



**Public – To be published on the Trust external website**

# **Transport procedure for trust pool vehicles and transport services provided by external providers**

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**Status: Approved**

**Document type: Procedure**

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## 1 Introduction

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Transport is vital to the operation of the Trust's services. Patient's staff and goods are transported to and from Trust sites on a daily basis. Transport brings with it an element of risk, which the Trust recognises and is committed to managing effectively.

The procedure aims to establish safe working practices to assist with the management of Trust pool vehicles and refers to other Trust guidance on safe transporting of high risk/sensitive good/materials.

The procedure supports our Journey to Change by working with third parties ensuring our staff are safe and our vehicles are fit for purpose.

### To co-create a great experience for our patients, carers and families, so you will experience:

- **Outstanding** and compassionate care, all of the time.
- **Access** to the care that is right for you.
- **Support** to achieve your goals.
- **Choice** and control.

### To co-create a great experience for our colleagues, so you will be:

- **Proud**, because your work is meaningful.
- **Involved** in decisions that affect you.
- **Well led** and managed.
- That your workplace is **fit for purpose**.

### To be a great partner, so we will:

- Have a **shared understanding** of the needs and the strengths of our communities
- Be **working innovatively** across organisational boundaries to improve services.
- Be **widely recognised** for what we have achieved together.

## 2 Purpose

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To give clear guidance of safe working practices to be adopted when using pool vehicles or transporting high risk/sensitive goods/materials.

### 3 Who this procedure applies to

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- The management of the risks associated with the use of Trust pool vehicles
- Information regarding contracts and services level agreement for transport vehicles.
- Special requirements for staff transporting medicines, specimens or confidential material.

It does not cover use of individuals leased or privately owned cars or give details guidance on transporting patients. Policies covering these areas are referenced in Section 2 related documents.



#### Respect

- Listening
- Inclusive
- Working in partnership



#### Compassion

- Kind
- Supportive
- Recognizing and Celebrating



#### Responsibility

- Honest
- Learning
- Ambitious

### 4 Related Documents

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This procedure relates to:-

- ✓ Trust Vehicle Pack
- ✓ Medicines – ordering, storage, security and disposal procedure
- ✓ Travel and Subsistence Policy
- ✓ Procedure for Moving Records and other Sensitive Information
- ✓ Transport Procedure for Patients
- ✓ Specimens – Collecting, Handling and Transporting Procedure

## 5 Procedure

### 5.1 Ordering/receiving Trust pool vehicles



A risk assessment must be carried out and documented by the manager authorising the procurement of a new vehicle to inform the specification of the vehicle and ensure that it is fit for purpose.

- All vehicles must be procured via the leasing contract in operation for the Trust. Details of this scheme can be obtained by contacting Knowles Associates on 01206 252300.
- The Trust's Contracting & Performance Officer based at Acklam Road Hospital, Mobile No 07876 145836 must also be notified of the procurement of the vehicle.
- The Trust's Contracting & Performance Officer will meet with the Ward/Department Manager prior to receipt of the vehicle to receive a list of authorised users for the vehicle, carry out the necessary checks on driving licences and distribute and explain the requirements contained in the Trust vehicle pack.
- The vehicle pack gives guidance on enduring the safe maintenance and operation of the vehicle. A list of contents of the pack is shown at Appendix 3.
- If replacing a vehicle this meeting is still required to amend documentation to the new vehicle.
- On arrival of a new vehicle the garage delivering the vehicle will complete with the Ward / Department Manager or nominated representative a handover safety checks and induction to the vehicle.

### 5.2 Authorised Drivers Procedure

- The unit/department identifies person to add to authorised drivers list
- Staff to complete Application to Drive Trust Vehicles Form.
- Staff to access view driving licence at <https://www.gov.uk/view-driving-licence>
- Staff input request details to view driving licence.
- Staff to provide line manager with access code (21 days validity) and / or print PDF, along with Application to Drive Trust Vehicles Form (See Appendix Five) and a copy of Driver Photo Card (both sides).
- Manager to log onto check driving licence at <https://www.viewdrivingrecord.service.gov.uk/driving-record/validate> enter last 8 digits of driving licence number & access code. Print off PDF of summary of licence.
- Manager must review the application and complete and sign the Declaration on Application to Drive Trust Vehicles Form confirming they have approved the person to drive the vehicle and is safe to do so.
- Manager must send a copy of the signed Application to Drive Trust Vehicles Form (See Appendix Five), PDF of drivers licence, copy of Driver Photo Card licence to Hotel Services-Catering and Performance, Acklam Road Hospital, Middlesbrough TS5 4EE. Original to be kept in the Vehicle Pack section 5.
- Hotel Services will record details provided and add the driver to the relevant section of the Trusts Authorised Drivers Database and email a copy to the Manager who sent the application.



