



# Police Vehicle Driver (Policy & Procedure)

**OFFICIAL**

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**August 2018**



# Policy

## Statement

Merseyside Police is committed to promoting road safety and best driving practice. The organisation intends to ensure that all police vehicles are in a roadworthy condition and are driven by suitably qualified drivers trained to the highest standards.

The organisation will continue to develop and implement a driver-training programme based upon the College of Policing – Roads Policing and Police Driving learning Programme 2016, covering all types of police vehicles with the aim of increasing the professionalism of all our police drivers.

## Aims

The main aim of this policy is to ensure:

- a) All police drivers have undergone a suitable training course or driving assessment, which conforms to national guidance and is fit for purpose
- b) Different categories of police vehicles are driven by Police drivers with the relevant driving qualifications
- c) All police vehicles are routinely checked for any defects.

This policy is underpinned by procedures designed to provide clear, definitive and unambiguous direction for all those involved in its deployment.

## Objectives

Specific objectives of this policy are to:

- a) Improve police driver standards
- b) Reduce the number of collisions involving police vehicles
- c) Reduce the amount of injuries arising from police vehicle collisions
- d) Increase the number of routine vehicle checks across the Force
- e) Fully comply with Drivers Code of Practice and current Force policies
- f) Increase the deployment options available to the organisation to meet its objectives

## Application and Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Merseyside Police must be aware of, and are required to comply with, all relevant policy and associated procedures.

This policy applies particularly to those officers and staff having the potential to be employed as police drivers as well as those officers and staff with responsibilities for driver training and vehicle checks.

This policy document sets out principles to help guide decision making and is in some parts quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case. Non-statutory policies, including College of Policing APP, provide guidance only. They are 'living documents' and it is recognised that there may be a better way of doing this. Accordingly, if staff depart from a policy but are able to give a good rationale for their actions, and have acted with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported.<sup>1</sup>

The Chief Officer lead for this policy is the Director of Finances responsible for HR.

### **Outcome Evaluation**

Responsibilities and activities involved in measurement will be included in a separate deployment plan monitored on an ongoing basis by the Head of The Academy (or nominated deputy).

Outcomes will be formally reviewed six monthly by Head of Driver Training, Professional Standards Dept and the Force Health & Safety Manager.

An expected outcome is police drivers (and potential drivers) will be fully aware of the status and limitations of different driving qualifications.

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<sup>1</sup> This paragraph inserted 23/06/2016 to emphasise appropriate use of discretion. Version number remains unchanged.

# Procedure

## Version History

11/02/2013	<p>V 2.0 – Major rewrite to incorporate the following:</p> <ul style="list-style-type: none"> <li>➤ Reinforcement of the restrictions applicable to police drivers who have a basic driving authority. This change introduces a disclaimer which governs the manner in which they can attend incidents, and provides clarity over the definition of 'Responding' and 'Attending' incidents.</li> <li>➤ Revision to the guidelines around re-assessment to provide for the granting of a basic authority, to those staff who are unable to reach the level for a standard (or advanced) qualification. This is designed to reduce the instances of police drivers having all driving authority removed from them without remedial training and/or development.</li> <li>➤ Provision for non-drivers to receive a basic driving authority, in advance of them attending a standard course. This change has been instigated at the behest of Chief Officers, and will propose a route for student officers to arrive in Stra with the ability to drive</li> <li>➤ Confirmation of the authorities required for members of the Special Constabulary to drive police vehicles, together with the restrictions applied to such authorisations.</li> <li>➤ Removal of the references to 'Class 4' driving authorities, with such drivers reverting to basic authorities.</li> <li>➤ Harmonisation of requalification periods to 5 years for all classes of driver. This will help to reduce the existing overhead on OHU brought about by the requirement for annual medicals (in the case of basic drivers).</li> <li>➤ Automatic down-grading of driving authorities for staff who fail to re-qualify within the 5 year period.</li> </ul>
07/11/2013	V 2.1 – Para 2.6.6 inserted to reflect the requirements of APP agreed by the National Steering Group.
10/01/2014	V 2.2 – Section 5.3 inserted
01/04/2014	V 2.3 – Paras 4.1 & 4.2 extended to provide more clarity and para 5.3.13 inserted to stipulate requirements around taking police vehicles to home address.
15/10/2014	V 2.4 - Paras 1.2 & 1.3 inserted to provide clarity. Paras 1.5.3, 2.4.2 (d) and page 25 all amended to reflect decision of Change COG/SMT on 13/10/2014 to allow Basic Drivers to respond to Grade 2 calls for service.
15/07/2015	V 2.5 – Para 2.4.5 amended to include exception. Para 1.4.3 inserted & para 2.4.8 removed.
01/10/2015	V 2.6 – Para 5.6 inserted to reflect requirements of In Touch published 28/09/2015 around transport of patients.
21/04/2016	V 2.7 – Para 2.4.2 (d) inserted and Appendix 6 amended accordingly.
10/06/2016	V2.8 – Sections 2.6 and 2.9 reworded to ensure compliance with relevant APP.
21/07/2016	V2.9 – Appendix 7 inserted to cover driving with medical conditions.
16/11/2016	V2.10 – Numerous amendments made on review to reflect APP content with a focus on requalification
12/05/2017	V2.11 – Amendments to reflect Chief Officers decision to remove +20 speed restriction for Standard Response and Standard Pursuit police drivers – as per In Touch 13/04/17 in Appendix 8 (p.8 2.5.1 and 2.6.1 re-worded) References to 'OSU' amended to 'Matrix' (Appendix 5 p.26 re-worded)

27/11/2017	V2.12 Amendments to Basic driver policy with regards to officers being permitted to perform mobile patrol duties, as agreed by COG.
27/3/2018	V2.13 Amendments to 1.4.3 clarifying the term 'Occasional User'
22/08/2018	V2.14 Amendments to Basic Driver Policy with regards to officers being deployed to service calls graded Emergency, Priority & Scheduled. Also use of Emergency Warning Equipment. 5.4.14 Any Supervisors able to suspend driver privileges if deemed appropriate to the circumstances prior to PVC manager review. 3.2.5 Personnel Carrier amendment to cover Basic Drivers 3.6.1 Amendment to Motorcycle selection

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## 1. Definitions

### 1.1 Police Vehicle

1.1.1 A police vehicle is defined as:

- a) Any vehicle owned, hired or leased under any agreement by Merseyside Police and The Police & Crime Commissioner.
- b) Any privately owned vehicle used for police purposes whilst on duty
- c) Any vehicle that has come into the possession of the police due to operational reasons

1.1.2 A privately owned vehicle used for a policing purpose, whilst the driver was not on duty, will not be classified as a police vehicle under this policy, and would therefore not be subject to any of the following provisions.

### 1.2 Privately Owned Motor Vehicle

1.2.1 A privately owned vehicle is a vehicle owned by a person or registered to a person who has financial control over said vehicle, and that vehicle is NOT illustrated in the vehicle fleet list.

