



<b><u>Policy Title</u></b>	<b>Driver</b>
<b><u>CCMT Sponsor</u></b>	<b>Director of Resources</b>
<b><u>Department/Area</u></b>	<b>Training &amp; Development</b>
<b><u>Section/Sector</u></b>	<b>Driving School</b>

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**NOT PROTECTIVELY MARKED****1.0 Rationale**

The driving of vehicles for police related purposes on the public roads can attract close scrutiny. The highest standards are expected from the Police Service and from individual officers and police staff at all times. We are expected to set the right example to others, regardless of the nature of any particular incident or role in which vehicles are being used and regardless of the demands placed upon individual drivers as they perform their duties.

There is an over-riding need to ensure the safety of the public as well as that of all our staff.

Consequently, it is essential that all such drivers have the correct driver training or authorisation, with appropriate checks to drive the vehicles that they are required to drive to perform their individual role.

**2.0 Intention**

The intention of this policy document is to provide all drivers with clear guidance in relation to the driving of vehicles for police related purposes. This policy has been formulated solely to establish and maintain a reasonable, practical, safe and responsible approach to our driving activities and to discharge our duty of care, both to the public and our employees by operating a safe system of work.

It is also the intention of this policy in a single source document to encompass the following requirements;

- Driver Documentation
- Eyesight Standards
- Medical Requirements
- Vehicle Classification
- Driver Classifications
- Assessments & Refresher training
- Driver Permits – see [Polacc Policy](#) on Force Intranet – Policy & Procedures
- Vehicle Daily Checks & Maintenance
- General Driving Standards.

**3.0 General Principles****3.1 Driving whilst at work**

The purpose of this policy is to act as a guide to everyone that may have a requirement to drive a motor vehicle in connection with Thames Valley Police business. The policy applies to any person driving in connection with Thames Valley Police business whilst under the direction or control of Thames Valley Police. This includes all Police Officers, Police Staff, Agency Staff, members of Special Constabulary, Community Support

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Officers and others. All new members of staff will be required to undergo the e-learning package before driving on police business.

The categorisation of all drivers (this term equally applies to motorcycle riders) for the purpose of this policy document will fall in to one of the following categories:-

**3.1.1 Category One** - Those regularly using motor vehicles insured by Thames Valley Police i.e. any motor vehicle owned, hired, loaned, sponsored or otherwise used on Thames Valley Police insurance. These drivers will be categorised as:-

- Basic
- Standard Non-Response
- Standard Response
- Advanced

**3.1.2 Category Two** - Those using a privately owned motor vehicle on Thames Valley Police business and for which expenses may be claimed.

**3.1.3** There may be occasions when others need to drive a police vehicle (e.g. if they occasionally use a hire car or fleet vehicle).

In such cases a Line Manager must check the driving licence and eyesight before use.

**Any breach of the restrictions outlined in this policy may result in suspension from driving and disciplinary proceedings.**

### **3.2 Definition of Operational & Non-operational Driving**

Only vehicles supplied by Force Transport Department which are fit for purpose are to be used operationally. All other vehicles, including WOMA, hire, loan, sponsored etc. must only be used in a non-operational role. A non-operational role is use only as a mode of transport from point A to point B and does not include any element of 'policing'. In exceptional cases permission must be sought from the Force Transport Officer.

### **3.3 Definition of Police Vehicle**

Any motor vehicle owned, hired, loaned or otherwise used for the purposes of Thames Valley Police and covered by Thames Valley Police insurance.

### **4.0 Challenges & Representations**

Challenges/Representations in respect of decisions made in applying this policy should be addressed to;

Head of Driving School

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Thames Valley Police  
Warwick Road  
Banbury  
Oxfordshire  
OX16 2AE

**5.0 Guidance, Procedures & Tactics****5.1 Driving Licence and other document checks**

**5.1.1 Category One** drivers will show their driving licences annually to their line manager who will record full details, along with the result of the DVLA eyesight test, on the notification form available on the Intranet – see [Driving Licence & Eyesight Check Form](#) This form should be sent to the BCU/OCU Personnel for recording on Peoplesoft.