The vehicle should not be used until the Authorised List of Drivers has been received by the Hotel Services Supervisor and the vehicle pack explained.

### 5.2.1 Annual Driver Declaration

- An annual declaration must be completed to ensure that staff are qualified to drive trust vehicles following the initial Application to Drive a Trust Vehicle.
- Staff members should complete a Driver-Self Declaration Form (See Appendix Six) on an annual basis (spot checks will be carried out and you may be asked to provide a copy of an up to date licence)
- It is the managers responsibility to check the staff members Driver Self Declaration Form on an annual basis.
- The Driver Self- Declaration Form must be filed with all other vehicle documentation.

## 5.3 Use of vehicles



It is the Ward / Department Managers responsibility to ensure that:

The guidance in this policy and the vehicle pack is implemented, and all drivers receive appropriate induction to the vehicle and are aware of their responsibilities prior to driving the vehicle.

- The vehicle must only be used for the Trust business for which it was purchased and insured.
- It must not be used for private mileage in transporting staff to and from work.
- The vehicle can only be driven by named employees of the Trust who are on the approved list of drivers for that vehicle.
- If patients are to be transported, the Ward Manager must ensure that as part of the care package there has been a risk assessment showing that it is safe for them to travel in the vehicle and the Trust policy for transporting patients and has been complied with.
- Members of the staff who drive any vehicle on Trust business must be referred to Occupational Health if they have any medical conditions which may affect their ability to drive safely e.g. unusable diabetes, epilepsy etc.
- Staff driving mini buses or vehicles fitted with disabled lifts must have complete Minibus Drivers Assessment Scheme (MiDAS) training, which include use of lifts and passed the theory and driving assessment.
- Courier staff whose main role is transporting goods and services throughout the Trust on a daily basis have received additional training.

## 5.4 Fuel Cards

Process for ordering a Trust Fuel Card:

1. Staff member must submit the order for the vehicle to the Trust Vehicle Leasing Company.
2. The Trust Lease Company will then provide details of date of vehicle delivery and vehicle registration number.

3. On receipt of vehicle, registration number and confirmation of delivery date the fuel card must be ordered.
4. All staff to complete a Fuel Card Application Form (See Appendix Seven) and ensure this that it is signed by the budget holder. If you are the budget holder ensure this form is signed by your line manager.
5. All staff to send form to Hotel Services – Catering & Performance at Acklam Road Hospital, Middlesbrough for processing.
6. Upon receipt of the fuel card, Hotel Services – Catering & Performance will contact you to arrange collection.
7. Due to the nature of the fuel card all cards must be collected in person from West Lane Hospital, Acklam Road, Middlesbrough, TS5 4EE.

## 6 Transport services provided by external suppliers

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Contracts and service level agreements are in place with ambulance Trust's neighbouring Trust's Pharmacy service providers, taxi and courier companies to transport patients and good. These contracted companies must be used to ensure safe practice and compliance with legislation.

### 6.1 Special Requirements

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#### 6.1.1 Transport Medicine

Drivers who carry medicines and referred to in Medicines – ordering, storage, security and disposal procedure. Please see Medicines – Ordering, storage, transfer, security and disposal Policy, Section 4)

#### 6.1.2 Transport Specimens



All pathology specimens **MUST** be transported in a leak-proof container that can be secured. It **MUST NOT** be left unattended, unless it is in a secure designated area.

Please refer to the Trust Specimens- Collecting, handling and transporting procedure for further information.

### 6.1.3 Confidential Material

Where confidential material is transported, using Trust courier services, bright yellow confidential records stickers should be used and an acknowledgment form included. Packages must be safe, secure and sturdy and must not be overloaded. Care must be taken to ensure that the packaging used is fit for purpose and that a full postal address is included on the package together with a named person to receive the package. A return address should also be included in case delivery cannot be executed.

When external transport is used (i.e. post or private courier) the yellow stickers should not be used. However, care must still be taken to ensure that the packaging used is fit for purpose and that a full postal address is included on the package together with a named person to receive the package. A return address should also be included in case delivery cannot be executed.

