

Policy/Procedure/Guideline**Driving Licence Policy****Version no:** 1.0**Issue Status:** Approved**Date of Ratification:** April 2016**Ratified by:** Clinical Governance  
& Risk Board**Policy Author:** Bradley Woods**Policy Owner:** CG&RB**Review Frequency:** 1 Year**Identifiable Document Code:** PTUK025**Last Review:** April 2020**Next Review:** April 2021

<b>POLICY AWARENESS</b>	
People who need to know this policy in detail	All staff
People who need to have a broad understanding of this policy	All staff
People who need to know this policy exists	All staff

<b>CHANGE CONTROL DETAILS</b>			
Date DD/MM/YY	Version	Description	Reason for changes
16/06/15	1	New Policy	New Policy

**Policy location:**Main Policy Folder in Control Room and Crew Room  
On PTUK Server

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## **1.0 Introduction**

This document outlines the Driving Licence Policy for Patient Transport UK (PTUK). Initial checks are carried out in line with PTUK's Recruitment and Selection Policy. This Policy outlines employees' ongoing obligations to PTUK in regard to the requirement for annual driving licence checks and the need for employees to notify PTUK of a Notice of Intended Prosecution regarding driving offences or other changes in driving status.

## **2.0 Purpose**

- 2.1 This policy applies to all eligible employees of PTUK. It also applies to bank workers, volunteers or those who are authorised to drive a vehicle belonging to or on behalf of PTUK (including leased and hired). All staff should comply with driving licence checks including employees who use their private vehicle on PTUK business claiming mileage expenses.
- 2.2 Any organisation who is working on behalf of PTUK should have their own procedures in place for these checks which are auditable and agreed at the point of approval of contract.

## **3.0 Duties**

- 3.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.
- 3.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this policy and procedure.
- 3.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of PTUK.
- 3.4 It is the responsibility of the Line Manager to ensure driving licence checks are completed for all individuals who they are responsible for.
- 3.5 It is the responsibility of staff employed by PTUK, bank workers, volunteers or those who are authorised to drive a vehicle belonging to or on behalf of PTUK to:
  - Produce their driving licence as and when required.
  - Inform their line manager of any Notice of intended prosecutions in writing.
  - Inform their line manager of any outcome from prosecution including fixed penalty notices (i.e. SP30).

- Inform their line manager of any medical condition (including medication), deterioration of a previous known medical condition or any other reason why their driving capabilities may be affected.

(Appendix A contains a list of endorsements and disqualifications, which has been included for information.)

#### **4.0 Access to the procedure**

- 4.1 All employees are entitled to access to this policy which is located in the Policies and Procedures Folders in the Control Room and Crew Room and on the PTUK server. However, if you require this Policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 4.2 To ensure accessibility to external applicants, this policy will also be located on PTUK's website ([www.patient-transport.co.uk](http://www.patient-transport.co.uk)) and it can also be obtained on request from PTUK's Human Resources Department.
- 4.3 Employees and Managers may also wish to consult related PTUK policies such as Recruitment and Selection, Disciplinary Policy (Managing Conduct and Performance), and also the Driving and Vehicle Licensing Agency (DVLA) at a glance guide to the current medical standards of fitness to drive that are reviewed every 6 months ([www.dvla.gov.uk](http://www.dvla.gov.uk)).

#### **5.0 Consultation and Communication with Stakeholders**

- 5.1 This policy will be distributed to all staff and managers involved in the recruitment process. All PTUK staff or potential candidates are entitled to view this policy on request.
- 5.2 Printed copies of this policy will be kept in the Human Resources department and in the main policy folders in the crew room and control room.
- 5.3 An electronic copy of the latest version and older versions of this policy are available in the policies folder on the server.

#### **6.0 Medical fitness to drive**

- 6.1 The DVLA guide to medical practitioners deals with the medical standards of fitness to drive. Group 1 medical standards apply to car drivers (category B) while the higher medical standards contained in group 2 applies to medium sized vehicles 3,500kg (category C1). PTUK therefore applies the Group 2 medical standards as an occupational health policy to all staff who drive ambulance vehicles that are classified (C1) or who drive vehicles under emergency (blue light) conditions.

6.2 PTUK also has also decided that group 2 driving licence medical standards also apply to patient transport service staff because of the same risks that are inherent to passengers should there be a medical condition that may impact upon the ability of the driver to drive safely.

