

Policies

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Main points the document covers	This policy set out to protect the health, safety, and wellbeing of employees who drive for the Trust business. It sets out the responsibilities, procedures, and control measures required to manage and reduce the risks associated with driving for work. The policy aligns with health and safety legislation and best practice guidance.
Who is the document aimed at?	This policy applies to all staff who may drive during their duties, whether on-site or off-site. It is also directed at managers and line managers responsible for overseeing driving for work.
Author	Samir Adhikari, Health and Safety Officer
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1 Policy Statement

Shropshire Community Health NHS Trust (hereafter the Trust)) is committed to maintaining a safe and healthy working environment for all staff.

Due to the community-based nature of the Trust services, staff may frequently drive for the Trust business in diverse settings including patients' homes, outreach locations, and both NHS and non-NHS premises.

The Trust recognises its duty of care to staff who drive as part of their duties at work. The Trust acknowledges that those driving on Trust business may be at increased occupational risks related to fatigue, stress, working alone or unforeseen events. The Trust is committed to reducing the risks which staff face and create when driving or riding for work.

This document is particularly concerned with the management of work-related driving, including the use of motorcycles and bicycles. This document must be read in conjunction with the Trust Health and Safety Policy and Risk Management Policy. The Trust owes the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive Trust owned, leased or hired vehicles. It is an offence under road traffic law to 'cause or permit' a person to drive a vehicle that is in a dangerous condition or without a valid licence or valid insurance or drinking/ being under the influence of drugs while driving.

This policy outlines the Trust's approach to managing the safety, health, and welfare of driving for the Trust business by setting out clear procedures, responsibilities, and preventative measures.

2 Purpose

The purpose of this policy is to ensure that there are effective systems in place to protect the health, safety, and wellbeing of staff all driving for work activities, whether by staff or volunteers, but does not apply to commuting to work from home, except where it is previously agreed that travel from home to a remote site is required.

Specifically, the policy aims to:

- Identify staff and situations where driving for work occurs.
- Eliminate or reduce risks associated with driving for work, as far as is reasonably practicable.
- Ensure that driving for work is assessed in a structured and ongoing way through appropriate risk assessments.
- Provide staff with training, tools, and support to enhance their safety and security.
- Promote a culture of safety awareness and shared responsibility.
- Encourage reporting and learning from driving for work incidents to inform continuous improvement.
- Comply with legislative requirements related to health and safety at work.

3 Scope

This policy applies to:

- All staff of Shropshire Community Health NHS Trust, including permanent, temporary, agency, and bank staff.
- Volunteers, contractors, students or trainees and visiting professionals undertaking work on behalf of the Trust.
- All locations where Trust duties are performed, including NHS premises, non-NHS premises, patients' homes, and any other community setting.

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4 Applicability

Policies can be found in the Trust's Document Library on the Public Website and the Staff Zone SCHAT Staff Zone . This policy should be read in conjunction with other policies, such as:

- Health and Safety Policy
- Risk Management Policy and Strategy
- Standard Lease Car policy
- Travel Expenses and subsistence claims policy and procedure
- Lone Working Policy

5 Responsibilities

Driving for work safety relies on a shared responsibility across all levels of the organisation. Everyone has a role to play in ensuring safe systems of work are in place and adhered to.

5.1 The Trust

Shropshire Community Health NHS Trust (the Trust) is committed to safeguarding the health, safety and welfare of all its employees, including those who may be required to drive for work. The Trust will ensure, so far as is reasonably practicable, that:

- Policies and procedures for driving for work are in place, monitored and regularly reviewed.
- There are sufficient resources to implement and maintain safe systems of work for driving for work.
- Risk assessments are carried out to identify, eliminate, or control risks.
- A culture of safety, accountability, and continuous learning is promoted at all levels.

5.2 Directors and Senior Managers

Senior Managers and Executive Directors are responsible for ensuring that driving for work risks are effectively managed within their areas of responsibility. This includes:

- Ensuring all areas under their control undertake reviews to identify driving for work activities.
- Making sure driving for work is avoided where reasonably practicable and justified where it is necessary.
- Embedding driving for work procedures into operational practices, risk management, and incident reporting systems.
- Ensuring that appropriate training, support mechanisms, and safety equipment are in place.
- Ensuring that staff are competent in their roles and familiar with emergency procedures.
- Auditing and reviewing driving for work arrangements at regular intervals, including the use of checklists.

5.3 Department and Line Managers

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Department manager and Line managers play a vital role in implementing safe driving for work practices at team level. Their responsibilities include:

- Ensuring all staff/volunteers who drive for work are aware and have understood the policy.
- Ensuring that driving for work risk assessments are carried out and that the significant findings are recorded, shared with staff and others, and discussed and regularly reviewed.
- Using the information from the risk assessment process to put into place procedures and safe systems of work designed to eliminate or reduce the likelihood of driving for work incidents or accidents
- Ensuring that staff driving for work follow their responsibilities under this policy and comply with 'Road Traffic Act 1988' and following the 'Highway Code'
- Ensuring that staff groups and individuals identified as being at risk from driving for work are given appropriate information, instruction and, where required, formal training.
- Supporting staff involved in any incident and accident associated with driving for work.
- Investigating and recording driving for work incidents and accidents.
- As a minimum, undertaking an annual check of licences, insurance certificates and, where applicable, MOT certificates for all staff involved in driving for work.

5.4 All Drivers/Riders

All Staff, including volunteers, students, trainees, contractors and temporary staff, have a responsibility to take reasonable care of themselves and others and to comply with the Trust's policies. Their responsibilities include:

- Taking reasonable care of themselves and other people who may be affected by their actions.
- Always driving in a competent way, observing all traffic laws including the speed limits and rules on alcohol and drugs.
- Co-operating by following rules and procedures designed for safe working related to driving for work.
- Reporting all incidents and accidents in relation to driving for work.
- Taking part in driving for work training identified through the risk assessment process.
- Reporting any hazards and any significant risks they identify or any concerns they might have about driving for work.
- Ensuring that the driver/rider have a valid driving licence, insurance policy, MOT certificate (if applicable) and vehicle tax, as well as present all asked documents to the trust or line manager annually or for inspection on request.
- Ensure the vehicle is safe to drive incl. - oil, water, washer fluid, wipers, lights, tyre condition and pressures and properly functioning seat belts.
[Check your vehicle is safe to drive](#)
- Disclosing or informing to their line manager of any prosecutions, licence restrictions or withdrawals or any health problems which may affect their ability to drive. disclosing to their manager any medical conditions that may disqualify them from driving. ([Medical conditions that disqualify you from driving](#) and [Convictions that disqualify you from driving](#))

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6 Managing the Risks

Background and Legal Position

In addition to the general duties placed on the Trust and staff by the Health and Safety at Work etc. Act 1974, road traffic legislation imposes duties on both drivers and the Trust in relation to the use of vehicles.

The carriage of certain goods, products, substances or equipment may fall within the requirements of The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations or other regulations imposing additional statutory obligations on both the Trust and the driver.

In the event of an incident arising from driving for work, the Trust may also carry liability, in whole or part, in addition to that of the driver.

Risk Assessment

The Management of Health and Safety at Work Regulations (1999) requires the Trust to make appropriate assessments of the risks faced by staff who are driving on work related business and introduce measures to eliminate or control any risks identified.

A general risk assessment has been developed to identify common hazards associated with driving for work (see appendix 8 for general risk assessment). This assessment provides a baseline level of risk awareness and outlines core control measures that apply to all staff who drive as part of their role. Factors to be considered in carrying out risk assessment include:

- Driver competence and licence checks
- Vehicle condition and maintenance
- Insurance and roadworthiness
- Fatigue and journey planning
- Emergency procedures
- Compliance with road traffic laws

A sufficient and suitable risk assessment must be carried out by the line manager prior to the commencement of any work-related driving tasks.

The importance of the journey versus the risks of travel should be assessed and reasonably practicable control measures put in place. Risk factors such as time of year, distance to be travelled, weather conditions, location, access to roadside assistance should be considered. Control measures such as the maximum hours to be driven per day and the need for adequate rest breaks should be detailed in the risk assessment.

Driving Standards

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Under the Road Traffic Act, drivers are legally responsible for their own actions on the road and for adhering to all traffic regulations.

The Trust considers all our staff to be ambassadors for the organisation. Their behaviour while driving for work is a reflection of the corporate image. As such, the Trust requires drivers to be polite and to follow the Highway Code and other driving laws and regulations. The Trust will ensure that drivers of vehicles involved in careless or repeated accidents or incidents will take part in an assessment.

There is speed limit across all the Trust premises, including car parks. Failure to comply with this speed limit may result in an internal investigation and possible disciplinary action.

The Highway code has rules for road users requiring extra care, including pedestrians, motorcyclists and cyclists, other road users and other vehicles.

Penalties

All drivers are required to drive within the requirements of the law and local regulations. Drivers must be personally liable for any and all penalties, fines and parking penalty charges incurred whilst driving for work.

Drivers must be liable for any uninsured losses incurred.

Cycling

The Trust supports and encourages the use of cycles where practicable for work purposes.

Cyclists have a duty to comply with the Road Traffic Act and with the Highway Code when driving or cycling at work.

A mileage allowance is payable for staff using their own cycle for work related travel. It is the responsibility of the individual staff member to ensure that the cycle is in good order, serviced and maintained.

The cyclist is responsible for ensuring that they use suitable protective equipment, which may include but is not restricted to a cycle helmet, hi-visibility outer clothing and weather protection.