Please refer to Procedure for moving records and other sensitive information.

## 7 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

### 7.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
All driving staff	Induction before first use of type of vehicle	As appropriate	One off
Staff driving mini buses	Minibus Driver Awareness Scheme (MiDAS), organised by the Community Transport Association	As specified by MiDAS	As specified by MiDAS, currently four (4) years.
Courier staff whose main role is transporting goods and services throughout the Trust on a daily basis	RoSPA Defense Driver Development Training	As specified by RoSPA	On appointment and then every three years or a suitable refresher as directed by RoSPA



## **8 How the implementation of this procedure will be monitored**

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A programme of audits will be carried out by the Hotel Services Supervisor to ensure that Trust pool vehicles are complying with this procedure.

## **9 References**

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Institute Advance Motorist – Fleet Risk Management.

Health and Safety Executive – Driving at work managing work related road safety.

Health and Safety at Work Act 1974.

## 10 Document control (external)

To be recorded on the policy register by Policy Coordinator:

Date of approval:	13 January 2022	
Next review date:	31 May 2025	
This document replaces:	CORP-0023-V8	
This document was approved by:	Name of committee/group	Date
	Health and Safety Meeting	18 November 2021
	EFM DMT	13 January 2022
This document was ratified by:	Name of committee/group	Date
	n/a	
An equality analysis was completed on this document on:	08 October 2021	
Document type	Public	
FOI Clause (Private documents only)	n/a	

### Change record

Version	Date	Amendment details	Status
9	13 January 2022	Full revision with major changes: refresh wording throughout document; refresh contact details; updated advice regarding use of mobile phones; added the authorised drives application and forms; added application process for fuel card and relevant forms for appendices; re	Published
9	Nov 2024	Review date extended to 31 May 2025	Published

## Appendix 1 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates and Facilities Management				
Policy (document/service) name	Transport procedure for trust pool vehicles and transport services provided by external providers				
Is the area being assessed a...	Policy/Strategy		Service/Business plan		Project
	Procedure/Guidance			✓	Code of practice
	Other – Please state				
Geographical area covered	Trustwide				
Aims and objectives	The procedure aims to establish safe working practices to assist with the management of Trust pool vehicles and refers to other Trust guidance on safe transporting of high risk/sensitive good/materials.				
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	8 October 2021				
End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved)	08 October 2021				

**You must contact the EDHR team if you identify a negative impact - email [tevv.eandd@nhs.net](mailto:tevv.eandd@nhs.net)**

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?					
It is a trustwide procedure to provide advice, information on use of pool vehicles and transport procedures.					
2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?					
<b>Race</b> (including Gypsy and Traveller)	No	<b>Disability</b> (includes physical, learning, mental health, sensory and medical disabilities)	No-See note	<b>Sex</b> (Men, women and gender neutral etc.)	No
<b>Gender reassignment</b> (Transgender and gender identity)	No	<b>Sexual Orientation</b> (Lesbian, Gay, Bisexual and Heterosexual etc.)	No	<b>Age</b> (includes, young people, older people – people of all ages)	No
<b>Religion or Belief</b> (includes faith groups, atheism and philosophical belief's)	No	<b>Pregnancy and Maternity</b> (includes pregnancy, women who are breastfeeding and women on maternity leave)	No	<b>Marriage and Civil Partnership</b> (includes opposite and same sex couples who are married or civil partners)	No
<p><b>Yes</b> – Please describe anticipated negative impact/s</p> <p><b>No</b> – Please describe any positive impacts/s</p> <p>Disability – This is service led and risk assessments to be conducted to ensure any staff with disability are not excluded and any adaptations or modifications are considered</p>					

<b>3.</b> Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? <b>If 'No', why not?</b>		Yes	✓	No	
<b>Sources of Information may include:</b> <ul style="list-style-type: none"> <li>• Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc.</li> <li>• Investigation findings</li> <li>• Trust Strategic Direction</li> <li>• Data collection/analysis</li> <li>• National Guidance/Reports</li> </ul>		<ul style="list-style-type: none"> <li>• Staff grievances</li> <li>• Media</li> <li>• Community Consultation/Consultation Groups</li> <li>• Internal Consultation</li> <li>• Research</li> <li>• Other (Please state below)</li> </ul>			
<b>4.</b> Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Sex, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership					
<b>Yes</b> – Please describe the engagement and involvement that has taken place					
Engaged with Equality and Diveristy in HR, Health & Safety and procedure has had trust wide staff consultation.					
<b>No</b> – Please describe future plans that you may have to engage and involve people from different groups					
<b>Not applicable</b>					