### 1.3 Police Purposes

1.3.1 For the purpose of this document a “police purpose” relates ONLY to any action supporting CORE policing duties such as attending incidents, dealing with victims or witnesses or taking witness statements or reports relating to incidents. This does NOT include police officers or police staff parading on at a station other than their posted station or attending a meeting. Any member of staff who uses their own vehicle for a police purpose MUST have the vehicle insured for business use.

### 1.4 Police Driver

1.4.1 The term ‘Police Driver’ is defined as any police officer or police staff member driving a ‘police vehicle’ as defined, whilst on duty.

1.4.2 The term police driver also includes a police officer or police staff member who is responsible for a stationary vehicle, unattended or otherwise, at the time it is involved in a collision or incident.

1.4.3 An ‘Occasional user’ will be defined as a member of staff who in the normal course of their work, does not have access to a police vehicle as defined by this policy, but whose role may require the infrequent use of such a vehicle. In such circumstances it will be for the relevant Head of Department or Strand Lead to authorise the use of such a vehicle. It is the responsibility of line managers to monitor vehicle usage and as such if a member of staff uses a police vehicle more regularly than was first intended they will require a ‘Basic Authority’ assessment drive in order to continue to drive police vehicles.

- a) If a driver uses a police vehicle four (4) or more times per month they will not be classed as an ‘Occasional User’ and require a Basic Authority.

## 1.5 Police Duty

- 1.5.1 Any use of police vehicles by authorised staff will be deemed to be on police duty.
- 1.5.2 In this policy 'Respond' will be defined as the handling of an incident or enquiry as emergency response, allowing the driver to be able to use any of the legal exemptions afforded to them by relevant legislation and or use of emergency warning equipment to facilitate progress.
- 1.5.3 'Attend' will be defined as handling an incident or enquiry which does not require the use of emergency equipment to attend, or the claiming of any of the legal exemptions. This will relate to incidents not exceeding Non-emergency – Priority response according to the Call Response Policy (May 2016) and other ungraded enquiries.

## 2. Qualifications

- 2.1 Merseyside Police has three classifications of driver, Basic, Standard and Advanced. It is the aim of this next section to outline the classifications and roles.
- 2.2 All holders of a driving authority at whatever level are reminded of their responsibility to adhere to the guidelines laid out in this policy, failure to do so may result in the relevant driving authority being withdrawn and the individual(s) subject of misconduct proceedings. Throughout this document reference will be made to other policies and procedures covering driving, and any relevant 'In Touch' publications will be listed as an appendices.

### 2.2 Basic Driver

- 2.2.1 This authority is provided to support Community 1<sup>st</sup> and the Functional Model in order for staff to drive a variety of vehicles in an operational and non-operational role.

### 2.3 Basic Driver (Police Staff - Recorded as 'Authorised Car and Van' on force HR system)

- 2.3.1 This entails a basic assessment for none operational Police staff e.g.: Crime Scene Investigators, dispatch drivers. There are no limits placed on the type of vehicle which may be driven, provided the driver is licensed to drive the category of vehicle and they have been assessed in a class of vehicle relevant to the one they intend to drive.

### 2.4 Basic Driver (Recorded as 'Basic Driver, Reviewable' on force HR system) [\(Appendix 1\)](#)

- 2.4.1 This authority is given to the following groups of officers;
  - a) Police Officers - Student officers on the IPLDP programme or awaiting full driver training.
  - b) Special Constabulary 2.4.2 Drivers with this qualification are entitled to drive any marked or unmarked police vehicle up to and including 145ps (power rating) in the following circumstances only.

- 2.4.2 Officers are to comply with the below,



- a) Can be deployed or self-deploy to calls for service graded Emergency, Priority and Scheduled as per the Call Response Policy, this includes the conveyance of detained persons or other persons requiring transportation. A dynamic risk assessment must be completed for an EMERGENCY deployment by the FCC Supervisor and Driver to ensure by responding to the incident the officer is driving within their qualification and limitation of training. (must NOT utilise Emergency Warning Equipment or Contravene RED Traffic Lights, Speed Limits or Keep Left/Right Bollards)
- b) Under NO circumstances should a basic driver STOP or ATTEMPT to stop other vehicles unless trained and authorised to do so, or Engage in any form of pursuit, (cyclist, pedestrian, motor vehicle, or any mechanically propelled vehicle).
- c) Use of vehicles Emergency Warning Equipment is for only officers trained and authorised to use so operationally, with the exception of the blue lights which may be used whilst the vehicle is stationary to protect the vehicle and its crew whilst dealing with an incident

Such drivers are not permitted to claim any of the legal exemptions afforded to Standard / Advanced drivers as outlined in [Appendix 3](#) and will therefore be required to sign a declaration acknowledging their limitations. ([Appendix 6](#))

- 2.4.3 A basic driving authority will be available to students on the IPLDP programme after being signed off as independent. The medical assessment undertaken on their appointment to the force will be deemed valid unless for any reason this was undertaken more than 12 months prior to the scheduled assessment. The granting of this authority is intended to support the development of their general policing skills. Their police driving record will be considered prior to commencing a Standard Driving Course.
- 2.4.4 Those officers who are awaiting a Standard Driving Course whether they are a Student Officer or not, may still undertake a Basic Driving assessment subject to having a medical examination within the previous 12 months.
- 2.4.5 The Basic Driving authority will be granted once an officer has passed a formal driving assessment by the Driver Training Unit. The exception to undertaking the Basic Driver assessment will be for those staff deemed as being an 'occasional user' by their respective Departmental Head or Strand Lead. (See section 1.4.3 Police Driver.)
- 2.4.6 Post assessment, and before driving, the officer will sign the Basic Driver declaration form at ([Appendix 6](#)). A copy of which will be retained on the officers driver record.
- 2.4.7 Following consultation with the relevant Strand Lead, officers from the Special Constabulary maybe granted the Basic Driver classification with written authority from the Chief Officer of the Special Constabulary. If deemed suitable by the Driver Training Unit then post assessment, the officer will sign the Basic Driver declaration form, a copy of which will be retained on personal file ([Appendix 6](#)). Members of the Special constabulary must have reached independent patrol stage before being considered for a basic authority. A number of PCSO's may undertake a basic assessment. This will be determined by the respective Strand Lead team in consultation with the individual's supervision.

- 2.4.8 A Basic Driving authority may also be given to those Standard and Advanced drivers who have failed a re-qualification assessment on driving grounds alone. This will allow officers to be utilised as a resource until they have undergone a further re-assessment or have attended the Driver Training Unit for a further driving course. Post assessment, and before driving on the authority, the officer will sign the Basic Driver declaration form at [\(Appendix 6\)](#)
- 2.4.9 There are small number of police drivers who have previously held a 'basic authority' with or without any specific training, including pre 1995 Class 4. Those officers are now subject to this section of the Police Driver Policy including the restriction on use and the requirement to sign the declaration form.
- 2.4.10 Copies of the basic declaration form signed in accordance with this policy will be retained by the officer and copies placed on their driver training record.
- 2.4.11 The basic authority will last for a period of 5 years, from the date of acquisition, during which time it is envisaged all officers holding this authority will have had the opportunity to attend a full Police Standard Car course at the Driver Training Unit, dependent upon their role and reason for holding a basic authority.
- 2.4.12 A Basic Driver holding the rank of Inspector or above may drive vehicles in excess of 145ps purely in a supervisory capacity. They must adhere to all traffic legislation and not respond or claim any legal exemptions.

