



Tayside Fire and Rescue

Personnel Services

Occupational Health Safety and Wellbeing

Occupational Safety

Safety Management System

Occupational Road Risk

Summary

This document outlines the organisations policy and procedure on driving for work. It provides the actions and protocols to be observed while employees are undertaking driving duties during the course of their employment.

Policy

Tayside Fire and Rescue will ensure that all employees driving on behalf of the organisation are competent and comply with the standards required for safe driving practice. To this end a procedure has been defined which details the procedures and protocols to be followed.

Contents

- | | Item |
|----|--|
| 1 | Introduction |
| 2 | Statement of Policy |
| 3 | Responsibilities |
| 4 | Arrangements |
| 5 | Driver Checks and Qualifications |
| 6 | Driving Standards |
| 7 | Reporting and Maintenance |
| 8 | Legal Penalties, Speeding and Parking tickets etc. |
| 9 | Breakdowns |
| 10 | Appendices 1 – 8 |

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Introduction

To enable Tayside Fire and Rescue (TFR) to function as an organisation, it requires a proportion of its employees to drive or be on the road in connection with their work. To minimise the risks to the organisations employees and other road users, TFR has introduced this Occupational Road Risk Policy (“the policy”).

The Chief Fire Officer will have overall ownership of this policy and future review amendments.

It is acknowledged that this document will evolve as conditions and risk profiles change to meet everyday requirements, therefore it is intended that this policy document will be a dynamic document which will be subject to amendments and updates as and when required.

Scope

The policy will help the organisation to meet its moral and legal duty to protect its employees who may be required to carry out work-related driving or to work on the road as part of their duties.

The organisation defines work-related driving as: ‘**any driving activities carried out by employees in the course of their employment**’. The policy applies whether the vehicles used for work-related driving are owned by the organisation, by its employees or any other party.

This policy will also help the organisation to control the very significant business losses that can arise from work-related road accidents. These losses include direct accident costs, lost employees’ time, higher insurance premiums and poor public image.

This policy shall form an integral part of, and must be read in conjunction with Tayside Fire and Rescue Occupational Health, Safety and Wellbeing Policy and Arrangements, ensuring that occupational road risk is provided the same priority as any other business issue, following established risk management principles.

This policy and the road safety performance of the organisation shall be monitored and reviewed by the Safety Manager. The results of any monitoring or review shall be provided to the organisation to maintain a basis for continual improvement.

Policy Aims

The policy aims to:

- Increase employees' awareness of health and safety issues associated with work-related driving.
- Achieve compliance with the legal duties placed on the organisation.
- Ensure that risk in relation to work-related driving is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to eliminate or reduce the risk.
- Ensure that appropriate training, as deemed by this policy, is available to employees to enable them to recognise and manage the risk.
- Ensure that practical advice on occupational road risk and the prevention of accidents is provided to employees.
- Ensure that appropriate support is available to employees involved in work-related driving accidents.
- Encourage full reporting and recording of all accidents and near misses arising in the course of work related driving.
- Reduce the number of accidents and injuries to employees resulting from working on roads and work-related driving.
- Reduce the cost of accidental damage.
- Improve the safety and usability of vehicles by personnel in the course of their duties.

Legislation

- Road Traffic Regulations Act 1988
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999

- Provision and Use of Work Equipment Regulations 1998
- Road Safety Act 2006
- Working Time Regulations 1998
- Working Time Regulations (Drivers Working Hours) 1998
- Road Vehicle (Construction and Use) (Amendments) (No 4) Regulations 2003
- Regulation (EEC) 3821/85 Tachographs
- Regulation (EC) 2135/98 Tachographs
- All subject to amendments and additions

Statement of Policy

Tayside Fire and Rescue as an organisation is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of their employees and those affected by its activities. The organisation recognises, and seeks to reduce the risks to its employees when driving in connection with their work. The organisation also seeks to eliminate and reduce the risks to other road users, created by its employees driving in connection with their work. It is important that employees recognise, and play their part in eliminating and reducing these risks, and are therefore required to comply with this policy and any supporting documents.

Responsibilities

Chief Fire Officer

The Chief Fire Officer is responsible for the discharge of the legal obligations, applicable to Tayside Fire and Rescue Board as an employer, in all areas relevant to the management of occupational road risk.

Deputy Chief Fire Officer

In the absence of the Chief Fire Officer, the Deputy Chief Fire Officer is responsible for the discharge of the legal obligations, applicable to Tayside Fire and Rescue Board as an employer, in all areas relevant to occupational road risk and in particular:

- Co-ordinating, developing, maintaining and monitoring an efficient safe driving culture, with regard to all employees driving at work regardless of the type of the vehicle.
- Liaising with all Heads of Departments to ensure suitable and sufficient systems are in place to identify, evaluate and facilitate the commitment made within this policy.

Head of Personnel Services

The Head of Personnel Services is responsible for:

- Ensuring that the policy, any revisions, and any issues relating to the management of occupational road risk are brought to the attention of the Management Team.
- Arranging effective consultation with the recognised accredited associations and their Safety Representatives within TFR on all matters relating to occupational road risk.

Head of Corporate Services

The Head of Corporate Services has a responsibility under this policy, to ensure that TFR has adequate and cost effective motor insurance policies in place.

Heads of Departments

Heads of Departments are, so far as is reasonably practicable, responsible for ensuring the health, safety and welfare at work of all employees within their Department and those undertaking activities that fall under the responsibility of their Department.

In particular, Heads of Departments shall:

- Ensure that adequate resources are made available to enable the implementation and support of the policy.
- Champion this policy and ensure that it is considered in all key decisions of the Management Team and within their own Department.
- Demonstrate commitment to achieving the required standard of driving performance as set out in this policy within their own Department and develop a positive attitude among employees.
- Promote the policy to ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventive and protective measures necessary to eliminate, or reduce to an acceptable level, the risks associated with the activities that fall under the occupational road risk responsibility of their Department.
- Have a key role to play in promoting safe driving within their Departments.
- Deal with all matters relating to this policy for all employees under their control, including the decision to remove drivers from driving duties if and when it is found necessary.
- The development, implementation and monitoring of any necessary arrangements within their department in support of the policy.
- Encouraging the participation of employees, including consultation with their representatives.
- Ensure that all employees under their control are aware of the policy and understand and accept their responsibilities under the policy.
- All employees under their control receive information, instruction, training, and supervision as identified by this policy in relation to the management of occupational road risk.
- Ensure this policy receives full consideration in all the relevant work activities undertaken by the employees under their control.
- Ensure all necessary support is provided to employees involved in a work related driving incident.

Group, Station and Other Relevant Senior Managers

As middle managers, Group, Station and other relevant senior managers have a key role to play. These managers are responsible for:

- Ensuring, so far as is reasonably practicable, the implementation of the policy within the sphere of their control.

In addition, these managers shall:

- Develop, implement and monitor safety arrangements, within their areas of responsibility, in support of the policy, and where relevant, setting out how the policy will be implemented.
- Ensure, so far as is reasonably practicable, that the personnel under their control adopt safe driving practices by the provision of adequate information, instruction, training, and supervision as identified by the organisations Learning and Development section.
- Monitor activities undertaken by employees under their control to ensure that control measures are being implemented properly.
- Take positive action to identify and remedy any unsafe practices, and refer to their line manager when a satisfactory solution cannot be achieved with the resources available to them.
- Maintain an awareness of the policy.
- On recruitment, advise the Occupational Health Unit if work related driving will be required.

Watch, Crew and Other Line Managers

As personnel with supervisory responsibilities spend a lot of time with employees under their control, Watch, Crew and other Line Managers have a key role to play in influencing behaviour, and therefore must lead by example by personally setting high standards.

Watch and Crew Managers, other Line Managers and other employees who may, on occasion, have supervisory responsibilities, are responsible for:

- Ensuring, so far as is reasonably practicable, the implementation of the policy within the sphere of their control.

In addition, Watch and Crew Managers, Line Managers and other employees who may have supervisory responsibilities shall ensure that, so far as is reasonably practicable:

- The policy is considered in all activities at watch, crew or section level.
- All employees under their control operate within these policies and procedures.
- All employees under their control are trained for the driving they are required to perform. All identified relevant driving related development needs are directed to the appropriate line manager for action by the most appropriate means.

- All employees under their control are fit to drive. All circumstances which may affect the employees ability to drive safely must be considered as per this policy and in conjunction with the organisations Alcohol and Drugs Policy.
- Any concerns identified must be directed to a line manager for action by the most appropriate means dependent on the individual circumstances.
- All causes and circumstances of accidents, including near-miss incidents, are reported and investigated promptly, thoroughly and accurately, in accordance with current procedures, and appropriate remedial steps are taken to prevent a recurrence.
- All current procedures for reporting damage or defects, vehicles are followed promptly and effective measures are taken to mitigate any further damage or resulting hazards from the defects.
- In all occasions when reversing appliances or other vehicles or manoeuvring in limited space sufficient personnel are utilised to ensure the manoeuvre can be undertaken safely with adherence to suitable practice including the provisions set out in the Fire Service Manual Volume 2 Foundation Training.
- Watch and Crew Managers who are required to drive appliances must not carry out Manager in charge duties at the same time, such duties eg use of radio etc must be delegated to another crew member until the specific journey is complete.