5. As part of this equality analysis have any training needs/service needs been identified?					
No	Please describe the identified training needs/service needs below				
A training need has been identified for;					
Trust staff	No	Service users	No	Contractors or other outside agencies	No
<b>Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so</b>					

## Appendix 2 – Approval checklist

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

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
<b>1.</b>	<b>Title</b>		
	Is the title clear and unambiguous?	Y	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Y	
<b>2.</b>	<b>Rationale</b>		
	Are reasons for development of the document stated?	Y	
<b>3.</b>	<b>Development Process</b>		
	Are people involved in the development identified?	Y	
	Has relevant expertise has been sought/used?	Y	
	Is there evidence of consultation with stakeholders and users?	Y	Trustwide consultation being undertaken. Also sent to Health & Safety, Estates and Hotel Services for review separately.
	Have any related documents or documents that are impacted by this change been identified and updated?	n/a	
<b>4.</b>	<b>Content</b>		
	Is the objective of the document clear?	Y	
	Is the target population clear and unambiguous?	Y	
	Are the intended outcomes described?	Y	Also Trustwide consultation being undertaken.
	Are the statements clear and unambiguous?	Y	Also Trustwide consultation being undertaken.
<b>5.</b>	<b>Evidence Base</b>		
	Is the type of evidence to support the document identified explicitly?	Y	
	Are key references cited?	Y	
	Are supporting documents referenced?	Y	
<b>6.</b>	<b>Training</b>		

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
	Have training needs been considered?	Y	
	Are training needs included in the document?	Y	
<b>7.</b>	<b>Implementation and monitoring</b>		
	Does the document identify how it will be implemented and monitored?	Y	
<b>8.</b>	<b>Equality analysis</b>		
	Has an equality analysis been completed for the document?	Y	
	Have Equality and Diversity reviewed and approved the equality analysis?	Y	08 October 2021 approved by E&D
<b>9.</b>	<b>Approval</b>		
	Does the document identify which committee/group will approve it?	Y	
<b>10.</b>	<b>Publication</b>		
	Has the document been reviewed for harm?	Y	
	Does the document identify whether it is private or public?	Y	
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	n/a	



## **Appendix 3 – Vehicle Pack Contents**

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### **Vehicle Pack for Trust Pool Vehicles** **(I.e. Fleet Vehicles / Ward/ Department Vehicles)**

1. Vehicle Details
2. Useful Contact Numbers
3. Transport Policy
4. Signed Checklist for Receipt of New Vehicles
5. List of Authorised Drivers
6. Drivers Induction Programme
7. Drivers Handbook
8. Vehicle Checks Signed by Driver
9. 4- Monthly Checks Signed by contract garage (Mini buses only)
10. Daily Log for vehicle use
11. Details of disposal of vehicle
12. Monitoring from for use of pool vehicles

## Appendix 4 – Drivers Handbook

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# Drivers Handbook

**Issue Date: January 2022**

## 1. GENERAL POINTS FOR ALL DRIVERS

### 1.1 General Guidance

All drivers of the Trust Vehicles must comply with the Road Traffic Act and The Highway Code. Under the Health and Safety at Work Act they must also cooperate with their employer to comply with their health and safety duties of taking responsible care of their own health and safety and that of others who may be effected by their actions.

- Drivers must ensure they have read the Transport procedure for trust pool vehicles and transport services provided by external providers 2021, and are working within policy guidelines.
- They must have read the Trust Complaints Policy and are aware of how to handle complaints received from patients, relatives or staff.
- Drivers must have read and are implementing the Conflict of Interest Trust Policy section 11.1 regarding accepting gifts.
- While on duty wear any uniform provided and always carry an I.D badge.
- Carry out daily safety inspections of their vehicles for wear and tear including tyre pressure, fluid levels, fuel levels, lights , wipers, indicators, brakes, first aid kits and fire extinguishers where fitted, as per the vehicle pack. Check sheets are provided in the vehicle pack to help you to confirm this has been done. You must also ensure steps have been taken to rectify any faults/problems. (See Vehicle Pack)
- Whilst it is the responsibility of the person in charge of the vehicle at each site to ensure that it is serviced at the appropriate intervals, it is also the responsibility of the drivers to alert the person in charge when the service is due.
- Managers and drivers must ensure that their driving licence entitles authorised drivers to drive the class of vehicle they are using. Drivers must report any convictions or endorsements on their licence to their manager.
- Driver must ensure they do not drive while under the influence of alcohol or drugs. Staff should check with their doctor or pharmacist if any drugs they are taking will affect their ability to drive safely.
- Drivers must ensure that any change in their eyesight or medical condition affecting their ability to drive is reported to their manager. Occupational Health provides advice on restrictions to driving in relation to any medical condition that may affect a drivers ability to drive safely i.e. Diabetes, Epilepsy etc.
- Drivers should drive within the law and be aware of road conditions as well as being courteous/polite to other road users.
- Ensure that vehicles are kept clean both internally and externally and that gangways and exits are free from obstruction.
- Drivers should not smoke in the vehicle or consume food and drink while driving or engage in any activity which may distract them from driving.
- Drivers should complete log sheets for every journey made. (See Vehicle Pack)