Where the Trust explicitly requires a member of staff to use a bicycle for work purposes a suitable cycle and protective equipment will be provided.

Pool and Lease Vehicles

The Trust may provide pool and or lease vehicles for use by staff, such vehicles may be allocated to an individual in accordance with the terms and conditions of employment.

It is the responsibility of the driver to carry out routine daily checks of the vehicle and to ensure that any defects or faults are reported and that the vehicle is provided for service and maintenance where required.

Driver must ensure pool vehicles are taxed, serviced, maintained and insured by or on behalf of the Trust.

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The manager authorising the use of a pool vehicle must ensure that a copy of the staff members driving licence (both back and front) is retained and checked annually against the DVLA on-line system with a declaration signed by the staff member.

Only work-related travel is permitted in a pool vehicle and only authorised persons (including volunteers, students or trainee) may travel as passengers in the vehicle.

The vehicle logbook must be checked at the commencement of each journey and completed at the end of the journey.

The driver must conduct the daily pre-use checks of the vehicle and ensure that all defects and problems are reported.

Staff driving lease vehicles must ensure the vehicle meets the minimum legal standards to drive.

Driver neglect of a lease vehicle may result in the staff being personally liable for repair costs, additional charges at the end of the lease period, and potential withdrawal of lease car scheme eligibility.

For the full list of driver responsibilities relating to lease vehicles — including servicing, cleanliness, MOT obligations, and breakdown assistance — refer to Appendix 1 of the [Trust's Lease Car Policy \(V6.4\)](#).

Checking Documentation

Staff who are required to drive for work must provide their driving licence for checking by their line manager. Guidance for managers checking licences can be found at Appendix 2 of this document.

If there are any doubts about the authenticity of the driving licence provided contact the Health and Safety Manager for advice.

When checking vehicle insurance documents, it is important to ensure that the Insurance Certificate, not just the schedule is checked. Ensure that the staff member is explicitly named on the certificate and the make, model and registration number of car is shown. Check the expiry date has not passed, and business cover is included on the certificate. If there is any doubt contact the insurance company, with the staff members consent, to verify the details.

MoT Certificates and Vehicle Tax must clearly include the vehicle registration number; ensure that the expiry date has not passed.

7 Safer Driver

Fitness to Drive

Staff must inform their line manager about any changes in the status of their licence or their health that could affect their continued driving. Specific requirements for the disclosure of health conditions are in Appendix 1.

Failure to disclose any changes to their licence status or any underlying health condition that could or would prevent or significantly affect a member of staff driving for work may result in disciplinary action.

The following people are specifically excluded from driving on the Trust business:

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- Anyone who does not hold a full, valid UK driving licence for the category of vehicle being driven (or who does not have a relevant foreign or international licence that allows them to drive in the UK).
- Anyone who does not have full insurance for the driving activity they are undertaking.
- Anyone who suffers from a condition that would disqualify them from holding or getting a relevant current driving licence.
- Anyone who has a current conviction, or is awaiting 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
 - any other offence (or combination of offences) which has or might result in disqualification.

If the Trust becomes aware of any pending prosecution, it reserves the right to suspend staff from driving duties whilst awaiting the trial outcome.

Driver Distraction

Driving is a complex task that requires full attention at all times. Any distraction can significantly compromise a driver's ability to operate a vehicle safely. Attempting to undertake other tasks while driving, slows reaction times, impairs judgement, and greatly increases the risk of a collision.

It is estimated that driver distraction has high contribute to all road collisions. Such incidents not only endanger the driver, but also pose serious risks to passengers, pedestrians, and other road users. For these reasons, the Trust takes driver distraction extremely seriously and requires all staff to strictly avoid the following distractions.

Visual Distractions

- Looking away from the road, including reading text messages or directions
- Scrolling through mobile phones or infotainment screens
- Rubbernecking at crash sites
- Any action that removes your eyes from the driving environment

Auditory Distractions

- Listening to music at high volume
- Using headphones, earphones, or earbuds while driving
- Engaging in phone conversations
- Loud or disruptive conversations with passengers
- Mobile notifications, ringtones, or other sounds that divert attention from the road

Manual Distractions

- Using hand-held devices
- Adjusting stereo systems or infotainment controls

- Eating or drinking while driving
- Removing one or both hands from the steering wheel

Cognitive Distractions

- Talking on the phone or engaging in heated discussions
- Thinking about unrelated tasks or appointments
- Watching videos or engaging with social media content
- Mental preoccupation that diverts attention from driving

Studies suggest that increasing the demands on a driver’s attention by means of a telephone conversation can impair driving performance, including decreased hazard perception, longer

reaction times for ‘critical events’, poor lane discipline and an increased risk of being involved in a collision. A National Safety Council white paper states that drivers using hands-free mobile phones have a tendency to ‘look at’ but not ‘see’ objects, with estimates indicating that drivers using a mobile phone look but fail to see up to 50% of the information in their driving environment.

It is illegal to use a handheld phone or handheld device while driving or riding a motorcycle. It is also an offence to “cause or permit” a driver to use a handheld phone or handheld device while driving.

The Trust requires that staff/volunteers driving for work must not make outgoing or answer incoming calls, send or read texts or emails or otherwise use a mobile phone or touchscreen device while driving. Sat nav devices must be programmed prior to the start of the journey and only be reprogrammed during the journey if safely parked. Where vehicles are fitted with integrated touchscreen systems (e.g. for navigation, climate control, or other functions), these should be set up prior to driving wherever possible. Any interaction with touchscreens while driving must be kept to an absolute minimum, only undertaken when it is safe to do so, and must not distract the driver from full control of the vehicle.

Handheld devices and two-way radios must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.

Under no circumstances must drivers participate in any meeting via ‘Teams’ or other communication method (including handsfree devices) whilst driving. The Chair of any meeting where a member of staff attempts to join whilst driving must not allow the member of staff to participate further. The use of smart phones, tablets for reading and responding to e-mails is also prohibited whilst the car engine is switched on or equivalent for electric car.

Emergency On-call Communications

The manager of any member of staff who is required to be contactable in an emergency (on-call) must ensure that arrangements are in place to allow the member of staff to comply with the requirements of this policy, particularly in respect of not answering a call whilst actively driving. Staff must only return calls or

respond to messages once they are safely parked in an appropriate location, with the engine switched off.

Smoking

Smoking is prohibited in all Trust vehicles, or any vehicle being used on Trust business, including in a private vehicle being driven by the owner.

Alcohol & Drugs (legal/illegal)

Driving while under the influence of alcohol, drugs, or other intoxicating substances presents a significant risk to the safety of the driver, passengers, and other road users.

The Trust is committed to ensuring that no member of staff or volunteer drives for work purposes whilst impaired by alcohol, illegal drugs, prescribed medication, or over-the-counter substances.

Under the Health and Safety at Work etc. Act 1974, all employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions. This includes ensuring they are not under the influence of any substance—legal or illegal—that could impair their ability to drive safely and responsibly.

Staff found to be driving under the influence of alcohol or illegal drugs will be subject to disciplinary action in accordance with Trust procedures.

All staff and volunteers must:

- Never drive under the influence of alcohol or illegal drugs.
- Inform their manager immediately if they are taking prescribed or over-the-counter medication that may affect their ability to drive safely.
- Refrain from driving if they feel impaired or unfit due to any substance, regardless of its legal status.
- Seek guidance from a GP or pharmacist regarding the effects of any medication on their driving ability.
- Report any concerns about their ability to drive safely or if they suspect another staff member is impaired.

Driver Fatigue

Fatigue significantly impairs a driver's alertness, reaction time, decision-making, and overall ability to operate a vehicle safely. It is a major contributing factor in road collisions and is particularly dangerous because drivers often underestimate how tired they are.

Fatigue-related crashes are more likely to result in serious injury or fatality due to the high speeds involved and the reduced likelihood of evasive action.

To reduce the risk of fatigue-related driving incidents, the following measures must be taken:

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- Reduce unnecessary road journeys by promoting alternatives such as telephone, email, video conferencing, or public transport. Where appropriate, staff may also be encouraged to share vehicles (carpooling) to reduce the overall number of trips.
- Avoid high-risk driving periods, such as:
 - Driving late at night, especially after a full work shift
 - After consuming alcohol or sedating medication
 - During adverse weather conditions
- Limit driving time, particularly for long-distance journeys:
 - Staff must take a minimum 15-minute break every two hours of driving, in line with Highway Code recommendations

Undiagnosed or unmanaged sleep disorders such as obstructive sleep apnoea can pose a significant road safety risk. Where concerns arise, the Trust may refer staff to Occupational Health for assessment and support.

Staff are encouraged to seek medical advice if they believe a health condition is affecting their ability to stay alert while driving.

8 Safer Vehicle

Roadworthiness of Vehicles and Vehicle Safety

All vehicles used for Trust business must be safe, legally compliant, roadworthy, and fit for purpose.

Regular maintenance, servicing, and daily checks must be carried out to ensure safety-critical elements such as tyres, brakes, lights, and windscreen wipers are in good working order. Any defects must be reported immediately and resolved before the vehicle is used again. Safety features such as seatbelts, reversing alarms, and proximity sensors must be used correctly. Overloading must be avoided, and all loads must be properly secured.

It is the responsibility of the driver and riders to ensure vehicles are maintained in accordance with manufacturer schedules, presented for MOTs, and kept compliant with tax and legal requirements. If there is any doubt regarding a vehicle's condition, it must not be driven until the issue is resolved.