Training and Development

- Ensure that training packages are in line with occupational road risk policy requirements
- Ensure that driving instructors and examiners remain competent in their roles.

Fleet Co-ordinator

The Fleet Co-ordinator has delegated duties for the Head of Technical Services. The Fleet Co-ordinator is responsible for:

- Providing technical advice in procurement and operation of organisation vehicles.
- Ensuring that a suitable maintenance and fault rectification process is in place to support this policy and to ensure legal compliance.
- Monitoring of events involving occupational road risk within their sphere of control.
- Assisting with investigation of road related incidents as required.
- Reporting concerns and potential areas of improvement to the Technical Manager.
- Liaising with the Occupational Health and Wellbeing Unit, Safety Manager and any other Department, Area or Representative Bodies necessary on matters relating to occupational road risk, within the sphere of their remit.

Occupational Health and Wellbeing Unit

The health and wellbeing of all employees, including those driving whilst at work is of paramount importance.

In support of this the Occupational Health and Wellbeing Unit is responsible for:

- Carrying out relevant additional pre-employment health screening where managers have advised that work related driving is involved.
- The provision of appropriate health surveillance for employees who drive in connection with their work, assessments of employees to monitor their fitness to drive will be carried out at 3 yearly intervals for whole time and retained duty system operational staff up to Watch Manager role and 5 yearly for other operational, day related and support staff.
- The provision of advice to line managers and employees on the outcome of health surveillance, of any fitness to drive assessments.
- Carry out compulsory eye testing every 5 years for all LGV drivers over the age of 45 years up to the age of 65 then annually thereafter.

Safety Manager

The Safety Manager, or in absence, other nominated manager, will fulfil the overall monitoring element of this policy. This will be achieved by:

- Audit of compliance as determined on a yearly basis.
- Trend analysis of monthly statistics.

The Safety Manager is responsible for advising Managers on the requirements for compliance with this policy and for oversight of all risk assessments required for all road working and work related driving.

Where necessary the Safety Manager, or in absence other such nominated manager, will liaise with the relevant department to investigate any road traffic related incident, as per the accident investigation policy of the organisation and in serious cases convene an investigation panel which will normally consist of representatives from the following:

- Occupational Safety
- Technical Services
- Training and Development
- Representative Bodies
- Any other person who may be relevant to the investigation

All Employees

Compliance with legislation and this specific policy cannot be achieved without commitment by employees to adhere to the policy and procedures while undertaking occupational road risk activities and by them providing feedback on concerns raised.

Due regard must be taken by all employees of the duties placed on them by sections 7 and 8 of the Health & Safety at Work etc. Act 1974 as outlined below:

It shall be the legal duty of every employee whilst at work:

- To take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions.
- To co-operate with their employer, so far as is necessary, so as to ensure that the employer can comply with statutory obligations.
- To use equipment, which includes vehicles, provided by the organisation, in accordance with any information, instruction and training provided to them.
- To advise their line manager, within the limits of their training and instruction, of any situation that represents a serious and immediate danger.
- To notify their line manager, within the limits of their training and instruction, of any shortfalls in any of the health and safety protective measures of the organisation.
- To not interfere with or misuse equipment provided for safety.

All employees whilst at work must:

- Be aware of their responsibilities under the policy.
- Conform to current approved policies and procedures.
- Immediately report any dangerous occurrence or potentially dangerous condition.
- Immediately report any damage or defects to fleet vehicles on the approved vehicle defect form at end of shift and passed to a line manager.
- Advance any ideas, or make constructive suggestions for the improvement of safety measures, regarding occupational road risk.
- To co-operate with management in relation to the provisions of this policy.
- To immediately report, to their line manager all accidents, including near misses, caused by, or affecting, or having the potential to affect their driving activity to their line manager.
- To report to their line manager any change in health, either temporary or permanent, medical condition and/or medication or any other circumstances that may adversely affect their ability to fulfil their driving duties safely.
- To report immediately to their line manager if their licence is revoked or suspended by enforcing authorities.
- To report immediately to their line manager any endorsements and/or prosecutions including any pending.

Arrangements

The Risks of Work-Related Driving

Tayside Fire and Rescue recognises that risks arising from vehicle use need to be properly assessed in order that all necessary control measures can be identified and the right people and procedures implemented to ensure that all controls continue to be effective.

Such risks include:

- Driving unfamiliar vehicles

- Driving to emergencies
- Driving in high risk locations
- Driving in poor weather conditions
- Driving for long periods
- The vulnerability of travelling alone
- Undertaking long journeys
- Driving in isolated/unfamiliar and/or rural areas
- Isolated parking facilities
- Vehicle breakdowns
- Driving at night

Controlling the Risk

The risk is controlled by a number of different means, outlined below are standards deemed necessary by the organisation for the successful management of occupational road risk.

Legal Responsibility for the Vehicle

Whilst it is acknowledged the appliance driver has legal responsibility for the vehicle in relation to road traffic legislation, the manager-in-charge of the appliance has a direct responsibility, under health and safety law, for the safety of the crew and to the type of response applied to the relevant incident.

Driver Documentation and Qualifications

Non Emergency Responding Vehicles

All drivers must hold a current full driving licence for the class of vehicle being driven:

- Persons who gained their licence after 1 January 1997 cannot drive vehicle and trailer combinations of over 3500Kgs.
- Car and van drivers must possess a full and current driving licence and be an authorised TFR driver.
- Minibus drivers (up to eight seats) must be over 25 years of age and possess a full and current driving licence. Drivers who passed their ordinary driving test after 1 January 1997 (in other words, category B) may not drive any vehicle with more than eight seats, not including the driver.
- Minibuses with more than eight seats, drivers must also have passed a further test allowing them to drive vehicles in category D1 (passenger vehicles with between nine and sixteen seats).

Emergency Responding Vehicles

This relates to personnel who may be required to drive under emergency response conditions following the successful completion of a Category C (LGV) course:

- All new drivers will be given vehicle familiarisation on the vehicle they will drive at their home station prior to beginning the required 200 mile non emergency driving, this mileage must cover all road and weather types as may be found under normal operating conditions.

- The driver will record their non emergency response driving mileage in the Log Book provided by the organisations Driving Instructors at the time of familiarisation. The drivers Line Manager will verify the non emergency response driving mileage.
- All driver licence details are required to be recorded within the individuals Personnel Record and details held by Learning and Development on the appropriate database.
- Only drivers recorded within these databases are permitted to drive the organisations vehicles.
- The driver's Watch/Crew Manager must also be satisfied with the driver's knowledge and topography of the turnout area.

When the above criteria are met, the Watch Manager may then recommend to the relevant Station Manager that the Driver be nominated to attend an Emergency Fire Appliance Driver (EFAD) Training Course. On successful completion of this course, drivers will be regarded as being qualified to drive appliances and/or other relevant vehicles to Emergency Incidents. Additional 3 yearly refresher and conversion training will be provided. Only those with current qualifications/certificates can drive relevant vehicles.

Other Emergency Response Drivers

Flexi-Duty or any persons who may be required to drive under Emergency Response conditions must attend an Emergency Response Driver Training Course. Refresher training for those personnel will be at intervals not exceeding three years.

Mini Bus Drivers

Authorised drivers who hold driving licences dated prior to 1997 are automatically deemed to be entitled to drive minibuses with up to 16 passenger seats, and to tow trailers, up until the age of 70.

Post 1997 Licence Holders must hold a D1 Licence.

Fitness to Drive

Tayside Fire and Rescue has a published policy on alcohol and drugs in the work place. It is the responsibility of the driver to ensure they are fit to drive.

They must not drive and immediately inform their line manager or other appropriate manager if they:

- Are under the influence of alcohol, illegal drugs, prescriptions or 'over the counter' medicines that may impair their ability to drive.
- Feel fatigued to the degree it may affect their ability to drive. (no one is required to drive continuously for more than 2.5 hours without at least a 15 minute break).
- Have any relevant health problems that they believe could affect their ability to drive.

- Have any other personal problems/circumstances that may affect their ability to drive.
- Feel their eyesight is not adequate. Driver must be able to read a vehicle number plate in good daylight at a distance of 20.5 metre (67 feet). It is the individual's responsibility to inform their line manager if they believe they may not meet this standard.
- All LGV drivers will be subject to a 3 yearly eye test.
- All LGV licence holders will be subject to a formal medical assessments associated with the DVLA's relicensing requirements at the age of 45 and 5 yearly thereafter until the age of 65.