## 2.5 Standard Driver (Response)

- 2.5.1 This classification is the minimum requirement for Response Patrol duty. A driver can drive any marked or unmarked police car/van up to and including **145ps**. Training incorporates the use of the emergency warning equipment to enable the individual to respond to incidents using the legal exemptions afforded to drivers of emergency service vehicles.
- 2.5.2 A standard driver who has received the appropriate training can drive a 4x4 off road vehicle on or off road, provided it falls within the power supply of up to **145ps**. The appropriate training is a 2 day 4x4 off-road course.
- 2.5.3 A standard driver may drive personnel carriers providing they have Category D1 on their driving licence and have received the appropriate Carrier / Response training.

## 2.6 Standard Driver (Pursuit Management Trained)

- 2.6.1 The additional training authorises the officer to initiate or engage in a Pursuit in line with APP pursuit guidance and Force pursuit procedures. A Standard Response driver may gain the below additional attributes:
- a) Standard Driver – Able to deploy HOSTYD's (Stop Stick)
  - b) Standard Driver – Able to deploy HOSTYD's and act as a Feeder vehicle
  - c) Standard Driver – Pursuit Management, Initial Phase Pursuit (IPP) trained  
**(HOSTYD's = HOLLow Spike TYre Deflation systems)**
- 2.6.2 Under no circumstances, will a Standard pursuit Driver engage in a pursuit in any role on the Motorway Network. **(Appendix 5)**

- 2.6.3 All Standard pursuit drivers must be refreshed in skills appropriate to their training at least every 3-5 years, as per The Road Safety Act 2006 and Roads Policing APP subject to a valid medical declaration form being produced and meeting the required eyesight standards. Section 2.9 refers.
- 2.6.4 Any Standard Driver who has not attended a Pursuit Management course since April 2007 must not become involved in any aspect of a Pursuit, unless they have successfully passed a 2 day standard pursuit refresher course or a full course of instruction.
- 2.6.5 A standard driver holding the rank of Inspector or above may drive vehicles in excess of **145ps** in a supervisory capacity; however they must not use emergency equipment or claim any legal exemptions whilst driving an advanced classified vehicle. They must not engage in a pursuit even if suitably qualified as standard pursuit trained, whilst driving an advanced class of vehicle.
- 2.6.6 Standard pursuit drivers can only engage in initial phase pursuit in a marked vehicle deemed suitable for that purpose. [Authorised Professional Practice \(Police Pursuits\)](#) refers.

## 2.7 **Advanced Driver**

- 2.7.1 An Advanced driver has received a higher level of training and therefore can drive any motor vehicle of **145ps** and above. The individual can drive 4x4 off road vehicles on the road. In order to drive off road the officer must have undergone the appropriate 2 day training course. The Advanced course incorporates Pursuit Management enabling the individual to engage in the initial phase of a pursuit. An Advanced Driver must have category D1 on their DVLA driving licence to drive a personnel carrier and have received the appropriate training.
- 2.7.2 All Advanced drivers must be re-assessed at least every 3-5 years, as per The Road Safety Act 2006 and Roads Policing APP, subject to a valid medical certificate.
- 2.7.3 Individuals no longer requiring an Advanced Authority for their role, may declare the suspension of that authority and revert back to a standard response driving authority. This will now place the officer back in the criteria for re-assessment as a standard driver. Officers who revert back to a standard authority will be required to be assessed as per the Road Safety Act 2006 and Roads Policing APP.
- 2.7.4 A qualified Advanced driver who has voluntarily suspended their authority may, at any time, request for a re-assessment in order to re-instate an Advanced Authority. This request must be made within 3-5 years of the suspension of the authority. If no request is made for a re-assessment then the authority will permanently expire. ([Appendix 8](#))

## 2.8 **Advanced Driver - Pursuit Management**

- 2.8.1 Advanced Drivers are permitted to pursue vehicles at a number of different levels. They are as follows:

(a) **Advanced Driver – Pursuit Management trained Initial Phase.**

This qualification is achieved as a result of successfully completing an Advanced Car course supplied by the Merseyside Police prior to November 2007.

Officers with advanced qualifications who have transferred from outside forces may not have received pursuit training from their respective force and will therefore not be eligible to retain their authority until they have received pursuit training. In this case they will remain as a Standard Driver until such time as they have successfully completed a Pursuit Management module.

**(b) Advanced Driver – Initial Phase Pursuit (HOSTYD's (Stop Stick) and Feeder)**

This qualification is achieved after completing an Advanced car course after November 2007 or having completing a stand-alone HOSTYD's course

**2.8.2 Advanced Driver – Pursuit Management trained Tactical Phase (TPAC).**

Attained by Officers who have successfully completed a course involving specialised tactics for containment of vehicles being pursued.

Police Advanced drivers may also train as Protection Drivers. These officers will Under go specific selection for attendance on this course by means of a strict assessment drive. On successful completion of The National Protection Drivers course such officers may be utilised by the Force Operations Department on VIP visits.

**2.9 Police Driver Re-qualification and Refresher training**

- 2.9.1 Section 19 Road Safety Act 2006, states that vehicles being used for fire and rescue authority, ambulance, police or Serious Organised Crime Agency purposes can claim legal exemption to any statutory provision imposing a speed limit, if observance of the limit would be likely to hinder their use for the purpose for which they are being used on that occasion.
- 2.9.2 In order to claim the legal exemptions, the driver must have satisfactorily completed a course of training in the driving of vehicles at high speed (or is actually driving the vehicle as part of such a course.) Having received appropriate training, there is also the requirement to ensure they continue to be competent to drive vehicles at speed by way of a re-qualification drive. Therefore all drivers are required to be re-assessed or refreshed every 3-5 years, this is in line with The Roads Policing APP
- 2.9.3 In the case of all Standard pursuit and Advanced pursuit drivers, it is the intention to capture all deployable skills ie; Driving, Pursuit management and HoSTyD's deployment in one refresher course, thus creating one expiry date and minimising the impact to the Strands. To this end, all standard pursuit and advanced pursuit drivers will attend for a 2 day refresher input. This input will cover response driving, pursuit management, stop-stick refresher training and pre-emptive options
- 2.9.4 Where an officer is a TPAC trained advanced driver within the Roads Policing Department (RPD) they will fall into the refresher period of 2-3 years and will be subject to the appropriate refresher course with the Driver Training Unit. All other advanced drivers within RPD will revert to the process outlined in para 2.9.3
- 2.9.5 If no assessment or refresher training is undertaken within the relevant 2-3 year timescale the officers driving authority will be reduced to that of a Basic Driver from the date of expiry and will become subject of the Basic driver restrictions outlined in this policy. If the assessment is not booked within 3 months of the reduction to basic then the officer will automatically lose the Basic authority and the authority to drive police vehicles.