- Ensure that the vehicle is never left with the engine running or keys in the ignition and when not in use and that the vehicle is safety secured by closing windows, locking doors and alarm set if fitted.
- Mobile Phones- There is no requirement for any member of staff to use their mobile phone including via a hands free kit while driving.
- It is the drivers responsibility to ensure that the vehicle is road worthy and safe to use.
- All drivers of Trust vehicles will be responsible for the payment of any fines imposed e.g. parking, speeding, illegal use of mobile phones.
- Ensure that all journeys are arranged in the most efficient and economic manner.
- All vehicles are to be used for official journeys only and not used to pick up staff from or return them to home.
- Prior to taking a vehicle onto the roads for the first time drivers should undertake an induction programme with their manager.
- Ensure adequate rest breaks are taken.

**PLEASE NOTE:** Fuel cards which are used to purchase fuel at garages are not automatically issued at the time new pool cards are leased and therefore wards / departments requiring fuel cards must order their fuel cards as per the procedure.

## 1.2 Reporting Accidents / Incidents / Breakdowns – All Drivers

### Accident / Incidents

It is the drivers duty to report immediately to their manager all accidents / incidents that occur when using the vehicle. If the vehicle cannot be driven, contact the least company's recovery service details of which can be found in the Vehicle Pack.

In respect of drivers carrying passengers they should telephone for an ambulance if passengers are injured, carry out first aid if able, ring their base and ask for assistance and stay with passengers if possible until ambulance / replacement vehicle arrives.

Following the accident / incident the following paperwork must be completed:

- The driver, in conjunction with their manager, should report the incident using the Trust Incident Reporting system.
- Complete an Accident Report Form obtained from Knowles Associates.
- Both forms should be signed by the named manager of the vehicle.
- The Accident Form returned to Knowles Associates.
- A copy of the accident form should be filed in the vehicle pack.

In the event of an accident the driver must stop and either give his / her and the vehicle owners name and address and registration number to any person having reasonable grounds for requiring them or report the accident to a police station as soon as possible but no later than 24 hours after the event.

If the accident involves death or injury, the Certificate of Motor Insurance must also be produced. This can be obtained from Knowles Associates.

In their own interest they should also:-

- Obtain name, address and insurance details of other party
- Obtain names and addresses of any witnesses
- Do not admit liability
- Make notes of any skid marks made by their vehicle or any other involved
- Record the position in the road of their vehicle and any other vehicles involved
- If their vehicle is damaged and unsafe to drive arrange for it to be towed to the nearest garage
- Notify the accident to the relevant authorities / department as soon as possible

### Breakdowns

All vehicles will have full breakdown and recovery cover. Details of cover and contact points will be available in the Vehicle Pack.

In the case of breakdown of vehicles carrying patients the risk should be assessed and patients should wherever possible remain in the vehicle until assistance arrives.

The Ward Manager responsible for the patient should be contacted to make them aware of the breakdown and to send additional help if required.

### 1.3 Green Driving

In order to be economical with fuel consumption, drivers should –

- Drive smoothly as hard acceleration and braking uses more fuel and increased wear and tear of the vehicles.
- Always use the highest gear practicable for traffic conditions
- Ensure that the vehicle is maintained as per the manufacturers handbook
- Check tyre inflation as under inflated tyres can increase fuel consumption and wear more quickly
- Switch off the engine when safe to do so especially when stationary in traffic for long periods
- Avoid warming up the engine before driving even in winter

## **2. SPECIAL REQUIREMENTS**

### 2.1 Medicine Code

- Staff engaged in the transportation of medicines should be identified as authorised.
- Transfers should be initiated through a system in which all orders and despatches are recorded.