The DVLA indicate that there are various medical disorders, which if suffered by drivers require medical advice. These disorders are outlined below:

- Neurological Disorders e.g. parkinson's disease, multiple sclerosis, ménière's disease.
- Cardiovascular Disorders e.g. angina, angioplasty, heart attack, hypertension.
- Diabetes e.g. insulin dependent.
- Alcohol e.g. alcohol misuse, alcohol dependency, alcohol related seizures.
- Drugs e.g. persistent use of or dependency on cannabis, amphetamines, ecstasy, heroin, morphine, methadone, and cocaine.
- Visual Disorders e.g. cataracts, monocular vision, night blindness.
- Renal Disorders e.g. chronic renal failure.
- Respiratory and Sleep Disorders e.g. sleep apnoea, carcinoma of the lung.

Any driver who thinks they may be suffering from any of the above disorders must notify their line manager or other appropriate manager immediately. The manager must then immediately seek advice from the Occupational Health Unit as to whether driving activities should cease, either temporarily or permanently. All drivers are legally obliged to notify the DVLA of any change in health status that may affect their fitness to drive.

Document Checks

TFR will maintain a list of approved drivers and undertake an annual audit of driving licences including MOT certificates, where applicable. This process will be carried out by line managers who will obtain copies of:

- Driving licence including photocard and paper part form. Copy of paper driving licence if not a photocard licence.
- MOT certificate for all employees whose duties involve work-related driving activities and have approval to use their own vehicle for work purposes.
- The manager must see the original documentation, and the driver and the manager must sign the annual licence and MOT check form and send it to the Human Resources Department as required under confidential mail conditions.
- If during the calendar year such employees have a change of vehicle then a new form will be required to be completed confirming the aforementioned requirements.

- In cases where the documentation is not in line with requirements or where documents are failed to be produced to the line manager, such employees will not be allowed to continue to drive on behalf of the organisation until such times as the documentation is provided and acceptable. Employees must inform their line manager about any changes in the status of their licence, e.g. Convictions or any other restrictions applied to their licence Failure to do so could render the employee liable to disciplinary action or prosecution.

Employees who have been temporarily excluded due to suspension or disqualification of their licence, may be re-instated to driving duties on TFR business following confirmation by the DVLA of the re-instatement of the individual's licence and confirmation from insurers that driving company vehicles is acceptable.

The following people are specifically excluded from driving Tayside Fire and Rescue vehicles:

- 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 suffers from a condition that would disqualify them from holding or getting a relevant current driving licence.
- Anyone who has a current conviction for a motoring offence in the following categories:
 - Dangerous driving, causing death by dangerous driving, or culpable homicide.
 - Driving under the influence of drink or drugs.
 - Failing to stop after an accident.
 - Any other offence (or combination of offences) which has resulted in disqualification of their driving licence.
- Tayside Fire and Rescue reserves the right to remove the authorisation to drive from any persons who may be subject to legal action or investigation in relation to carrying out driving for the organisation including where an accident investigation is being carried out. This may result in affecting the drivers requirement to drive for the organisation until the outcome of such legal action or investigation is known.

Driver Risk Assessment

When an employee joins the organisation and there is a requirement to drive vehicles on behalf of the organisation, a driver risk assessment (see Appendix 5) will be completed by the relevant line manager. The risk assessment involves identifying the potential hazards and associated risk with work related driving activities. It will identify who may be affected and how, and the control measures which are needed to eliminate or reduce the risk to the lowest level reasonably practicable. Line managers must ensure that driver risk assessments are carried out, recorded and shared with all relevant persons.

These details must be communicated to the relevant employee and risk assessments reviewed or updated:

- Three yearly or sooner if circumstances change i.e. where an employee has
 - Changed role where response driving is required including temporary promotion
 - Changed to driving a different type or model of vehicle from that which they have been assessed on.

Journey Risk Assessment

For any unfamiliar route, excluding drivers carrying out emergency response, all drivers must carry out a pre journey risk assessment before the beginning of any long distance journey. This includes the condition of the vehicle, weather conditions, route and their fitness to drive and should be recorded on the required form.

Generic Risk Assessments

Generic risk assessment must also be available for the following activities:

- Driving emergency response vehicles.
- Driving non-emergency response vehicles.
- Driver training.

Line managers must ensure that driver risk assessments are carried out, recorded and shared with all relevant risk groups. The Safety Manager is responsible for providing Generic Risk Assessments and the driver is responsible for ensuring that they are familiar with the hazards and control measures to be complied with.

Distractions

Distractions are a known major contributor to accidents whilst driving. In line with the Highway Code, drivers are prohibited from carrying out the following recognised distracting activities whilst driving any vehicle on organisation business:

- Eating.
- Drinking.
- Smoking.
- Excessively loud music.
- Trying to read maps.
- Inserting a CD or tuning a radio.
- Using hand held mobile phones.
- Altering or adjusting satellite navigation systems.

Driver Hours and Fatigue

Fire and rescue services have an exemption from the use of Tachograph's for its vehicles, which are being used, for fire and rescue service business.

Anyone driving in connection with business shall not drive/continue to drive if they believe they are unfit to do so. All employees driving on business should take a 15-minute break after every 2½ hours of driving. Drivers, who have completed an assessment of a long journey, will need to consider how this extended drive will be managed to ensure adequate breaks to maintain their concentration levels.

Any pregnant worker with concerns regarding their ability to drive must inform their line manager immediately, who will where necessary, refer to occupational health & wellbeing for further assessment and consideration of reasonable adjustments to be made.

Lone Working

Employees driving alone are classed as lone workers and must therefore comply with the organisations [Policy on Lone Working](#).

Returning to Driving Duties

Employees who are required to drive vehicles on behalf of TFR who are returning to duty following absence, regardless of role, will be assessed by their line manager for the requirement of further training or assessment of their skills for driving. This is especially relevant for EFAD and emergency responding employees:

Where such training or assessment is carried out, on successful completion, the employee may return to driving duties. Training and assessment will normally be carried out in house where possible and practicable.

Fire Appliance Drivers who have exceeded 365 days of non-driving, will be allocated a place on an Emergency Fire Appliance Driving Training Course, prior to returning to driving duties. This provision is in place to provide adequate training and assessment for personnel who may have been removed from the requirement to drive (if accepted for further driving duties subsequently) or having being on extended absence. Other emergency response drivers who have a similarly extended break from regular driving will require to receive refresher updating on emergency response driving prior to return to driving duties.

Refresher training for emergency response driving will be undertaken at three yearly intervals. Training for other drivers will be considered by line managers as part of the appraisal system operated by TFR.

Authorised Drivers for Lease or Hire Vehicles

Leased vehicles

The above vehicles may be driven by:

- The employee to whom the vehicle is allocated.
- Such non employee drivers as have been provided authority by TFR following completion of the requisite forms.
- Any other authorised employee of the organisation.

- Any other licensed driver in the event of an emergency (e.g. accident or ill health), subject to verbal permission where possible.
- Learner drivers must never drive hire vehicles without prior permission in writing from the organisation.
- Authorisation to drive will only be given subject to driving licence

Hired in vehicles

Where an authorised driver has a requirement to drive a hired in vehicle, the same requirements exist as per other organisation vehicles. However Tayside Fire and Rescue have an insurance policy which covers the hire in of vehicles for use and a copy of this can be obtained from Finance section at HQ. When hiring vehicles, employees must advise the hire company that this insurance is in place when ordering and the hire company will require to see verification of this.

Responsibility for hired in vehicles rests with the driver utilising this vehicle.

Drivers who drive LGVs for work external of TFR

TFR employees whether whole time, retained or volunteer who drive emergency appliances and who also drive LGVs outside of TFR employment for work, must ensure that they comply with the drivers hours legislation and in particular ensure that the rest requirements are maintained. It is required that drivers advise their managers both within TFR and externally the amount of driving they have carried out and that they are within the driving limits set under drivers hours legislation in order that managers may ensure the safety and legal compliance of driving on behalf of their organisations.

Wholtime employees who drive TFR emergency response vehicles must also comply with the TFR secondary employment procedure when considering undertaking LGV driving activities outwith their employment. Please refer to the TFR Standing Instruction relating to Secondary Employment.

Driving Standards

The Driving Standards described within this document should be used in conjunction with other relevant specific standing instructions.

Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for complying with all traffic regulations. The organisation expects employees, while driving in connection with their work, to comply with the Road Traffic Act Regulations, to follow the Highway Code and other driving laws and regulations, and to show common courtesy to other road users.

Wearing of Seatbelts

Cars (Including Flexi Duty Managers) and Vans

All authorised drivers and anyone else in the vehicle must, by law, wear a seatbelt.

It is the responsibility of the driver, but also the duty of any staff member, to make sure that anyone in a vehicle used for business purposes is wearing a seatbelt. However there are some exemptions including:

- Holding a medical exemptions certificate.
- A disabled person wearing a disabled person's belt.
- A person riding in a vehicle while taking part in a procession organised by or driving on behalf of the crown or a procession which a notice under Section 11 of the Public Order Act 1986 has been issued.

