details on the Log Sheet, after purchase.
- Return the receipt to the unit reception along with the Fuel Card.

10. Trust Vehicle Keys

- The Vehicle Keys are to be drawn for and signed out at the Unit Reception and then returned to that location immediately for sign in after use with all associated paperwork.
- Spare sets of keys to be kept in a locked container within the Unit in an area known to and agreed by the Unit Manager.
- Loss of keys to be reported immediately to the unit manager.
- Failure to comply with these instructions will lead to further investigation which may result in disciplinary or criminal action being taken.

10.1 Trust Vehicle Key Fobs

- Each named driver should be allocated their own key fob for Trust vehicles to enable them to turn off the alarm that sounds within the cab area of the vehicle.
- It is the responsibility of the Transport Services Manager to assign these key fobs and update the details accordingly on the fleetmatics system.
- Any individual wishing to use a Trust vehicle for Trust business without a key fob should report to the Transport Services Manager for the allocation of a key fob. The transport services manager should keep a record of the key fob number allocated to the individual including when it was issued and when it was returned.

The individual must return the key fob once they have finished using the Trust vehicle.

- Under no circumstances should a staff member use another staff member's key fob.
- If your key fob is lost or stolen, please report this to the Transport Services manager for prompt replacement.

11. Fire in Vehicles

- If you smell or see smoke or a fire is detected, stop the vehicle immediately and switch the engine off – vacate vehicle orderly and move a safe distance away to a safe location. Do not return to the vehicle until told to do so by the Fire and Safety services or the Police. (If it is a Passenger carrying vehicle, get everybody out of the vehicle and to a safe location, safely, without putting yourself at risk.)
- Call for the Fire Service (dial 999) giving the address of where you have stopped. Use your mobile phone. Do not put yourself at risk.
- Notify Transport Office as soon as is practicable on 01727-815-555.
- Do not return to the vehicle until told to do so by the Fire and Safety services or the Police.

11.1 Trust Vehicle Fire Extinguishers

- Trust vehicles must be fitted with a Fire Extinguisher/s
- Fire Extinguishers must be checked annually. Please notify Transport Department of their existence in order to put onto Trust Extinguisher Service Contract.
- In the event of usage after a fire DO NOT REPLACE the used Extinguisher in the holder. Report usage and return Extinguisher to the Unit Manager who will arrange for prompt replacement.

12. Trust Vehicle Care Maintenance Service

- Cleanliness

It is the responsibility of each individual driver to ensure that the exterior and interior of the vehicle is maintained and returned in a clean and tidy condition to minimise risk of infection (e.g. removal of litter)

- Day to Day Maintenance

It is the responsibility of each individual driver to ensure the vehicle is maintained and return in a safe condition (e.g. adequate oil, fuel, water, and the correct tyre pressure maintained)

- Regular Maintenance and Service

The Unit Manager will ensure that all Trust Vehicles are regularly maintained and serviced either through the lease company, or if owned, at a recognised garage.

- M.O.T.

Unit Managers will ensure that all vehicles comply with M.O.T. requirements at all times. Minibuses will require an annual M.O.T.

Please note:

If a vehicle is found to be in either a dirty or unsafe condition, please report this to your Line Manager prior to start of journey, action can then be taken.

13. Breakdown

In the event of a breakdown:

- Contact details can be found in the vehicle or by contacting the Transport Department on 01727-815-555. Please make the transport department aware if service users are on board and a replacement vehicle is required.
- For Trust owned vehicles please contact the Transport Department on 01727-815-555 Please make the transport department aware if service users are on board and a replacement vehicle is required.

14. In Case of an Accident

You should:

- a) Take the name, address, telephone number and insurance details of the other driver(s).
- b) Take names and addresses of all witnesses.
- c) Call the police in the event of a serious accident or if their assistance is required.
- d) Report the accident to your manager and the Insurance Company immediately and provide details of the accident. You must use Amlin UK claims start card.
- e) Immediately send all communications you receive relating to claims or proceedings against you, unanswered, to the Insurance Company.
- f) If you fail to report the accident to your manager or to the police, disciplinary or criminal action may be taken.

IMPORTANT the law requires:

- Unless names and addresses are exchanged at the time of the accident the driver must report it to the police as soon as possible and in any case within 24 hours.
- If anyone was injured and the Certificate of Insurance was not produced to the police at the time of the accident, the driver must report the matter to the police as soon as possible and in any case within 24 hours and produce the certificate within 5 days of the accident.