- 2.9.6 Where a driver has been granted a Standard response authority following a course of instruction, they will be subject to refresher training every 3-5 years. Upon being notified of the impending expiry of their driving authority, the individual officer must contact the Driver Training Unit to arrange a 1 day refresher input. This input will refresh driving and response driving skills. If no assessment or refresher training is undertaken within the relevant 3-5 year timescale the officers driving authority will be reduced to that of a Basic Driver from the date of expiry and will become subject of the Basic driver restrictions outlined in this policy. If the assessment is not booked within 3 months of the reduction to basic then the officer will automatically lose the Basic authority and the authority to drive police vehicles.
- 2.9.7 Where a driver has been granted a basic authority following assessment, and then subsequently fails to attend for a 1.5 hour re-assessment appointment in line with this policy, they will lose their driving authority upon expiration of the relevant 3-5 year timescale.
- 2.9.8 All re-qualification drives and refresher courses will take place on public roads, using a police vehicle appropriate to the classification of assessment.
- 2.9.9 It is the officer's responsibility (via their 1st line manager) to ensure they arrange the re-assessment or refresher course with the Driver Training Unit. Officers attending for any form of re-assessment or refresher training, must complete an MQ1 medical declaration form and undertake an eyesight test to the required level.
- 2.9.10 If a driver fails to meet the required standards upon re assessment or refresher training their driving authority will reduced to a basic authority pending any appropriate support measures. This may take the form of development training or a full course of instruction. Should this not be an option, then a further decision will be taken as to whether the individual is suitable for a basic authority. Where the standard of driving falls below the level of a basic authority, then all police driving authorities will be withdrawn from the individual and they will be required to attend the Driver Training Unit on a full Car Course commensurate with their prior level of authority. ([Appendix 1](#) details the decision making process.)
- 2.9.11 In cases where the Driver Training Needs Assessment Panel or its associated Case Conference process has determined a person's driving manner, skills or abilities, fall short of the standards required by Merseyside Police then they may place any restrictions on the type of vehicle that they are authorised to drive or the type of driving that they are allowed to undertake. This can be for any length of time deemed appropriate.'
- 2.9.12 If issues are identified which raise concerns over an individual's ability to drive to the relevant authority, then supervision are expected to take appropriate action. This may result in an individual being suspended from driving or re-assessed.
- 2.9.13 The 1 day Standard response refresher input applies to all officers up to and including The rank of Inspector. Chief Inspectors and above may attend for the 1.5 hour assessment drive, this is to minimize abstractions from senior command teams.
- 2.9.14 In exceptional circumstances and subject to express authority of the ACC Personnel, exemptions may be given for the provisions of this section of the policy.

### 2.9.15 Lapse in authorisation to drive

An officer trained and authorised to either advanced or standard/response driver/rider level, and who is deployed within a role where those training levels are neither used nor required, reverts to the level below after 12 months, ie, advanced reverts to standard/response and standard/response reverts to basic. This may follow a period of restricted duties which may be due to medical reasons or a posting to a role not requiring driving at either standard/response or advanced level.

If subsequently required, the previous training and authorisation level can be restored at any time following successful completion of a driving assessment or refresher training. (appendix 8)

## 3. Specialist Vehicles

3.1 These are vehicles, which require additional or specialist training courses.

### 3.2 Personnel Carriers

3.2.1 In order to drive personnel carriers, an individual must have category **D1** on their driving licence and have been trained to drive in such a vehicle.

3.2.2 Anyone who passed their driving test after January 1997 will not have **D1** entitlement on their licence and will therefore have to apply for a provisional entitlement and successfully complete a DSA theory and hazard perception test followed by a DSA Driving Test

3.2.3 Advanced drivers by nature of their training may drive personnel carriers, provided they have D1 on their licence. Training in response can be provided as an addition to an advanced car course if necessary.

3.2.4 Standard and Advanced Drivers may undergo Police Support Unit (PSU) Convoy training, provided they have undergone personnel carrier training in accordance with their driving authority and are also currently POL 2 authorised. This is mandatory for any officer wishing to use PSU convoy driving in a disorder situation.

3.2.5 Officers with a Basic Authority may drive the personnel carrier provided they have category D1 on their driving licence and have undergone a 2 day course of familiarisation in such a vehicle. In cases where such officers are authorised to drive under a basic authority, then the restrictions contained within Appendix 6 will also still apply.

### 3.3 LGV / PCV

3.3.1 These vehicles require the appropriate provisional entitlement on the licence together with successful completion of the DSA theory and hazard perception tests followed by a DSA Driving Test for that class of vehicle.

### 3.4 4x4 Vehicles

3.4.1 The driving of 4x4 vehicles will be limited by a number of constraints such as power supply and use.

3.4.2 Under no circumstances should a Police vehicle be driven off road, regardless of the class of driver, unless specifically authorised following specialist training. Advanced drivers who have received training in such vehicles will have been given a limited degree of instruction in its use on surfaces both on and off road. Whilst driving these vehicles officers must risk assess any venue to ensure that they do not attempt to negotiate terrain that exceeds their skill level. Standard / Advanced drivers must not engage in the pursuit of a vehicle or persons that would necessitate a police vehicle being driven in an off road environment.

3.4.3 All drivers who have received '4x4' Off Road Terrain training may drive any such vehicles both on and off road provided that the vehicle's power supply does not exceed the parameters of their classification. All drivers must risk assess any venue to ensure they do not attempt to negotiate terrain which exceeds their skill level.

### 3.5 Hire Vehicles

3.5.1 The use of hire vehicles is outlined in [Vehicle Fleet Management Guide](#), January 2010, this can be found on the Force Intranet, and is subject to revised recommendations as a result of the 2013 Vehicle Fleet Review

3.5.2 It must be remembered that police officers and staff may only drive such vehicles with a power supply that falls within the parameters of their driving authority.

### 3.6 Motorcycles

3.6.1 Personnel wishing to pursue a career as a police motorcyclist must meet the following criteria:

- a) Possess a full motorcycle entitlement to cover riding a machine over 35kw output.
- b) Pass a rider assessment and Full OHU health check prior to a motorcycle course
- c) Successfully complete a 5 week Motorcycle Course.
- d) If unsuccessful at week 3 assessment, be given the facility to ride regularly for a period of between 6-12mths.
- e) Successfully complete a 3 week Motorcycle Course within 12-18mths of the Initial course (as per the Merseyside Police Motorcycle Standard Operating Procedures).
- f) Off road motorcycle training is provided as part of the Motorcycle course or as a 2 day stand-alone course. Officers who wish to undertake 'off road' motorcycle riding must also comply with points a-e above.