Emergency Vehicles

An exemption exists for persons "driving or riding in a vehicle while it is being used for fire service purposes", however as this is a high risk activity, **TFR has deemed the wearing of seatbelts for operational personnel as a reasonably practicable control and therefore compulsory in all circumstances.** Further sections within this document outline the arrangements in more detail. Notwithstanding the extended provisions detailed above, seatbelts will be utilised on all occasions whilst travelling in emergency vehicles.

Firefighters required to dress in breathing apparatus while proceeding to an incident, should not rely upon the harness of the breathing apparatus secured in its gantry, to provide protection in the event of an accident or sudden deceleration. After dressing in breathing apparatus, seatbelts must be worn.

Seatbelt Defects

Where a seatbelt becomes defective, workshops must be informed immediately and arrangements made for its rectification by them as soon as possible.

Dressing and "Turning Out" to Incidents

Drivers proceeding to and from emergency incidents should wear shoes suitable for driving operations. Fire fighting personal protection equipment must be put on as soon as practicable upon arrival at the incident. Crews (with the exception of the driver) must don fire kit (boots, over trousers and tunic) or Technical Rescue Garment – relevant PPE or wet weather/dry suit and have the seatbelt fastened before the appliance moves off. Drivers and Managers in Charge of appliances will ensure that the crew members are secured with seatbelts prior to moving.

Drivers must also ensure the bay doors are fully open and are not likely to close on the vehicle, before moving. The Manager in charge should ensure all drivers visiting locations as a standby driver familiarise themselves with door procedure immediately on arrival.

Dressing Procedure for an Emergency Call Response whilst Mobile on External Duties or Returning From an Incident

If crews are already on external duties or returning from an incident and receive an emergency call, the appliance driver must pull over at the nearest safe position and allow Fire Crews to don appropriate fire kit. If changes from full fire fighting kit to the technical rescue garment, other relevant PPE or wet weather/dry suit are required, then the vehicle must be stationary. If for any reason it is unsafe or inappropriate to stop e.g. travelling on a motorway, then the manager in charge must notify Fire Control that they will be delayed in responding to the incident. All crew members shall don full firefighting kit or technical rescue garment, other relevant PPE or wet weather/dry suit, breathing apparatus if appropriate, and then secure their seatbelts.

Once all crew members are secured by their seatbelts, they should inform the Manager in charge, and the appliance may proceed to the incident.

Wearing of High Visibility PPE

Drivers of TFR vehicles excluding lease cars and light vans, will utilise a high visibility vest to a minimum of Class 2 standard, when operating vehicles and working on or near roads outwith the vehicle when operational personal protective equipment is not worn. This will require drivers, excluding resilience managers, who have the ability to park in a safe place on response, when commencing a journey to don and wear this high visibility vest until they are able to dress in the required operational personal protective equipment which should be carried out at the earliest possible opportunity on operational response. Where other than operational response driving is carried out, all the above mentioned included drivers are required to don and wear a high visibility vest at all times

Prosecutions, Safety (speed) Cameras

Responding vehicles may be photographed exceeding the speed limit. Under such circumstances a conditional Fixed Penalty Offer or a Notice of Intended Prosecution will be sent to the vehicle's registered keeper.

- Managers responding on emergency calls who become aware that they may have been photographed should **contact Fire Control** and request that the fact be recorded on the relevant incident log as soon as is practicable.
- Leased vehicles are registered to the Leasing Company. Subsequently, the Leasing Company will receive any Fixed Penalty Offers/Prosecution Notices. The Leasing Company will notify the Police to whom the vehicle is leased. The Police, in turn, will then re-issue the notice/offer, allowing a further 28 days to respond.

Notices of Intended prosecution

These notices are routinely received from the Police, generally as a result of services vehicles actuating speed or red light cameras whilst en-route to emergency incidents, TFR will examine all Notices of Intended Prosecution and after thorough investigation will determine **if an exemption from prosecution** will be requested.

Exemptions will only be given if the vehicle is responding to an emergency as a response primary vehicle and that all the conditions within this guidance has been adhered to and can be proved by the Incident log where necessary.

Where the vehicle has been driven outwith exemption guidance, the driver may be liable for prosecution and / or disciplinary action.

Use of Private Transport by Retained Duty System & Volunteer Personnel When Reporting for an Emergency Call Response

Retained duty system and volunteer personnel, when using their private vehicles, must observe all restrictions including speed (as per Highway Code and Road Traffic Regulations), when responding to an emergency call response to their Station. Any private vehicle used must be legal and roadworthy. Retained duty system and volunteer personnel who utilise private transport travelling to their fire station when responding to an emergency call response must be aware that no provision has been made by the organisation to provide enhanced cover for the vehicles in question.

Consequently such personnel are advised to contact their vehicle insurance companies and ensure that their vehicle is adequately covered for such use. Private vehicles must not be used to respond to incident ground.

All retained stations have copies of the TFR guidance note - *HSP 1 Responding to Turnouts*. Employees should adhere to this guidance at all times.

Employees should dynamically assess their response requirements to the turnout request, to ensure they use the safest method of transport available.

It is important that employees travel to ensure they arrive at the station safely and thereby protect themselves from injury and ensure that they can carry out their functions to protect the community.

Employees Using Bicycles

Employees may at times utilise bicycles both for working travel, i.e. Fire Safety visits in Perth and in personal transport to and from work. In relation to the use of bicycles for travel on behalf of the organisation, there is a requirement for suitable training to be provided before an employee commences using such transport. Suitable PPE will be provided to employees and must be utilised while travelling on bicycles for work.

Employees using bicycles to and from work do so at their own risk, however it is advisable that employees should wear the required PPE when doing so. Specific care should be taken by employees on entering or leaving operational areas or other station areas to ensure that the access and egress routes are suitable for use by bicycle and report to a relevant manager should issues arise. Suitable storage for bicycles is provided on stations for this purpose. Employees riding bicycles in operational areas should ensure that they are aware of other traffic and ensure that they are clearly visible to other traffic.

Operating off the Tarmac Roadway / Hard Standing

A critical operational need must exist before even considering taking a vehicle onto unmade surfaces. The decision to operate off road rests with the incident manager and vehicle driver, who will, after undertaking a dynamic risk assessment, take full responsibility for any outcome.

- Driving onto unmade roadways is always hazardous, e.g. hard ground is often soft underneath and liable to cause appliances to bog down.
- Off road gradients should be negotiated with extreme caution, e.g. instability could occur resulting in the vehicle sliding sideways and possibly rolling over. This may be more of a hazard for vehicles with high centre of gravities.
- Whenever possible, vehicles should exit the area along the route of entry. Drivers should be alert to the suitability of available alternatives.
- Vehicles should be parked facing an exit so that even in poor visibility, the driver can head out in the correct general direction in an emergency, Drivers must bear in mind that persons may be working/present in the area and proceed with extreme caution.
- Full consideration to road surface suitability for travelling must be given, especially in icy, snow bound or other slippery conditions. Drivers must consider the safety of the vehicle in relation to its weight and possible consequences of travelling on such surfaces prior to considering travel. In situations where doubt exists, drivers must seek further advice from a line manager or relevant other manager prior to travel.

Drivers of Aerial Appliances must ensure that for operation of the boom package and in relation to the heavy weight of the vehicle that hard standing is maintained for operation at all times and operated in conjunction with the training and information provided. Special consideration should be given to avoiding manholes and drain or utility covers as they will be unlikely to withstand such weight and increase the risk of a collapse occurring and damage to the vehicle and utilities involved.

NOTE: WHERE ANY DOUBT EXISTS REGARDING THE SUITABILITY OF THE SURFACE TO TAKE THE WEIGHT OF THE VEHICLE, THE VEHICLE SHOULD NOT PROCEED.

Speed Limits and Emergency Response Levels

Non Response Vehicles

Road Traffic laws, Regulations and speed limits must not be exceeded. Vehicles must be driven at safe speeds within the legal speed limit at all times, consistent with conditions of the road, the weather, the density of the traffic and the surrounding environment (e.g. school area).

Primary Response Vehicles

Primary response vehicles are defined as:

- Pumping/Rescue appliances responding to emergency incidents.

- Special appliances responding to an emergency incident.
- Responding managers when required under the incident command system for incident command duties.

When proceeding to emergency incidents as a primary response vehicle it is permitted to use both audible and visual warnings. The vehicles must not exceed the limit set for the vehicles of the organisation as detailed in a table within this document. This table also includes capped maximum speeds, which must not be exceeded. Exceeding speed limits should not be the norm and should only be carried out further to a satisfactory dynamic risk assessment. Taking into account the nature of the road, the population affected and the specific road conditions.

Where there is a temporary road speed restriction or special speed limits attributed to movement within industrial estates or private property, then the speed should not exceed 50% above the advised speed limit. **An exception to this is 20 mph speed limits at schools etc., which must not be exceeded.**

Temporarily Promoted Resilience Managers

Temporarily promoted resilience managers who have not successfully completed a Responding Officers Course or acceptable interim training course (EFAD) should only respond to incidents under normal road speed regulations.