Procedures and equipment used in the transport of products should be designed to ensure the integrity of the quality of the products is not compromised and where appropriate the cold chain is maintained

- Transfer of medicines outside the healthcare organisation should always be authorised and receipt acknowledgement by receiving body.
- Secured containers in secured vehicles should be used throughout the transportation.

## 2.2 Infection Prevention and Control

### Transportation of Specimens

- All pathology specimens **MUST** be transported in the accompanying plastic bag and then into a leak-proof washable container. For further guidance please refer to infection prevention and control policy on transportation of specimens No IC 0017.
- The transport boxes should be cleaned regularly (monthly) and immediately if contaminated with blood or bodily fluids.

### Spillage of Specimens

- Van drivers transporting specimens in Trust vehicles must ensure that a spillage kit or equipment for cleaning spillages is available in the vehicle.
- Instructions are available on spillage kits on procedure to be followed.

### Accident / Injury

If you sustain a Sharps injury:

- Stop what you are doing;
- Gently squeeze the injury to encourage bleeding;
- Wash hands / injury with soap and water;
- Cover injury with a waterproof dressing;
- Report to Supervisor / Manager immediately for advice and complete an Incident form.

**Follow the inoculation accident procedure, produced by the Appropriate Occupational Health Department and Infection Prevention and Control Accidental Inoculation procedure Ref: IPC-0001-001.**

### **Do's and Don'ts's when Transporting Pathology Specimens**

#### **ALWAYS**

- Transport specimens directly to the laboratory wherever possible;
- Handle specimens with care;
- Wash your hands after handling specimens or the transport box, and **ALWAYS** before meal breaks and at the end of the work shift;
- Cover any cuts or grazes on your hands with a waterproof dressing.

## DO NOT

- Carry specimens in your hands or pockets;
- Leave specimens unattended at **any** time;
- Transfer specimens from box to box;
- Eat, drink or smoke when transporting specimens.

## 2.3 Passenger Carrying Vehicles

- Ensure that vehicles are not overloaded and that passengers remain seated whilst the vehicles are moving, seat belts are worn and kept closed until vehicles are brought to a complete stop.
- Park vehicles so that passengers can alight on the pavement not on the road. Where passengers have to exit from the rear of the vehicles that they are supervised until safely away from hazards.
- Ensure the safe movement of passengers in and out of vehicles.
- Staff driving mini buses have completed mini bus drivers assessment scheme (MiDAS) training and passed the theory exam and driving assessment.
- Drivers collecting patients from their homes for outpatient and day until appointments etc. will ensure patient's :-
  - Are carrying appointment cards, doctors letters etc;
  - Are carrying any prescribed medication;
  - Are not left unattended whilst entering or leaving the vehicle;
  - On arrival at locations i.e. day units / out patient's, patient's are delivered to designated reception areas and arrival acknowledged;
  - Carried in vehicles driven in a manner conducive to patients safety and comfort;
  - Homes are safely secured on exit and patients have their door keys with them;
  - Are only delivered to the designated area even if requested by patient to be transported elsewhere.
  - When delivering patients to any destination the driver must ensure patient can gain entrance and are left in a safe and comfortable situation;
  - The driver must inform a member of the Trust's ward / day unit staff if he / she becomes aware of an untoward incident or in formation relating to a patients care;
  - When dropped off at home ensure patient is safely in doors;
- Drivers before calling off a journey from a patients home must take every effort to confirm the patients is not at home by waiting up to 5 minutes for a response at the door. During this time they should make all reasonable enquiries to determine the reason for no response and to report the cancellation to their base giving a reason i.e no one at home, patient unwell etc.
- If the patient is at home when driver calls but is not ready then the driver should wait for 10 minutes and inform base if there will be significant delays.

- The driver will be responsible for moving patients in and out of vehicles and wheelchairs if necessary. When patients can't be moved out of wheelchairs for clinical reasons, the driver must ensure the wheelchair is properly clamped in the vehicle and the patient restrained and suitable harness.
- If a patient whilst travelling in a vehicle becomes ill they should either be taken to the nearest accident and emergency hospital or the driver should dial for an ambulance. The relevant Trust personnel must be informed of whatever action is taken.
- If a patient becomes aggressive during the journey:-
  - Stop Vehicle
  - Attempt to diffuse situation
  - Ring base for guidance

## 2.4 Courier Service

- Ensure that mail and other confidential materials are stored securely in specified NHS post rooms overnight and not left in vehicles.
- No to make changes to the delivery schedule without prior agreement with the manager responsible for the daily operation of the service.
- No to leave mail, goods etc. in view in vehicles when transporting between sites / stationary at sites.