All drivers are required to complete a vehicle pre-use checklist prior to operating any vehicle (refer to Appendix 6).

When driving for work, drivers and riders must comply with UK laws and responsible to be familiar with the highway code, road safety and all vehicle rules.

Seatbelt Use

All drivers and passengers must wear seatbelts at all times when a vehicle is in motion, unless medically exempt. This requirement applies to all vehicles. Drivers

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are legally responsible for ensuring that all passengers, including those in the rear seats, wear seatbelts.

Wearing a seatbelt is proven to reduce the severity of injuries and save lives in the event of a collision.

Carriage of Passengers and or Goods

All goods being carried must be securely restrained in or on the vehicle. The vehicles must be suitable for the load being carried (e.g. number of passengers; weight; hazardous substances).

Equipment/loads which could cause injury to passengers in the event of sudden braking, collision, or other incident must not be carried in the passenger compartment. Passengers must not be carried in the load areas of vans or in other vehicles which are not designed to carry passengers.

Where dangerous goods are carried, the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations must be adhered to.

Insurance cover, training requirements and driving licence category entitlements must be checked by the authorising manager prior to any member of staff/volunteer driving any minibus adapted to carry up to 16 passengers.

Carrying Equipment in Vehicles

Where staff are required to carry heavy, bulky, or hazardous equipment in their vehicle as part of their work duties, a specific risk assessment must be completed before this is authorised. Under the Health and Safety at Work etc. Act 1974, the Trust has a duty of care to ensure that carrying work equipment does not pose a risk to the health and safety of the driver or any passengers. Seek advice from the Trust Risk Manager before authorising such arrangements.

9 Safer Journey

Plan and Manage journeys

Effective journey planning is essential to reduce risk and ensure safety. Wherever possible, unnecessary journeys should be avoided.

When travel is required, the safest routes must be chosen—preferably main roads and motorways rather than narrow or rural roads.

Travel plans should factor in estimated journey times, rest breaks, traffic conditions, weather forecasts, and access to welfare facilities such as toilets and rest areas.

Staff must be allowed sufficient time to complete journeys safely and must not be placed under pressure to meet unrealistic delivery or arrival deadlines.

As per the highway code drivers and riders should take a 15-minute break every two hours.

Weather Considerations

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Driving in the winter is very different than in other times of the year. Adverse weather and longer periods of darkness makes driving more hazardous. Sometimes conditions can be extreme, with prolonged periods of heavy snow, rains, winds and floods.

In the event of adverse road conditions (e.g. During severe weather), staff must balance the risks and the necessity of the journey through a dynamic risk assessment and reach a decision as to whether to drive. The Trust does not expect staff to put themselves in danger and will accept the decision made.

Staff must follow Winter Driving Safety Guidance (see appendix-9) while driving on adverse weather conditions.

Speed Management

Speeding significantly increases the likelihood and severity of collisions. It includes both exceeding the posted speed limit and driving too fast for road, traffic, or weather conditions.

To address this risk, the driver must:

- Pre-schedules the journey to allow adequate time to avoid the temptation or perceived need to speed
- Understand the risks of speeding, and know clearly that it is unacceptable under Trust policy
- full compliance with posted speed limits and promote safe speeds for different road conditions

Speeding is a leading factor in many road collisions and is particularly relevant among drivers engaged in work-related travel, including those working under tight.

Drivers and riders alike must take responsibility for maintaining safe speeds and planning accordingly.

Leaving and Returning to the Vehicle

The Driver or rider must:

- Listen and look around before getting out.
- Put all valuable items out of sight, e.g. in the boot
- Lock all doors, windows and the sunroof.
- Note the name of the street and/or car park and the level you parked on.
- Check the vehicle as you approach. If there are any signs of it having been tampered with, do not get in – call the Police.

Road Rage

The Driver and riders must:

- Avoid getting into conflict with another driver. There will be some bad drivers who are looking for a reaction or conflict. 'Competing' with another

driver could lead to the incident becoming serious. Keep your mind focused on your driving.

- Not overreact to, or panic about, another driver's error, bad driving or poor attitude. They may be unaware of their actions. Try to stay away from them and concentrate on your driving.
- Stay calm and think logically – when confronted by an irate driver don't engage in gestures, headlight flashing or sounding the horn as this will serve no purpose and may exacerbate the situation. It will also distract you. Concentrate on driving responsibly.
- Refrain from eye contact with an angry or aggressive driver as this has the potential to make the situation worse.
- Avoid being followed by an impatient driver (tailgated) – do not allow yourself to be 'pushed' along, intimidated or made to increase your speed. Without actually pulling over or stopping – find a safe opportunity to allow that driver to pass. Circumnavigating a roundabout to enable a tailgater to get past you will add little time to your journey but can make a significant difference to stress levels.
- Avoid being persistently followed by an aggressive driver try to make your way to a public place, police station or busy street and if necessary, call the Police. Do not allow an aggressive driver to follow you home.
- Under no circumstances endanger yourself by getting out of the car to deal with an angry or aggressive driver. If confronted with a road rage situation remain in the car with the windows closed and door locked. If necessary, call for help on a mobile phone (not while driving).
- find an opportunity to stop and take time out. If mood is affected by an incident during your journey,

Towing and Loading

Managers are responsible for ensuring that drivers are made aware of any licence restrictions and load limits that apply to particular vehicles, including cars, vans, minibuses and trailers, and for ensuring that any necessary load checks are carried out. Staff must receive training before using a vehicle to tow a trailer or other device.

Drivers are responsible for ensuring that they have the appropriate licence entitlement and that vehicles are not overloaded.

Road Traffic Collisions

All road traffic collisions that occur whilst driving for work must be reported. In the event of a road traffic collisions or accident or incident, drivers must:

- Stop immediately – It is a legal requirement under the Road Traffic Act 1988 to stop if your vehicle is involved in an accident-causing injury or damage.
- Switch off the engine and activate hazard warning lights to alert other road users.
- Remain calm and assess the scene.
- Do not move any injured person unless there is immediate danger (e.g. fire or risk of explosion).
- Call emergency services (999 or 112) immediately if:
 - Anyone is injured

- There is a significant risk (e.g. carrying medical gases or hazardous materials)
- Vehicles or property have sustained serious damage
- Remain at the scene until permitted to leave by the emergency services if they are in attendance.
- Gather and record information about accident/incident, exchange details with third parties (if involved) and take the names and addresses of witnesses and police officers (if necessary and involved)
- Report all collisions or accident or incident to your line manager and Trust Datix incident reporting system.

10 Data Protection and Confidentiality

Patients, service users and staff will be informed about how information is processed i.e. collection, recording, organisation, storage, adaptation, retrieval, consultation, use, disclosure, and erasure. Through [Privacy notices](#) that will be published on the public website and updated regularly.

Confidentiality will be maintained and applied in accordance with national and local policies and legislation. The Trust will comply with the [Department of Health \(DH\) 2003 publication Confidentiality: NHS Code of Practice](#)

Trust staff are aware of the data protection principles and will process information in a lawful way and in accordance with the legislation. Further information can be found on the Information Commissioner's Office website [A guide to the data protection principles | ICO](#)

All information will be protected and held securely using technical and organisational measures that comply with the data protection legislation.

Records will be held in accordance with the NHS Records Management Code of Practice. Staff will complete mandatory data protection training and security training.

11 Training, Learning and Awareness

Training and instruction are essential for all staff who drive for work and for those who manage or supervise. Line managers are responsible for identifying, developing, implementing, and monitoring appropriate driving for work training based on risk assessments, ensuring that all statutory obligations are met.

All mandatory training will be monitored and managed by the line manager through the Electronic Staff Record (ESR). Mandatory training reports will be received through the committee reporting structure for monitoring and performance purposes.

Staff must receive relevant training, including conflict resolution, managing violence and aggression, personal safety, use of lone worker devices, and, where appropriate, breakaway and risk assessment training. Managers must also ensure staff possess

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the necessary skills and competencies to drive for work safely and agree on suitable supervision methods based on individual capability and risk level.

Driving for work issues should be regularly discussed in team briefings, with open information sharing encouraged to establish clear lines of communication where risks are identified. All driving for work must follow agreed procedures and be provided with sufficient information to understand the risks, the required precautions, and what to do in an emergency by the line managers.

12 Communication, Implementation and Dissemination

Those with key responsibilities set out in this document will be responsible for ensuring that this policy is implemented and adhered to.

The policy will be disseminated across the Trust through a variety of mechanisms, including website, staff zone (intranet), meeting agendas, newsletters and briefings.

Awareness and communication tools will be used to ensure that staff, patients, services users and others are aware of this document through the Trust's newsletter, email, operational and team meeting agendas team/department meeting agendas, patient and carer forums.

13 Review and maintenance

This policy will be reviewed in accordance with the Trust's [Policy Review and Ratification Framework](#)

This Policy will be reviewed every three years or in response to significant changes due to variations of law and/or changes to organisational or technical infrastructure.

Revisions can be made ahead of the review date when the procedures section requires updating. Where the revisions are significant and the overall policy is changed, the author must ensure the revised document is taken through the standard consultation, approval and dissemination processes

14 Monitoring Compliance

Non-compliance risks and issues will be handled through the risk management process. The effectiveness of the policy will be monitored by the Health and Safety Working Group.

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15 Appendices

Appendix A- Medical Fitness to Drive

The Trust refers to the DVLA Medical Standards of Fitness to Drive to determine the criteria required to undertake driving on behalf of the Trust. 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). The Trust therefore requires all employees who drive vehicles that are classified (C1) to meet the DVLA Group 2 medical standards.