**5.1.2 Category Two** drivers will sign their expense form with a declaration that their driving licence, fully comprehensive insurance (for business use), excise licence and MOT (if appropriate) are current and in order, their vehicle is roadworthy and their eyesight meets the requirements of the Road Traffic Act.

**5.1.3** All staff are required to notify POLACC Administration of any traffic summons and endorsable fixed penalties received. Failure to do so will be considered a disciplinary matter. Should a member of staff give cause for concern through accumulation of points on DVLA licence or nature of driving offences committed appropriate action will be considered by the Manager of Specialist Units. Similar considerations should be given to applicants for posts within Thames Valley Police who may be required to drive as part of that role.

**5.2 Eyesight Standards**

**5.2.1 Category One** drivers must have their eyesight checked. The test standards must conform to the following:-

**Basic:**

The Road Traffic Act eyesight test – must be able aided or unaided in good daylight to read a number plate from a distance of 20 metres (65ft). – **tested annually** by their line manager.

**Standard (both categories) and Advanced:**

In line with Basic Drivers, Standard Non-Response, Standard Response and Advanced Drivers are required to be tested annually by their line manager as above: additionally they will be tested to ACPO eyesight standards every THREE YEARS by Driving School.

**NOT PROTECTIVELY MARKED****Standard (both categories) and Advanced:**

In line with Basic Drivers, Standard Non-Response, Standard Response and Advanced Drivers are required to be tested annually as above: additionally they will be tested to ACPO eyesight standards every THREE YEARS.

It is the responsibility of individuals and Personnel Departments to ensure all drivers have a current eyesight check reported on the [Driving Licence & Eyesight Check Form](#). Any Drivers who fail to have an eyesight check within three months after the date due will be suspended from driving police vehicles until a satisfactory check has been done.

**Anyone failing to meet the requirements in their category must not drive until corrective treatment has been obtained and demonstrated.**

**5.2.2** There is no eyesight check requirement for **Category Two** drivers, unless there are grounds for concern, but they will sign the declaration on expense claim to verify that their eyesight complies with the requirements of the Road Traffic Act - must be able aided or unaided in good daylight to read a number plate from a distance of 20 metres (65ft).

**5.3 Medical Requirements**

**5.3.1** There are several medical conditions (see [D100 DVLA Leaflet](#)) that holders of driving licences are required to notify DVLA about.

Every **Category One** and **Two** driver must ensure that they notify their line manager if their driving licence is withdrawn or becomes subject to conditions imposed by DVLA. The line manager will inform Occupational Health.

**5.3.2** It is a legal requirement for all staff who drive to adhere to the advice given in connection with the taking of any prescribed medication that may affect their ability to drive e.g. may cause drowsiness etc. That person should take advice from their GP or, in exceptional circumstances, the Occupational Health Unit.

**5.3.3 Category One**

- Advanced Drivers will be medically screened every 3 years, increasing to annually at the age of 45.
- Standard Response Drivers will be medically screened every 5 years commencing at the age of 45.
- Advanced Motor Cyclists will be medically screened every 2 years increasing to annually at the age of 45.

These will be arranged and undertaken by Occupational Health.

### **5.4 Vehicle Classifications**

Only vehicles supplied by Force Transport Department which are fit for purpose are to be used operationally. All other vehicles, including WOMA, hire, loan, sponsored etc. must only be used in a non-operational role. A non-operational role is use only as a mode of transport from point A to point B and does not include any element of 'policing'. In exceptional cases permission must be sought from the Force Transport Officer.

Thames Valley Police operates a diverse fleet of vehicles of different types, performance and augmentation to meet the operational needs of policing. These vehicles are procured by the Transport Department to meet operational needs as identified by the service. Vehicles are classified according to their performance and attributes in response to national recommendations and best practice.

Due to significant advances in engine design technology and performance, it has been necessary to take account of kinetic energy output (horsepower) for vehicle categorisations. This is now expressed as kilowatts per metric tonne as the industry standard. This information is readily available in manufacturers' handbooks, websites and from Force Transport if required.

The Home Office PITO document, 'Framework arrangement for the supply of vehicles and spares for Police and Fire Authorities', describes the classification and specification of vehicles that are to be used for police purposes. They fall into the two main categories below:-

<b>VEHICLE CATEGORY</b>	<b>DESCRIPTION IN Kw</b>
LOW POWER	Not greater than 59 Kw per metric tonne.
HIGH PERFORMANCE	More than 59 Kw per metric tonne.

In addition to the above classifications for passenger cars there are a number of other specialist vehicle types that require driver familiarisation or training before anyone can use these vehicles as shown at 5.9. These classifications do not apply to privately owned vehicles.

Further details regarding vehicle power and use can be found on the Intranet – see [Force Transport - Vehicle Specification](#)

Every driver must ensure that they are qualified to drive the relevant classification of vehicle in the role for which it is being used. (see Appendix 5.9). This is particularly important when a distinction becomes apparent between operational and non-operational driving.

### **5.5 Driver Classifications**

Any Standard Response or Advanced Driver who does not drive operationally for a period exceeding 12 months will revert to Basic Driver Authorisation status until reassessed.

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**Category One** drivers are divided into three categories:-

**5.5.1 Basic Drivers (see 3.1.1)**

Basic Drivers are authorised to drive the category of marked or unmarked police vehicle:

- for which they have the appropriate category on their DVLA driving licence, and
- have met the required standard following an assessment by the Force Driving School.

A Thames Valley Police Driver Permit will then be issued for that classification (Drive-5).

Any member of staff who fails this assessment and is considered below the Driving Standards Agency standard will not be authorised to drive whilst at work.

**Restrictions:**

- They must at all times comply with all Road Traffic legislation.
- Under NO CIRCUMSTANCES are they authorised to pursue or stop moving vehicles.
- There will be NO immediate response to any commitment. The highest level of response to ANY incident will be Urgent Attendance (see [Incident Attendance Policy](#))
- They must not use the sirens or emergency response equipment.
- Operating the blue light is only permissible when the vehicle is stationary to protect a scene of a collision or incident or in a slow moving public safety role.

Police Officers will go on to complete a Standard Response Driving Course. There will be three possible outcomes:-

1. Competent at Standard Response.
2. Competent at Basic – must then attend another Standard Response Course within 12 months. If they then fail to achieve the required level of competency they will either remain as a Basic driver or:-
3. Not be authorised to drive, dependant on their level of skill.

**5.5.2 Standard Non-Response Drivers**

This classification is primarily for members of the Special Constabulary who have completed the appropriate training and attained the qualification (Drive-34). These officers are authorised to drive low performance vehicles in an operational capacity.

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Drivers of marked police vehicles have a particular responsibility to promote road safety at all times by setting an example when patrolling.

Restrictions:

- They must at all times comply with all Road Traffic legislation.
- Under NO CIRCUMSTANCES are they authorised to pursue vehicles.
- There will be NO immediate response to any commitment. The highest level of response to ANY incident will be Urgent Attendance (see [Incident Attendance Policy](#)).
- They must not use the sirens or emergency response equipment except to blip the wailer and use the blue lights as part of the procedure for stopping vehicles.
- Operating the blue light is **only** permissible, except as above, when the vehicle is stationary to protect a scene of a collision or incident or in a slow moving public safety role.

**5.5.3 Standard Response Drivers**

Standard Response Drivers are authorised to drive low performance police vehicles in an operational capacity. Drivers of marked police vehicles have a particular responsibility to promote Road Safety at all times by setting an example whether patrolling or responding to incidents. It should also be emphasised that drivers of all police vehicles must comply with all road traffic legislation unless there is a police purpose for claiming one of the exemptions under the relevant legislation.

All Standard Response Drivers will have undergone response driver training and met the required level of competency – ‘Drive-4’ & ‘Drive-26’.

Standard Response Drivers may take part in the initial phase of a pursuit in a reporting role, but must complete the appropriate training and meet the required level of competency – (Drive-17) (see [Pursuit Policy](#) ).

**5.5.4 Advanced Drivers;**

Advanced Drivers are authorised to drive high performance police vehicles in an operational capacity. Drivers of marked police vehicles have a particular responsibility to promote road safety by setting an example at all times whether patrolling or responding to incidents. It should also be emphasised that drivers of all police vehicles must comply with all road traffic legislation unless there are legal exemptions which individual drivers may avail themselves of.

Staff in the following Operational Command Units who drive high performance police vehicles in an operational role must be Advanced Drivers:-

- Roads Policing

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- Tactical Firearms Group – this includes Firearms Training Dept.
- Mobile Protection Group
- Crime Support
- Professional Standards
- Driving School.

Advanced Driver authorisation will revert to Standard Response on transfer out of one of the above OCUs.

All Advanced Drivers will have undergone response driver training and met the required level of competency (Drive-1 & Drive-26).

Officers from Roads Policing, Mobile Protection Group, and Tactical Firearms Group must also meet the required level of competency in the Pursuit Management module to gain specialist pursuit management and car handling skills relevant to the needs of their OCU enabling them to take part in both initial and tactical phases of a pursuit. (Drive-18).

Mobile Protection Group officers will also complete a VIP Evasive Driving Course on specialist vehicle tactics and skills in relation to the protection of principals and Category A prison escorts. (Drive-25).

Officers selected for operational motorcycle duties on Roads Policing, Crime Support, etc, must be trained to Advanced level in motor cycle skills. (Drive-6).

**5.6 Assessments & Refresher Training**

This section deals with normal planned assessments and refresher training and is separate from the requirements identified under the TVP permit system for those drivers identified as being high risk – (see [Polacc Policy](#))

**5.6.1 Category One**

Any driver whose driving is thought to have fallen below the standard required may be required to have an assessment or refresher course. It is every line manager's responsibility to notify the Force Driving School of such members of staff. The Driving School will arrange for an assessment and recommend any subsequent action.

**5.6.2 Basic Drivers;**

No formal assessment procedure although they may be referred to the Driving School as at paragraph 5.6.1 above or through the Polacc system.

**5.6.3 Standard Response and Non-Response Drivers;**

Standard Response and Non-Response Drivers will be re-assessed every five years and any identified training needs will be addressed by further training as appropriate.

**NOT PROTECTIVELY MARKED****5.6.4 Advanced Drivers;**

Advanced Drivers will be re-assessed every three years and any identified training needs will be addressed by further training as appropriate.

**5.6.4 Advanced Motor Cyclists;**

Advanced Motor Cyclists will be assessed annually and any identified training needs will be addressed by further training as appropriate. They will also do a refresher course every three years.

**5.6.5 Category Two**

No formal assessment procedure although they may be referred to the Driving School as at paragraph 5.6.1 or through the Polacc system.

**5.7 Driver Permits**

- All **Category One** drivers will be issued with a Driving Permit which must be produced to a supervisory officer on request.
- Holders of permits must familiarise themselves with the instructions and guidance within the permit.
- Members of staff who accumulate six to eight points on their permits will undergo an assessment by a Force Driving Instructor.
- Refresher training, appropriate to role, is mandatory for those members of staff who accumulate nine to eleven points on their driving permit.
- Those members of staff who have accumulated twelve points or more and are consequently suspended from driving police vehicles will be retrained appropriate to role; this may be undertaken towards the end of the suspension. However, they cannot drive operationally until their suspension ends. (see [Polacc Policy](#) ).

This section is not relevant to **Category Two** drivers since they are not issued with a permit but will still have any points awarded shown on their driver record. Where there is concern, individuals may be referred to the Driving School for assessment.

**5.8 Vehicle Checks & Maintenance**

**5.8.1** All drivers are reminded of their responsibilities with regard to the Construction and Use Regulations and Road Traffic Acts and Regulations.

Drivers of any vehicle, including their own, have a legal responsibility for the vehicle that they are driving to ensure that it is in a legal and safe condition before using it on a public road.

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**5.8.2** Furthermore a vehicle provided by TVP and all its equipment, is 'work equipment' under the Provision and Use of Work Equipment Regs 1998 (PUWER). Every employer shall ensure;

- work equipment is maintained in an efficient state, in efficient working order and in good repair and
- if the equipment is exposed to conditions causing deterioration liable to result in dangerous situations, it shall be inspected at suitable intervals, to ensure H&S conditions are maintained and to enable detection and remedy of deterioration.

Sec 7(2) of the Health & Safety at Work Act 1974 requires an **employee to co-operate with an employer** to enable them to comply with these duties. Furthermore Section 7(1) places a duty on an employee to take reasonable care for the health & safety of themselves and of others who may be affected by their acts or omissions.

Road Traffic Regulations take precedence over H&S legislation where relevant but it should be noted that PUWER is very wide reaching in its terms and definitions and may well include aspects not covered under Road Traffic Law.

**5.8.3** It is Force policy that all police and hire vehicles will use a logbook. It is the driver's responsibility to fill out this each time a vehicle is used. The driver's entry in the logbook will be the evidence that the vehicle checks have been completed by that person: if not an entry should be made in the comments box as to the reasons why.

**Failure to fill in the log book will constitute a disciplinary offence.**

**5.8.4 Category Two** drivers, by signing their mileage expense forms, do so in the knowledge that this forms a declaration of compliance with this policy – see para. 5.1.2.

**5.8.5 Vehicle checks.** All drivers must, before using a police vehicle, carry out the following checks (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.O.W.D.E.R** check:-

- **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,*

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- **R** – rubber, *tyres* – *correct pressures, tread depth, damage to side walls and wheel rim (do not forget the spare) and wiper blades*

Any damage or defect found on examination of a vehicle must be reported to a supervisor and the vehicle owner, e.g. hire company for hire car. Supervisor is responsible for filling out TA7.

**5.9 General Driving Standards**

The following should be considered by all drivers at all relevant times and appropriate situations.

**5.9.1 Seat Belts**

By virtue of Regulation 6(e) Motor Vehicles (Wearing of Seat Belts) Regulations 1993 the requirements to wear seat belts do not apply to a person driving or riding in a vehicle while being used for police purposes or for carrying a person in lawful custody (a person who is being so carried being included in this exemption).

However, for reasons of staff safety and credibility with the public, **it is policy that police staff shall wear seat belts at all times** unless to do so would hinder the use to which the vehicle was being put and will be subject to a dynamic risk assessment. Likewise, prisoners and detained persons should wear seat belts at all times unless this is not possible or is unsafe – see StreetCRAFT Operational Booklet – transporting subjects in vehicles. The dangers to other vehicle occupants from unrestrained passengers and driver must not be underestimated.

Those drivers and passengers who disregard this instruction and are unable to show the vehicle was being used for police purposes will have legal action taken against them. Those who may be able to claim a legal exemption, but have failed to comply with this instruction will fall within the police driving permit penalty points system and may be subject to the imposition of points on their permit in addition to any Professional Standards issues. **Supervisory officers must ensure that this section is complied with.**

Children under the age of 12 should not be transported in police vehicles unless absolutely necessary; for example, to move them from a place of danger to a place of safety.

Children over 12 must use adult seat belts.

Should there be no option but to move a child under 12, the following measures should always be considered: -

- Use of Social Services or a specialist contractor.
- The child's parent/guardian should be invited to use their own vehicle or fit their own child restraint, appropriate to the child's

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age and weight, in the police vehicle (rear-facing baby seats must not be used in a seat protected by a frontal air-bag unless it has been deactivated).

Where this is not practicable, the police driver should carry out a dynamic risk assessment balancing the risk of transporting a child under 12 against leaving them in the present location. If a decision to move the child under 12 is made, this must be carried out in the safest way possible: -

- A child over the age of 3 years must travel in the rear seat; be restrained by an adult seat belt; be accompanied by an adult; and be moved only as far as the nearest place of safety.
- In the case of children under 3 years the parent or guardian should travel in the rear of the car, using a seat belt, and holding the child on their lap. The child should not be restrained using an adult seat belt nor should a seat belt be used for more than one person. The child should be moved only as far as the nearest place of safety.
- The police vehicle must be driven within the requirements of the Road Traffic Legislation at all times whilst carrying children.

**5.9.2 Mobile telephones**

The restrictions associated with the use of mobile telephones, hand-held and hands-free, is covered by the Mobile Telephony and Voice Mail Policy – see [Mobile Phone Policy](#)

The policy is that no member of staff is to use any means of making or receiving a telephone call or message whilst driving regardless of the means of so making or receiving. A very limited number of staff, as per the policy, may use a hands-free in restricted operational circumstances. **All other use is a criminal offence in the case of hand-held, or discipline matter in the case of hands-free.**

**5.9.2 Drink/Drugs Driving**

In addition to:

- legal restrictions;
- the Force's Polacc Policy requirements;
- the Preliminary Breath Testing of Drivers Involved in Collisions policy (all drivers involved in collisions to be tested – see [Breath Test Policy](#)) the Force policy on Alcohol and Substance Misuse Testing – see [Alcohol and Drug Testing Policy](#) - establishes a testing regime for drugs and alcohol for all police officers in safety critical posts; in the case of alcohol the limit is much lower than the Road Traffic Act level. Occupational Health and Professional standards will be informed by the OIC of those police staff involved in collisions, where a breath test can be

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administered, who pass the SL400 roadside test but register a 'warning'. (see [Polacc Policy](#) where drivers fail the test)

**5.9.3 Fatigue**

The dangers associated with driving whilst tired must not be underestimated: over 40% of serious crashes on the motorways in Thames Valley are considered to be fatigue related. The dangers are particularly prevalent amongst shift workers but cannot be ignored in other drivers. Working time directives apply but the driver and corporately the organisation, have a duty to make sure they are fit to drive and must manage the issues arising from fatigue in the work place. Supervisors should identify those who have worked long hours and manage the potential of fatigue related accidents in the work place by, for example, making alternative driving arrangements or accommodation arrangements at the end of extended shifts) when identified as a risk.

**5.9.4 Speed & other exemptions**

Under current legislation vehicles being used for police purposes are exempt from the requirements to observe a speed limit, and certain other restrictions, where to do so would hinder the use to which the vehicle was being put. The use of such exemptions must be proportionate, justifiable and necessary. Where such use is made of an exemption it must be in connection with:

- an appropriately graded incident (see - [Incident Attendance Policy](#));
- structured training, development or assessment, (which may only be undertaken with a force driving instructor and/or trained assessor);
- surveillance;
- other emergency;
- any testing of a vehicle outside patrol duties when normal exemptions apply, may only be undertaken with a force driving instructor and/or trained assessor.
- in all other cases where staff rely upon such exemptions they must ensure their supervisor and Control Room are informed and the matter logged.

The law relating to this subject is likely to change with the Road Safety Act coming in 2006/2007

**5.9.5 Unreported Damage**

Drivers responsible for causing damage to vehicles must report them as per the Polacc Policy. Those that fail to do so, particularly damage to safety critical components such as tyres etc., place colleagues who subsequently drive that vehicle in real danger of being seriously injured. Drivers who so fail to report damage caused will be referred to Professional Standards for

investigation of neglect of duty and will receive a minimum of 6 points on their driving permit.

### 5.9.6 Carrying of Non-Police Passengers in Police Vehicles

The carrying of passengers will need to be judged on its own merit and will be subject to the operational judgement of the police driver at the time.

Officers are able to carry passengers that are not under arrest, providing it is for an official police purpose. Officers acting in these types of circumstances would need to conduct a dynamic risk assessment on each occasion to ensure that the safety of all occupants is not compromised.

It is not possible to list every type of circumstance but could include, for example, where it is necessary to remove a person from a particular area for their own safety or where the person may be deemed vulnerable because of their demeanour / age or personal circumstances, etc.

The Motor Vehicle Insurance cover provided by our Insurers to Thames Valley Police covers third party liability for all Police vehicles. This also covers those vehicles on hire, loan, or other vehicles used for Official Police Business. This third party Insurance covers any person that is carried in that vehicle, this includes passengers arrested or not.

The reference to Insurance cover **does not apply** to those employees who are **either essential or casual car users using their own vehicles** who must ensure **they have appropriate fully comprehensive cover, including business use for the vehicle they are driving.**

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**5.9.6 Vehicle and Driver Classifications**

DRIVER COURSE CODES				
Vehicle Classifications Driving licence category (DVLA)	Sub-classifications	Driver Qualification /Permit to be Renewed	Training course or assessment	Restrictions
<b>Advanced Car</b> marked & plain car over 59 kilowatts per tonne.  DVLA Category B	Advanced (includes response)	Drive-1 / <b>3 years</b>	Advanced Driving DSO01	
	Pursuit	Drive-18 / <b>3 years</b>	Pursuit Management DSO08	Tactical phase pursuit trained - Pursuit Policy.
	Mobile Protection	Drive-25 / <b>1 year</b>	VIP Evasive Driving DSO10	
	Advanced Driving Instructor	Drive-37	Car Instructor DSL01	
<b>Advanced Motorcycle</b>  DVLA Category A	Advanced motorcycle (includes response)	Drive-6 / <b>1 year</b>	Advanced Motorcycle DSO05	
	Advanced Motorcycle Instructor	Drive-38	Instructor Motorcycle DSL02	
<b>Standard Car</b> marked & plain car not greater than 59 kilowatts per tonne. DVLA Category B	Basic	Drive-5	Basic authorisation DSO25	see Driver Policy for restrictions.
	Standard Response	Drive-4 / <b>5 years</b> Drive-26 / “ “  Drive-17 / “ “	Standard Response DSR01,DSR02,DSR03 DSR04 AND DSR05 Standard Response Reporting DSO14	see Pursuit Policy for restrictions. Initial phase pursuit trained.
	Standard non Response	Drive-34 / <b>5 years</b>	Standard – Non- response (Specials) DSR06	See Driver Policy for restrictions.
	Standard Driving Instructor	Drive-37	Car Instructor Course DSL01	
<b>Transits</b> DVLA Category D1	PSU Transit	Drive-42	PSU Transit	
	Transit	Drive-12 Drive-12	Transit 4 day DSO19 Transit 2 day DSO18	<b>Not to engage in pursuits - Pursuit Policy</b>
<b>Specialist Vehicles</b>  DVLA Category P.....  DVLA Category D1 (if long wheel base vehicle).....  DVLA Category C1.....  DVLA Categories B+E, C1+E, D1+E ..... DVLA Category D ..... DVLA Category C+E.....  DVLA Category C .....	Mopeds	Drive-10 / <b>5 years</b>	Authorisation DSO20	As Basic
	4x4 On road	Drive-43	Authorisation DSO25/29	
	4x4 Off road	Drive-11	One day Course DSO21	
	Medium sized vehicles (Lorries bet 3500 and 7500kgs)	Drive-13	1 day course DSO23	As Basic
	Mobile Police Station	Drive-35	1 day course DSO24	
	Towing –	Drive-19	1 day course DSO28	As Basic
	Buses	Drive-14	Trained externally	As Basic
	Large vehicles with trailers	Drive-15	Trained externally	As Basic
Large vehicles	Drive-16	Trained externally	As Basic	
Other		As agreed by Driving School		
<b>Hire / Sponsored/ Loan /WOMA vehicle</b>	From A to B only		Basic authorisation DSO25	As Basic if regular use.

## **6.0 Communication**

### **6.1 Links to Police National Legal Database & Other Policies**

This policy should be read in conjunction with the following TVP policies available on the Intranet:

Police Vehicle Collisions (Polacc) Policy

<http://onlineview/policiesandpro/policiesp-r/polaccv6.pdf>

Pursuit Policy

<http://onlineview/policiesandpro/policiesp-r/pursuitpolicy.pdf>

Incident Attendance Policy

<http://onlineview/policiesandpro/policiesq-i/IncidentAttendancePolicy.pdf>

Mobile Phone Policy

<http://onlineview/policiesandpro/policiesj-o/mobile.pdf>

Breath Test Policy)

<http://onlineview/policiesandpro/policiesa-c/breate6.pdf>

Alcohol and Drug Testing Policy

[http://onlineview/policiesandpro/policiesa-c/Drug\\_and\\_Alcohol\\_misuse\\_policy\\_06\\_-\\_intranet.pdf](http://onlineview/policiesandpro/policiesa-c/Drug_and_Alcohol_misuse_policy_06_-_intranet.pdf)

### **6.2 Communications Strategy**

All members of TVP need to be aware of this policy as they may be required to undertake driving duties in the course of their duties. All **Category One** drivers will be issued with a Driving Permit. The pertinent points of this policy will be reproduced on the new style permits and will replace existing ones. Managers additionally need to be aware of their responsibilities under this policy.

This policy needs to be widely publicised by means of 'All Users', Force Weekly Orders, Manager's Brief, and Thames View.

## **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.

**NOT PROTECTIVELY MARKED****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: This policy will be applied with reference to the key principles of the Convention, namely justification, proportionality and least intrusion.

**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.

**Article 8 Right to Respect for Private and Family Life**

Article 8 states that “ .... *‘Everyone has the right to respect for his private and family life...There shall be no interference by a public authority with the exercise of this right except such as in accordance with law and is necessary in a democratic society in the interests of...public safety...prevention of disorder and crime...for the protection of the rights and freedoms of others.* This Policy refers to the receiving and recording of all personal employee information. The collection and retention of personal data will automatically engage this Article.

**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.

**7.2 Diversity Impact Assessment**

This policy relates to individuals within the organisation and as such any actions against them are already subject to such considerations and a full diversity audit is not necessary.

### **7.3 Data Protection**

It is recognised that sensitive personal data will be processed in compliance with this policy. This, and personal data, will be managed in accordance with the specifications of the Data Protection Act 1998.

This policy is available to the general public. Copies can be obtained by writing to:

Policy Management Unit  
Corporate Development Unit  
Thames Valley Police HQ  
Oxford Road  
Kidlington  
OX5 2NX

### **7.4 Freedom of Information Act**

This policy is suitable to be made available to the public

### **7.5 Protective Markings**

This document has been assessed as suitable for marking as NOT PROTECTIVELY MARKED.

### **7.6 Health & Safety at Work**

This policy should be read in conjunction with both the Police Vehicle Collision Policy and the Pursuit Policy and as such it cuts across a number of generic risk assessments relating to general driving, response driving, pursuing, actions on the highway, etc. and has as one of its 'Investigation Purposes' a statement that it will "ensure all Health and Safety aspects, including near misses, are thoroughly investigated and reported upon by the driver's/passenger's line managers" In addition, "All Health and Safety issues arising from the Polacc, or near miss, must be fully investigated, including duty and shift considerations, by the driver's line managers and reported upon through the PER10a system"

### **8.0 Monitoring and Review**

The application and outcomes of this policy will be constantly reviewed in relation to general considerations and individuals by the Driving School and the Polacc Administration.

### **8.1 Links to Best Value/PPAF/Priorities/Performance Indicators**

This policy is subject to the Best Value Review of Training & Development

## **8.2 Review Process**

A full review will be carried out by the Driving School and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations

**This policy will be reviewed every two years.**