YOU SHOULD NOT:

- a) Admit liability
- b) Negotiate or offer any payment whatsoever to any third party
- c) Negotiate or make any agreement with anyone regarding your responsibility for the accident
- d) Repudiate a claim without the permission of the insurance company; (this may result in Court Action against you by the third party).

15. Cost of Fuel for Official Business Mileage

The employee will be reimbursed official mileage costs in accordance with the Trust Travel Claim Policy.

Claims for official mileage should be submitted as now, but headed "Lease Car Scheme". Employees are requested to submit monthly.

Please Remember

Any unauthorised or private use will subject the driver to a disciplinary and/or criminal investigation, as Trust vehicles are not insured for private use.

It is the legal responsibility of each and every driver to ensure the vehicle is in a road worthy condition prior to use.

Please check all requirements as listed on the log sheet and complete the sheets in FULL.

16. Use of Trust Vehicles

1. All Trust Vehicles are ONLY to be used for:
 - a) The carriage of service users.
 - b) The carriage of service users' relatives, carers or a companion.
 - c) The carriage of staff on official business
 - d) The effecting of Trust business
2. If the use of a Trust vehicle is required urgently, Managerial, Written Approval must be provided retrospectively on a confirmation basis with the Transport Manager-- Please contact on telephone number: 01727-815-555
3. All journeys using a Trust Vehicle must be official journeys therefore it is important to note that private passengers must not be carried on official journeys as the Trust vehicle is not insured for non-business purposes or private use.

PLEASE NOTE: TRUST VEHICLE REQUIREMENTS FOR THE CARRIAGE OF CLIENTS SUPERSEDES ALL OTHER FORMS OF USE.

17. Mobile Phone Policy

It is an offence to use hand held mobile phones whilst driving or whilst the engine is turned on. The user will be liable for prosecution if they are holding a mobile phone, or any other type of hand held device to send or receive any sort of data, be it voice, text or pictorial images. The user will be regarded to be driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for the user to use a hand held mobile phone whilst driving.

ATTENTION. The Trust will not bear any responsibility should a prosecution from the police for this offence be forthcoming.

ADVICE TO MOBILE PHONE AND PDA USERS

- When driving put your mobile phone or PDA onto its hands free mode and listen to any voicemails or read any communications received of the mobile phone or PDA when you reach your destination or stop the vehicle when it is safe to do so and listen to them then.(please see point 1 above)
- Ensure the mobile phone or PDA is removed from the vehicle when it is unoccupied. Failure to do so may invalidate the insurance for that electronic item and the individual will be responsible for any replacement cost.

18. Training and Awareness

Write a breakdown of all staff groups training requirements and the frequency of training required by each group. This must be done in the form of a table and should include details of who will provide the training. Where no formal training is required, describe the informal method of raising staff awareness of the procedural document.

Training Template:

Course	For	Renewal Period	Delivery Mode
ADI One day course	HPFT Courier Drivers ONLY	Every 3 years	Externally taught course – One day. BSI Advanced Driving Institute. (or similar)

19. Process for monitoring compliance with this document

Key process for which compliance or effectiveness is being monitored	Monitoring method (i.e. audit, report, on-going committee review, survey etc.)	Job title and department of person responsible for leading the monitoring	Frequency of the monitoring activity	Monitoring Committee responsible for receiving the monitoring report/audit results etc.	Committee responsible for ensuring that action plans are completed
Drivers Documents	Audit	Managers	Annually	Transport Department	Managers

Assessment and Training records		HR Managers	On completion of any assessment or training	HR	HR Managers
Vehicle checks	On-going	Driver of Vehicle	Before using vehicle	Transport Department	Drivers of vehicles

20. Embedding a culture of equality and respect

The Trust promotes fairness and respect in relation to the treatment, care and support of service users, carers and staff.

Respect means ensuring that the particular needs of 'protected groups' are upheld at all times and individually assessed on entry to the service. This includes the needs of people based on their age, disability, ethnicity, gender, gender reassignment status, relationship status, religion or belief, sexual orientation and in some instances, pregnancy and maternity.

Working in this way builds a culture where service users can flourish and be fully involved in their care and where staff and carers receive appropriate support. Where discrimination, inappropriate behaviour or some other barrier occurs, the Trust expects the full cooperation of staff in addressing and recording these issues through appropriate Trust processes.

Access to and provision of services must therefore take full account of needs relating to all protected groups listed above and care and support for service users, carers and staff should be planned that takes into account individual needs. Where staff need further information regarding these groups, they should speak to their manager or a member of the Trust Inclusion & Engagement team.

