



**Policy Title**                    Management of Vehicles & Emergency Equipment  
**CCMT Sponsor**                Director of Resources  
**Department/Area**            HR Department  
**Section/Sector**                Health & Safety Department

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## **1.0 Rationale**

Police vehicles deployed to incidents occurring on the road network must be in a roadworthy condition and carry a full complement of emergency equipment at all times. Carriage of this equipment is a mandatory safety requirement. All vehicles and emergency equipment must be subject to driver checks and periodic managerial inspection/condition checks, which will ensure continuous 'fitness for purpose' and serviceability.

## **2.0 Intention**

This policy is to be brought to the attention of all managers, supervisors, police officers and staff who are responsible for the management and/or operation of police vehicles and equipment. The policy stipulates the minimum emergency equipment scale, which must be carried at all times, and procedures for vehicle/equipment management and maintenance. Specialist OCU/departments/units should comply with this policy but it is recognised that they will have their own specific equipment needs, which are not covered within the policy.

## **3.0 General Principles**

Deployment of police vehicles to incidents occurring on the road network is regarded as a 'high risk' policing activity. The potential for serious injury and/or damage is obvious. Police officers expected to attend such incidents must ensure vehicle roadworthiness and that the correct complement of emergency equipment listed at Appendix A, is carried at all times to enable the safe signing and management of incident scenes, thereby minimising any risk of further accident and injury. They must wear high visibility clothing at all times during deployment. Supervisors and line managers are responsible to ensure that police officers deployed in these roles are adequately trained and authorised.

## **4.0 Guidance, Procedures & Tactics**

### **Driver Responsibility**

#### **4.1**

Drivers of Force vehicles are reminded of their responsibilities under road traffic legislation, including an individual responsibility to ensure that the vehicle they are driving is in a legal and safe condition before using it on a public road.

#### **4.1.1**

Drivers must, before using any Force vehicle on a public road, carry out roadworthiness and serviceability checks in accordance Driver Policy to include the following **POWDER** check:

**NOT PROTECTIVELY MARKED**

*(The only exception to this being to attend an immediate commitment before the checks can be carried out – in this case the checks must be done at the first available opportunity)*

- **P** – petrol/diesel sufficient for purpose
- **O** – oil level is correct
- **W** – water levels, coolant (level to be adjusted when engine is cold) and screen wash
- **D** – damage, inspect for damage and if any is found (which is not subject of a log book entry) note details in log book and report to supervisor, defects – arrange for repair
- **E** – electrical, all equipment is serviceable
- **R** – rubber, tyres – correct pressures, tread depth, damage to side walls and wheel rim (do not forget the spare) and wiper blades

Any defects or damage found must be reported immediately to a supervisor.

**4.1.2**

Drivers of marked operational vehicles are also responsible to ensure the minimum scale of emergency equipment listed at Appendix A plus any additional equipment fitted as determined by their respective BCU/OCU such as 'stop-stick', is present and in a serviceable condition. Any defective or missing equipment should be repaired/replaced before the vehicle is deployed.

**4.1.3**

Driver maintenance checks of vehicles and emergency equipment carried do not need to be recorded however, it is a requirement that **all drivers make an entry in the vehicle logbook each time it is used**. This entry will be regarded as confirmation by the driver that all driver maintenance checks specified in paragraphs 5.2 and 5.3 above have been carried out.

**Management Responsibility****4.2**

All vehicles and associated equipment provided by TVP are classified as 'work equipment' under the Provision and Use of Work Equipment Regs 1998 (PUWER). Employers are required to ensure: -

- a) Work equipment is maintained in efficient working order and in a good state of repair at all times.
- b) If the equipment is exposed to conditions causing deterioration liable to result in dangerous situations, it shall be subject to periodic inspection to enable detection and remedy of any defect or deterioration

**4.2.1**

Business Managers are to ensure that effective procedures are in place for monthly inspection and condition checks of vehicles and emergency equipment to be carried out as detailed below in paragraph 5.7. They should

**NOT PROTECTIVELY MARKED**

also ensure the establishment of a BCU/OCU process for the recording and reporting of any defects, damage and missing equipment found during inspection.

**4.2.2**

Line managers and supervisors of police officers who drive operational vehicles are to carry out a monthly inspection and condition check of vehicles and emergency equipment using the Force Forms at Appendices A and B. Completed forms should be retained on-site and be available for checking during workplace safety inspections for a period of 3-years from the date of the inspection. Periodic monitoring of records will also be carried out by the Force H&S Auditor as part of the Force Inspection Process.

**4.2.3**

The management and maintenance of vehicles and emergency equipment should be a standing agenda item at all BCU/OCU H&S committee meetings, where any trends and/or issues arising from inspections and condition checks may be fully considered.

**5.0 Challenges & Representations****5.1**

Any person directly affected by this policy may make representations in relation to its contents and/or any decision in consequence of it to: -

Head of Human Resources  
Thames Valley Police Headquarters  
Oxford Road  
Kidlington  
Oxfordshire  
OX5 2NX

**5.2**

The areas covered by this policy are open to scrutiny by HM Inspector of Constabulary, the Health & Safety Executive (HSE) and other enforcement agencies during official inspections

**6.0 Communication**

This policy will be published on the Policy Management Unit intranet and internet site and will be advertised in Manager's Briefing and Weekly Orders.

**6.1 Links to Police National Legal Database Other**

This policy should be read in conjunction with the following Force policies:

- [Health & Safety Management Policy](#)
- [Driver Policy](#)

## **6.2 Implementation Strategy**

An implementation strategy will be managed by Head of Health & Safety. Target audience will include all TVP personnel, and interested partner agencies.

## **7.0 Compliance and Certification**

### **7.1 Human Rights Certification**

#### **(i) Legal Basis**

Under a variety of road traffic and health and safety legislation the Chief Constable has corporate responsibilities and obligations as vehicle owner, in respect of that vehicle and those engaged in driving them. Individuals as drivers have duties and responsibilities under the general road traffic law.

#### **(ii) Human Rights Articles Engaged**

This Policy has been drafted and audited in accordance with the Human Rights Act 1998. It is acknowledged that this Policy has the potential to engage the following Articles of the Act:

##### **Article 2 Right to Life**

Article 2 (Right to life) states that “..... *Everyone’s right to life shall be protected by law*”

The Article imposes two duties on the state, the second of which is to take reasonable measures to protect life. The duty to take reasonable measures to protect life includes a duty to put in place effective criminal law provisions to deter the commission of offences against the person backed up by law-enforcement machinery for the prevention, suppression and sanctioning of breaches of such provisions. It may also include a positive obligation on the authorities to take preventative operational measures to protect an individual whose life is at risk from the criminal acts of another individual.

This policy acknowledges the risks associated with police driving, particularly where an immediate response is expected, and introduces measures to ensure high standards are maintained and allows the organisation to identify those drivers who are at risk of being involved in a collision and to take action to reduce those risks.

#### **(iii) Prohibition of Discrimination**

Actions taken as a consequence of the Policy will be applied in an impartial and fair way, having due regard for natural justice and Human Rights.

The Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, belief, age or disability.

### **7.2 Diversity Impact Assessment**

The policy has been subject to a diversity impact assessment and no significant issues have been identified. It has been assessed against all the strands of Diversity and rated as 'LOW' relevance.

### **7.3 Diversity (Human Resources)**

To be completed by the Policy Management Unit after consultation with the Force 'experts'

### **7.4 Management of Police Information (MoPI) Compliance**

Information deemed 'for a policing purpose', or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with [MoPI guidelines](#).

### **7.5 Community Engagement Strategy and Standards**

This policy does not have the potential to engage any of the Force Community Engagement Standards:

### **7.6 Data Protection**

The policy is open and does not contain any personal data or information.

### **7.7 Freedom of Information Act**

The policy is NOT PROTECTIVELY MARKED and is considered open/available to the public and without risk of a breach of security or impedance to the course of a criminal investigation.

### **7.8 Protective Markings**

This policy has been assessed for its correct level of protective marking and has been assessed as **NOT PROTECTIVELY MARKED**.

### **7.9 Health & Safety at Work**

The main aim of this policy is to ensure TVP compliance with all applicable road traffic and health and safety legislation.

### **8.0 Monitoring and Review**

A full review will be carried out annually by Head of Local Policing and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations

**NOT PROTECTIVELY MARKED**

- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data

## APPENDICES

APPENDIX A**VEHICLE EQUIPMENT**

*The equipment listed below must be carried at all times and should be visually checked daily by drivers prior to each deployment and inspected monthly by managers/supervisors*

<b>BCU/OCU:</b>	
<b>Name:</b>	
<b>Date of Inspection</b>	
<b>Vehicle Registration</b>	

*The following equipment must be carried in all Force patrol cars likely to be deployed on the road network for policing activities: -*

Item	Defects Found	Replacement/Repair Action Taken
6 x Cones		
3 x Police Slow sign		
1x Police Arrow sign		
4 x Blue Flashing Lamps		
1 x Incident Box		
1 x Vehicle First Aid Kit <i>Complete to scale in:-<a href="#">Section 7 - Force H&amp;S Manual</a></i>		
1 x Spade/Shovel		
1 x Crowbar		
1 x Vehicle Fire Extinguisher		
NCRF Collision Booklet		



**APPENDIX B****VEHICLE ROAD-WORTHINESS**

All vehicles must be visually checked by drivers prior to use on public roads (using 'POWDER' – see paragraph 5.2 above) and inspected monthly by managers/supervisors.

**INSPECTION RECORD:**

<b>BCU/OCU/Department:</b>	<b>Station:</b>
<b>Inspected By:</b>	<b>Date/Time of Inspection:</b>
<b>Date/Time of Inspection:</b>	<b>Vehicle Registration:</b>
<b>Vehicle Make/Model:</b>	<b>Vehicle Mileage:</b>

**MAINTENANCE CHECKS**

<b>Oil Level</b>		<b>Standard Lights Operation</b>	
<b>Coolant Level</b>		<b>Standard Horn Operation</b>	
<b>Brake Fluid Level</b>		<b>Emergency Lights operation</b>	
<b>Washer Bottle Level</b>		<b>Emergency Siren Operation</b>	
<b>Wiper Condition (Front &amp; Rear)</b>		<b>Vehicle Cleanliness (Exterior)</b>	
<b>Tyre Pressures</b>		<b>Vehicle Cleanliness (Interior)</b>	
<b>Tyre Tread Depth</b>	<b>N/S/F</b>	<b>O/S/F</b>	<b>N/S/R</b>
			<b>O/S/R</b>

**DESCRIPTION OF ANY DAMAGE FOUND**

<b>EXTERIOR:</b>

<b>INTERIOR:</b>