6.3 You must inform the DVLA if any of the following medical conditions or events apply to you:

- Had an epileptic event (seizure or fit);
- Had sudden attacks or disabling giddiness, fainting or blackouts;
- Severe mental handicap;
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted;
- Diabetes controlled by insulin;
- Parkinson's disease;
- Any other chronic neurological condition;
- Any severe psychiatric illness or mental disorder;
- Dependence on or misuse of alcohol, drugs or chemical substances in the pPTUK 3 years (do not include drink/driving offences).

This is a non-exhaustive list and full details of medical conditions where this applies can be found from the DVLA's at a glance guide to the current Medical Standards of Fitness to Drive. ([www.dvla.gov.uk](http://www.dvla.gov.uk))

6.4 If you have a medical condition previously reported to the DVLA that has become worse since your licence was issued or you develop a new medical condition as above, you must write and inform the DVLA of the change in your condition, as it may affect your fitness to drive. NB Failure to do so is a criminal offence.

## **7.0 General Principles**

7.1 Failure to inform PTUK of any circumstances that may affect their driving status could result in action being taken under PTUK's Disciplinary Policy (Managing Conduct and Performance).

7.2 No individual should drive any vehicle that their licence category does not cover or where a licence information code(s) indicates any restrictions on driving entitlement.

7.3 The New European Driving Licence Regulations came into effect on 1 January 1997. Implications of these new regulations for PTUK relate to employees who have passed their test after this date and will be required to obtain a C1 driving licence to drive an ambulance in excess of 3,500kg.

7.4 Individuals who have had to undertake a separate test to obtain Category C1 (since 1/1/97) are also required to have a medical undertaken by their General Practitioner (GP) at age 45, then every 5 years up to the age of 65 and annually thereafter, in order to confirm ongoing fitness to undertake C1 driving. This is required in order to retain Category C1 on the driving licence and is the responsibility of the

individual. GPs will charge for undertaking the medical and any such fee is not refundable by PTUK.

- 7.5 Although medicals are not usually required by DVLA for other drivers, individuals are reminded of the need to ensure they are fit to drive within the role they are employed.
- 7.6 Anyone who has concerns about their fitness to drive should discuss this with their manager who will take advice from Occupational Health (OH). If however you wish to have a confidential discussion in the first instance please contact your local OH Advisor directly.
- 7.7 Under the New Drivers Act 1995 a driving licence is automatically revoked if the driver builds up six or more penalty points within two years of passing their first driving test. This includes any penalty points gained before passing the test, which are still valid. The driver will have to reapply for their driving licence as a learner driver and re-sit another driving test.

## **8.0 Licence Checking Process**

- 8.1 Driving licences will be checked by the relevant Line Manager, as and when required or at least on an annual basis.
- 8.2 A Driving Licence Validation form should be completed for each member of staff and signed (Appendix B). The information on this form should be checked against the detail on the employee's driving licence. The driving licence categories required for each role are listed in Appendix C.
- 8.3 The Line Manager should keep a copy of the completed form and details entered on to DBS wherever possible.
- 8.4 As part of this process, if any concerns are highlighted then this should be discussed with the member of staff and, if required, clarified with Human Resources, Occupational Health or Driver Training and Development Departments, or the DVLA.

## **9.0 Policy Review**

- 9.1 This policy will be reviewed on a two yearly basis or more frequently if significant changes to its effective operation are necessary.

## **10.0 Appendices**

Appendix A – List of Endorsements and Disqualifications

Appendix B – PTUK Driving Licence Validation Form

Appendix C – PTUK New Style Photo card Licences

Appendix D – Equality Impact Assessment Tool

Appendix E – Checklist for the Review and Approval of Procedural Document

## Appendix A: List of Endorsements and Disqualifications

### Accident offences

Offence codes AC10 to AC30 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
AC10	Failing to stop after an accident	5-10
AC20	Failing to give particulars or to report an accident within 24 hours	5-10
AC30	Undefined accident offences	4-9

### Disqualified driver

Offence codes BA10 and BA30 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
BA10	Driving while disqualified by order of court	6
BA30	Attempting to drive while disqualified by order of court	6

### Careless driving

Offence codes CD10 to CD30 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
CD10	Driving without due care and attention	3-9
CD20	Driving without reasonable consideration for other road users	3-9
CD30	Driving without due care and attention or without reasonable consideration for other road users	3-9

Offence codes CD40 to CD70 must stay on a driving licence for eleven years from Date of conviction.