Where service users and carers experience barriers to accessing services, the Trust is required to take appropriate remedial action.

Service user, carer and/or staff access needs (including disability)	The implementation of the Usage of Trust Vehicles Policy will not discriminate against any access needs of Service Users, Carers or Staff
Involvement	The implementation of the Usage of Trust Vehicles Policy will not discriminate against any involvement needs of Service Users, Carers or Staff
Relationships & Sexual Orientation	The implementation of the Usage of Trust Vehicles Policy will not discriminate against any Relationship & Sexual Orientation.
Culture & Ethnicity	The implementation of the Usage of Trust Vehicles Policy will not discriminate against any Culture or Ethnicity.

Spirituality	The implementation of the Usage of Trust Vehicles Policy will not discriminate against any Spirituality.
Age	The implementation of the Usage of Trust Vehicles Policy will not discriminate against Age.
Gender & Gender Reassignment	The implementation of the Usage of Trust Vehicles Policy will not discriminate against Gender & Gender Reassignment.
Advancing equality of opportunity	The implementation of the Usage of Trust Vehicles Policy will not discriminate against equality of opportunity.

21. Promoting and Considering Individual Wellbeing

Under the Care Act 2014, Section 1, the Trust has a duty to promote wellbeing when carrying out any of their care and support functions in respect of a person. Wellbeing is described as relating to the following areas in particular:

- Personal dignity (including treatment of the individual with respect);
- Physical and mental health and emotional wellbeing;
- Protection from abuse and neglect;
- Control by the individual over day to day life including over the care and support provided and the way in which it is provided;
- Participation in work, training, education, or recreation;
- Social and economic wellbeing;
- Domestic, family and personal;
- Suitability of living accommodation;
- The individual's contribution to society.

There is no hierarchy and all should be considered of equal importance when considering an individual's wellbeing. How an individual's wellbeing is considered will depend on their individual circumstances including their needs, goals, wishes and personal choices and how these impact on their wellbeing.

In addition to the general principle of promoting wellbeing there are a number of other key principles and standards which the Trust must have regard to when carrying out activities or functions:

- The importance of beginning with the assumption that the individual is best placed to judge their wellbeing;
- The individual's views, wishes, feelings and beliefs;
- The importance of preventing or delaying the development of needs for care and support and the importance of reducing needs that already exist;
- The need to ensure that decisions are made having regard to all the individual's circumstances;
- The importance of the individual participating as fully as possible;
- The importance of achieving a balance between the individual's wellbeing and that of any carers or relatives who are involved with the individual;
- The need to protect people from abuse or neglect;

- The need to ensure that any restriction on the individuals rights or freedom of action that is involved in the exercise of the function is kept to the minimum necessary

22. Version Control

Version	Date of Issue	Author	Status	Comment
V3	June 2007	Unknown	Archived	Superseded
V4	Feb 2014	Transport Services Manager	Archived	Superseded
V5	15 th December 2017	Transport Services Manager	Current	Full review

23. Associated Documents

- Transport to and from Mental Health Inpatient Units
- Transporting of Service Users Policy - Managing Risks Surrounding the General
- Transporting of Service Users

24. Consultation

The Consultation section of the Policy Management System advises on the types of people to invite to express their views and give constructive suggestions to improve the draft policy being worked on.

In the case of the Procedural Document Management System, the following have been consulted so far.

Job Title of person consulted
Practice Governance Leads
Vehicle drivers
Matrons
Team Leaders
Health, Safety and Security Committee
Executive Director for Quality & Safety

25. Counter Fraud

The Trust is committed to preventing fraud and as a result, any suspicions or concerns regarding, for example, journeys undertaken for private use, the fuelling of private vehicles, or any other breaches to this policy should be reported to the Local Counter Fraud Specialist (LCFS). Failure to adhere to this policy may result in disciplinary action and/or criminal prosecution.

Monitoring is essential to ensuring that controls are appropriate and robust enough to prevent or reduce fraud. Arrangements might include reviewing system controls on an on-going basis and identifying weaknesses in processes. Where deficiencies are identified as a result of monitoring, the Trust will ensure that appropriate recommendations and action plans are developed and progress of the implementation of recommendations is tracked. For further information regarding fraud and bribery, please review your Counter Fraud and Anti-Bribery Policies.