The Trust also requires that DVLA Group 2 medical standards apply to any employees or volunteers driving a patient carrying vehicle because of the same risks that are inherent to passengers must there be a medical condition that may impact upon the ability of the driver to drive safely.

You must inform the DVLA and your manager 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;
- Any cardiac event;
- 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 past 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)

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.

Appendix B- How to Inspect a UK Driving Licence

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If you have any doubt about any aspects of inspecting driving Licences, including advice or information about non-UK driving licences, please contact the Health and Safety Manager.

General Checks

- Only inspect the original Licence, never accept a photocopy.
- Holders of photocards must produce the photocard.
- The style of print must be the same for all the driver's details and entitlements.
- The holders name and address must be correct and match that on the "P file".
- The Licence normally remains valid until the day before the holder's 70th birthday.
- Photocards must be renewed every 10 years.

The entitlement must be correct for the type of vehicle to be driven. For example; Category D1

- Minibuses. Note the full entitlements shown on the back of the licence.

Check how many endorsements (penalty points) are on the licence and record this. Consider whether it is relevant to the driver's job. A driver/rider can be disqualified from driving if they have built up 12 or more penalty points within a period of 3 years. New drivers who gain 6 points within 2 years will be required to retake both the theory and practical tests. Points will remain on the licence for between 4 and 11 years, depending on the offence.

In order for the manager to check the accuracy of the driving entitlements of a staff member the staff member must provide the manager with a 'check code' from the DVLA and the driving licence number.

The manager will take the 'check code' and driving licence number provided by the employee and enter the last 8 characters of the licence number and the 'check code' into the online service at <https://www.viewdrivingrecord.service.gov.uk/driving-record/validate>

- Check the name, address and driving entitlement details are correct for the individual and the vehicle that they are required to drive for work purposes and print the validation page to attach to the individuals personal file.
- Where the driving entitlement does not provide the ability to drive the necessary vehicle remove all driving duties from the individual with immediate effect. If appropriate alternate work within the individuals' role cannot be provided to fill the working hours contact your HR Business Partner for advice and to discuss employment options.

Non-UK Driving Licence Holders

Staff who hold a non-UK driving licence may be permitted to drive for work, subject to the conditions below. It is the individual's responsibility to confirm their eligibility and provide evidence to their line manager before undertaking any driving for work. Managers must verify the date of entry to the UK and track applicable time limits.

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- EU / EEA Licence Holders: Staff holding a full licence issued in an EU or European Economic Area (EEA) country may drive in Great Britain on their original licence until it expires. Unless the EU licence was obtained by exchanging a non-EU licence, in which case the licence is only valid for 12 months. If the licence holder is aged 67 or over when becoming a UK resident, they may drive for three years before being required to exchange.
- Designated Country Licence Holders: Staff holding a licence issued in a 'designated country' (which includes Andorra, Australia, Barbados, Canada, Hong Kong, Japan, New Zealand, Singapore, South Africa, Switzerland, UAE, Ukraine and others — the full list is available from the DVLA) may drive in the UK for up to 12 months from their date of entry. After this period, the licence must be exchanged for a UK licence (valid for up to five years from becoming a UK resident, provided the licence has not expired).
- All Other Country Licence Holders: Staff holding a licence from any other country may drive in the UK for up to 12 months from their date of entry. After this period, the individual must apply for a UK provisional licence and pass the UK theory and practical driving tests before continuing to drive for work. Managers must not permit staff to drive for work beyond their 12-month window without a valid UK licence.
- Minimum Age Requirements: Regardless of licence country, drivers must be at least 17 years of age to drive a car or motorcycle and at least 21 years of age to drive a lorry or bus for work purposes.
- Lease Car Holders with Non-UK Licences: Staff who hold a non-UK licence and have a Trust lease vehicle should be aware that if they are unable to obtain a valid UK licence in accordance with DVLA requirements before the expiry of their permitted driving window, they will remain financially responsible for ongoing lease car payments and any early termination fees. See the Trust Lease Car Policy (Section 5.1) for full details.
- Further guidance is available from the DVLA interactive tool at <https://www.gov.uk/exchange-nongb-driving-licence> and from the Trust Health and Safety team.

Appendix C- Guidance for Drivers/Riders and Managers

This Guidance Note is for all managers and for staff who use their own vehicle for work purposes.

What is this guidance about?

To comply with health and safety law, employers need to have procedures in place to ensure that all vehicles (irrespective of who owns them), that are used for work purposes, conform to road traffic law, are safe and properly maintained, and are fit for purpose.

It is relatively simple to do this for Trust owned or leased vehicles, but it can be more complicated when staff use their own vehicles for work. This guidance note gives simple advice on how this risk can be managed. It also contains guidance for staff on maintaining their vehicle in suitable condition.

What does the law require?

Employers must conduct suitable risk assessments and put in place all 'reasonably practicable' measures to ensure that work related journeys are safe, staff are fit and

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are competent to drive safely and the vehicles used are fit for purpose and in a safe condition.

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles. It is also an offence under road traffic law to cause or permit a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third party insurance.

What do staff have to do?

The Trust requires all staff those who use their own vehicle for business purposes:

- Use the DVLA website at [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and follow the on screen instructions (driving licence and National Insurance Numbers are required) – this will generate the ‘check code’ which is valid for 21 days and must be provided to the manager.
- Ensure their vehicle is properly taxed, has a valid MOT (if applicable), valid insurance for business use and is serviced according to the manufacturer’s recommendations
- Ensure their vehicle is safe to drive. [Check your vehicle is safe to drive](#)
- Show, on request documentary proof of the above.
- Agree to conduct regular vehicle safety checks (see guidance below)
- Not carry loads for which the vehicle is unsuited.
- Not use the vehicle in conditions for which it is not designed.
- Not carry hazardous materials without consent and the appropriate control measures in place.
- Only carry the number of passengers for which there are seat belts.
- Ensure they hold the relevant licence to drive their vehicle.
- Report any convictions and/or endorsements immediately to their line manager.

What documents are required to be available?

Driving Licence

Employees must hold a current licence, relevant to the class of vehicle they drive.

MOT Certificate

Once a vehicle is three years old it must pass an MOT annually, and the vehicle owner must possess a valid MOT certificate. Staff must be able to produce a valid MOT certificate for their vehicle (or evidence that it is less than three years old and is therefore exempt), on request. For the vehicle carrying more than 13 passenger, MOT should be done annually.

Certificate of Insurance Cover for Business Use

It is essential that any driver who uses their own vehicle for work journeys has appropriate motor insurance cover. This must include cover for business use. If the employee is not the registered keeper of the vehicle they intend to use for work journeys, they must still be insured to drive the vehicle for business purposes.

Registration document

If the driver is not the registered keeper of the vehicle they must provide proof that they are authorised to use the vehicle.

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Vehicle Excise Duty

Vehicles must be registered for vehicle excise duty even if subject to an exemption or with a zero payment rate. Evidence must be provided that any applicable duty has been paid.

Servicing

Vehicle manufacturers specify recommended service schedules for their vehicles. Staff using their own vehicles must ensure their vehicle is serviced according to the manufacturer's specifications, (although not necessarily by the manufacturer's agents) and to produce, on request, the service schedule or other documentation to demonstrate that servicing has been carried out on their vehicle.

What safety checks must staff carry out on their vehicle?

Staff using their own vehicle for work must carry out weekly checks on it which include:

- Tyres are undamaged, have enough tread depth and are at the correct pressure
- Brakes are working.
- Lights and indicators are clean and working.
- Windscreen and windows are not damaged.
- There are no signs of vehicle damage which would cause a safety concern.
- Washers and wipers are working.
- Mirrors are correctly positioned.

If an employee/volunteer's vehicle is known or suspected to be in an unsafe or illegal condition it must not be used for work purposes until all necessary repairs have been completed.

What do managers have to do?

All managers must lead by personal example and follow Trust policy concerning the use and maintenance of their own vehicles.

The Trust requires those who manage staff who drive their own vehicle for work purposes to:

- Check that employees/volunteers vehicles are properly taxed, have a valid MOT (if applicable), valid insurance for business use and is serviced according to the manufacturer's recommendations by:
 - Asking employees to sign the declaration in Appendix 5 and
 - Requesting documentary proof at recruitment and at periodic intervals
 - Remind staff to conduct regular vehicle safety checks on their vehicle
 - Not require staff to:
 - Carry loads for which their vehicle is unsuited.
 - Transport hazardous materials that they are not trained, equipped or approved to carry
 - Carry more passengers than there are seats or seat belts
 - Use their vehicle in conditions for which it is not designed.

What must staff do if they are involved in a road traffic collision?

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- Stop the vehicle as soon as you can - it's against the law to drive away, no matter how minor the collision or whose fault it was.
- Switch off the engine.
- Turn your hazard lights on - this is the button with two red triangles on your centre console.
- Check yourself and then your passengers for any injuries.
- Check that the collision scene is safe before exiting the vehicle unless there is immediate danger, such as fire.
- Check that there are no injuries to anyone else involved in the incident and make a note of this even if everyone is okay.
- Dial 999, or use an SOS phone if on a motorway, to call an ambulance if anyone is injured or the police if the road is blocked, you believe drink or drugs are involved, or you suspect the collision was on purpose.
- Unless any injuries prevent it, move passengers from the vehicle and make sure they're taken to a safe place.
- Exchange details with anyone involved - name, address, and insurance details.
- Don't apologise or admit fault - this verbal statement could be used against you when making a compensation claim and ultimately invalidate your claim.
- If these details are not given at the time, they must be reported to the police within 24 hours.
- As soon as is practicable after the incident the insurance company must be informed. It must also be reported to their line manager, even minor damage must be reported, and the incident must be reviewed.
- Staff must not admit liability. They must always note the registration numbers of all vehicles involved, names and addresses of other drivers, name of parties' insurance companies and their insurance certificate numbers.
- The name and address of all witnesses, both those seeing the incident and those witnessing the scene, must also be taken and a note made of vehicle positions, in the form of a basic sketch and any other relevant information.
- Any dashcam footage must be retained.