Code	Offence	Penalty points
CD40	Causing death through careless driving when unfit through drink	3-11
CD50	Causing death by careless driving when unfit through drugs	3-11

CD60	Causing death by careless driving with alcohol level above the limit	3-11
CD70	Causing death by careless driving then failing to supply a specimen for	3-11

Offence codes CD80 and CD90 must stay on a driving licence for four years from date of conviction.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
CD80	Causing death by careless, or inconsiderate, driving	3-11
CD90	Causing death by driving: unlicensed, disqualified or uninsured drivers	3-11

### **Construction and use offences**

Offence codes CU10 to CU80 must stay on a driving licence for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
CU10	Using a vehicle with defective brakes	3
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30	Using a vehicle with defective tyre(s)	3
CU40	Using a vehicle with defective steering	3
CU50	Causing or likely to cause danger by reason of load or passengers	3
CU80	Using a mobile phone while driving a motor vehicle	3

### **Reckless/dangerous driving**

Offence codes DD40 to DD80 must stay on a driving licence for four years from date of conviction.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
DD40	Dangerous driving	3-11
DD60	Manslaughter or culpable homicide while driving a vehicle	3-11
DD80	Causing death by dangerous driving	3-11
DD90	Furious driving	3-9

### **Drink or drugs**

Offence codes DR10 to DR30 must stay on a driving licence for eleven years from date of conviction.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
DR10	Driving or attempting to drive with	3-11



	alcohol level above limit	
DR20	Driving or attempting to drive while unfit through drink	3-11
DR30	Driving or attempting to drive then failing to supply a specimen for analysis	3-11

Offence codes DR40 to DR70 must stay on a driving licence for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
DR40	In charge of a vehicle while alcohol level above limit	10
DR50	In charge of a vehicle while unfit through drink	10
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
DR70	Failing to provide specimen for breath test	4
DR80	Driving or attempting to drive when unfit through drugs	3-11

Offence code DR90 must stay on a driving licence for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
DR90	In charge of a vehicle when unfit through drugs	10

#### **Insurance offences**

Offence code IN10 must stay on a driving licence for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
IN10	Using a vehicle uninsured against third party risks.	6-8

#### **Licence offences**

Offence codes LC20 to LC50 must stay on a driving licence for four years from date of offence.

<b>Code</b>	<b>Offence</b>	<b>Penalty points</b>
LC20	Driving otherwise than in accordance with a licence	3-6
LC30	Driving after making a false declaration about fitness when applying for a licence	3-6
LC40	Driving a vehicle having failed to notify a disability	3-6
LC50	Driving after a licence has been revoked or refused on medical grounds	3-6

**Miscellaneous offences**

Offence codes MS10 to MS90 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
MS10	Leaving a vehicle in a dangerous position	3
MS20	Unlawful pillion riding	3
MS30	Play street offences	2
MS50	Motor racing on the highway	3-11
MS60	Offences not covered by other codes	As Appropriate
MS70	Driving with uncorrected defective eyesight	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc	6

**Motorway offences**

Offence code MW10 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
MW10	Contravention of special roads regulations (excluding speed limits)	3

**Pedestrian crossings**

Offence codes PC10 to PC30 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
PC10	Undefined contravention of pedestrian crossing regulations	3
PC20	Contravention of pedestrian crossing regulations with moving vehicle	3
PC30	Contravention of pedestrian crossing regulations with stationary vehicle	3

**Speed limits**

Offence codes SP10 to SP50 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on a public road	3-6
SP40	Exceeding passenger vehicle speed limit	3-6
SP50	Exceeding speed limit on a motorway	3-6

**Traffic direction and signs**

Offence codes TS10 to TS70 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
TS10	Failing to comply with traffic light signals	3
TS20	Failing to comply with double white lines	3
TS30	Failing to comply with 'Stop' sign	3
TS40	Failing to comply with direction of a constable/warden	3
TS50	Failing to comply with traffic sign (excluding 'stop' signs, traffic lights or double white lines)	3
TS60	Failing to comply with a school crossing patrol sign	3
TS70	Undefined failure to comply with a traffic direction sign	3

**Special code**

Offence code TT99 must stay on a driving licence for four years from date of conviction.

Code	Offence
TT99	To signify a disqualification under 'totting-up' procedure. If the total of penalty points reaches 12 or more within three years, the driver is liable to be disqualified

**Theft or unauthorised taking**

Offence codes UT50 must stay on a driving licence for four years from date of offence.

Code	Offence	Penalty points
UT50	Aggravated taking of a vehicle	3-11

**Aiding, abetting, counselling or procuring**

Offences as coded, but with 0 changed to 2 eg LC10 becomes LC12.

**Causing or permitting**

Offences as coded, but with 0 changed to 4 eg LC10 becomes LC14.