Part 4 Appendices

Appendix 1 - Driver's Questionnaire

Appendix 2 - Pre-use checks

Appendix 3 - Log sheet for trust vehicle

Appendix 4 - Vehicles with tail lifts/steps/ramps

Appendix 5 - Trust vehicle tail lift/lift assessment sheet

Appendix 1

DRIVER'S QUESTIONNAIRE

You should submit your original driving licence with this form, for 'Credit Card' Licence holders they must provide a copy of the counterpart document (D740) to their Line Manager.

The terms and conditions of motor policies require that HPFT advise insurers of any person who has committed a driving offence, has had any previous losses or has a serious medical condition. Failure to notify the insurers of all material information may enable the insurers to avoid the policy on the grounds of non-disclosure of material information.

Name:

Age:

Driving Licence No:

Date passed UK test

How long have you regularly driven a vehicle of this type?

If the answer to any question numbered 2-7 is YES, full details must be supplied (Using a separate sheet)

1. Does your driving licence permit you to drive the type of vehicle you are being employed or otherwise allowed to drive? YES/NO
2. Have you resided in the British Isles for less than three years?

If 'YES' please indicate country of origin, where and when driving test passed.....
YES/NO

3. Have you been involved in any motor accidents, losses or claims during the last 3 years irrespective of blame? (Other than windscreen claims) YES/NO
4. During the last 11 years, have you received any of the following convictions?:

CD40 – Causing death through careless driving whilst unfit through drink

CD50 – Causing death through careless driving whilst unfit through drugs

CD60 – Causing death through careless driving with alcohol level above the legal limit

CD70 – Causing death by careless driving then failing to supply a specimen for alcohol analysis

DR10 – Driving or attempting to drive with the alcohol level above limit

DR20 – Driving or attempting to drive while unfit through drink

DR30 – Driving or attempting to drive then then failing to supply a specimen for alcohol analysis

DR31 – Driving or attempting to drive then then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity

DR61 – Refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity in circumstances other than driving or attempting to drive

DG10 – Driving or attempting to drive with drug level above the specified limit

DG60 – Causing death by careless driving with drug level above the limit

DR80 -- Driving or attempting to drive when unfit through drugs

5. a) Have you ever been convicted of any motoring offences during the last 5 years? (Including fixed penalty offences) YES/NO

6. b) Is any prosecution pending? YES/NO

7. Have you ever been disqualified from driving? YES/NO

8. Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease? YES/NO

9. Have you ever had any insurance you hold or have held declined, cancelled or refused at normal terms? YES/NO

I hereby declare that the above statement and particulars are true and that there is no future material information that should be disclosed. I agree to advise immediately any changes in particulars.

I understand that if I have knowingly provided false or misrepresenting information, or have failed to disclose information in answers to the questions within this questionnaire, that I may be liable to disciplinary and/or criminal investigation.

I understand that I am required to bring my driving licence for inspection on an annual basis, and I am duty bound to inform my line manager immediately of any additional convictions (including penalty points), periods of disqualification or medical condition that would prevent me from driving.

Drivers Signature:

Date:

FOR LINE MANAGERS USE:

Appendix 2

(PRE-USE CHECKS)

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on a public highway.

As such, it is strongly recommended that for HPFT employees intending to drive any vehicle for work related purposes, they should undertake appropriate checks prior to using the vehicle, for example:-

- Vehicle Excise (Tax Disc) check on-line at (Goggle check tax disc & Insurance)
- Tyre condition: tread depth, pressure & any visible damage.
- Foot & hand brake operation.
- Lights, indicators & hazard warning lights operate.
- Horn operates.
- Screen wash & wiper operation.
- Seat belt's fitted & functioning.
- Mirror's adjusted/adjustable.
- Fluid levels (Oil, Coolant & Screen wash)
- Locks & security functions.
- Fuel levels

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

It is intended that the checklist in (**Appendix 3**) are used to record these pre-use checks, and returned along with the keys to the point where the vehicle is operated from.

It still remains the responsibility of any driver to ensure that a vehicle is operated in a roadworthy and legal state. The Trust bears no responsibility if these checks are not completed or not completed properly should a driver receive any summons for prosecution in relation to the roadworthiness of the vehicle.