### 3.7 ATVs

3.7.1 All Terrain Vehicles (ATVs or quad bikes) are used where there is limited accessibility both on and off road. In order to use an ATV the individual must be a minimum of a current standard response driver and have completed an ATV familiarisation course. Whilst driving these vehicles Officers must risk assess any venue to ensure they do not attempt to negotiate terrain exceeding their skill level.

3.7.2 Such vehicles are fitted with blue lights etc. These are for conspicuity only. These vehicles MUST NOT be used for response or pursuit.

## 4. Vehicle Log Books & Checks

- 4.1 The colour coded cover to vehicle log-books indicate the category that vehicle falls into and therefore who can drive that vehicle. The Key Traka system will only let an individual take keys for a vehicle he/she is authorised to drive. It records who has the vehicle by means of the individual's open door number. It is the responsibility of the driver to take out and return keys to the Key Traka cabinet. Under no circumstances must keys be transferred to another individual, without first being returned to the Key Traka cabinet.

<b>RED</b>	<b>Advanced</b>	All vehicles <b>145ps</b> and above
<b>GREEN</b>	<b>Standard</b>	All vehicles up to and including <b>145ps</b>
<b>ORANGE</b>	<b>Specialist</b>	Vehicles that require specialist training, e.g. Motorcycles, 4x4 Personnel carrier, LGV, PCV

- 4.2 The logbook must be checked before the vehicle is used to ensure any issues relating to the vehicle have been recorded correctly and can then be identified against any pre-drive checks. All entries in the logbook must be completed including, acknowledgment the IDR activation indicator has been checked together with pre-drive checks (POWDER – see below). Where there are any discrepancies as a result of these checks they must be recorded in the logbook and supervision advised. All completed Vehicle Log Books must be retained for a period of at least 3 years after completion. They must be retained by the relevant departmental administration. It is the responsibility of all line managers to check vehicle log books on a regular basis and to countersign any specific entries relating to the use of the vehicle.

### 4.3 Daily Checks

- 4.3.1 Before a Police vehicle is driven the following checks must be carried out to ensure it is roadworthy: It is the responsibility of all Police drivers to ensure they carry out the below checks as.
- a) Visual examination of the exterior for damage or defects
  - b) Tools and jack are present and in good order
  - c) Wheels in good order and nuts secure (do not over-tighten, especially with alloy wheels)
  - d) Tyres – including the spare, for:
    - Damage
    - Tread depth
    - Pressure (pressure settings are only accurate when tyres are cold) - compatibility of type
  - e) Adequate fuel, oil, water, windscreen wash and other fluids
  - f) Fan/cam belt in good condition and correctly tensioned



- g) Lights - including high intensity foglights, indicators, reversing and brakelights - in working order
- h) Windscreen wipers and washers in good condition
- i) Horn working correctly
- j) Fire extinguisher present and in working order
- k) All glass clean - windows inside and out, lenses, mirrors
- l) Cleanliness – is the vehicle presentable and clean, inside and out
- m) Ensure no sensitive papers or material are left behind in the vehicle

4.3.2 A useful aid to remember the key points to check is **POWDER**:

**P**etrol **O**il **W**ater **D**amage **E**lectrics **R**ubber (tyres and wipers)

#### 4.4 Roadworthiness Check Health and Safety

4.4.1 The check of the vehicle must be carried out every shift prior to moving the vehicle. Care must be taken when doing this as accidents may occur. Any defects should be reported to your line manager prior to use of the vehicle.

- a) Always ensure the engine is switched off prior to doing the checks under the bonnet.
- b) Check underneath the vehicle for fluids that may have leaked from the vehicle
- c) Check the tyre pressures as per the manufacturer's manual for weight and persons carried in the vehicle.
- d) Check the tread depth of the tyres by the tread wear indicator or tread depth gauge.
- e) Check the tyre and wheel visually for damage because if you run your hand around the wheel there is a danger of injury from protruding objects.
- f) Check the exterior of the vehicle, including trim, for any damage, including malicious damage.
- g) Open the bonnet carefully as per manufacturer's manual ensuring it is secure once opened. Ensure any ties, scarves or other loose clothing are secure prior to looking in to the engine.
- h) Always ensure you have a safe working environment around you being careful of moving vehicles.
- i) Keep fingers away from hinges or openings when other people are closing the bonnet boot or doors.
- j) Bouncing each corner of the car once to ensure the suspension is sound but care must be taken when doing this so injury does not occur.
- k) Tell the person sitting behind you if you wish to move the driver or front passenger seat.

#### 4.5 Vehicle Faults and Damage

- 4.5.1 All faults and damage to vehicles will be reported to Supervision by means of the Form 254 and arrangements made for the vehicle to be repaired.
- 4.5.2 In the event of a Road Traffic Collision, the vehicle should remain at the scene and Road Policing Supervision contacted. In the event of an out of force incident, assistance should be summoned from the local Police. If allegations are made regarding the collision then the IDR (Incident Data Recorder) from the vehicles must be downloaded. This will support or negate any allegations against the Police driver.
- 4.5.3 Any member of staff taking over a vehicle where the IDR has been activated must make a note of such in the vehicle log book. The IDR may have a fault or it may have recorded an incident, in either case it is the responsibility of the driver to ensure that the IDR is downloaded by the Collision Investigation Unit or Vehicle Fleet at Smithdown Lane
- 4.5.4 In the event of difficulties with downloading the IDR then advice and assistance may be sought from the Forensic Collision Investigators, Smithdown Lane.
- 4.5.5 Downloading an IDR is different to its analysis and IDR analysis is not routinely conducted, any requirement for analysis of an IDR must be made to the Forensic Collision Investigation Unit Smithdown Lane. [\(Appendix 4\)](#)

## **5. Operational Use of Police Vehicles**

### **5.1 Responsibility for Vehicles**

- 5.1.1 Subject to the recommendations of the 2013 Vehicle Fleet review, Area and Departmental Commanders are responsible for the efficient use of their department's vehicles. This responsibility includes all vehicles allocated to them and particular attention must be paid to the manner in which they are serviced and maintained.
- 5.1.2 Supervisors are responsible for ensuring that weekly vehicle checks are conducted.

### **5.2 Driver's Responsibility**

- 5.2.1 It is of utmost importance that daily checks are carried out systematically. Every driver is responsible for ensuring that the vehicle is roadworthy and before using it on any journey. The driver will carry out all the checks in accordance with their training. [\(Appendix 2\)](#)
- 5.2.2 Any defect must be reported forthwith to a line manager, in order the defect can be rectified, even if the vehicle may be taken out of service for this to be done. The driver will be held responsible for the condition of any police vehicle they are in.