**Inciting**

Offences as coded, but with the end 0 changed to 6 eg DD40 becomes DD46.

**Appendix B: PTUK DRIVING LICENCE VALIDATION FORM**

SURNAME:

First Name:

Date of Birth:

Date Licence Checked:

Driving Licence Number:

**CATEGORY VALIDITY PERIODS**

PLEASE CHECK EXPIRY DATE OF CATEGORY B, C1 AND PHOTOCARD SEPARATELY AS THEY MAY DIFFER. PLEASE INFORM YOUR LINE MANAGER IF ANY OF THE DATES EXPIRE BEFORE THE NEXT LICENCE CHECK DATE?

CATEGORY	VALID FROM	VALID TO	INFORMATION CODES
'B'			
'C1'(if applicable)			
Photo on two part photocard/paper licences			

**OLD STYLE PAPER LICENCE**

Category 'A' covers the new groups B (car) and C1 (A&E ambulances)

**ENDORSEMENTS**

CONVICTING COURT CODE	DATE OF CONVICTION	OFFENCE CODE	DATE OF OFFENCE	DISQUALIFICATION PERIOD ( IF APPLICABLE)	PENALTY POINTS

"I declare that I have no medical condition which may affect safe driving or my fitness to drive. I understand failure to declare such a medical condition will be dealt with according to PTUK's Disciplinary Policy (Managing Conduct and Performance)"

Verifier Signature:

Print Name:

Position:

Date:

Staff Signature:

Print Name:

**Appendix C: PTUK DRIVING LICENCE CHECK FORM (ALL GRADES)****NEW STYLE PHOTO CARD LICENCES**

<b>GRADE</b>	<b>'B' CATEGORY (CAR)</b>	<b>'C1' CATEGORY (A&amp;E AMBULANCE)</b>
ATA (INC PTD)	✓	
EMT	✓	
EMP	✓	
CP/ECP	✓	✓
OPERATIONAL MANAGER	✓	✓
SENIOR MANAGER	✓	✓ If A&E operational
AFA	✓	✓
COURIER TRANSPORT	✓	✓
MECHANICS	✓	✓
FLEET BANK DRIVER	✓	✓
MEDICOM DRIVER	✓	n/a
ADMIN STAFF	✓	n/a

WITH NEW STYLE LICENCE, BOTH PHOTO CARD AND PAPER SECTION MUST BE PRODUCED FOR VALIDATION .

OLD STYLE PAPER LICENCE

Categories A and E cover the new groups B (car) C1 (A&E ambulances)



**Appendix D - Equality Impact Assessment Tool**

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age		
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
<b>2</b>	<b>Is there any evidence that some groups are affected differently?</b>	No	
<b>3</b>	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	No	
<b>4</b>	<b>Is the impact of the policy/guidance likely to be negative?</b>	No	
<b>5</b>	<b>If so can the impact be avoided?</b>	N/A	
<b>6</b>	<b>What alternatives are there to achieving the policy/guidance without the impact?</b>	N/A	
<b>7</b>	<b>Can we reduce the impact by taking different action?</b>	N/A	

If you have identified a potential discriminatory impact of this procedural document, please refer it to Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.

## Appendix E - Checklist for the Review and Approval of Procedural Document

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

	Title of document being reviewed:	Yes/No/Unsure	Comments
<b>1.</b>	<b>Title</b>		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
<b>2.</b>	<b>Rationale</b>		
	Are reasons for development of the document stated?	Yes	
<b>3.</b>	<b>Development Process</b>		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
<b>4.</b>	<b>Content</b>		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
<b>5.</b>	<b>Evidence Base</b>		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are the references cited in full?	Yes	
	Are supporting documents referenced?	Yes	
<b>6.</b>	<b>Approval</b>		



	Title of document being reviewed:	Yes/No/Unsure	Comments
	Does the document identify which committee/group will approve it?	Yes	
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes	
<b>7.</b>	<b>Dissemination and Implementation</b>		
	Is there an outline/plan to identify how this will be done?	Yes	
	Does the plan include the necessary training/support to ensure compliance?	Yes	
<b>8.</b>	<b>Document Control</b>		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
<b>9.</b>	<b>Process to Monitor Compliance and Effectiveness</b>		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
<b>10.</b>	<b>Review Date</b>		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
<b>11.</b>	<b>Overall Responsibility for the Document</b>		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	

<b>Individual Approval</b>			
If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.			
Name		Date	11/04/2020
Signature			
<b>Committee Approval</b>			
If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for disseminating and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.			
Name		Date	11/04/2020
Signature			