



Blood and Transplant



Health & Safety Driver's Handbook





Employer Policy

This driver's handbook contains a selected summary of issues that relate to driving at work and forms part of your Employer's Travel and Lease Car Policy and Procedures.

Introduction

NHSBT has a legal obligation under the Health & Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. It also has a responsibility to ensure that others are not put at risk by any work-related driving activities. A vehicle is a place of work and the employer has an absolute duty of care to ensure the safety of anyone driving on their behalf.

All persons driving on their Employer's business

All persons driving on NHSBT business must register with either the Lease Car or Greyfleet scheme prior to undertaking any travel and co-operate fully with the provision of information in this respect. Although NHSBT conducts risk assessments for work-related driving activities, drivers remain responsible for their own and others safety on

the road. Drivers must always be aware of their responsibility to drive safely and to comply with Road Traffic Acts and the Highway Code.

Under the Health & Safety at Work Act, all employees must co-operate with NHSBT to enable them to comply with their health and safety duties. In this respect, all drivers remain responsible for their own and others' safety on the road.

Driver Registration Scheme -Vehicle

Vehicle Register

Before you can use your vehicle at work the vehicle must be approved as being suitable and fit for purpose. In addition, your personal details, the vehicle details, and essential documentation must be entered into the Vehicle Register and approval issued. You must not use your vehicle at work until the registration is complete.

For all lease car drivers this process has been completed and no further action is required.

For owner drivers, the registration is online via the Greyfleet Scheme.

Vehicle Documentation

An essential part of NHSBT's Travel and Lease Car Policy and Procedures is the checking recording and monitoring of documentation.

All vehicle documentation must be checked and recorded in the

Vehicle Register and audited on a regular basis. The Register will contain a diary system to ensure documents are checked on the anniversary of their renewal date.

All drivers must ensure that any change in circumstance, or any amendments to any documentation relating to the driver or the vehicle, is notified to Knowles Associates immediately to enable the Register to be updated.

Alcohol

If you have been drinking in the evening you may still be suffering from the effects of alcohol the next day. Before you go to work you must be sure that the full effects of the alcohol have left your system.

- Do not drink alcohol when at work
- Or within reasonable time before commencing work.

Driving on NHSBT business whilst under the influence of alcohol is totally unacceptable and will be considered gross misconduct.



Carrying of Service Users, Carers and/or Equipment

In the first instance, consideration should be given to using alternative methods of transport particularly if the service user:

- Is objectively acutely unwell or behaviorally disturbed
- Presents current risk of violence/self-harm
- Has a history of carrying or using a weapon

- Causes the member of staff concerns regarding the journey
- Is a child and/or vulnerable adult

Transporting carers/relatives should only be agreed in extreme cases and recorded in care plan/notes.

To ensure the safety of both staff and service users, the following points will be in place

prior to the transportation of any service user in a car (either leased or privately owned):

- Appropriateness of the transport to be used
- Appropriate car insurance
- Safety of the vehicle to be used
- License to drive
- The necessity of the journey
- Availability of alternative modes of transport
- Risk Assessment

All drivers of vehicles obtained via the Lease Car scheme are fully insured for “their Employer’s business” including the transportation of patients and, if necessary, their family.

Lease car drivers can carry equipment but if this is lost, stolen or damaged it would be covered under your Employer’s contents policy and not the motor insurance policy.

Employees who on occasions may use their own (non-lease) cars to transport either patients or equipment should seek assurance from their insurer that they are covered for this
Under

the "employer's business use" element of their insurance cover. If your “business use” insurance does not cover you for these eventualities, you must report this to your manager and source appropriate insurance cover.

Any equipment should be securely fastened in the vehicle to prevent it moving during transit.

When carrying either passengers or equipment in any vehicle, all other policies should be adhered to including policies on moving and handling, lone worker, infection control, information governance and all good practice followed - including not leaving equipment in view whilst the vehicle is left unattended.