## 2.5 Storage and Transportation of Oxygen Cylinders

### Storage

- Cylinders stored outside should be kept in well ventilated enclosure and the door should always remain locked when not in use.
- Used cylinders should be stored separately from full ones and both areas labelled i.e. 'Full Cylinders' / 'Empty Cylinders' as appropriate.
- Cylinders stored inside buildings should be secured to an external wall and as above full cylinders should be kept separate from empty ones.

### Transportation

- Cylinders should be transported on purpose designed trolleys suitable for the size of the cylinder concerned. Large cylinders should be transported on an appropriate trolley.
- In those circumstances where oxygen cylinders are transported in Trust vehicles then the cylinders should be carried in an upright position and secured to the side of the vehicle.
- Staff involved in the transporting of cylinders must have the manual handling training and a manual handling risk assessment needs to be made.



## Appendix 5 – Application to Drive a Trust Vehicle

### Application to Drive a Trust Vehicle

Driving Licence No:		Date of Birth:
Surname:		Forename:
Town of Birth:		
Permanent Address:		
Valid from:	Valid to:	Previous licence expiry:
Vehicle Categories able to drive:		

Vehicles Applicant is to Drive				
VRN	Category of Vehicle	VRN	Category of Vehicle	Where Vehicle Based

Have you been involved in any motoring accidents during the last 3yrs? YES / NO

Have you ever been convicted of any motoring offence? YES / NO

Is any prosecution pending? YES / NO

If "YES" to any of the above please give details below: (Information justifiably withheld under the rehabilitation of offenders' act 1974 need not be given)

Do you suffer from (or have any recent history of) defective vision or hearing or from epilepsy, diabetes, asthma, complaint of the heart, any other physical or mental disability? YES / NO

Do you suffer from any disease or disability necessitating the use of mechanical aids or the prolonged use of drugs? YES / NO

If you hold or have held personal motor insurance in your own name, has the company or underwriter:

- Declined your proposal? YES / NO
- Cancelled your policy? YES / NO
- Refused to renew? YES / NO
- Required increased premium? YES / NO
- Imposed special terms or excesses? YES / NO

If yes to any of the above questions, please explain below:

### Applicants Declaration

I hereby warrant and declare that the above statements and particulars are true and that there are no other material fact which should be disclosed. I agree to advise immediately any changes in particulars. A copy of my driving licence is attached.

I understand that this data will only be used for the purposes of motor insurance and will be held in accordance with the Data Protection Act, 1998. I have read and understand the Trusts Transport Policy and Drivers Handbook and comply with that held within.

By providing the above information you are agreeing to us checking your licence details online for information relating to validity, endorsement & convictions etc.

Drivers Signature:	Date:
Drivers Place of Work:	

### Managers Declaration

I confirm that I agree to add the above applicant to the authorised drivers list for the vehicle(s) detailed above. I confirm that I have checked the individuals driving licence to check that they are qualified to drive the class of vehicle stated. I understand that in the event of any accident or incident that requires an insurance claim any excess will be charged to the cost centre/budget on which the vehicle was purchased. (Please not excess maybe necessary dependant on age or medical condition(s) of driver(s) declared.

Print Managers Name:	Date:
Managers Signature:	

**Please retain completed forms with original copy of driver's licence, copy to be sent to Craig Jackson Acklam Road Hospital, Middlesbrough.**

If any questions are answered "YES", we need to refer the declaration to our insurers.

Minibus drivers must be aged over 21; drivers of all other vehicles must be over 17 and hold the relevant drivers licence to drive the Trust vehicles (<https://www.gov.uk/driving-licence-categories>)

## Appendix 6 – Driver Self- Declaration Form

### Driver Self-Declaration Form To be completed annually

Name:	Date of Birth:
Hospital/Ward:	Line Manager:
Driving Licence No:	
Vehicle Registration No(s) allowed to drive: <i>(please list all)</i>	

(1)	Have you resided in the British Isles for less than 3 consecutive years?	YES	NO
(2)	Have you been involved in any motor accidents during the past 3 years?	YES	NO
(3)	Have you ever been convicted of any motoring offences during the past 5 years, or is there a prosecution pending?	YES	NO
(4)	Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease? Occupational Health referral must have been completed	YES	NO
(5)	Do you suffer from any disease/disability necessitating the use of mechanical aids or prolonged use of drugs Occupational Health referral must have been completed	YES	NO
(6)	Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms?	YES	NO

If the answer to any of the above questions is “YES”, full details must be supplied.