DIM Vehicles, Specialist Vehicles and Operating Personnel

The use of specialist vehicles by TFR requires that suitable information and training is required to be provided, prior to operation of such vehicles, to the personnel operating them due to the differing handling characteristics that may be prevalent. This category of emergency response vehicles includes prime movers, DIM vehicles, Water equipment transport (including Boat transport) and other such emergency response vehicles with trailers.

For Large goods vehicles the speed limit is dependent on the nature of the road e.g. whether it is single or dual carriageway and dependant on prevailing road conditions.		
Primary Response vehicles e.g. Fire Appliances and other responding vehicles other than cars		
Maximum Speed limit is 50% above the speed limit		
Speed Limit	Single Carriageway	Dual Carriageway
20 Mph	30 Mph	30 Mph
30 Mph	45 Mph	45 Mph
50Mph	62 Mph* maximum capped speed	As per vehicles manufacturers set limitations
60 Mph	62 Mph* maximum capped speed	
70 Mph	N/a	
Primary Response Cars		
Speed Limit	Maximum permitted speed (50% above the legal speed limit)	
20 Mph	30 Mph	
30 Mph	45 Mph	
40 Mph	60 Mph	
50 Mph	75 Mph	
60 Mph	80 Mph Maximum Capped speed	
70mph	90 Mph Maximum Capped speed	
Non responding Vans and Minibuses		As per standard highway code speed limits for cars.
Fiesta Vans or vans under 2 tonnes Maximum Gross Weight		

Ford Connect etc. over 2tonnes maximum gross weight: 60 mph maximum speed

Capped speeds are set as a corporate policy by the organisation, based on the balance of risks. Legal exemptions do not offer protection for those driving at a speed or in a manner, which is dangerous, or in a manner which could amount to driving without due care and attention.

Road and Environmental conditions must be considered prior to deciding to exceed speed limits. Drivers are responsible for ensuring the safety of themselves, passengers and other road users at all times irrespective of emergency response.

Secondary Response Vehicles

Secondary response vehicles are defined as:

- Personnel attending who do not form part of the Incident Command System e.g. On call Transport Manager, Safety Manager or other such authorised manager or employee.

When **proceeding** to emergency incidents as a **secondary response vehicle**, drivers must comply with all speed limits set by Road Traffic laws. Secondary response vehicles are only permitted to deploy blue lights and audible warnings where permitted, relevant and fitted, in order to clear access to the restricted areas at the incident location. The key message in all instances is **Drive to Arrive**.

Mobile Phones

Use of a hand-held mobile phone whilst driving is illegal. Employees will not make or receive calls from any mobile phones while driving. Where a driver requires to make a call the vehicle must be stopped and parked with the engine switched off. Employees are encouraged to utilise such mobile telephone or organisation voice mail facilities available to avoid answering the call until such time as the driver can stop in a safe place to use the phone. In the case of appliance mobile phones, drivers must not use mobile phones unless they are stationary. The Manager in charge or member of the crew may answer the call when it is safe to do so. If the call is received at an inconvenient point then the call should be allowed to divert to a voice mail facility if available or left unanswered until it is possible to answer or return the call safely. Flexi duty drivers and specialist drivers 'on cover' must also comply with the above instruction.

Hands free installations for vehicles fitted as standard in a vehicle or as an after market fitment will be used where necessary in accordance with the section above on mobile phone use. It should be borne in mind that the use of hands free devices for mobile phone usage does not infer immunity from prosecution. The main criteria to be considered is the safe maintenance of control of the vehicle at all times, and as such drivers must understand, as per the Highway Code, that the inappropriate use of any communications device whilst driving could cause them to be charged with 'failing to have proper control of their vehicle', or prosecution for careless or dangerous driving.

Main Scheme Radios and Pagers

The use of the TFR main scheme radio's and pagers (Blackberry) by an appliance driver - will be prohibited whilst the vehicle is in motion. Resilience Managers, who attend an operational incident, may use hands free technology available but only when it is safe to do so otherwise they must pull over at the nearest safe position to confirm that they have been assigned to the incident.

Procedure for Approaching Red Light Signals

Drivers of emergency vehicles may use their discretion at red traffic lights when observance of the red light would hinder the purpose for which the emergency vehicle is being used for on that occasion. The vehicle shall not proceed beyond the stop line in a

manner or at a time likely to endanger any person or to cause the driver of any vehicle proceeding in accordance with the indications of light signals causing it to change speed or course in order to avoid an accident; unless otherwise directed by a uniformed Police Officer.

All emergency response drivers must treat all red traffic lights including pedestrian crossings, as a 'give way' sign. The vehicle must slow down to a 'virtual stop' at all times, regardless of the view, traffic conditions or time of day.

A Virtual stop is defined as a good walking pace, not exceeding 10mph. Carrying out this 'virtual stop' gives other road users who are proceeding through the green light the benefit of responding to the emergency appliance safely. If there appears to be a clear route, the driver must risk assess the situation first before proceeding.

If there is no clear route through, the appliance must come to a stop, a minimum of 4-5 car lengths back from the last vehicle, and cancel its sirens. If the lights are at red and there are pedestrians crossing in the roadway, you **must** stop and cancel your sirens.

The use of sirens to 'force' other vehicles through red lights must not be used; **Under no circumstances must drivers proceed through a red light at a railway level crossing.**

This need not preclude a driver from taking advantage of any priority voluntarily conceded by other road users where this can be done in safety; but the ultimate responsibility for avoiding danger and ensuring the safety of other road users including pedestrians will rest with the driver.

Red lights given by pedestrian operated signals should be treated in the same manner as all other red traffic signals, Regulation 10, Section 36 of the Traffic Signs Regulations and General Directions 2005, states the following:

(a) subject to sub-paragraph (b) and, where the red signal is shown at the same time as the green arrow signal, to sub-paragraphs (f) and (g), the red signal shall convey the prohibition that vehicular traffic shall not proceed beyond the stop line;

*(b) When a vehicle is being used for **fire brigade**, ambulance, bomb or explosive disposal, national blood service or police purposes and the observance of the prohibition conveyed by the red signal in accordance with sub-paragraph (a) **would be likely to hinder the use of that vehicle for the purpose for which it is being used, then sub-paragraph (a) shall not apply to the vehicle**, and the red signal shall convey the prohibition that that vehicle shall not proceed beyond the stop line in a manner or at a time likely to endanger any person or to cause the driver of any vehicle proceeding in accordance with the indications of light signals operating in association with the signals displaying the red signal to change its speed or course in order to avoid an accident;*

Signals from other drivers or pedestrians that it is safe to proceed should always be disregarded. Caution should always be paid to the possibility of confusion of other

drivers and to the possibility of other drivers ignoring vehicles that have stopped to allow the appliance to proceed and overtaking them. Do not give advice, as this may be mistaken and further confuse the situation, be patient.

- Visual warning devices should also be in continuous operation
- Audible warning devices should also be operated in the most effective manner to ensure good progress is made.

Traffic Signs

A provision is made within the Traffic Signs and General Directions Regulations 1994 which allows emergency response drivers, responding to an emergency, to **disregard the sign** consisting of a diagonal white arrow on a blue circular background (**pass to the left or pass to the right**) when observance of the sign would hinder the purpose for which the vehicle is being used.

It also states that emergency response drivers taking advantage of the foregoing provision must take proper precautions to ensure that no danger is caused to any other road user who may be using the road. Failing to ensure that roads are clear of danger before utilising this can result in prosecution of the driver where an accident occurs or may have occurred.

Police Signals

Signals given by police officers must be complied with at all times. The practice of the Police is to assist the passage of vehicles. By ignoring police signals drivers endanger life and property and may also render themselves liable to prosecution.

Driving in Fog and Other Hazardous Conditions

Fog is one of the most dangerous weather conditions as an accident involving one vehicle can quickly involve many others especially if they are travelling close together.

When visibility is reduced switch on dipped headlight but please remember if you use fog lights you **MUST** switch them off when visibility improves.

Using fog lights at other times such as in rain can dazzle following drivers and will render you liable to prosecution.

In accordance with the Road Vehicles (Rear Fog Lamps) Regulations, rear fog lamps shall be used during conditions of adverse visibility (less than 100 metres) such as fog, smoke, heavy rain or spray, snow, dense cloud or similar conditions, The Regulations allow for rear fog lamps to be used by vehicles whilst stationary at emergency incidents.

Remember: IF THE FOG IS VERY THICK AND YOU CAN SEE THE REAR LIGHTS OF THE VEHICLE AHEAD THEN YOU ARE TRAVELLING TOO CLOSE TO STOP IN AN EMERGENCY.

Driving in other hazardous conditions.

