



# Driving Licence Procedure

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V4.0	19 June 2023	Extension to August 2024 approved by CRG

## PR001 - Driving Licence Procedure

Document Reference	HR Directorate
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Approved at Date	Compliance and Risk Group 19 June 2023
Review date of approved document	August 2024
Equality Impact Assessment	Tbc
Linked procedural documents	Recruitment and Selection Policy Disciplinary Policy (Managing Conduct and Performance)
Dissemination requirements	All managers and staff, via staff bulletins and the intranet
Part of Trust's publication scheme	Yes / No? YES

The East of England Ambulance Service NHS Trust has made every effort to ensure this Procedure does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between

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people from different groups and foster good relations between people from different groups. This Procedure applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

All Trust policies can be provided in alternative formats.

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## 1. Procedure Statement

- 1.1 This document outlines the Driving Licence Procedure for the East of England Ambulance Service NHS Trust (the Trust). Initial checks are carried out in line with the Trusts Recruitment and Selection Policy. This Procedure outlines employees' on-going obligations to the Trust in regard to the requirement for annual driving licence checks and the need for employees to notify the Trust of a Notice of Intended Prosecution regarding driving offences or other changes in driving status.

## 2. Scope

- 2.1 This procedure applies to all eligible employees of the Trust. It also applies to bank workers, volunteers or those who are authorised to drive a vehicle belonging to or on behalf of the Trust (including leased and hired). All should comply with driving licence checks including employees who use their private vehicle on Trust business claiming mileage expenses.
- 2.2 Any organisation who is working on behalf of the Trust should have their own procedures in place for these checks which are auditable and agreed at the point of approval of contract.

## 3. Access to the Procedure

- 3.1 All employees are entitled to access to this procedure which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet.
- 3.2 To ensure accessibility to external applicants, this procedure will also be located on the Trust's internet site ([www.eastamb.nhs.uk](http://www.eastamb.nhs.uk)).

- 3.3 Employees and Managers may wish to consult the Driving and Vehicle Licensing Agency (DVLA) at a glance guide to the current medical standards of fitness to drive that are reviewed every 6 months ([www.dvla.gov.uk](http://www.dvla.gov.uk)).

## 4. Roles and Responsibilities

- 4.1 The Human Resources Department is responsible for keeping the provisions within this procedure in line with employment legislation, best practice people management principles and NHS guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this procedure to the attention of the Trust.
- 4.4 It is the responsibility of the Line Manager to ensure driving licence checks are completed for all individuals who they are responsible for.
- 4.5 It is the responsibility of staff employed by the Trust, bank workers, volunteers or those who are authorised to drive a vehicle belonging to or on behalf of the Trust to:
- Produce their driving licence as and when required.
  - Inform their line manager of any Notice of intended prosecutions in writing.
  - Inform their line manager of any outcome from prosecution including fixed penalty notices (i.e. SP30).
  - Inform their line manager of any medical condition (including medication), deterioration of a previous

known medical condition or any other reason why their driving capabilities may be affected.

(Appendix A contains a list of endorsements and disqualifications, which has been included for information.)

## 5. Medical Fitness to Drive

- 5.1 The Trust refers to the DVLA Medical Standards of Fitness to Drive to determine the criteria required to undertake driving on behalf of the Trust. Group 1 medical standards apply to car drivers (category B) while the higher medical standards contained in group 2 applies to medium sized vehicles 3,500kg (category C1). The Trust therefore requires all employees who drive ambulance vehicles that are classified (C1) or who drive vehicles under emergency conditions, to meet the DVLA Group 2 medical standards.
- 5.2 The Trust has also decided that DVLA Group 2 medical standards apply to any employees or volunteers driving a patient carrying vehicle because of the same risks that are inherent to passengers should there be a medical condition that may impact upon the ability of the driver to drive safely.
- 5.3 You must inform the DVLA and your manager if any of the following medical conditions or events apply to you:
- Had an epileptic event (seizure or fit);
  - Had sudden attacks or disabling giddiness, fainting or blackouts;
  - Severe mental handicap;
  - Any cardiac event;
  - A pacemaker, defibrillator or anti-ventricular tachycardia device fitted;
  - Diabetes controlled by insulin;
  - Parkinson's disease;
  - Any other chronic neurological condition;
  - Any severe psychiatric illness or mental disorder;



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- Dependence on or misuse of alcohol, drugs or chemical substances in the past 3 years (do not include drink/driving offences).

This is a non-exhaustive list and full details of medical conditions where this applies can be found from the DVLA's at a glance guide to the current Medical Standards of Fitness to Drive. ([www.dvla.gov.uk](http://www.dvla.gov.uk))

- 5.4 If you have a medical condition previously reported to the DVLA that has become worse since your licence was issued or you develop a new medical condition as above, you **must** write and inform the DVLA of the change in your condition, as it may affect your fitness to drive. NB Failure to do so is a criminal offence.