#### Applicants Declaration

I hereby warrant and declare that the above statements and particulars are true and there is no material fact which should be disclosed. I agree to advise immediately any changes in particulars. I understand that this data will only be used for the purposes of motor insurance and will be held in accordance with the Data Protection Act, 1998. I have read and understand the Trusts Transport Policy and Drivers Handbook and comply with that held within.

By providing the above information you are agreeing to us checking your licence details online for information relating to validity, endorsement & convictions etc.

**Driver declarations must be updated annually (spot checks will be carried out & you may be asked to provide a copy of your up to date licence)**

Drivers Signature:	Date:
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### Managers Declaration

I confirm that I agree to add the above applicant to the authorised drivers list for the vehicle(s) detailed above. I confirm that I have checked the individuals driving licence to check that they are qualified to drive the class of vehicle stated. I understand that in the event of any accident or incident that requires an insurance claim any excess will be charged to the cost centre/budget on which the vehicle was purchased. (Please not excess maybe necessary dependant on age or medical condition(s) of driver(s) declared.

Managers Signature:	Date:
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**Please retain completed forms with original copy of driver's licence, copy to be sent to Craig Jackson, Contracting & Performance Officer, Acklam Road, Middlesbrough.**

If any questions are answered "YES", we need to refer the declaration to our insurers.

Minibus drivers must be aged over 25; drivers of all other vehicles must be over 17 and hold the relevant drivers licence to drive the Trust vehicles (<https://www.gov.uk/driving-licence-categories>)

## Appendix 7 – Application for Trust Fuel Card

Application for Trust Fuel Card				
<b>APPLICANT DETAILS</b>				
Name:			Job Title:	
Directorate:			Department:	
Car base Address:				
Cost Centre:			Subjective Code:	
<b>New Vehicles Details</b>				
Vehicle Make & Model	Dates of Lease (From & To)	Vehicle Registration Number (VRN)		Where Vehicle Based
<b>Old Vehicles Details (which car is the above replacing – if applicable)</b>				
Vehicle Make & Model	Dates of Lease (From & To)	Vehicle Registration Number (VRN)	Current Fuel Card Number for this Vehicle	Where Vehicle Based

### Applicants Declaration

I confirm that I am applying for a Trust Fuel Card in relation to the above vehicle which is used by Tees Esk & Wear Valleys NHS Foundation Trust and is leased to them for use on official business via the Trusts lease company. I confirm that the fuel card will only be used to purchase fuel for the above vehicle.

Name:	Date:
Signature:	As Number:

### Line Manager/Budget Holders Declaration

I confirm that I am applying for a Trust Fuel Card in relation to the above vehicle which is used by Tees Esk & Wear Valleys NHS Foundation Trust and is leased to them for use on official business via the Trusts lease company. I confirm that the fuel card will only be used to purchase fuel for the above vehicle. I authorise all costs related to the running costs of the hire vehicle i.e. Fuel, and vehicle related sundries to be charged to the above cost centre.

Name:	Date:
Signature:	As Number:

**Please retain a copy of the completed form for your records and send original to Craig Jackson, Hotel Services – Catering & Performance, West Lane Hospital, Acklam Road, Middlesbrough, TS4 5EE.**

## PURCHASING CARD ACCEPTANCE AGREEMENT

I, ....., agree that in accepting a Trust Fuel Card on behalf of Tees, Esk and Wear Valleys NHS Foundation Trust, I agree to:

- 1) Use the Purchasing Card for fuel purchases related to the operation of Tees, Esk and Wear Valleys NHS Foundation Trust.
- 2) Not use the Fuel Card for purchases related to personal or other organisations business.

I accept that failure to comply with the above terms could result in disciplinary action.

Cardholder's Signature..... Date.....

### Fuel Card Collection

Cardholder's Name:	
Job Title:	
Department:	
Work Base:	
Contact Number:	Email:
If required, Name of Nominated Person:	
Collector's Signature:	Date: