

<b>Transport Policy – Practice Guidance Note</b>		
<b>Own Vehicles or Pedal Cycles – V03</b>		
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## **1. Introduction**

- 1.1 Where an employee uses their own vehicle or pedal cycle to carry out official duties Cumbria Northumberland, Tyne and Wear NHS Foundation Trust, (the Trust/CNTW) has a duty of care to ensure robust systems are in place to ensure all health and safety risks are minimised and staff are aware of their responsibilities. In effect this means that employee owned vehicles need to meet the same strict standards as a vehicle provided by the Trust. To reinforce this it has been identified one in three road crashes each week involves a vehicle being driven for work, this results in around 200 work related deaths or serious injuries. This Practice Guidance Note (PGN) sets out the minimum that must be done to help protect the staff that do business miles and other road users.

## **2. Necessity of Travel**

- 21 Employees will only be reimbursed for expenses, which they actually and necessarily incur in the course of official travel. Before contemplating any journey the following assessments need to be undertaken regarding the necessity of the journey.
- 22 Can the need for the journey or task be carried out equally well using video conferencing facilities, telephone, telephone conferencing, email, or through correspondence?
- 23 Can the meeting or need for the journey be postponed until a later date, or brought forward and then be combined with an additional requirement to travel, to reduce overall travel costs?
- 24 Is a colleague already travelling to the same meeting or location by car, with spare capacity?

## **3. Scope**

- 3.1 All employees of the Trust, including volunteer workers, are covered by this PGN when required to use their own vehicle or pedal cycle for business use.

## **4. Responsibilities**

- 4.1 Overall responsibility for the management of this PGN rests with the Head of Facilities, with day to day responsibility delegated to the Service Manager (General Services).
- 4.2 Line Managers are responsible for ensuring employees comply with this PGN and must assist where necessary that controls documentation is produced.
- 4.3 Employees must ensure that they act in accordance with this PGN. In particular they need to comply with Trust controls and must retain responsibility for themselves to drive safely complying with road Traffic Acts, the Highway Code and other relevant legislation, e.g. the ban on mobile phone use whilst driving (refer to Trust Policy CNTW(O)58 Issue and Use of Mobile Communication Devices).
- 4.4 Any speeding fines, parking tickets or other non-compliance within the transport legislation is the responsibility of the driver of the vehicle at the time of the incident.

## **5. Controls**

### **5.1 Documentation**

- 5.1.1 Employees must obtain approval from their line manager to use their own vehicle or pedal cycle on Trust business.

5.1.2 In order to ensure that the vehicle to be used for business purposes satisfies relevant legal requirements, the employee upon request from the Facilities Department must produce the following original documents (copies will not be accepted):-

- Insurance Policy for the vehicle covering all third party risks and include class II business use
- A current valid driving licence
- Current MOT certificate (if applicable)

These should be produced to a CNTW main hospital reception (shown below) where they will be examined and scanned onto a secure electronic system before they are forwarded to the Facilities Department where they will be examined for validity before confirming whether or not that the member of staff may use the vehicle for business purposes.

- St Nicholas Hospital
- St George's Park
- Northgate Hospital
- Monkwearmouth Hospital
- Cherry Knowle Hospital

5.1.3 Annual checks will be carried out of the relevant documentation which must be produced within a month of the request to the employee, unless there are exceptional circumstances. Should there be unacceptable delays in producing these documents the Trust reserves the right to delay payment of travelling expenses until they are submitted and verified.

5.1.4 It is the responsibility of the employee to notify their line manager of any changes in their circumstances that have any bearing on their ability to drive on Trust business and compliance with all related transport legislation.

## **5.2 Vehicle Condition**

5.2.1 Vehicles must be suitable for the work to be undertaken and be fit for purpose.

5.2.2 Drivers are responsible for carrying out regular vehicle checks, paying particular attention to tyres, brakes, steering and lights

5.2.3 Before using a changed vehicle for business use, employees should ensure that the controls identified in 5.1 are met.

5.2.4 When carrying patients, relevant risk assessments must be carried out.

## **5.3 Drivers' Health**

5.3.1 Employees must ensure that they are physically fit to drive and must report to the Trust any illness or condition that may effect the safe driving of the vehicle whilst on Trust business.

## **6. Accident Procedure**

- 6.1 An IR1 Report Form, available from the line manager, must be completed in the event of any accident, incident, theft or attempted theft involving the vehicle whilst on Trust business.
- 6.2 The report must be completed and submitted to both the employee's line manager and the Trust's appointed officer as soon as possible, and within 5 working days. Any injuries sustained must be included in the accident record.

## **7. Reimbursement of Costs Incurred Using Own Vehicle or Pedal Cycle**

- 7.1 This will be in accordance with Agenda for Change Section 17 (or local agreements). Specific details will be available on the Trust's Intranet. The details will be reviewed when any changes are agreed by the Trust.

**Note:** If your circumstances change that affect your ability or authority to drive, you must report this to your line manager and the Facilities Office, e.g. revocation of licence due to driving ban or health problems.