Appendix 3
LOG SHEET FOR TRUST VEHICLE

To be photocopied as required use one double-sided sheet every return journey

Driver: Reg No: Department: Base:
Date out: Time out: Date returned: Time returned:

CHECK LIST Mon Tues Wed Thurs Fri Sat Sun

Oil level:
Tyre condition & pressure:
Radiator water level:
Screen Washers: (Full/Empty)
Mirrors:
Seat belt function:
ALL VEHICLE ELECTRICS
Indicator lights:
Stop lights:
Side/Dipped/Main lights:
Fog lights:
Horn operation:
Windscreen wiper operation:

Hand & Footbrake checked
Fire Extinguisher:
Jack & wheel brace

It is the driver's responsibility to ensure that any vehicle is in a roadworthy condition before using it on a public highway.

Upon checkout of vehicle:
I can confirm that by signing the below, that the vehicle is in a roadworthy condition prior to commencement of the first journey:

Drivers signature:

Upon return of vehicle:
I can confirm that by signing the below, that the vehicle has been in a roadworthy condition throughout my use of the vehicle between the times and dates stipulated at the top of this form:

Drivers signature:

DUTY LOG SHEET

JOURNEY START

JOURNEY END

DUTY

Start Mileage:

End Mileage:

Start fuel:

End fuel:

Fuel receipts attached:

Any faults noticed on journey:

Vehicle damage details:

Any other information:

Keys returned to unit:

All paperwork returned to unit:

Any other comments:

I can confirm that by signing the below that the contents of this sheet are to the best of my knowledge. I understand that if I have knowingly supplied misrepresenting information, failed to disclose any journeys undertaken or any other information, that I am liable to disciplinary and or/criminal proceedings.

Drivers signature:

Appendix 4

VEHICLES WITH TAILIFTS/STEPS/RAMPS

ADVICE FOR UNIT MANAGERS

To comply with:

- a) The Medical Devices Agency Bulletin MDA DB 9606 - Wheelchair & Vehicle Passenger Lifts Safe Working Practices + legal aspects.
- b) The Health & Safety at Work Act 1974.
- c) The Management of Health & Safety at Work Regulations 1999(Risk Assessments).
- d) The Provision and Use of Work Equipment Regulations 1992 (Maintenance and Safe Operation).

Appendix 4 Cont

ALL MINIBUSES FITTED WITH:-

- a) All "Tail Lift" varieties
- b) Side Mounted lifts
- c) Internally Mounted Version, which when raised form part of the vehicle floor.
- d) Fold Away
- e) Permanently Positioned
- f) Free standing raising platforms
- g) Any form of ramp fitted to or in the vehicle.
- h) Any form of step or steps fitted to or in the vehicle.

Must conform to the recommendation of LOLER 1998 Regulations and must be SERVICED every 6 months and regularly checked by the Unit Manager monthly.

The Unit Manager:

- Must ensure that all staff are appropriately and sufficiently trained in the operation of the tail lift.
- Must ensure that the relevant safety guards have been fitted and that proper warning signs and labels are prominently displayed in the vehicle.

- Must ensure that regular maintenance is carried out.
- Must regularly once a month audit their minibus tail lifts using the assessment form attached. **(Appendix 5)**

MAINTENANCE

Vehicle Lifts: It is essential that lifts are correctly maintained in accordance with manufacturer's recommendations if the safety of the user and the operator is to be ensured.

Independent, thorough and certificated examinations of the lifts are required:

EVERY SIX MONTHS

Lifting Operating and Lifting Equipment Regulations 1998 (**LOLER**) apply.

In some of the incidents investigated, the cause was found to be directly linked to a lack of adequate maintenance. For example, an operator suffered crush injuries to his legs when a worn locking catch failed on a single pillar lift, allowing the lift platform to slew around and trap the person between the lift and the vehicle. The Community Transport Association recommends the use of twin pillar lifts to obviate this problem.

Health Equipment Information 98. □ Give's detailed guidance on the management of medical equipment and devices and should be used as a guide by management policy and procedures are being developed.

Wheelchairs: Regular maintenance of the wheelchair is important for the safety of the user; in particular maintenance of the brakes is of obvious importance as these may stop the wheelchair from rolling off a raised platform. Many wheelchair brakes act directly on the tyres therefore, correct inflation is essential to retain performance. Safety Action Bulletin (91) 323 gives particular advice on the inspection and maintenance of wheelchairs.

GENERAL

Accidents associated with vehicle lifts are almost always caused by incorrect operation or inadequate maintenance. Please make sure you are fully aware of the operation of the equipment that is fitted to the vehicle that you are using.

