



DRIVING POLICY

Nominated Individual	Richard Drakeford
Registered Manager	Robin Page
Date Policy Completed	March 2025
Version no.	1.0
Previous Review Dates	3/26
Review Date	March 2027 (or when updates are required)
Applicable to	All staff and contractors
Policy Signed By	RICHARD DRAKEFORD
Nominated Individual	Richard Drakeford
Registered Manager	Robin Page

Scope

Any driver of ambulances or any company vehicles must be aged 21 years or older, in possession of a valid current full driving licence of the correct category for the vehicle being driven and have a minimum of two years driving experience. The insurance policy for the vehicles does not require a maximum amount of points, however anyone with more than six points must be approved to drive by the Company Director.

Fitness to Drive

All drivers must be fit to drive. As specified in section 92 of the Road Traffic Act, those affected by the following will be expected to declare their condition.

- **Prescribed disability** (one that is a legal bar to the holding of the licence) will not be allowed to drive company vehicles, unless certain statutory conditions are met. These are defined in regulation. An example would be epilepsy.
- A **relevant disability** – is any medical condition that is likely to render the person a source of danger while driving. An example would be a visual field defect.
- A **prospective disability** – is any medical condition, which, because of its progressive or intermittent nature may develop into a prescribed or relevant disability in the course of time. An example would be insulin treated diabetes.

Ambulance Driving

Prospective ambulance contractors will receive a familiarization drive prior to operational service accompanied by an experienced driver.

Re-Pat Ltd reserve the right to examine the driving licences of anyone driving a company vehicle. Licenses will be checked annually, and a record kept. Drivers should make the Company Director aware of the addition of penalty points to their licence.

Driving Standards

- All vehicles must be driven in accordance with the law and the Highway Code. Any penalties imposed will be of the responsibility of the driver. The payment of any fines will be the responsibility of the driver and not the company.

- Drivers must not eat, drink, smoke or use mobile phones whilst driving.
- Use of mobile phones via a hands-free device is only permitted when stationary.
- Drivers must not be under the influence of recreational drugs or alcohol when driving for Re-Pat Ltd. There is a zero alcohol/drugs limit.
- Medical opinion should always be sought as appropriate when taking therapeutic drugs.
- Seatbelts or child restraints where fitted must be used unless patient care will be compromised.
- Anything portable inside the vehicle must be adequately secured.
- Vehicle doors should be properly fastened to ensure they do not open whilst the vehicle is mobile.
- It is the responsibility of the driver to ensure that the rear ramp is in the up position and that all doors are closed before moving off.
- When the vehicle is reversing, where practical the ambulance attendant should assist the driver. It remains the driver's responsibility for the safety of the passengers, patients and staff when reversing.

Driving Standards

This Driving Policy that is in place for all staff who drive ambulances that Re-Pat Ltd is in control of. All drivers must read the company's policy in regard to blue light use and exceptions, which are outlined in the Driving Policy when driving Re-Pat Ltd vehicles.

Blue Light Driving

All of those who drive the ambulances under emergency conditions and are driving at high speed are required to have undertaken accredited advanced driver training focused on the emergency driving of ambulances. Copies of the awarded certificates will be kept in the staff files. Anyone using blue lights or audible sirens at speed without the necessary qualifications will be subject to immediate dismissal from the company and reported to the police for any offence that may have been committed. To make this clear, if a staff member breaks the speed limit and wishes to claim the exemption under section 87 of the Road Traffic Regulation Act 1984, must be suitably trained to drive at high speed within accordance of Section 19 of the Road Safety Act 2006.

Under emergency conditions the driver should use visual warning lights and audible warnings in order to make good progress and highlight the urgency of transport. Exemptions can be claimed, (except Section 87 of the Road Traffic Regulation Act 1984), where appropriate and justified, using experience and professional judgement to assess road, traffic and weather conditions at all times, with the aim of producing a safe but progressive drive.

Re-Pat Ltd will ensure that so far as is reasonably practicable, all vehicles within its control are maintained in a safe and roadworthy condition and continue to be fit for purpose. All vehicles will undertake MOT tests and maintenance including LOLER testing as appropriate and is required by law.