Where can I get further help and advice?

For health and safety information and guidance contact the Health and Safety Manager

Appendix D- Employee Use of Own Vehicle for Work Purposes

Health and safety law applies to on-the-road work activities as to all work activities and the risks must be effectively managed. Therefore, employers must to have procedures in place to ensure that all vehicles (irrespective of who owns them) that are used for work purposes conform to road traffic law, are safe and properly maintained, and are fit for purpose.

The Trust requires all those who drive their own vehicle for work to:

- Ensure they hold the relevant licence to drive their vehicle and report any convictions and/or endorsements immediately to their line manager.
- Ensure their vehicle is properly taxed, has a valid MOT, valid insurance for business use and is serviced according to the manufacturer's recommendations
- Show, on request documentary proof of the above
- Not carry loads for which the vehicle is unsuited.

- Not use the vehicle in conditions for which it is not designed.
- Not carry hazardous materials.
- Only carry the number of passengers for which there are seat belts.
- Agree to conduct regular vehicle safety checks and pre-drive checks as detailed in this policy

If an employee’s vehicle is known or suspected to be in an unsafe or illegal condition it must not be used for work purposes until all necessary repairs have been completed.

All drivers are required to drive within the requirements of the law and local regulations. Drivers will be personally liable for any and all penalties, fines and parking penalty charges incurred whilst driving for work.

Drivers will be liable for any uninsured losses incurred.

Appendix E- Employee Declaration

“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, which is subsequently brought to the Trust’s attention, following a conditional offer on completion of the required employment checks, may result in a conditional offer being withdrawn, or, in respect to existing Trust staff, will be dealt with according to the Trusts Disciplinary Policy and Procedure.”

“I declare that I have provided the required details and authorised, in my presence the validation of my driving licence on-line.”

Licence Holder Signature:

Print Name:

Verifier Signature:

Print Name:

Position:

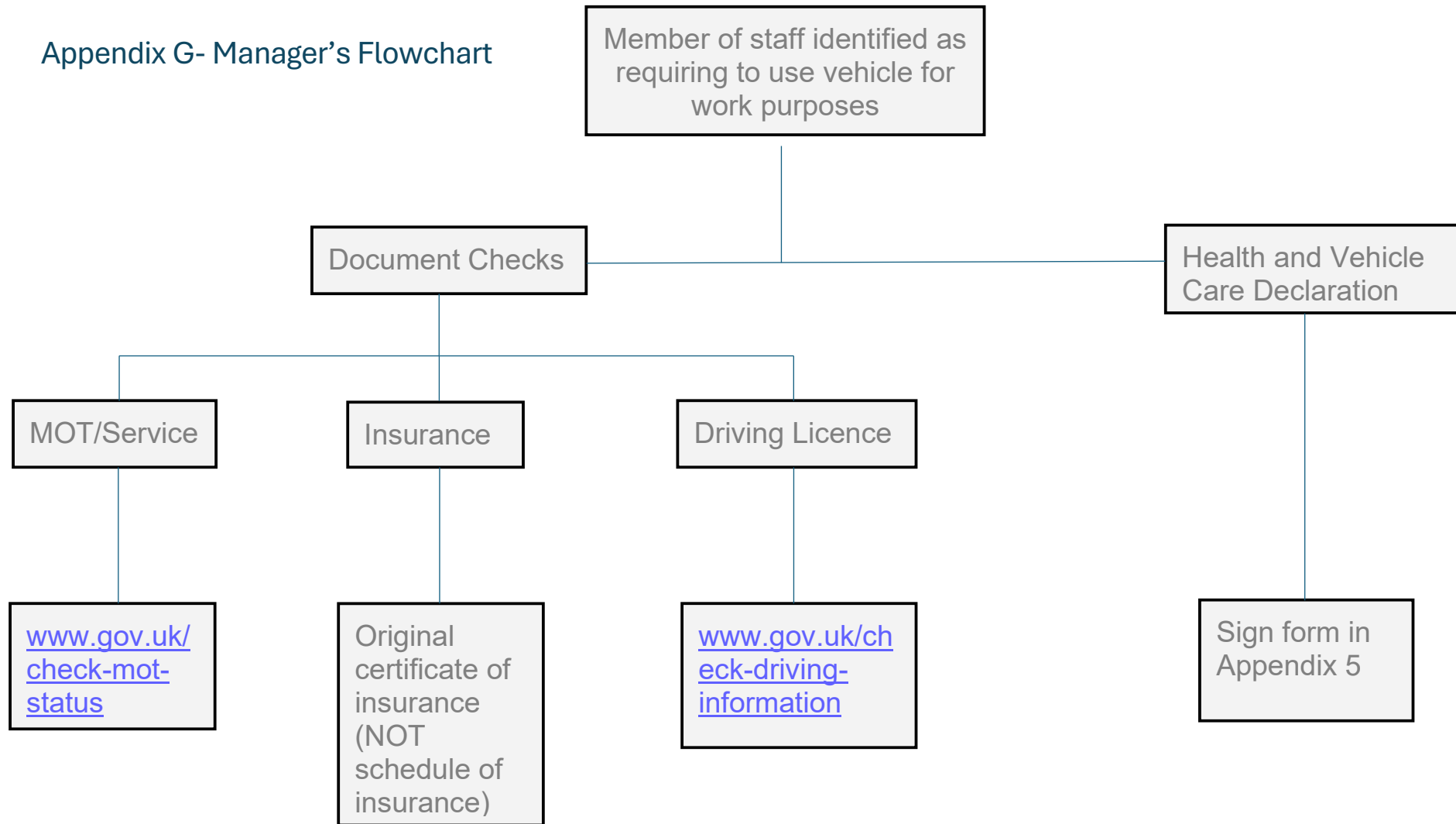
Appendix F- Vehicle Pre-Use Checklist

Prior to commencing any work related journey, the driver of the vehicle must check the following:

Outside the vehicle:	OK <input type="checkbox"/>	Comments
Signs of leaks (fuel, water, oil, etc.)		
Wheels & Tyres – pressure, condition, damage		
Bodywork – dents, scrapes, damage		

Windows and glass – clean, damage free		
Lights working correctly		
Doors open & close fully		
That the charging cable and coupling are free from wear and tear. (For EV only)		
Inside the Vehicle:		
Seat belts functioning		
Horn working		
Fuel/charge level adequate for the journey		
No damage to upholstery or interior		
Load secure		
Windscreen wipers/washer functioning		
Warning lights show on start-up but do not stay on		
Windows operate		
First Aid Kit present and checked (Where provided)		
Mileage recorded		

Appendix G- Manager's Flowchart



Appendix H- Risk Assessment

Hazard	Who Might Be Harmed	Risk	Control Measures
Not medically fit to drive	Driver, passengers, public	Accidents from impaired judgement or vision	<ul style="list-style-type: none"> All drivers are personally responsible to declare that they are fit to drive and comply with road traffic legislation on an annual basis to their line manager. All medical issues should be informed to line manager, where necessary, to DVLA. Line manager must ensure that the driver is fit to drive.
Driving without appropriate licence	Driver, passengers, public	Legal breach, insurance invalidation, potential crash	<ul style="list-style-type: none"> Driving is not permitted without a valid driving licence. All drivers must present their driving licence on an annual basis and sign a declaration stating the number of penalties points they have currently to their line manager. Driver must report all the offences, when received to their line manager. Line manager must ensure that the drive have a clean and valid driving licence to drive.
Lack of appropriate insurance	Driver, passengers, public	Liability issues if an incident occurs	<ul style="list-style-type: none"> Those employees using their own vehicle for business purposes will produce an annual certificate of insurance with business class use for the work and it must be presented to the line manager. Line manager must ensure that the driver has appropriate driving insurance.
Driving under influence of drugs/medication/alcohol	Driver, passengers, public	Serious injury or death due to impaired judgement and driving, as well as legal consequences	<ul style="list-style-type: none"> All drivers must inform their line manager if they are suffering from any medical condition/illness, which may adversely affect their ability to drive safely and must sign a declaration annually stating that. All drivers must not drive under the influence of alcohol, or other intoxicating chemicals, including illicit

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			<p>substances, prescribed or non-prescription medicines that may cause drowsiness or otherwise make you unsafe to drive.</p> <ul style="list-style-type: none"> Line manager must ensure that the driver is not under influence of any substances.
Inadequate vehicle maintenance	Driver, passengers, public	Mechanical failure during journey and accidents/incidents	<ul style="list-style-type: none"> All vehicles must be gone under routinely maintenance and have a valid MOT certificate. Daily checks, pre-use checks and weekly checks should be conducted before the use of vehicle. Line manager must ensure that the vehicle driven by staff for the Trust business have all the valid documents, certificates and gone through maintenance and checks before use.
Poor journey planning	Driver, passengers, public	Increased collision risk due to fatigue/time pressure and accident/incidents	<ul style="list-style-type: none"> Driver must plan each journey with the consideration of time, weather conditions and traffic. Regular rest breaks need to be taken, and GPS should be used for unfamiliar routes and areas. Weather must be checked before the start of journey and the travel must be delayed or cancelled if unsafe. Line manager must ensure that the journey is planned early and required control measures are put in place to minimise the risk of the journey.
Driver Fatigue	Driver, passengers, public	Reduced reaction time, accidents risk due to tiredness	<ul style="list-style-type: none"> Driver must plan the journey before the start and Regular breaks (every 2 hours) must be taken during the journey. Daily driving hours must be limited, and overnight stays must be planned for long journeys. Line manager must ensure that the journey is planned according to avoid the risk of drive fatigue.
Failure to wear seatbelts	All vehicle occupants	Accident/incident, Injury or death in collisions and legal consequence	<ul style="list-style-type: none"> All drivers are responsible for compliance before travel. Line manager must ensure that the vehicle used for the Trust business must not have gone under any modification and vehicle pre-use check list is completed.
Use of mobile phones/devices	Driver	Distraction leading to collision, accident/incident	<ul style="list-style-type: none"> All drivers should not use the phone while driving. Line Manager must ensure that the driver is aware of relevant rules and regulations for driving.