The advice and guidance of the Health & Safety Team should be sought when considering the transportation of any dangerous items (i.e. gases/gas cylinders/liquid nitrogen).





Eating, Drinking or Smoking

Eating, drinking or smoking can also distract attention from driving and could lead to an accident. You must not undertake or perform any other activity whilst driving.

Responsibility for the safe control of a vehicle always rests with the driver, the driver must always have proper control of the vehicle. If any activity causes the driver to drive in a careless or dangerous manner the driver

could be prosecuted for those offences. The penalties include an unlimited fine, disqualification and imprisonment.

All vehicles and private cars used at work are to be smoke free when used on NHSBT business.



Economy/Green Driving

All drivers should have a positive commitment to reducing harmful emissions and improve fuel economy. This will be achieved by reducing unnecessary journeys, journey planning, selection of fuel type and the selection of the vehicle. Eco-driving typically saves around 20% of fuel under everyday conditions, reducing vehicle emissions and reducing fuel costs.

We would recommend that the following eco-driving advice be adopted:

- Drive steadily, anticipate road conditions and maintain a fuel-efficient speed
- Avoid rapid acceleration
- Avoid high engine speeds
- Make use of the vehicle's momentum e.g. if going downhill remove foot from accelerator
- Switch off the engine when safe to do so, especially when stationary in the traffic for long periods

- Check tyre pressures; under-inflated tyres increase rolling resistance and increase fuel consumption
- Remove unnecessary cargo to reduce weight and avoid/minimise luggage on the roof rack to reduce drag
- Keep windows closed to reduce drag
- Park in the shade to reduce the need to use the air conditioning
- Avoid warming the engine before driving off, even in winter
- Have the car serviced regularly to keep it running efficiently
- When running-in a new car avoid high engine speeds.

Eyesight

By law you are required to read a number plate from a distance of 20.5 metres. As well as uncorrected short sightedness, other eyesight conditions can also mean that it is dangerous to drive. These include conditions that affect your night vision or your

range of vision. Sometimes eyesight deteriorates so slowly that you might not notice it.

- It is essential to have an eyesight test at least every 2 years, or
- Sooner if you think you may have a problem
- If your eyesight is corrected by glasses or contact lenses it is essential that you wear them when driving.

Journey Planning

Before you set off on any journey you should always question whether the journey is necessary, will a phone call, e-mail, or video conference suffice. Reducing the number of journeys on the road is a very obvious but often overlooked way of reducing road risk.

Once you have deemed the journey is necessary please ensure the following practices are adhered to:

- Ensure the vehicle is safe and roadworthy
- Plan the route taking into consideration the type of vehicle
- Allow enough time for the journey including breaks
- Check weather, road works and congestion problems
- Link one appointment with another in the same vicinity to save excess mileage
- Plan journeys over a weekly basis and combine locations to reduce duplication
- Always park if you must look at a map
- Do not plan a journey where the mileage or time is excessive, this will increase your risk of accident through tiredness or fatigue
- Take a break of at least 15 minutes every two hours or every 100 miles
- If you feel tired you must stop driving, park the car and take a break.



The driver is responsible for ensuring that routine maintenance is carried out to their vehicle as laid down in the manufacturer's service book.

Maintenance and Repairs

The driver is responsible for ensuring that routine maintenance is carried out to their vehicle as laid down in the manufacturer's service book.

Lease Cars

The routine maintenance work must be carried out by an accredited dealer or distributor of the make of vehicle in consultation with Knowles Associates.

Greyfleet

The driver is responsible for ensuring that servicing and routine maintenance work is carried out and that the car has a valid MOT certificate.

Medication and Drugs Including "Over the Counter Medicines"

Check with your doctor to see if prescribed drugs are safe to drive with. With over the counter

medicines ask the Pharmacist and read the instructions.

Other Medical Conditions

After an operation check with your doctor when it will be safe to drive. If you are suffering from diabetes, high blood pressure or any other condition which could affect your driving, consult with your doctor.

The DVLA website www.dvla.gov.uk gives information on medical rules.