### 5.3 Seat Belts

- 5.3.1 All police drivers and passengers are reminded that the policy of Merseyside Police is that seat belts will be worn whilst driving or travelling in police vehicles.
- 5.3.2 Force policy is that all officers must wear seat belts unless there are exceptional reasons not to do so. This decision will be based on a dynamic risk assessment of the particular circumstances. Is it safer to wear the seat belt than not to do so? It should be noted that if a seat belt is not worn a consequence may be a reduced insurance settlement following a collision.
- 5.3.3 Whilst the legislation relevant to the wearing of seat belts provides an exemption in law for police officers the Health and Safety at work Act does not provide the same exemption. The wearing of seat belts is a requirement of the various risk assessments in respect of police activity and officers must be aware that to choose not to wear a seat belt may amount to a breach of health and safety legislation in the failure to comply with the risk assessment.

### 5.4 Use of Police Vehicles

- 5.4.1 The appearance of a police vehicle and driver and the quality of the driving reflect the image of the service as a whole. Poor posture and dress gives an impression of a lack of professionalism and when this is accompanied by sub-standard driving; this tends to be confirmed in the mind of the public.
- 5.4.2 The public are quick to comment on discourteous, selfish or aggressive driving and all police drivers should remember highly conspicuous police vehicles do not create licence to ignore speed or other traffic regulations. Police drivers are `in the eye` of the motoring and general public and complaints can be expected if driving standards are not maintained.
- 5.4.3 Emergency calls can seldom justify excessive speed and because of the short distances involved only minor savings in time can be made, remember `it is better to arrive late than not at all`
- 5.4.4 Police drivers will scrupulously observe traffic laws and regulations, except where to do so would hinder them in the execution of their duty.
- 5.4.5 When utilising the emergency warning instruments fitted to a vehicle, they will do so with the minimum of inconvenience to others.
- 5.4.6 Police drivers must not operate Mobile Data Systems or ANPR whilst the police vehicle they are driving is in motion. The front seat passenger in a doubly crewed vehicle may operate either system in the same circumstances.
- 5.4.7 The practice of accelerating away from a standstill and late or fierce braking, which is often unnecessary, gives a false impression of speed and should be avoided. Although there is no hard and fast rule, police drivers should generally stop other motorists from the rear. This reduces the likelihood of a collision occurring between the two vehicles and has the added advantage of keeping the driver of the other vehicle in sight at all times. The Force pursuit policy provides further guidance.

- 5.4.8 Area drivers will stay within the confines of their areas unless in the pursuit of offenders or with the permission of their Force Contact Centre. In particular drivers must adhere to guidance on motorway policing in [Appendix 5](#).
- 5.4.9 No unauthorised passengers will be carried in police vehicles. The vehicle will not be used for anything except official police business.
- 5.4.10 Engines must not be run in an enclosed area, which is without proper ventilation because of the dangers from exhaust gases.
- 5.4.11 Police vehicles will only be garaged in police premises unless authority has been granted to do otherwise.
- 5.4.12 Police drivers will ensure when leaving vehicles unattended, that they are properly secured whenever the occasion permits and that the directives contained in the Manual of Police Driving are complied with.
- 5.4.13 Strand Leads or Heads of department may grant the permission for an officer to take a police vehicle home or, in cases of exigencies of the service / emergency, the Strand Lead / Head of department must ratify the decision and approve any further use of the vehicle. This also should be referenced in the vehicle log book, noting each individual journey to an officers home address together with the details of the authorising officer, unless however there is a force directive in respect of garaging the vehicle at their home address, for example force hostage negotiator cover.
- 5.4.14 Any Supervisor may remove driver authority if deemed appropriate to the circumstances. If Supervisors remove such privilege then the Force PVC Manager and Driver Training Sergeant MUST be informed of immediately.

## 5.5 **Parking of Police Vehicles**

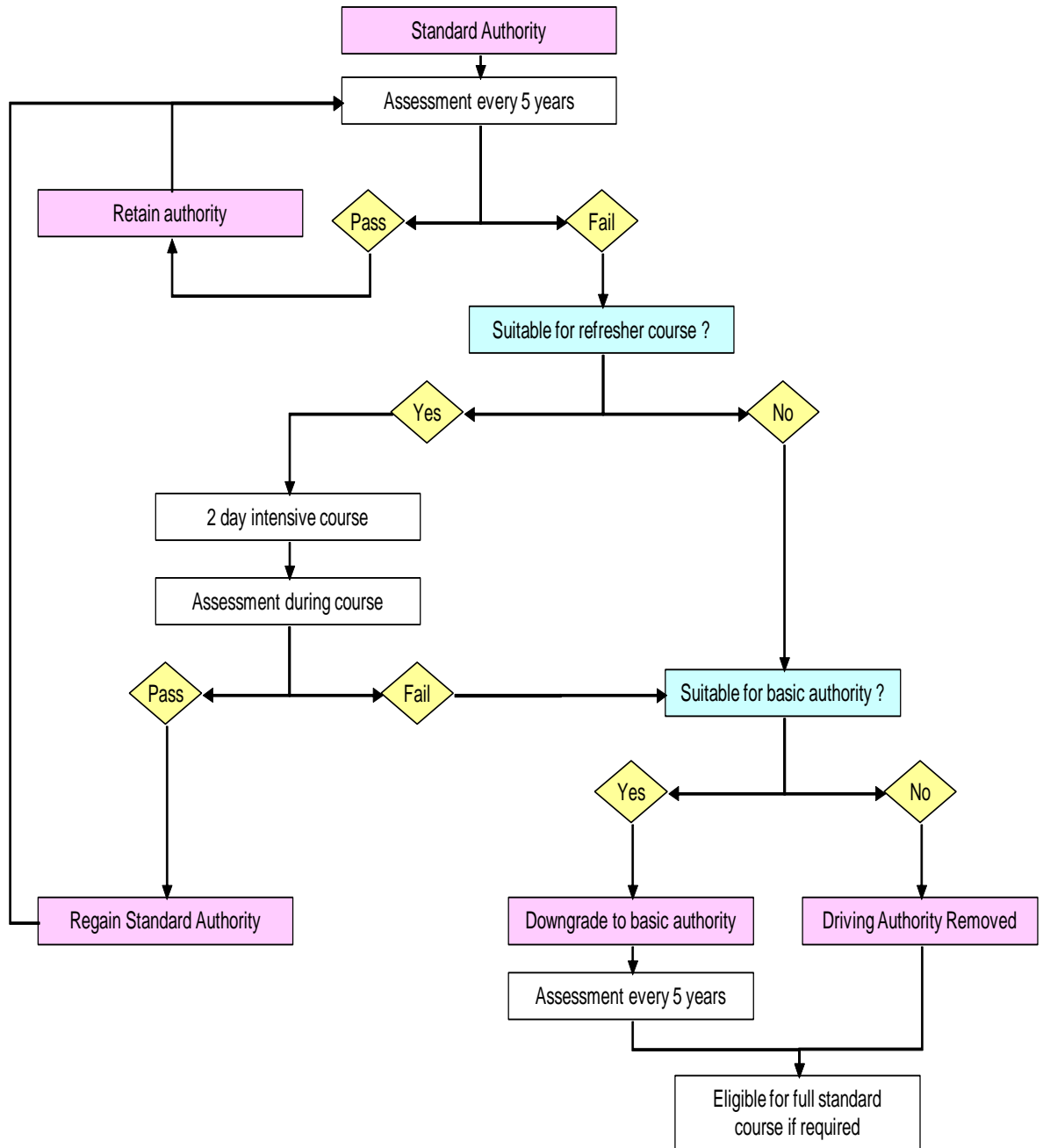
- 5.5.1 Police vehicles should not be parked where obstructions might be caused unless in an emergency when it must be removed as soon as possible.
- 5.5.2 The yellow line restrictions must not be ignored unless failure to observe such restrictions would hinder the police officer in the execution of his duty. The exemption does not include attendance at court, Police Stations or premises where normal police enquiries are being made.
- 5.5.3 Vehicles will be reversed into parking places, unless there is good reason not to do so. This will allow it to be driven forward and not reversed out when it is next used. Assistance to manoeuvre should be sought in all cases of difficulty.
- 5.5.4 A shutdown drill should be performed whenever possible in order to ensure that, for example, the force radio is not left switched on.
- 5.5.5 The use of the 'Run Lock' facility must only be used where the vehicle is accompanied by a police driver qualified to drive the vehicle in question, and should only be used for a specific purpose. Vehicles must not be left unattended and running on 'Run Lock' for any period longer than is absolutely necessary to achieve a legitimate policing purpose.