Be aware of the possible needs of disabled people:-

- a) Be patient, allow people to move at their own pace.
- b) Respect each passenger as an individual ask them what assistance they require (if any):
- c) Do not forget people on the vehicle when helping others. Particularly in winter, keep the doors closed when the lift is not in operation.

d) Be aware of the specific needs of passengers who are deaf or hard of hearing or visually impaired.

Appendix 5

TRUST VEHICLE TAIL LIFT/LIFT ASSESSMENT SHEET

These completed forms must be kept with the vehicle documentation.

DRIVER:

REG NO:

DEPARTMENT:

BASE:

DATE OUT:

TIME OUT:

DATE BACK:

TIME BACK:

LIFT MAKE.....SERIAL NO.....

LIFT TYPE (PLEASE TICK) SIDE MOUNTED- INTERNALLY MOUNTED-
FOLD AWAY- PERMANENT POSITION- OR FREE STANDING
PLATFORM-

LIFT MAX WEIGHT :.....(NOT TO BE EXCEEDED)

SAFETY GUARDS FITTED YES/NO *

TYPE OF SAFETY GUARD (DESCRIBE).....

SAFETY GUARD CONFORMS TO LATEST BS: YES/NO *

WARNING SIGNS FITTED IN PROMINENT POSITION: YES/NO *

SAFETY LABELS & INSTRUCTIONS VISIBLE: YES/NO *

DRIVER/ATTENDANT TRAINING CARRIED OUT ON.....

UPDATE CARRIED OUT ON.....

LAST SERVICE DATE.....

SERVICED BY.....

*DELETE AS APPROPRIATE
REPORT/COMMENTS

PRINT NAME.....

SIGNED.....

DATE.....

Appendix 6A

AMLIN UK

SECTION 1

Claim advice card

MESSAGE TO OUR DRIVER

In the event of an accident please take the following action

- If anybody is injured report to the police and call an ambulance.
- DO NOT admit liability.
- Exchange details (detach section 2 of this sheet)
- Obtain names and telephone numbers of other driver.
- Call us immediately using the telephone number below.

Call AMLIN: 01245-396-210 (Aon Trio)

Collect these details from the other party

Other Party Name.....

Other Party Telephone Number :.....

Mobile.....

Home/Office.....

Other Party Insurer Name.....

Other Party Policy Number.....

Other Party Make & Vehicle Registration.....

Was the other Party Injured?

Number of occupants

In other Vehicles.....

Any other injuries.....

Call AMLIN: 01245-396-210 (Aon Trio)

Appendix 6B

AMLIN UK

SECTION 2

Claim advice card

MESSAGE TO THIRD PARTY

COMPLETE and PASS to OTHER PARTY

Policy holder Number.....**9172975**.....

Policy Name.....**Hertfordshire Partnership University NHS Foundation Trust**

Date of expiry of Insurance.....**30.09.2018**

Policyholder subsidiary (if applicable).....

Policyholder Vehicle Registration.....

Policyholder Driver Name.....

Call AMLIN: 01245-396-210 (Aon Trio)

IMPORTANT MESSAGE TO OTHER PARTY

If you believe that our driver was responsible for the accident please contact us immediately on the number shown below. We are their motor insurers and, subject to liability, we can deal with any claims (including new vehicle repair, temporary transport and injury) to ensure that you avoid any loss or inconvenience. Please ensure your insurer or anybody representing you is aware of this offer as it may affect any claim made on your behalf.

Call AMLIN: 01245-396-210 (Aon Trio)

Our vision

‘To be the leading provider of mental health and specialist learning disability services in the country’

To be a leading provider, we must offer high quality care with excellent treatment outcomes, within a safe environment which meets the needs of service users.

Our vision is underpinned by eight goals which inform our entire strategy.

- To deliver high quality integrated health and social care services in accordance with recovery principles
- To be the provider of choice for service users, carers, the community and commissioners
- To work in partnership with the community to promote the wellbeing of others, whilst making a positive contribution to the environment
- To be the employer of choice where staffs are highly valued, well supported and rewarded
- To create a dynamic and flexible working environment where staff are motivated and committed to providing high quality care
- To embed a learning culture where staff develop their full potential and deliver excellent care
- To ensure a sustainable future through income growth and efficient use of resources
- To be an innovative and learning organisation that embraces new and modern approaches to health and social care.

we are...

you feel...

Our Values

Welcoming

✔ Valued as an individual

Kind

✔ Cared for

Positive

✔ Supported and included

Respectful

✔ Listened to and heard

Professional

✔ Safe and confident

Our  values

Welcoming Kind Positive Respectful Professional