Do not drive if under the influence of any drugs that may affect your driving. Driving on your Employer's business whilst under the influence of a drugs is totally unacceptable and will be considered gross misconduct.

Mobile Telephones

Drivers are recommended not to use a telephone, or any communications device including hands free kits whilst driving. Drivers should make full use of their voicemail, messaging service or let a passenger make or answer a call for you.



Telephone calls must only be made when parked in a suitable place. When parked the engine must be switched off. All staff should avoid calling and speaking to anyone who they know, or they may suspect to be driving.

Seat Belts

It is an offence not to wear a seat belt if one is available unless the driver or passenger is exempt.

Drivers are responsible for their passengers; it is the driver's responsibility to enforce the wearing of belts.

All drivers and passengers must always wear a seat belt unless they hold an approved exemption. The driver must ensure that children sit in an approved child restraint in line with current law.

- If you carry passengers whilst at work you must ensure that they are wearing an appropriate seat belt before you drive off.

Security

The security of the vehicle is the driver's responsibility at all times.

- Do not leave papers lying around in your car, especially private mail with your address on and take your house keys, cash, cards etc with you
- Do not leave any work material in your car
- Do not leave any computer equipment in your car on view – ensure that it is placed in the boot of car
- Do not leave your mobile phone in the vehicle
- Lock all doors when you leave your car and when driving
- Lock your car at all times even when getting petrol or in your drive, never pop into a shop and leave your engine running
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- Keep the windows closed especially in slow moving traffic. It only takes a few seconds for a thief to reach in your car and remove valuable items
- Ensure your boot is locked
- Always park in a brightly lit area at night and in a clearly visible position
- Use an attended car park and park visibly
- Always set your alarm or immobiliser when parked
- Do not give lifts to strangers
- Do not stop to give directions
- Do not stop if flagged down unless the hazard is obvious or by the emergency services or Police
- Always park with the flow of traffic

Speed

It is the driver's responsibility to drive within the law, and to drive within the speed limits.

Allow enough space between your car and other vehicles or hazards and drive at an appropriate speed for the conditions i.e. traffic, weather, time of day, road condition and tiredness.

Tiredness

One in five accidents are caused by tiredness.

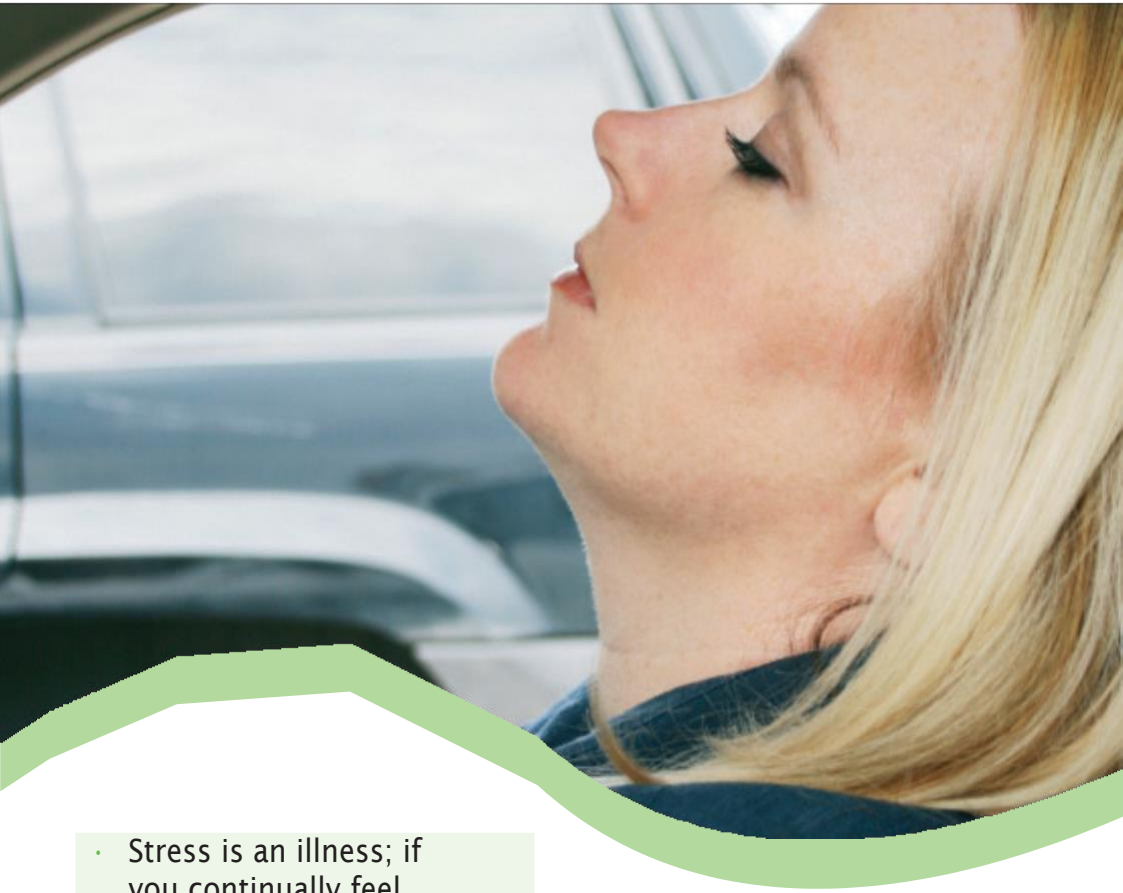
- Tiredness Kills; if you are tired STOP as soon as possible
- Take regular breaks at least 15 minutes every 2 hours
- If you have a long journey the next day ensure you get enough sleep the night before