Hazardous conditions can be defined within heavy rain, snow, sleet or ice on the roads. In these situations drivers must use all caution and drive within the parameters that are prevalent at the time to ensure the vehicle remains in a safe condition while traversing such conditions.

Fend Off Positions

Drivers arriving at a road traffic collision or other such incident on a public highway will follow the training provided to them and the guidance of the Fire and Rescue Service Manual Vol. 2 Incidents involving rescue from road vehicles and adopt such fend off and other procedures to safeguard, themselves, their crew and their vehicle from harm.

Road Junctions

All road junctions must be approached with the utmost **caution**. The ultimate responsibility for avoiding danger and ensuring the safety of other road users, including pedestrians will rest with the driver. Any collision might well prevent the vehicle from reaching its destination and may also block the road for other emergency services.

Traffic Calming Measures

Traffic calming measures can be particularly damaging to vehicles. Therefore, special care must be taken when negotiating speed ramps. A maximum speed limit of 15 mph should be applied when negotiating speed ramps.

Reversing or Manoeuvring

An appliance should never reverse without supervision, even on vehicles fitted with reversing cameras. An employee or a responsible person must be utilised to ensure the manoeuvre can be undertaken safely and it is the responsibility of the driver and manager in charge to ensure this is the case.

Before commencing any manoeuvre, the driver should brief the manager in charge and/or the person designated to supervise the manoeuvre of their intentions and eventual location.

The Manager in charge and driver should satisfy themselves that the intended manoeuvre can be safely carried out and that adequate assistance is in place before allowing the manoeuvre to commence. The Manager in charge and/or any other personnel supervising should satisfy themselves that the intended manoeuvre can be safely carried out and that adequate assistance is in place before allowing the manoeuvre to commence. The Manager in charge and/or any other personnel assisting a manoeuvre should ensure marshalling of vehicles are carried out as per The Fire Service Training Manual, Volume 4, Section 3.9.

Drivers should not deviate from the planned manoeuvre unless the Manager in charge and/or persons assisting have been informed to ensure adequate supervision is in place.

Drivers and persons guiding drivers must ensure that adequate space, width, height, etc. is available for the intended manoeuvre and that no obstructions exist which could hinder its safe completion. Those assisting a manoeuvre should ensure all persons especially members of the public are kept well clear of the manoeuvring vehicle. Reversing will be carried out at slow speed. The driver must be in complete control of the vehicle and be prepared to stop immediately on instruction from the person or persons assisting. Persons guiding drivers must ensure that they are seen at all times by the driver while carrying out manoeuvres.

Any persons assisting a driver must keep clear of a reversing vehicle and at no time should they place themselves between a reversing vehicle and any possible obstruction. Attention should be given to the underfoot conditions ensuring that no hazard exists which could give rise to a slip or trip risk.

Any persons assisting a manoeuvre must remain vigilant throughout and be prepared to instruct the driver as required.

Reverse Running Under the Instruction of Police

It may be necessary for appliances to proceed along a carriageway on the opposite direction to the normal flow. This action should only be taken when the carriageway is completely blocked and traffic has ceased to flow on the carriageway concerned. Confirmation by the Police at the incident, of the carriageway being completely blocked is to be sought by the Manager in charge.

The appliance carrying out the manoeuvre will be the one normally sent to the opposite carriageway. The crew will receive instructions from Fire Control to remain at the access junction to the motorway (exit slip road). When confirmation has been received from Police Control that no traffic is flowing on the affected carriageway the appliance will be instructed by Fire Control to carry out the “Reverse Running” procedure.

The appliance carrying out this manoeuvre should proceed up the exit slip road, on the hard shoulder with all audible and visual warning devices operational.

ON ARRIVAL AT THE INCIDENT, THE APPLIANCE SHOULD BE POSITIONED TO FACE IN THE NORMAL DIRECTION OF TRAFFIC FLOW, AS SOON AS POSSIBLE AND UTILISE FEND OFF PROCEDURES WHERE RELEVANT.

Audible and Visual Warnings

The purpose of audible and visual warnings is to alert other drivers and pedestrians and, if necessary, to get them to change speed and direction.

Audible Warnings

Emergency audible warnings will only be sounded on responding managers vehicles when proceeding on emergency blue light response journeys, except when it is clear from the nature of the conditions that the use of audible warnings is unnecessary to achieve priority on the roads (effective non use).

Audible warnings will only be utilised to such an extent as is necessary having due regard to traffic conditions and the surrounding environment. Discretion must be exercised in the use of audible warnings between 2330 and 0700 hours.

Particular care should also be exercised in close proximity to:

- Pedestrians in a busy high street or shopping complex.
- Residential areas at night.
- Hospitals, elderly persons' homes.
- Animals on the roadway, for example, horses, cattle or sheep.
- When driving through underpasses or tunnels.

Problems caused by inconsiderate use of audible warnings can cause shock, alarm and inconvenience. In foggy weather they may cause confusion to other road users and the danger of accidents is increased.

The sounding of an emergency audible warning on a responding manager's vehicle does **not** ensure the right of way and it must not be assumed other road users can hear it. Drivers must not, therefore, place reliance on these warning devices, but must always be aware of the reactions of other road users who may not have heard the warning or may not have realised its significance.

Visual Warnings

Flashing beacons and dipped headlights on responding managers cars will always be used when proceeding on emergency blue light response journeys to indicate to other road users the urgency of the purpose for which the vehicle is being used and to warn other road users of the presence of the vehicle on the road.

Full beam headlights should not be used whilst responding under emergency response conditions unless there is a need to use full beam in low visibility lighting. Full beam headlights should not be used where they will cause inconvenience to other road users especially at night.

Responding vehicles equipped with magnetic blue flashing lights will only have the blue flashing lights in position when they are in use, when not in use the lights should be stowed safely inside the vehicle. The use of magnetic devices is subject to manufacturers recommendations in relation to fitment, securing to vehicle and maximum speed requirements.

Employees utilising such devices must ensure that they are aware of the correct requirements for the use of the devices and comply with any manufacturers instructions. Damage to vehicles has been caused in the past by magnetic devices falling from vehicles.

Responding managers cars equipped with magnetic blue flashing lights must not use audible warnings unless such lights are in position and working.

Permanently appointed managers will be required to have their vehicle adapted for safe use as emergency blue light responders through the fitting of blue lights and audible warning devices.

Fitting of Audible and Visual Warning Devices

Technical Services will arrange for the fitting of visual and audible warning devices by an authorised contractor.

Emergency blue light responding managers vehicles will be provided with:

- An electrical connection for use with a removable roof mounted blue flashing light/ additional visual warning device if there is not one already provided.
- A magnetic, removable roof mounted blue flashing light.
- A non permanent blue night hawk light which should be for forward only display of blue lights.
- Audible warning siren.
- Permanently fitted covert blue flashing effect lights on the front of the vehicle around the radiator grille area except in the case of temporary promotions where the dashboard light will be supplied.

Leased car hirers will be encouraged to discuss with the installing engineers the location of switches and lights to their mutual satisfaction and in accordance with Road Traffic Act and Vehicle Construction and Use Regulations.

Reporting and Maintenance

Accident and Near Miss Reporting

All accidents must be reported as per procedures for vehicle accident recording. In addition, a TRS9 Motor accident report form must be completed and sent to General Admin at HQ, Blackness Road, Dundee regardless of whether injury has been sustained. Should injury have occurred an HS 14 report form must also be completed and forwarded to the Line Manager for completion. A report must be made to Fire Control who will advise the Duty Manager, Safety Manager and Fleet Co-ordinator to attend any serious incident or where a third party vehicle or property has been damaged.

Failure to report accidents or damage to TFR or other persons vehicles or property following an incident may result in disciplinary action being taken against the employee involved.

For the protection of the driver in the case of a fatality involving an employee or a member of the public, the driver will be removed from driving duties immediately and shall remain so until the completion of an Occupational Health referral and a review of the drivers training requirements.

Drivers may be required to attend a driving assessment and/or receive further training as a result of their involvement in a serious accident and/or the findings of an accident investigation.

The training required will be determined on an individual basis and designed to address any specific needs that have been identified.

Corporate Services Department shall notify the Fire and Rescue Board Insurers, but it is the responsibility of the individual drivers to notify their own insurance companies of any such information as their insurers policies require.. Drivers may make an application to Tayside Fire and Rescue to have any resulting premium increase reimbursed at the discretion of the Chief Fire Officer or delegated manager.

Dundee City Council Insurance and Risk Management Section shall be notified of any serious accident/injury, or fatality involving a member of the public or own employee (01382 434000). This is in addition to statutory notifications which may be required under health and safety and other legislation.

Regulation 10 of RIDDOR states that accidents caused by moving vehicles on the road are not reportable to the HSE unless they involve or are connected with:

- Exposure to any substance being conveyed by road.
- Vehicle loading and loading activities.
- Construction, demolition, alteration, repair or maintenance activities on or alongside public roads; or,
- An accident involving a train where a person was killed or injured.