It is the driver's responsibility to check the vehicle prior to use for road worthiness and complete the relevant paperwork. Any vehicle defects must be reported to the Company Director as soon as possible. It is also the driver's responsibility to claim for the exemptions for offences committed when using a company vehicle. The driver of the company vehicle is also responsible for any offence committed when in charge of or driving a company vehicle.

All drivers must read, understand and follow the Driving Policy.

Emergency Actions Breakdown

- Do Not Panic. Follow police / AA / RAC guidance whilst summoning help: get out of the vehicle and stand on the verge etc., activating warning beacons/lights. wear the hi-vis vest and wait for help to arrive. If necessary dial 999 and ask for the police.
- Driver must call the REGISTERED MANAGER (RP) to communicate the situation. Provide exact location, involvement of other parties and assessment of situation.
- For breakdowns, the company will arrange for a third-party service to collect the vehicle and take it to the required destination. A replacement vehicle will be sourced as soon as possible.
- A call back number for the driver should be provided to the service company in the event of needing first-hand information to help facilitate the repair or to help locate the location of the driver.
- The Driver must communicate the delay to the customer and appraise them of the situation.
- In the event of any patient safety issue the driver must call 999 and ask for an ambulance.

- Contact REGISTERED MANAGER (RP) for advice and / or emergency assistance.
- All vehicles are covered by RAC Business Breakdown (Inc Europe) 24/7
Tel: 0333 202 3000
- Our agreement number is FOD07534037573V3

Accident: Minor

A minor accident is defined as any contact with another vehicle in which the company vehicle can still move under its own power and is not a danger to other road users or the occupants of the vehicle. This can include the clipping of wing mirrors or plastic covers coming off due to a knock.

All accidents **MUST** be reported to the police if details are not exchanged between the two parties, within 24 hours. This includes incidents that you may think would not warrant the police to be informed, for example a clipped wing mirror.

Do Not Panic. If appropriate exchange vehicle registration details and contact phone numbers. Do not get involved in arguments or explanations. Keep it simple. Remember the Road Traffic Act (1988) states:

"If you're driving a motorised vehicle and are involved in an accident which causes damage or injury to another person, vehicle, property or animal, (including dogs, horses, cattle and sheep), you must stop and give your vehicle registration along with your name and address to anyone with reasonable grounds to be asking for those details" and "if you're not the vehicle owner, you should hand over the vehicle owner's details too."

- The owner of Re-Pat Ltd is Richard Drakeford
- The address of the owner is 40 Locks Hill, Portslade, BN41 2LD. The contact number for the company that can be given is 07842 543082.
- Make a note of damage to your and the other vehicle. Take pictures if you can.
- Report the accident via the RAM Assist app as soon as possible

- Summon police assistance and / or breakdown assistance. The police should be called under the following conditions:
Someone is injured, the accident is causing a blockage to the road, the other party did not exchange details
- Follow police / AA / RAC guidance whilst summoning help: get out of the vehicle and stand on the verge etc. activate vehicle warning lights, wear the hi-vis vest and wait for help to arrive.
- Check the passengers and crew are not injured
- If possible, continue your journey or follow the instructions for breakdown.

Accident: Major (Including Fire)

- Do not panic. Deal with life threatening conditions first: summon police, paramedics/ambulance, and the fire brigade if necessary.
- In the event of a fire, if you can use a fire extinguisher safely do so.
- Follow police / AA / RAC guidance whilst summoning help: get out of the vehicle and stand off the verge etc. wear the hi- vis vest and wait for help to arrive.
- Inform the police of the nature of your journey and of the service.
- Contact RM for advice and inform them of any issues.

Theft Or Loss

- Notify the police immediately (999). The police will take a brief record and issue you with an incident reference number and an officer(s) will make contact shortly afterwards; it is helpful to call from a mobile as their telephone systems do not recognise withheld numbers.
- The Company Director should be informed as soon as possible.