Stress

Stress creeps up on many of us, due to pressures at work and home. Driving is a big cause of stress; congestion, bad weather or other people's poor driving can all be stressful. It is vital that all drivers recognise the problem and try to minimise the effect behind the wheel.

- Try to clear your mind of personal or work problems before driving
- Focus on the drive ahead and its hazards
- Predict and accept things that bother you on the road and decide not to let them bother you
- Slow down and keep your distance from other vehicles, drive smoothly





- Stress is an illness; if you continually feel angry or stressful when driving, consult your doctor
- Do not drive if tired
- Do not drive if anxious or stressed.

Traffic Violations

It is the driver's responsibility to drive within the law and to abide with the Road Traffic Act and the Highway Code

All Fixed Penalty Notices, Summonses and/or convictions are the driver's responsibility to pay or to have their license endorsed. This would include any vehicle defects where a summons may arise.



You, as the driver, must report to your line manager and also Knowles Associates immediately:

- a If you are warned that charges may be bought against you or charged by the Police
- b If the charges are dropped
- c If you receive any Fixed Penalty Notice or Summons
- d Of any vehicle defects.

Transportation of Dangerous Items (Gases/Gas Cylinders/Liquid Nitrogen)

Any items that pose a risk to people, property and the environment are classified as dangerous goods. These can range from those which are highly dangerous (such as explosives, flammables and fuming acids) to everyday products such as paints, solvents and pesticides found in the home and at work.

When transported these items need to be packaged correctly as laid out in the various international and national regulations to ensure that they are carried safely to minimise the risk of an incident

The advice and guidance of the Health & Safety Team should be sought when considering the transportation of such items.



Tyres

Your tyres provide the entire grip for STEERING, BRAKING and ACCELERATION of the vehicle.

The legal minimum tread depth for cars and passenger vehicles (up to 9 people including the driver) is 1.6mm measured from the centre of the tyre outwards both ways and must cover at least 75% of the tread area.

Most car tyres have tread wear indicators; there are usually at least 6 small ribs across the main tread grooves and when the tread surface becomes level with these the tyre is at the legal limit.