## 6. General Principles

- 6.1 Failure to inform the Trust of any circumstances that may affect their driving status could result in action being taken under the Trust's Disciplinary Policy (Managing Conduct and Performance).
- 6.2 No individual should drive any vehicle that their licence category does not cover or where a licence information code(s) indicates any restrictions on driving entitlement.
- 6.3 The European Driving Licence Regulations came into effect on 1 January 1997. Implications of these regulations for the Trust relate to employees who have passed their test after this date and will be required to obtain a C1 driving licence to drive an ambulance in excess of 3,500kg.
- 6.4 Individuals who have had to undertake a separate test to obtain Category C1 (since 1/1/97) are also required to have a medical undertaken by their General Practitioner (GP) at age 45, then every 5 years up to the age of 65 and annually

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thereafter, in order to confirm ongoing fitness to undertake C1 driving. This is required in order to retain Category C1 on the driving licence and is the responsibility of the individual. GPs will charge for undertaking the medical and any such fee is not refundable by the Trust.

- 6.5 Although medicals are not usually required by DVLA for other drivers, individuals are reminded of the need to ensure they are fit to drive within the role they are employed.
- 6.6 Anyone who has concerns about their fitness to drive should discuss this with their manager who will take advice from Occupational Health (OH).
- 6.7 Under the New Drivers Act 1995 a driving licence is automatically revoked if the driver builds up six or more penalty points within two years of passing their first driving test. This includes any penalty points gained before passing the test, which are still valid. The driver will have to reapply for their driving licence as a learner driver and re-sit another driving test.

## 7. Licence Checking Process

- 7.1 Driving licences will be checked by the relevant Line Manager, as and when required or at least on an annual basis. Licence checks should be aligned with and carried out during the annual compassionate conversation.
- 7.2 A Driving Licence Validation form should be completed for each member of staff and signed (Appendix A). The information on this form should be checked against the detail on the employee's driving licence and in conjunction with an on-line licence check (see guidance notes appendix C). The driving licence categories required for each role are listed in Appendix B.

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- 7.3 The Line Manager should keep a copy of the completed form and details entered on to GRS wherever possible.
- 7.4 As part of this process, if any concerns are highlighted then this should be discussed with the member of staff and, if required, clarified with Human Resources, Occupational Health or Driver Training Unit, or the DVLA.

### 8. Procedure Review

- 8.1 This procedure will be reviewed on a three yearly basis or more frequently if significant changes to its effective operation are necessary.

## Appendix A

### DRIVING LICENCE VALIDATION FORM

Licence Presented Y/N

Date Checked:

SURNAME:

First Name:

Date of Birth:

Driving Licence Number:

### CATEGORY VALIDITY PERIODS

**PLEASE CHECK EXPIRY DATE OF CATEGORY B, C1 AND PHOTOCARD SEPARATELY AS THEY MAY DIFFER. PLEASE INFORM YOUR LINE MANAGER IF ANY OF THE DATES EXPIRE BEFORE THE NEXT LICENCE CHECK DATE. ON OLD STYLE PAPER LICENCES CATEGORY 'A' COVERS BOTH CATEGORIES B AND C1**

CATEGORY	VALID FROM	VALID TO	Information Codes
B (cars)			
C1 (ambulances)			
Photo card			

**ENDORSEMENTS**

CONVICTING COURT CODE	DATE OF CONVICTION	OFFENCE CODE	DATE OF OFFENCE	DISQUALIFICATION PERIOD (IF APPLICABLE)	PENALTY POINTS

**PLEASE READ AND CHECK BOXES FOR DECLERATIONS BELOW**

“I declare that I have no medical condition which may affect safe driving or my fitness to drive. I understand failure to declare such a medical condition, which is subsequently brought to the Trust’s attention, following a conditional offer on completion of the required employment checks, may result in a conditional offer being withdrawn, or, in respect to existing Trust staff, will be dealt with according to the Trusts Disciplinary Policy (Managing Staff Conduct and Performance Procedure).”

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

**Licence Holder Signature:**

**Print Name:**

**Verifier Signature:**

**Print Name:**

**Position:**

## Appendix B

### EAST OF ENGLAND AMBULANCE SERVICE NHS TRUST

#### DRIVING LICENCE CHECK FORM (ALL GRADES)

#### NEW STYLE PHOTO CARD LICENCES

GRADE	'B' CATEGORY (CAR)	'C1' CATEGORY (A&E AMBULANCE)
ATA (INC PTD)	✓	
EMT	✓	✓
EMP	✓	✓
CP/ECP	✓	✓
OPERATIONAL MANAGER	✓	✓
SENIOR MANAGER	✓	✓ If A&E operational
AFA	✓	✓
COURIER TRANSPORT	✓	✓
MECHANICS	✓	✓
FLEET BANK DRIVER	✓	✓