Collision or incident	Driver, passengers, public	Injury, accident/incident, reputational risk, legal consequence	<ul style="list-style-type: none"> • All drivers should report the incident and accidents to the line manager or the Trust and should be kept on Datix. • Line manager must investigate the incident /accident and make changes accordingly.
			<ul style="list-style-type: none"> •

Appendix I- Appendix-9 Winter Driving Safety Guidance

Driving in winter conditions

Driving during the winter months presents unique challenges due to adverse weather and reduced daylight hours, particularly after the clocks go back in late October. Conditions can deteriorate rapidly and may include prolonged snow, ice, heavy rain, and flooding. In very bad conditions, avoid driving completely, unless you absolutely have to have to make the journey and driving is the only option.

Different weather conditions create different hazards throughout the Winter and in different

areas of the country at different times. A single journey may take us into very different

weather, road and traffic conditions, so we need to be prepared for each one. This means

that we need to adapt the way we drive to the conditions.

Prepare your Vehicle

It's a good idea to have your vehicle fully serviced before winter starts and have the antifreeze tested. If a full service is not possible, conduct thorough checks yourself, including:

- Ensuring all lights are clean and functional
- Verifying that the battery is fully charged
- Cleaning windscreens, wiper blades and windows, and topping up screen wash
- Inspecting tyres, including the spare, for tread depth, pressure and general condition
- Confirming that brakes are in good working order
- Maintaining correct fluid levels, especially windscreen wash (with anti-freeze), engine oil, and coolant

Emergency Kit

In the event of extreme weather, especially during long journeys, it is essential to carry an emergency kit in your vehicle. This should include:

- Tow rope and shovel
- Wellington boots
- Hazard warning triangle
- De-icing equipment
- First aid kit (in working order)
- Working torch with spare batteries
- Warm clothing and a blanket

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- Emergency rations, including a flask of hot drink
- Fully charged mobile phone

Prepare your journey

Listen to local/national weather broadcasts and travel bulletins – especially for the areas you

will be driving through. As conditions can change rapidly, check them regularly and be

prepared to change your plans if conditions on your route worsen.

If conditions are very bad, and the emergency services are recommending that people don't

travel, then avoid making your journey unless it is absolutely necessary. Can you postpone

your trip? Can you travel by other means, or avoid the need for the journey completely by

using the phone or email?

Of course, what's 'essential' to one person may not be to another; we each have to make

our own decisions according to our circumstances. But, try to be realistic about which journeys are essential and which ones could be postponed

If you decide you really must travel:

- Let someone know where you are going and what time you hope to arrive, so that they can raise the alarm if you get into difficulties.
- Plan alternative routes in case your main choice(s) becomes impassable.
- Keep your fuel tank near to full to ensure that you do not run out.
- Make sure you have a fully charged mobile phone, so you can call for help or alert someone if you're delayed – it could be a long walk to a phone, if you don't have a mobile phone.
- If you don't have an emergency kit in your vehicle, at least take extra warm clothes, boots and a torch. Consider keeping a couple of long-life energy bars in the glove box.
- Clear your windows and mirrors completely of snow and ice before you set off (make sure the heater is blowing warm air before setting off – it will keep your windscreen clear.)

Prepare Yourself

Many drivers have limited experience of handling vehicles in extreme winter conditions. It is important to adjust both mindset and driving habits. Do not attempt to drive as you would in normal weather conditions. Stay alert, calm, and cautious at all times.

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Driving in Snow or Ice

If you find yourself driving in snow or on icy or snow-covered roads, adapt your driving to

these conditions:

- Reduce your speed. The chances of skidding are much greater and your stopping distance will increase massively.
- Only travel at a speed at which you can stop within the distance you can see to be clear. Speed limits are the maximum in ideal conditions; in difficult conditions, they can often be too fast.
- Avoid harsh braking and acceleration, or sharp steering.
- Always reduce your speed smoothly and in plenty of time on slippery surfaces.
- Slow down in plenty of time before bends and corners.
- Braking on an icy or snow-covered bend is extremely dangerous. The centrifugal force will continue to pull you outwards and the wheels will not grip very well. This
- could cause your vehicle to spin.
- To brake on ice and snow without locking your wheels, get into a low gear earlier than normal, allow your speed to fall and use your brakes gently.
- Increase the gap between you and the vehicle in front. You may need up to TEN TIMES the normal distance for braking.
- Keep your vehicle well-ventilated. The car heater turned up full can quickly make you drowsy.
- In snow, stop frequently to clean the windows, wheel arches, lights and number plates.
- Visibility will probably be reduced, so use dipped headlights.
- During wintry weather, road surfaces are often wet and/or covered in frost and ice or snow, but this does not occur uniformly. A road will often have isolated patches of frost or ice after most of the road has thawed – this commonly occurs under bridges.

if your vehicle get stuck, avoid spinning the wheels. revving your engine to try to power out of the rut will just make the rut worse. Instead, move your vehicle slowly backwards and forwards out of the rut using the highest gear you can. If this doesn't work, you may have to ask a friendly passerby for a push or get your shovel out.

If caught in a snowdrift or become stranded:

- Remain with your vehicle—do not attempt to walk to safety in poor visibility
- Call emergency services or breakdown assistance and await help
- Avoid running the engine continuously to stay warm, as this could pose carbon monoxide risks

Rain

Rain reduces your ability to see and greatly increases the distance required to slow down

and stop. Always follow following things:

- Use wipers, washers and dipped headlights
- Drive smoothly and reduce your speed

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- Double your normal braking distance
- Avoid sharp steering or harsh braking

Aquaplaning

Aquaplaning is caused by driving too fast into surface water. When the tyre tread cannot channel away enough water, the tyre(s) lose contact with the road and your car will float on a wedge of water. Aquaplaning can be avoided by reducing speed in wet conditions. Having the correct tyre pressure and tyre tread depth will maximise your tyres' ability to maintain their road grip. If it happens, ease off the accelerator and brakes until your speed drops sufficiently for the car tyres to make contact with the road again.

Flooded roads

Take extra care when encountering floodwater:

- Avoid the deepest areas, usually near the kerb
- Do not proceed if the depth is unclear—seek an alternative route
- If crossing, drive slowly in first gear and maintain high engine revs to avoid stalling
- Be aware of bow waves from oncoming vehicles
- Once through, test your brakes to ensure they are functioning properly

Fog

Fog is one of the most dangerous weather conditions. An accident involving one vehicle can

quickly involve many others, especially if they are driving too close to one another.

Fog presents one of the most hazardous driving conditions:

- Avoid travelling unless absolutely essential
- Check weather forecasts and allow additional time
- Ensure all vehicle lights are working and clean
- Use dipped headlights and fog lamps where visibility is reduced
- Switch off rear fog lamps once vehicles behind can see you clearly to avoid dazzling them
- Do not follow vehicles too closely; maintain a safe stopping distance
- Turn off distracting sounds and open a window slightly to listen for other vehicles
- Do not speed up when visibility improves briefly; fog can return suddenly
- If you break down, inform police, move the vehicle off the road, and use warning lights if parked

Strong Winds

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High winds can be extremely dangerous, especially for high-sided vehicles:

- Keep both hands firmly on the steering wheel
- Avoid using bridges or exposed roads
- If you drive a high-sided vehicle, reconsider your journey during strong winds

Low winter sun

Ironically, having talked about all these poor winter weather conditions, winter suns can also cause difficulties. In Winter, the angle of the sun in the sky will frequently be too low for your visor to help. If blinded by glare:

- Reduce speed if glare impairs visibility
- Keep your windscreen clean both inside and out to minimise glare
- Use sunglasses only in bright conditions—never in low light or at night
- Use sun visors where effective

If the Worst Happens:

If you become stranded or experience an emergency:

- Remain calm and stay with your vehicle
- Use your mobile phone to contact emergency services and await assistance
- Conserve fuel and battery power where possible
- Use blankets and clothing from your emergency kit to stay warm

References

- Royal Society for the Prevention of Accidents (RoSPA). (2023). Winter Driving Tips: Road Safety Factsheet. Available at: RoSPA Winter Driving Factsheet- [Winter Driving Tips](#)
- National Highways. (n.d.). Travelling in several weather. Available at: [Travelling in severe weather - National Highways](#)
- NHS England. (2023). Adverse weather and Health Plan. Available at: <https://www.gov.uk/government/publications/adverse-weather-and-health-plan>
- Health and Safety Executive (HSE). Employers – driving and riding safely for work. Available at: [Employers - driving and riding safely for work - Overview - HSE](#)


Appendix J- Driving Licence – Granting consent

The Trust has recently purchased an additional feature called 'Driver & Vehicle Check' to protect both you as a driver, your passengers and the Trust by ensuring that your driving licence information is current and compliant.