Driving over potholes, kerbs or other obstructions even at low speeds can result in the weakening of the tyre. It is dangerous to re-inflate a tyre that has been run flat or seriously under inflated for any length of time. Any such tyres must be examined by a tyre specialist. Driving over potholes or rough ground can also cause the tracking to be put out of alignment.

Penalties

The penalties for offences related to the use of faulty tyres on vehicles are very severe. Each defective tyre carries not only a penalty fine but also penalty points.

Offences can relate to: -

- Tread Depth
- Mixing radial and cross ply tyres
- Tyre Pressure
- Cuts and Bulges
- Exposed ply or cord
- Unsuitability.

Tyre Pressures

Pressure should be checked at least every two weeks and only when the tyres are cold. Even a short trip to your local garage will warm up the tyre and raise the pressure. Recommended pressures may vary according to load or speed. Look in your vehicle handbook or consult your garage or local tyre dealer for further information.

My vehicle tyre pressure is:

Front:

Rear:

Temporary Use Spare Tyres

There are severe operating restrictions on temporary use spare wheels. Failure to observe the advice given in the vehicle owner's handbook could have serious consequences.

It is the driver's responsibility to ensure that:

- The tread depth is above the limit of 1.6mm through a continuous band comprising 75% of the breadth of tread and round the entire outer circumference of the tyre

- The side walls of the tyre are not damaged
- The tyres are inflated to the correct pressure
- If the tyres do not meet the above regulations that they are changed or correctly inflated immediately.

What to Do If Your Vehicle Breaks Down

Despite having your vehicle regularly serviced and being well maintained the occasional breakdown does happen.

The following guidance notes will hopefully reduce the stress and get you mobile as soon as possible: -

- Pull off the road as soon as you think there is a problem, carrying on could do serious damage to the engine or the vehicle
- Pull over as far to the left hand side of the road as possible or the hard shoulder

- Make sure the steering is on the full lock position pointing away from the flow of traffic
- Take care when exiting from the car
- Put your hazard warning lights on, or if at night leave your side lights on as well
- If you break down in darkness or when it's very cold, don't leave the car use your mobile phone to contact the recovery company and sit on the side of the vehicle which is furthest away from the traffic
- While waiting for assistance it is advisable to keep your doors locked, when help arrives ask for identification, or if another car driver offers help only open the window a fraction and don't unlock your door until you are sure it is safe to do so
- It is useful to carry a torch, map, mobile phone, a blanket, and food in the car

- The recovery company will want your Name, Vehicle Make, Model, and Registration Number and what you feel is the nature of the problem.
- Contact your line manager as soon as possible.

Breakdown on motorways

If the breakdown or mechanical failure happens whilst driving on a motorway the following guidelines should help:

- If possible pull off the motorway at next exit
- If not pull on to hard shoulder as far to the left as possible
- Make sure the steering is on the full lock position pointing away from the flow of traffic
- Stop as near as possible to an emergency phone which are half a mile apart
- Marker posts are placed every 100 yards and indicate in which direction the nearest phone is located
- Put your hazard lights on, and at night or in poor visibility leave side lights on

- Get people out of the car and away from the traffic. Take care when exiting the car.
- Leave animals in the car
- Never attempt to repair the car yourself
- If possible use the emergency phone to call the recovery company, as this gives them an accurate position
- If you use your mobile phone give as accurate a position as possible.

Vehicle Checks

Drivers are responsible for the condition and road worthiness of the vehicle they are driving.

Daily Check – All Vehicles

Before commencing driving each day you should walk round the vehicle checking that there are no visible signs of damage internally or externally and that the vehicle is clean. You should check the lights, mirrors, wipers and tyres, and if the vehicle is

a lease car report any damage to Knowles Associates.

Daily Check – All Minibuses and Vans

In addition to the daily checks for cars outlined above, a record should be made that the daily check has been carried out and the mileage recorded. At the end of the day or use of the vehicle, the vehicle should be checked again, and any damage recorded and reported to your line manager.