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OOH DRIVER	✓	n/a
ADMIN STAFF	✓	n/a

**WITH NEW STYLE LICENCE, THE PAPER COUNTERPART IS NO LONGER VALID. THE PHOTOCARD MUST BE PRODUCED AND ON-LINE CHECKS COMPLETED TO VALIDATE A LICENCE**

### **OLD STYLE PAPER LICENCE**

Categories A and E cover the new groups B (car) C1 (A&E ambulances)

**Should you have any questions or queries relating to licence validity, offence codes etc then please contact Trust Driver Training Unit on 01638 582212 or via e-mail [driver.training@eastamb.nhs.uk](mailto:driver.training@eastamb.nhs.uk)**

## Appendix C

### On-Line driving licence checks

To conduct a driving licence check on-line you will need the licence holder to be present throughout the process and in possession of the following;

- Photo card driving licence (For cross referencing against on-line information)
- National Insurance number

Open the web address below using the following link and follow the step by step instructions.

<https://www.gov.uk/view-driving-licence>



**Appendix D - Equality Impact Assessment**

<b>EIA Cover Sheet</b>	
Name of process/Procedure	
Is the process new or existing? If existing, state Procedure reference number	
Person responsible for process/Procedure	
Directorate and department/section	
Name of assessment lead or EIA assessment team members	
Has consultation taken place? Was consultation internal or external? (please state below):	

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<p>The assessment is being made on:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Guidelines</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Written Procedure involving staff and patients</td> <td></td> </tr> <tr> <td style="padding: 5px;">Strategy</td> <td></td> </tr> <tr> <td style="padding: 5px;">Changes in practice</td> <td></td> </tr> <tr> <td style="padding: 5px;">Department changes</td> <td></td> </tr> <tr> <td style="padding: 5px;">Project plan</td> <td></td> </tr> <tr> <td style="padding: 5px;">Action plan</td> <td></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Other (please state)</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Training programme.</td> </tr> </table>	Guidelines		Written Procedure involving staff and patients		Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state)		Training programme.	
Guidelines																			
Written Procedure involving staff and patients																			
Strategy																			
Changes in practice																			
Department changes																			
Project plan																			
Action plan																			
Other (please state)																			
Training programme.																			

Equality Analysis			
What is the aim of the Policy/procedure/practice/event?			
Who does the Policy/procedure/practice/event impact on?			
<b>Race</b> <input type="checkbox"/>	<b>Religion/belief</b> <input type="checkbox"/>	<b>Marriage/Civil Partnership</b> <input type="checkbox"/>	
<b>Sex</b> <input type="checkbox"/>	<b>Disability</b> <input type="checkbox"/>	<b>Sexual orientation</b> <input type="checkbox"/>	
<b>Age</b> <input type="checkbox"/>	<b>Gender re-assignment</b> <input type="checkbox"/>	<b>Pregnancy/maternity</b> <input type="checkbox"/>	
Who is responsible for monitoring the Procedure/procedure/practice/event?			
What information is currently available on the impact of this Procedure/procedure/practice/event?			
Do you need more guidance before you can make an assessment about this Policy/procedure/ practice/event? Yes/No			
Do you have any examples that show that this Policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:			
<b>Race</b> <input type="checkbox"/>	<b>Religion/belief</b> <input type="checkbox"/>	<b>Marriage/Civil Partnership</b> <input type="checkbox"/>	
<b>Sex</b> <input type="checkbox"/>	<b>Disability</b> <input type="checkbox"/>	<b>Sexual orientation</b> <input type="checkbox"/>	
<b>Age</b> <input type="checkbox"/>	<b>Gender re-assignment</b> <input type="checkbox"/>	<b>Pregnancy/maternity</b> <input type="checkbox"/>	

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Please provide evidence:

Are there any concerns that this Policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:

- |             |                          |                             |                          |                                   |                          |
|-------------|--------------------------|-----------------------------|--------------------------|-----------------------------------|--------------------------|
| <b>Race</b> | <input type="checkbox"/> | <b>Religion/belief</b>      | <input type="checkbox"/> | <b>Marriage/Civil Partnership</b> | <input type="checkbox"/> |
| <b>Sex</b>  | <input type="checkbox"/> | <b>Disability</b>           | <input type="checkbox"/> | <b>Sexual orientation</b>         | <input type="checkbox"/> |
| <b>Age</b>  | <input type="checkbox"/> | <b>Gender re-assignment</b> | <input type="checkbox"/> | <b>Pregnancy/maternity</b>        | <input type="checkbox"/> |

Please provide evidence:

**Action Plan/Plans - SMART**

Specific

Measurable

Achievable

Relevant

Time Limited

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### Evaluation Monitoring Plan/how will this be monitored?

Who

How

By

Reported to