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When you log on to Expenses, you now have the ability to grant consent for this.


1. Navigate from the *Expenses Home* page to **My Details**



My Details

Update your basic details such as name and address. View details of your current car and vehicle journey rate. View the steps required to approve a claim you submit. Assign delegates to manage your account.


➤ **My Duty of Care Documents**



My Duty of Care Documents

Manage your driving licence and vehicle documents.

➤ **DVLA Check Consent**



DVLA Check Consent

Provide your consent for DVLA checks.

2. The DVLA Check Consent page will display the Driver Details section which you will be required to complete in order to provide consent. This includes the following fields:

- First Name
- Middle Name
- Surname
- Date of Birth
- Sex
- Email Address
- Driving Licence Number

Your name and e-mail address may have been automatically populated by Expenses but you will need to check these and complete the remaining fields. If typing in your date of birth use the format DD/MM/YYYY. Your driving licence number is the 16 digits at section 5 of your driving licence; you do not need the last two digits (issue number) at the end. The screen will look like this...

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DVLA Check Consent

General Information

In order to validate your details held by DVLA, you will need to give consent every 3 years. This will provide us with permission to perform a check on your behalf.

If you do not wish to provide consent or you are a non-DVLA licence holder you may opt out below, but please note we will not be able to automatically check your driving licence information.

- 1 Please enter your driving licence details in the fields below and then click submit.
- 2 You will be directed to the consent portal to re-verify the information that you have provided. Once you have verified this information, you will be able to provide consent for future checks.
Your organisation currently performs checks every 12 months, but this is subject to change.
- 3 After successfully submitting your consent, you will receive a link to the consent portal and a secure key which is unique to you. This information will also be sent to the email address that you have provided.
You can revoke your consent at any time by returning to the consent portal, via the link provided, and then click Opt-Out. You will be required to enter your secure key to confirm.

Driver Details

First name*	<input type="text" value="Jay"/>	Middle name	<input type="text"/>
Surname*	<input type="text" value="Short"/>	Date of birth*	<input type="text" value="12"/>
Sex*	<input type="text" value="[None]"/>	Email address*	<input type="text" value="jason.short@selenity.com"/>
Driving licence number*	<input type="text"/>		

3. Once your details are entered correctly, click the 'I wish to provide consent' button. A pop-up window will appear confirming the details that you have entered. Ensure that these details are identical to what is shown on your driving licence and then click **Next**.
4. If you are unable to provide consent, for example you have a non-UK driving licence, click the 'I do not provide consent' button. This will return you to the 'My Duty of Care Documents' menu and an email will be sent to notify the administrator. As you have declined to grant consent, you will be unable to use the Automatic DVLA check service and will need to provide your driving licence details manually to the recruitment team for checking in order to continue claiming business mileage.
5. Your details will be submitted to Licence Check and you can then click the 'next' button to visit the portal where you will be able to provide your consent.

Consent Portal Information

Thank you for submitting your details.

Click the **next** button to go to the portal where you will be able to provide your driving licence check consent.

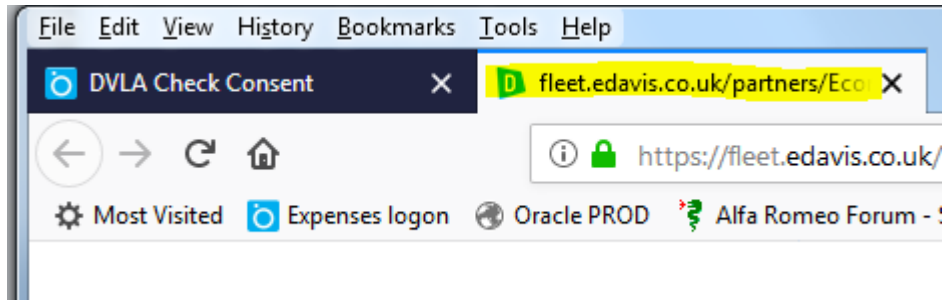
We have emailed you with your secure key should you wish to finish at a later date.

Note: An email including this information will also be sent to you, should you wish to complete the consent process at a later date. **You do not need to use the e-mail**, just continue with the process in *expenses* that follows. You should keep the email as the link provided can be used to revoke consent at a

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later date. If you revoke consent, an email will be sent to notify the administrator.

The portal may open as a new tab in your browser.



6. You will be directed to the 'Validation' tab within the consent portal, where you will be required to enter the following details:

- First Name
- Surname
- Email Address

Click 'Validate Details' to validate that the details you have entered match those which were entered in Step 2.

A screenshot of a web form titled 'Driving Licence Checking - Electronic Consent Process'. The form is in the 'Validation' step, indicated by a yellow highlight. It contains three input fields: 'Firstname *' with the value 'Kieron', 'Surname *' with the value 'Sykes', and 'Email Address *' with the value 'kieron.sykes@selenity.com'. Below each field is a small instruction: 'Please enter your first name as it appears on your licence', 'Please enter your surname as it appears on your licence', and 'Please enter the email address your invite was sent to'. At the bottom, there is a 'Validate Details Provided' section with a green 'Validate Details' button circled in red. There are also 'Prev' and 'Next' buttons, and 'Use Printed Consent' and 'Opt-Out' buttons.

7. A message will display to indicate successful validation.

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Validate Details Provided Validate Details

Validation Successful, Click 'Next' to continue..

Prev Next

8. Click 'Next' to move to the Driving Licence Details tab.

9. Enter your driving licence details taking particular care with your Driver Number. Enter your postcode and click 'Lookup' to select your address from the drop down list below. Once you have completed your details, click 'Save' to store this information.

PLEASE READ CAREFULLY : Enter the details below EXACTLY as displayed on your DRIVING LICENCE.

Firstname *

Middle Names

Surname *

Date of Birth *

Driver Number *
Please enter the 16 characters found on your driving licence. If you do not hold a valid U.K driving licence, please use the opt out button below.

Mobile Phone Number *
Please enter your mobile phone number. This will only be used to send a verification code for two factor authentication, and will not be given to any 3rd party.*

Address Lookup Lookup
Enter your postcode for auto-complete

▼

BICTON HEATH

SHREWSBURY
SY3 5EY

Use

10. Once your details have been saved, you can click 'Next' to progress to the Unique PIN screen.

Please enter the third part of your address as it appears on your licence, if applicable

Postal Town *

Please enter the postal town of your address as it appears on your licence

Postcode *

Please enter the postcode of your address as it appears on your licence

Save Details

Important! Make sure the details on this page are correct before saving.

Details saved, click 'Next' to continue..

11. At this point, your Electronic Consent PIN Code will be sent from 'LC Security' to the mobile number which you entered on the previous screen. Once received, enter the code into the '**Enter PIN Code**' field and click Validate PIN.

LC Security DELETE

Wednesday, 19 April 2017

Electronic Consent PIN Code:
3998

Driving Licence Checking - Electronic Consent Process

Validation > Your Driving Licence Details > **Unique PIN** > Consent

PLEASE READ CAREFULLY : As part of the validation process, a 4 digit PIN has been sent to the mobile phone number registered against your account. When you have received the PIN code, please enter it in the text box below.

The PIN Code has been sent to the mobile: 077 [REDACTED]

Enter PIN Code

Please allow a few minutes for the PIN to come through to your mobile.

Validate PIN

12. A message will appear indicating that your PIN has been validated, you can then click Next.

Please allow a few minutes for the PIN to come through to your mobile.

Validate PIN Validate PIN

PIN Validated, click 'Next' to continue..

Prev Next

13. The final screen will show you a disclaimer which you should read. You are then required to tick the checkbox to indicate that you have read and understood the declaration. Once complete, click 'Submit'.

Driving Licence Checking - Electronic Consent Process

Validation > Your Driving Licence Details > Unique PIN > **Consent**

PLEASE READ THE DISCLAIMER AND WHEN READY PRESS SUBMIT.

I understand and authorise **Selenity Limited - Client** to ask for my driver record via the use of the intermediary, **Licence Check Ltd**, to make the enquiry with the DVLA.

I authorise and direct the DVLA to disclose to Selenity Limited - Client all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements valid endorsements; and/or disqualifications (if relevant); photo images and CPC and Digital Tachograph Card details (where appropriate). **Medical information is not to be provided.** If you do not wish to include any CPC or Digital Tachograph information, please click [here](#).

This authority will expire when I cease to drive in connection with **Selenity Limited - Client**, or in any case three years from the date of my signature.

I have read and understood this declaration. (Please tick box)

Prev Next Submit Use Printed Consent Opt-Out

14. Then click the “Click to proceed” button on the pop up window.

Driving Licence Checking - Electronic Consent Process

Validation > Your Driving Licence Details > Unique PIN > **Consent**

PLEASE READ THE DISCLAIMER AND WHEN READY PRESS SUBMIT.

I understand and authorise Selenity Limited - Client to ask for my driver record via the use of the intermediary Licence Check Ltd, to make the enquiry with the DVLA.

I authorise and direct the DVLA to provide me with my driving licence record from the computerised register of drivers maintained by DVLA. This includes my driving licence details, my driving licence qualifications (if relevant); photo images and any other information held by DVLA. I do not wish to include any CPC or Digital Tachograph information, please do not include any of this information in my record.