## 5.6 Transport of Patients

- 5.6.1 Wherever possible, police officers should avoid the transportation of injured people or those that have been detained under s136 Mental Health Act. Officers neither have the training nor equipment to deal with a medical emergency and police vehicles are not suitable methods of transport for people who are ill.
- 5.6.2 Whilst transporting a patient may appear to be a quick solution, this is not an acceptable reason to risk the health of an individual and it is not a police role. There is an understanding that there will be rare occasions when officers have to transport a patient in order to preserve life. This should always be the exception and not the norm. Further guidance is available via the relevant [In Touch](#).

Appendix 1

**Process Map – Re-Qualification of Police Drivers**



Appendix 2

**COCKPIT CHECK.**

**THE EXTERIOR OF THE VEHICLE IS CORRECT**

**SEAT BELTS ON AND PLEASE CHECK THE INERTIA  
MECHANISM**

**THE HANDBRAKE IS ON AND THE GEAR LEVER IS IN NEUTRAL**

**MY SEAT, HEAD RESTRAINT AND MIRRORS ARE ADJUSTED**

.....

**I WILL DIP THE CLUTCH AND START THE ENGINE.**

**ALL THE WARNING LIGHTS HAVE EXTINGUISHED.**

**THE HORN IS?**

**(check mirrors and consider public place etc.)**

**THE INDICATORS AND HEADLAMP FLASH ARE CORRECT.**

**( check mirrors and consider public place etc.)**

**THE HEATING AND DE MISTING CONTROLS ARE?**

**( I am familiar with their operation )**

**THE DIALS ARE CORRECT AND I WILL ZERO THE TRIP  
IN READINESS FOR THE MOVING BRAKE TEST.**

**THE LIGHTING CONTROLS ARE SITUATED ?**

**( I am familiar with their operation)**

**THE WIPER CONTROLS ARE SITUATED ?**

**( I am familiar with their operation )**

.....

**I WILL PERFORM A STATIC BRAKE TEST.**

**I AM PRESSING THE BRAKE PEDAL, THERE IS PRESSURE IN THE SYSTEM AND THIS IS  
MAINTAINED**

**WHEN THE HANDBRAKE IS RELEASED. THE HANDBRAKE IS WORKING CORRECTLY.**

.....

**THE VEHICLE IS NOW READY FOR THE ROAD  
AND I WILL CONDUCT A MOVING BRAKE TEST WITHIN ONE MILE IF SAFE TO DO SO.**

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**Appendix 3****The Law and You**

You are attending a driving course that, on successful completion, will allow you to drive police vehicles in response to emergency situations. While undertaking such a role, or while engaged in a course for the purpose of training you for such a role, the law will exempt you from various aspects of road traffic legislation, **BUT** with certain specified conditions attached. You must familiarise yourself with the exemptions and conditions listed below, prior to attending the Police Driving Course. This subject will be covered further during your course.

**Speed limits**

*(Road Traffic Regulation Act 1984, Section 87)*

No statutory provision imposing a speed limit on motor vehicles shall apply to any vehicle on an occasion when it is being used for Fire Brigade, Ambulance or Police purposes if the observance of that provision will be likely to hinder the use of that vehicle for the purpose for which it is being used on that occasion.

While exempt from adhering to speed limits when engaged in response, there still remains a statutory requirement to maintain safety margins - legal exemptions for police do not include driving at a speed or in a manner which would amount to driving without due care and attention.

**Traffic lights**

*(Traffic Sign Regulations and General Directions 1994, Regulation 33(1)(b))*

On any occasion when a vehicle is being used for Police, Fire Brigade or Ambulance purposes and the observance of a prohibition conveyed by the red signal, including portable traffic signals, would be likely to hinder the use of that vehicle, then the prohibition shall not apply.

Instead, the vehicle shall not proceed in such a manner or at such a time:

- (i) as is likely to cause danger to the driver of any other vehicle on the road or as to necessitate the driver of any other such vehicle to change its speed or course in order to avoid an accident; or
- (ii) in the case of traffic that is not vehicular, as is likely to cause danger to that traffic.

When proceeding past a red signal it should be treated as a 'Stop' or 'Give Way' sign and no attempt should be made to proceed unless the driver is sure the way is clear.



### Keep left (right) signs

*(Traffic Sign Regulations and General Directions 1994 Regulation 15(2))*

On an occasion when a vehicle is being used for Police, Fire Brigade or Ambulance purposes, if the observance of the sign would be likely to hinder the use of that vehicle, then the driver may pass on the wrong side - providing that:

- (iii) no danger is likely to be caused to the driver of any other vehicle proceeding on or from another road or on or from another part of the same road; or
- (iv) no danger is likely to be caused to non-vehicular traffic proceeding on or from another road or on or from another part of the same road.

### General

On occasions, often due to circumstances outside their control, police drivers will find themselves considering contravention of other signs and regulations where no statutory exemption exists. In each case, the final decision will rely on the professional judgement of the individual concerned. No circumstances can justify the contravention of any legal requirement, whether exempted or not which would endanger other road users or the officer(s) (e.g. failing to accord precedence at a pedestrian crossing, or driving the wrong way down a motorway or dual carriageway).

### Highway Code

*(Road Traffic Act 1988, Section 38)*

The Highway Code is issued with the authority of Parliament under the Road Traffic Act. While failure on the part of a person to observe a provision of the Highway Code does not in itself render that person liable to criminal proceedings, any failure to adhere to the Code's principles, by an individual, can be used to establish or negate any liability in civil or criminal proceedings. The Highway Code offers advice on the use of hand-operated microphones by drivers in moving vehicles. Except in emergencies, it is advocated that use should not be made of these devices when it could distract attention from the road. Whenever possible, and subject to operational conditions existing at the time, the advice given by the Highway Code regarding the use of hand-operated microphones should be adhered to by the drivers of all police vehicles.