Vehicle/Appliance Log Books

A vehicle log book is provided for each vehicle, and must be completed for every journey. Log books are unique to each vehicle; the vehicle details shall be recorded in the logbook.

The purpose of the book is to record driver's journey miles. It is the Driver's responsibility to record the necessary details of each journey made. Before the end of each shift the driver must accurately enter a record of all hours and miles. Pages must never be removed from the log book; errors must be crossed out and initialled. Correction fluid must not be used on any log book or vehicle documentation.

Drivers daily checklist log books must be kept within the vehicle for a period of one month when these log books must be forwarded to the Fleet Co-ordinator to be associated with each vehicles maintenance file. Drivers of lease cars will carry out a weekly check utilising the approved weekly driver checklist form and these will be kept in the vehicle glove box for inspection as required.

Caring for Vehicles – Non Fleet Support Vehicles

Under the Road Traffic Act it is the driver's responsibility to ensure any vehicle they drive on public road is roadworthy. If there is any doubt about vehicle roadworthiness it will not be driven until the problem has been resolved. The manager authorising the use or designated person in each work area is responsible for ensuring there is a process in place for checking and maintaining the roadworthiness of all vehicles used for in connection with the organisations business.

Business Use of Employee Owned Vehicle

Employees using their private vehicles whilst on TFR business must comply with the following conditions:

- Use is authorised by TFR through official procedures.
- The driver holds a valid and current licence for the vehicle they intend to use.
- The vehicle has a current MOT certificate where required.
- The vehicle is fit for purpose, roadworthy, regularly maintained and serviced. It is the responsibility of the employee to complete the checks required on a weekly basis.
- The vehicle holds current road tax where required.

The Line Manager must ensure the above requirements are met, by completing physical checks as required.

Condition of Vehicles

Technical Services Department will provide a full "in house" repair and preventative maintenance support to the vehicle fleet and ancillary equipment and also utilise mobile servicing and maintenance facilities to provide a 24-hour 7-day call-out service for technical support at stations and major incidents.

Standards

Repairs and maintenance will be carried out to at least the standard required by the Department of Transport's vehicle inspectorate both in mechanical requirement and the timescale of inspection frequency.

To achieve this, technicians and supervisors will undertake the Department of Transport's training course and any such manufacturers recommended courses, where they will receive training on specialist test equipment and in relation to processes specific to the fleet vehicles and plant used by the organisation. Technicians are required to be regularly assessed for competency.

Fleet Servicing

Each fleet vehicle will be subject to a 12-monthly routine major service on a rolling basis. This service involves all aspects of mechanical, electrical and bodywork components of the vehicle, together with ancillary equipment such as ladders and light portable pumps. Additional work at this time may also include equipment stowage upgrades/modifications.

All major appliances will be subject to a 3-monthly safety check and carried out at Workshops. Fleet support vehicles ie cars and vans will be subject to twice yearly inspections and servicing. One of these services will also include arranging the yearly MOT test, where required.

Defect Reporting

All defects must be reported by the users to Workshops utilising the TRS 6 Form. The Workshop supervisor will scrutinise and allocate defects on a priority basis to the engineers. Any defects affecting the fire fighting capability of a station will be dealt with in the first instance by Workshops.

At night and weekends this will be the decision of the Duty Manager and the Duty Mechanic dispatched using a dedicated Technical Support Vehicle. Defects of a minor nature may be left until an economically viable journey using one technician visiting many stations in a dedicated service / maintenance vehicle, thus clearing numerous minor defects in one journey.

All Fleet Vehicles will be subject to a handover check. The driver will conduct this check and record their findings on the approved drivers daily checklist Log Book. Non Fleet vehicles e.g. leased vehicles will be subject to a weekly safety check. The driver will conduct this check and record their findings on the approved form. Any employee requiring advice on how to conduct daily/weekly safety checks should contact Technical Services Department. Each driver will carry out the handover check when taking charge of a vehicle regardless of whether a previous check has been carried out (excluding drivers taking charge for a short period e.g drive back for efad qualification purposes). The checking of vehicles is a mandatory personal responsibility for each driver. Failure to carry out checks or report defects on fleet vehicles may render an employee liable to disciplinary action.

Legal Penalties, Speeding fines and Parking Tickets

Authorised drivers of organisation vehicles including leased and hired in vehicles, are individually responsible for any legal penalties which may be levied in relation to driving on behalf of the organisation. Where an employee incurs a speeding fine or a parking ticket or other such sanction. The driver will be responsible for the consequences of such actions.

Line Managers will consider whether any further remedial or other requirement any such legal actions levied against an employee is necessary.

Breakdowns

Workshops provide a maintenance and repair service including breakdown assistance for the organisations own fleet of vehicles within Tayside. Breakdown assistance is collated through Technical Services Department vehicle workshops during normal workshop operating hours.

These are Monday - Thursday 08.00 till 16.30, Friday 08.00 till 14.30. Outside these hours and at weekends the requisite Duty Manager collates this information.

In addition Tayside Fire and Rescue also have in place a contract for breakdown recovery for all of its own vehicles both appliances and support with a nationally affiliated breakdown company, therefore Workshops should be notified at first instance of any breakdown for advice. Heavy breakdown recovery is sourced from a reputable contractor on requirement.

Lease Vehicles

The above does not cover lease cars but as part of the lease conditions a national breakdown company covers these vehicles. (The company will differ with different lease contracts). Drivers should refer to lease company provided information in the vehicle.

Essential/Casual Car Users

These are not covered by the organisations breakdown services and contracts owners are encouraged to source personal cover.

Vehicle Safety and Security

Any vehicle used in connection with the organisations business must be fit for purpose (e.g. carrying loads safely, travelling off road or in adverse conditions).

All vehicles must be adequately maintained, all fleet vehicles will be maintained in accordance with approved schedules as published by Fleet Workshops. Privately owned vehicles should be maintained in accordance with manufacturers recommendations and where required hold a current MOT.

Monitoring and Review

Tayside Fire and Rescue will monitor and review this policy in accordance with the responsibilities outlined within the policy responsibilities as detailed in this document.

Appendices 1 – 8

Appendix 1

Click here to view [HS-40](#) Application to Drive Tayside Fire and Rescue Vehicles

Appendix 2

Click here to view [HS-41](#) Annual Licence, Insurance and MOT and Safety Audits Checks

VEHICLE CATEGORY DESCRIPTIONS ON DRIVING LICENCES

Appendix 3

Description	Category	Minimum age	Notes
Motorcycles			
 Light motorcycles with a cubic capacity not exceeding 125cc and of a power output not exceeding 11kW(14.6bhp)	A1	17	
 Motorcycles up to 25kW(33bhp) and a power to weight ratio not exceeding 0.16kW/kg.	A	17	
 Motorcycle combination with a power to weight ratio not exceeding 0.16kW/kg	A	17	
 Any size motorcycle with or without a sidecar	A	21	See note 1
3 or 4 wheeled light vehicles			
 Motor tricycles/quadracycles up to 550kg unladen	B1	17	See note 2
Cars			
 Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	17	See note 2
Automatic cars			
 As cars, but with automatic transmission	Automatic	17	See note 2
Cars with trailers			
 Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B	B + E	17	
Medium sized vehicles			
 Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	18	See note 3/8
Medium sized vehicles with trailers			
 Vehicles between 3500kg and 7500kg with a trailer over 750kg - combined weight not more than 12000kg	C1 + E	21	See note 3
Large goods vehicles			
 Vehicles over 3500kg with a trailer up to 750kg	C	21	See note 4
Large goods vehicles with trailers			
 Vehicles over 3500kg with a trailer over 750kg	C + E	21	See note 4
Minibuses			
 Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg	D1	21	See note 5
Minibuses with trailers			
 Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	D1 + E	21	See note 5
Buses			
 Any bus with more than 8 passenger seats with a trailer up to 750kg	D	21	See note 5/9
Buses with trailers			
 Any bus with more than 8 passenger seats with a trailer over 750kg	D + E	21	See note 9
Agricultural tractors			
	f	17	See note 6
Road rollers			
	g	21	See note 7
Tracked vehicles			
	h	21	
Mowing machine or vehicle controlled by a pedestrian			
	k	16	
Mopeds			
	p	16	

Note 1	Age 21 or 2 years from date of standard A test pass	Note 6	Age 16 for tractors less than 2.45m wide. It must only pull trailers less than 2.45m wide with two wheels, or four close coupled
Note 2	Age 16 if you are getting Disability Living Allowance (Mobility Allowance) at the higher rate	Note 7	Age 17 for small road rollers with metal or hard rollers. They must not be steam powered, weigh more than 11.69 tonnes or be made for carrying goods
Note 3	Age 18 if combination weight is under 7500kg	Note 8	Age 21 if combination weight is over 7500kg
Note 4	Age 17 if member of armed forces Age 18 if member of young drivers scheme	Note 9	Category D entitlement is required to drive an articulated ('bendi') bus. Further details can be obtained from DVLA.
Note 5	Age 17 if member of armed forces Age 18 (i) while learning to drive or taking your category PCV driving test; (ii) after passing category PCV test when driving a PCV in certain limited circumstances (iii) not engaged in the carriage of passengers		

SPEED LIMITS

Appendix 4

Following research and risk assessment and in order to minimise **risk to both the public and TFR** personnel the following maximum speed limits will be applied by Tayside Fire & Rescue to vehicles attending incidents.