This authority will expire when I have not used my licence for 12 months from the date of my signature.

I have read and understood the terms and conditions of this consent process.

By proceeding you are granting permission to Selenity Limited - Client to view your driving licence record. Do you wish to continue?

Driving Licence Checking - Electronic Consent Process

Your consent is being recorded and your licence being checked. Please wait 000

Driving Licence Checking - Electronic Consent Process

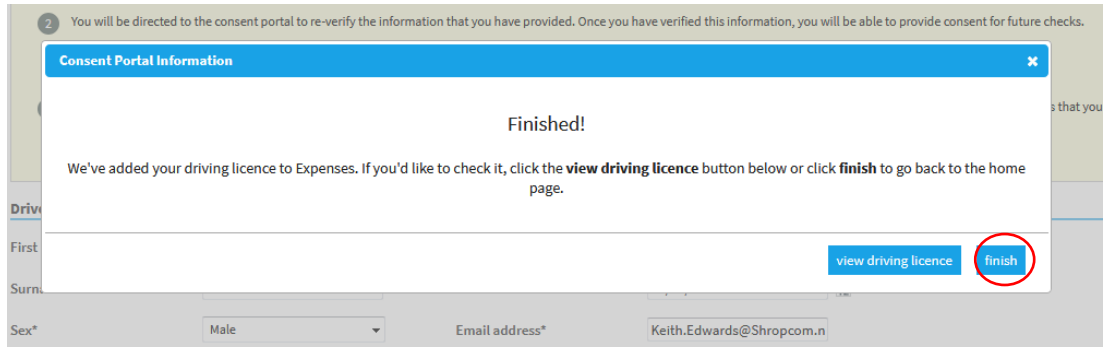
Thank you! 👍

You have successfully completed the E-consent process.

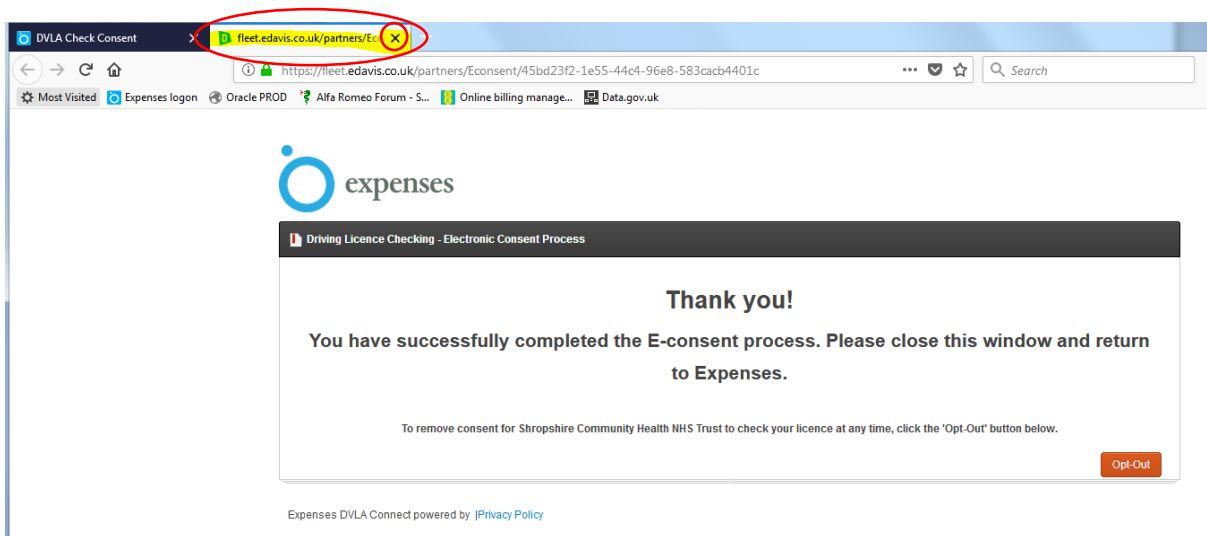
If you wish to remove consent for Selenity Limited - Client to check your licence at any time by pressing the 'Opt-out' button below.

15. Depending on your browser you may now have returned to *Expenses* which will confirm that the consent process is finished. Simply click 'finish'.

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16. Or your browser may leave the tab open, in which case you can close it using the “X” on the tab. **Do not click the “Opt out” option.**



17. You have now granted consent. Expenses will remind you when this expires in three years time.

Frequently Asked Questions

Why am I being asked for consent when I attempt to claim business mileage?

The Trust has activated the Driver & Vehicle Check feature which will allow us, with your consent, to automatically populate *Expenses* with your driving licence information, sourced directly from the DVLA. From the 1st April this will restrict you from claiming business mileage until the necessary Duty of Care check is valid. Therefore, you are being asked to provide consent for the Trust to use your driving licence information to ensure that our legal Duty of Care requirements are met within *Expenses*.

Which details are provided on a check?

This feature allows the Trust to check your Driving Licence information. The information includes details such as Licence Type, Licence Number, Valid From/To and Issue Number.

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How often do I have to give my consent?

After you have provided consent it will remain valid for three years. Towards the end of this period you will be notified by *Expenses* that you need to renew your consent.

Can I retract my consent?

Yes, you can retract your consent at any time by either clicking 'I do not provide consent' on the DVLA Check Consent menu' within *Expenses*, or by clicking the 'Opt Out' button located within the consent portal. You can access the portal at any time by using the email sent to you after initially registering your details.

My driving licence details have changed, do I need to provide my consent again?

No, once you have provided consent, this will last for three years. If you have changed your details with DVLA, *Expenses* will be populated with your new driving licence details when the next check is performed. In the interim period, this can lead to discrepancies between the information stored in *Expenses* and what you have provided. It is your responsibility to inform the Trust of any changes.

What if I don't provide my consent?

If you specify that you do not want to provide consent, the Trust will not be able to perform an automatic check of your driving licence. You can do this by clicking the 'I do not provide consent' button from within the DVLA Check Consent menu. You will not be able to claim vehicle mileage until you provide your driving licence to the recruitment team for checking.

What if I do not hold a British driving licence?

If you do not hold a British driving licence you will not be able to take advantage of the automatic checks, however, you may still be required to undertake business mileage for the Trust. In this case, you will be required to refuse consent and provide your driving licence to the recruitment team for checking.

I don't claim business mileage, do I still need to provide consent?

If you do not claim business mileage there is no requirement for you to provide consent for checks. Expenses such as public transport, accommodation etc. does not require a driving licence check.

Security and Features

Who can see my information?

The information which is supplied will only be visible to yourself and your designated Duty of Care reviewer (line manager or a specific team). The information which you have entered on the DVLA Check Consent page within *Expenses* will be encrypted.

Can I view the driving licence check which has been undertaken?

Yes. Navigate from the Expenses Home page to My Details > My Duty of Care Documents > My Driving Licences.

Can I edit my driving licence details?

No, the information supplied in your driving licence record will match what is held by DVLA. To stop this information becoming inconsistent, your driving licence record will be read-only and cannot be edited.

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Appendix K- Quality Equality Impact Assessment

Quality and Equality Impact Assessment (QEIA) Screening Checklist

Use the checklist below to establish if there are any negative characteristics that need to be addressed and a full QEIA completed.

QUALITY AND EQUALITY IMPACT ASSESSMENT (SCREENING)			
What impact will this policy have on the following groups in terms of impact on service,			
Protected Characteristic	Positive/ Negative	None (why)	Actions to be mitigated
Age	Positive		The policy applies equally to all age groups. Younger drivers (under 25) may be at higher statistical risk of road incidents; line managers should ensure risk assessments consider driver experience as well as age. Older drivers must declare any age-related medical conditions to DVLA and their manager as required under DVLA Group 1 and Group 2 medical standards (Appendix A).
Disability	Positive		The policy requires all drivers to declare medical conditions that may affect their fitness to drive, which protects both disabled staff and the public. Where a disability affects driving ability, a reasonable adjustment or alternative work arrangement must be explored by the line manager in conjunction with HR and Occupational Health. The policy does not disadvantage disabled staff who do not drive, as it only applies to those with driving duties.
Gender Reassignment	None	Policy applies equally to all staff regardless of gender reassignment	

Marriage and Civil Partnership	None	Marital/civil partnership status has no bearing on driving duties, licence requirements, or risk management obligations	
Pregnancy and Maternity	Positive		Individual driving risk assessments must be reviewed for pregnant staff to account for physical changes, fatigue, and lone working risks. Non-driving redeployment must be considered where driving poses a risk.
Race	Positive		Policy includes dedicated guidance for non-UK licence holders ensuring staff from all backgrounds have equal access to clear obligations. Managers must check all licences consistently regardless of country of issue.
Religion or Belief (or No Belief)	None	Policy applies equally regardless of religion, belief, or no belief.	
Sex	None	Policy applies equally to all staff regardless of sex	
Sexual orientation	None	Sexual orientation has no bearing on driving duties or policy obligations.	
EIA Approval	Role	Name	
	Policy Owner		
	Policy Author		
			Date

If you have a negative response, please complete a full Quality and Equality Impact Assessment (QEIA) as set out in the Trust policy here: [Quality and Equalities Impact](#)

Assessment Process. Further national guidance here: Public sector equality duty - GOV.UK (www.gov.uk) Equality Impact Assessment - GOV.UK (www.gov.uk)

Appendix

Version control

Version	Date	Author	Changes Made	Remarks