Weekly Check – All Minibuses and Vans

You should complete a weekly vehicle report showing any defects and you should make your line manager aware. You should report the following: -

- external and internal damage including mirrors and lights
- the vehicle is clean internally and externally
- tyre wear, tyre damage and correct tyre pressure
- the engine compartment for any visible signs of leaks

- Top up fluids as needed including oil, washer bottle and anti-freeze
- battery, power steering fluid and brake fluid and report if low
- windscreen or glass damage
- front and rear wipers
- operation of lights, indicators and horn
- seatbelt and door lock operation
- wheelchair fittings and tracking, where fitted
- first aid kit and fire extinguisher, where fitted
- the handbrake is functioning
- the dashboard warning lights are out
- record odometer reading
- the driver's handbook is present with breakdown details
- the vehicle is free from loose items e.g. files, food etc.

What to Do If You Are Involved in Or Witness an Accident

Having an accident is a bad experience causing stress and worry. Loss of time and increased insurance premiums are part of the inconvenience.

- You must stop if any person or animal has been injured or any damage to property other than your own
- Ensure your passengers are unhurt and are clear of the accident scene
- If there are serious injuries do not attempt to move the injured party unless absolutely necessary.
- Administer First Aid if you can safely do so
- If you discuss the accident do not accept liability
- If you admit liability, your insurance company may refuse the claim

- Record the accident details
- When recording details your record should be as accurate as possible to include: Time, Date, Location, Traffic Flow, Weather, Visibility, Signals made before incident, Road condition
- Make a sketch of the scene and accident or take a photograph
- Record third parties' details
- Third party details should include: Name, Address and Phone Number, Insurance Details, Vehicle Make and Model, Registration Number and Extent of Damage
- Record witness details
- Witness details should be taken, including: Name Address and Telephone Number
- Check your vehicle to see if it is safe to drive or call assistance
- If your vehicle is not drivable call assistance

- Report the incident to your line manager as soon as possible
- If the car is a lease car, report incident to Knowles Associates via their website as soon as possible
- Summon assistance if required and warn other traffic
- If damage or injury has happened, you must report it to the Police within 24 hours
- Record Police details, if involved, including Officer's Name and Number
- The recovery vehicle, if used may not have room for all your passengers.



Winter Driving

If conditions are poor do not drive.

Fog - Drive on dipped headlights or front fog lights, ensure that your rear fog light is on; do not use your main beam as this can cause glare and reduce your visibility. Ensure your windscreen is clear. Leave plenty of space between your car and the car in front. Stop for regular breaks and leave extra time for your journey.

Heavy Rain - Drive with dipped headlights on, ensure wipers front and rear are working. Ensure your tyres are in good condition and at the correct pressure. Leave extra distance between your car and the car in front, brake gently; do not make jerky movements with the steering wheel; drive smoothly.

Clearing Snow - Always clear ice and snow off your entire vehicle before commencing your journey.

Cleaning your lights - It is important to be seen so ensure that all your lights are clean; dirty lights can reduce visibility by fifty per cent.

Check the Weather Forecast - It helps before setting out on your journey to listen to the weather forecast so that you can allow

extra time for your journey if the forecast is poor.

Driving on Ice and Snow - If the weather is poor it is advisable not to travel at all. However, if your journey is unavoidable you can reduce the risk of accident by following this advice: -

Drive Slowly - Always remember to cut your speed and stay in a low gear especially if visibility is poor or the road conditions are wet or icy.

Keep Your Distance - It is essential in poor weather conditions to maintain extra distance between yourself and the vehicle in front. In normal conditions the minimum distance should be at least two car lengths.

In poor conditions this should increase to at least four vehicle lengths, allowing more time to brake slowly and slow down.

Skidding - If you do go into a skid, gently steer the vehicle in the direction the rear of the car is skidding. Do not be tempted to use your brakes until the skid is under control.

Braking Safely - If you do have to brake suddenly, ensure that you do so smoothly, using a slow steady pressure. If you feel the Brakes start to lock remove your foot from the brake pedal and then repeat process until you have stopped.