The key message is to **‘DRIVE TO ARRIVE’**.

The TFR speed limits are: 50% above the legal speed limit excluding dual carriageways, motorways and 20 Mph areas near Schools.

For large goods vehicles the speed limit is dependent on the nature of the road eg whether its single or dual carriageway		
Primary Response vehicles eg Fire Appliances		
Speed Limit	Maximum Speed limit is 50% above the speed limit	
	Single Carriageway	Dual Carriageway
20 Mph <i>Where the limit is accompanied by flashing lights indicating schools etc. The limit remains at 20 mph</i>	30 Mph	30 Mph
30 Mph	45 Mph	45 Mph
50 Mph	60 Mph * maximum capped speed	*As per the limitation set on the vehicles by manufacturers requirements up to a maximum of 75 mph
60 Mph	60 Mph *	
70 Mph	75 mph*	

PRIMARY RESPONSE CARS AND OTHER VEHICLES (EXCLUDING LGV'S)	
Speed Limit	Maximum permitted speed (50% above the legal speed limit)
20 Mph	30 Mph
30 Mph	45 Mph
40 Mph	60 Mph
50 Mph	75 Mph
60 Mph	80 Mph Maximum capped speed
70 Mph	90 Mph Maximum Capped speed

These are maximum permitted speeds not targets and should only be used in ideal conditions. Adverse conditions should always lead to a reduction to speed commensurate with the prevailing situation. These speeds are only permitted for vehicles that satisfy the conditions for **primary response**.

Appendix 5

Click here to view [HS-42](#) Driver Risk Assessment

Appendix 6

HOW TO COMPLETE THE DRIVER RISK ASSESSMENT FORM.

INITIAL INFORMATION:

Along with the driver's name and assessment date, the driver's staff group, vehicle driven* and workbase should be recorded. This may be helpful, when the overall analysis is carried out, in highlighting specific locations and/or departments exposed to higher road risk.

In the event a driver uses more than one of the vehicle categories the assessment should be based on the category driven most frequently.

Scoring:

Score each criterion within each of the 3 sections by marking the appropriate column against the risk. The importance of scoring and criteria will be evident when you come to Risk Prioritisation at the end of the exercise. The score for each of the three sections is the highest score recorded for any one criterion as opposed to an aggregate of all criteria in the section. eg Section 1, Driver Risk, if the highest score is 2.5 for "licence held for less than 2 years", then 2.5 is the score entered for the section.

Section 1

Driver Risk:

The driver has the biggest influence over the likelihood of being involved in a crash so is covered first. The number of years an employee has held a full licence, the number of crashes they have had and the number of driving convictions they have, are indicators of the risk that they face on the road. The insurance companies use this information in their calculations for determining insurance premiums. The more recent the crashes or convictions, the higher the risk of being involved in a crash.

Age:

The driver's age has a great effect on the risk of crashing. Statistics from the Transport Research Institute (Road User Behaviour Division) show that drivers under the age of 20, especially men, are most at risk of having a crash, and that the safest drivers tend to be aged over 30 but under 60. At 60 the risk increases again.

Number of year's licence held:

Less experienced drivers are more likely to be involved in crashes whatever the age. Employees who do not have a driving licence for the country where they drive most should score very high risk, as it may be an indication that they are not fully aware of the country-specific laws, rules and regulations.

Crash Record:

Drivers who have recently had crashes, regardless of "blame", are more likely to be involved in subsequent crashes than those who have not crashed. The assessor should refer to records for this information.

Driving Convictions:

Drivers who break the law are more likely to be involved in crashes than law-abiding drivers.

Medication:

Certain medications can cause drowsiness although many drivers ignore the warnings on the medicine label and continue to drive after taking it. This can be a particular problem with, for example, some cold and hay fever remedies. The assessor should determine whether the driver uses any such medication during the year (including regular medication) and, if the driver does not know the warnings associated with the medication that he/she uses, score it as a Yes.

Training:

The training a driver receives can have a big influence on the risks they face on the road. Drivers with an advanced driving qualification, for example, face lower risks than other drivers.

Section 2**Journey Risk:**

After the driver, the types of journeys undertaken have the next biggest influence on the risk of a crash. This covers the number of miles driven per year and also where the journeys take place and on what type of roads.

The more miles an employee drives, the bigger the risk they face of being involved in a crash.

Total Miles driven per year:

The number of miles driven is a reliable indicator of risk as the more time the employee is behind the wheel, including commuting to and from work, the more chance they have of being involved in a crash.

Average time driving per day:

This is sometimes difficult for an employee to estimate, especially if they are irregular or occasional business drivers. It may be necessary for an employee to give a best estimate of the time they spend driving over a typical week or month.

Average length of working day:

This question determines whether fatigue could be induced by the overall time that an employee is at work, including driving. This should include commuting as this will influence the level of fatigue. Line Managers and staff should be particularly mindful that travel time is

a legitimate part of the working day for many staff working in and from the rural areas of Tayside.

Time spent driving between midnight and 6 am:

The human body's natural body-clock expects to be asleep between the hours of midnight and 6.00am, and so drivers driving during these hours are more likely to feel tired at the wheel, and in the worst cases, fall asleep.

On-Call Commitment:

Drivers who are "called out" may be inclined to drive faster than normal to their destinations. Research clearly shows that fast driving is directly linked to road traffic accidents.

Section 3

Vehicle Risk:

The vehicle, whilst important, has the least influence of the three major areas of risk. Some vehicle features can help prevent crashes but many are passive features that help protect a driver in the event of a crash and thus minimise the severity of the collision. Employees who drive more than one category of vehicle should assess the vehicle they use most.

Engine Capacity:

In general, the higher the performance of a vehicle the more likely it is to contribute to a crash. This is especially true with young and inexperienced drivers, or drivers who are used to vehicles of lesser power. The scoring for cars and vans is different to that for motorcycles.

ABS (Anti-Lock Braking Systems) Fitted:

The Anti-lock Braking System (ABS) on a vehicle is an active safety feature that can help the driver avoid a crash in an emergency situation by giving them the ability to steer under heavy braking. This is a safety benefit provided that the driver knows how to use the system correctly.

Front Airbags:

These are passive safety features that work to protect the driver and passenger in the event of a frontal impact, when used in conjunction with the safety belts. They do not reduce the likelihood of a crash but can lessen the severity of any subsequent injuries. If there is a driver airbag but no passenger airbag, it can be scored as if there were both if it is the case that only the driver is in the car on work journeys (which is usually the case).

Side Airbags:

These are also passive safety features that work to protect the driver and passenger in the event of a side impact. They do not reduce the likelihood of a crash but can lessen the severity of any subsequent injuries.

High Level Brake Light:

This is another active safety feature. It can give drivers following behind an early indication that the vehicle is braking and thus lessen the risk of a rear-end collision.

Euro NCAP:

Euro NCAP was established in 1997 and "provides motoring consumers with a realistic and independent assessment of the safety performance of some of the most popular cars sold in Europe." Euro NCAP also encourages "significant safety improvements to new car design". (Source: <http://www.euroncap.com/index.htm>)

Details on the safety performance of models tested to date can be found on the above website. Alternatively enquiries regarding scoring could be made to the vehicle manufacturer, or its local agent.

Section 4**Total Risk Score:**

The lowest possible Total Risk Score (A + B + C) is 1.5 and the highest possible score is 5.

Section 5**Risk Prioritisation:**

Actions to address risk should be prioritised according to the score, i.e. the higher the score, the sooner that risk should be reduced. To prioritise, go back to the original assessments to see how each individual aspect of each section was rated. So for example, an assessment which shows very high and high ratings for all the aspects of "Driver Risk" requires action before one which shows only one aspect as very high.

Section 6**Proposed Risk Reduction Measures:**

The line manager should, with the driver completing the form, identify appropriate and reasonably practicable measures to reduce the driver's risk profile.

Such measures could include:

- Reducing the work related driving requirement
- Practical driver refresher training
- Advanced driver training
- Defensive driving training
- Special skills training e.g. skid pan, vehicle loading
- Providing a more appropriate vehicle.
- Improving the vehicle specification.

Advice on any of the above may be sought from the Technical Services Department/Personnel Services, Training and Development or the OHSWB Unit for medical issues.

N.B. Any training agreed should be included in the driver's Personal Development Plan (PDP).

Appendix 7

Click here to view [HS-43](#) Journey Risk Assessment Checklist

Appendix 8

Click here to view [HS-44](#) Authority to Use Employee Owned Vehicle on TFRBusiness