**Appendix 4****INCIDENT DATA RECORDERS**

A Force procedure on [Incident Data Recorders](#) can be found on the Force Intranet. Adhering to the policy will improve the safety of all personnel on board police vehicles and protect the integrity of any investigation following a police vehicle collision.

A brief overview of the policy is explained below:

- If the red warning light or yellow button light are illuminated this means the vehicle has been involved in an incident and the IDR has registered the event.
- On takeover of a police vehicle the driver is responsible for ensuring the vehicle log book is endorsed with the status of the IDR ( activated or non-activated )
- If activated, the driver of the vehicle at the time is responsible for informing a supervisor to arrange for the IDR to be downloaded. If on takeover of a vehicle the IDR is illuminated, then that vehicle should not be moved until the reason for activation is known and a supervisor informed.
- The driver **will not** use the vehicle until the data has been downloaded or the supervisor dealing with the incident gives permission. Where there is no obvious reason for activation, the driver should arrange for the vehicle to be examined for any damage by vehicle fleet. The findings are to be recorded in the vehicle log book and reported to the respective supervisor.
- Where a driver has requested a download of the data but does not remain with the vehicle, they have a responsibility to ensure the subsequent driver is made aware as failure to do so could result in data being erased.

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**Appendix 5****Motorway Patrol**

Responsibility for patrolling the motorway and attending incidents on the motorway network is the responsibility of the North West Motorway Police Group (NWMPG)

NWMPG comprises of MSOC Roads Policing Officers from Merseyside, Cheshire, Lancashire and Greater Manchester forces. In addition, the Highways Agency Traffic Officer Service and the HA Contractor Incident Support Units also form part of the NWMPG.

Due to the additional hazards existing on the motorway network, NWMPG is governed by number of national policies, guidance frameworks and inter-agency procedures to permit region wide delivery of on road patrolling and response services.

All motorway incidents are under control and direction of the NWMPG Joint Agency Control Room on the M6.

The Health & Safety of the public, on road workers and Police Officers is paramount, and it is for these reasons that all the NWMPG Forces restrict motorway patrol to their Roads Policing Officers.

All Merseyside Officers working in a motorway environment will have the following skills / training:

- a. Advanced Driver
- b. Motorway / Fast Roads Hazard awareness course.
- c. Where logistics allow, new officers to the Roads Policing Department will have carried out at least three tours of motorway duty in company with an experienced Motorway Patrol Officer. (not necessarily in one period).

In addition to the above, it is desirable for Motorway Officers to have received instruction in the Carriage of Dangerous Goods regulations and also Tactical Pursuit and Containment Training.

NWMPG will patrol the motorway in high performance vehicles (as classified by the National Framework as agreed by PITO and National Association of Police Fleet Managers)

Except in cases where vehicles need to remain unmarked, all motorway patrol vehicles should be fitted with high conspicuity livery as recommended in **HOSDB publication 14/04**.

Such vehicles will be fitted with a high intensity light bar which meets the National Association of Police Fleet Managers and PITO minimum standards, it can also be configured by the driver to show a variety of lighting that complies with the motorway regulations and operational procedures.

All such vehicles must also be equipped with well maintained equipment suitable for dealing with incidents they are likely to encounter (closures / traffic management , stray animals, fire etc).

The use of a multi message 'matrix' board should be fitted to liveried and unmarked motorway patrols vehicles.

**Non – Matrix Roads Policing Officers using Motorways.**

Non-Matrix Roads Policing Officers who are Standard or Advanced drivers must never be deployed to an incident on the Motorway Network without the express permission or request of the NWMPG Control Room or Force Incident Manager.

Non-Matrix Roads Policing Officers will not patrol the motorway, nor carry out any proactive vehicle stops on the motorway network without the express permission or request of the NWMPG Control Room or Force Incident Manager.

Non-Matrix Roads Policing Officers can utilise the motorway network to travel on as part of their duties, whether in a marked or unmarked vehicle. In doing so they may encounter incidents for which they are not fully trained, but the public will expect them to stop and assist.

In order to prevent collisions, maximise the safety of the public and to maintain officer safety the following action should be taken:

- If a Non-Matrix Roads Policing officer encounters an incident, a dynamic risk assessment should be made as to the immediate risk posed to the public and also to themselves. Any intervention could increase the risks. It is especially dangerous for untrained personnel to attempt road closures on a motorway.
- Any action should only be taken if absolutely necessary to save life.
- Any motorway incident should be immediately notified to the officer's Control Room for transfer to the NWMPG, so appropriate resources can be deployed.
- If possible give a location using a marker post number or roadside telephone number.
- If the incident requires immediate action or advice use speed dial 402 to change talk-group to NWMPG Ops where advice can be obtained. Follow the instruction given by NWMPG Supervision.
- Be aware of your own safety – and your own vulnerability - protect the public if you can.
- Wear high visibility clothing – do not venture into carriageways without it.
- Stay on the hard shoulder, not between vehicles – behind the barrier is the safest place.
- Do not enter the live lanes of the carriageway until the moving traffic is under control.
- Do not attempt to stop suspect vehicles or other motorists on the motorway network, seek assistance from NWMPG.

Police drivers will **NOT** under any circumstances travel the wrong way on motorways, unless specifically requested to do so by NWMPG Control Room and only in controlled circumstances following an incident.

## Appendix 6

**Basic Driving Authority – Car/Van**

I have completed the basic driving assessment. I have read and understood the Merseyside Police Driver (Policy and Procedures).

**I understand that under NO circumstances should I:-**

- Take or use a vehicle without the express permission of a supervisory officer.
- Use the vehicles Emergency Warning Equipment to respond to incidents graded Emergency, Priority or Scheduled.
- Use the vehicles Emergency Warning Equipment unless trained and authorised, except Blue Lights to protect the stationary vehicle and occupants whilst dealing with an incident.
- Recover vehicles belonging to a member of the public.
- Stop or attempt to stop other vehicles unless trained and authorised to do so.
- Engage in any form of pursuit, (cyclists, pedestrians, motor vehicle, or any mechanically propelled vehicle).
- I will NOT drive in excess of speed limits.
- I will NOT drive in contravention of traffic signals and traffic signs.

**I WILL at all times drive police vehicles in accordance with force policy, Highway Code and Legislation.**

**This Authority will enable me as a basic driver to drive cars / vans only up to 145 ps (marked or Unmarked). These vehicles have a green log book.**

I understand that failure to comply with these restriction may result in misconduct proceedings and/or prosecution.

Being accompanied by a passenger who is a Standard or Advanced police driver **DOES NOT** alter any of my restrictions.

**Candidate Name:**.....

**Candidate Signature:**.....

**Canidate FIN:**.....

**Date:** .... / .... / 20....

## Appendix 7

## Driving with Medical Conditions

### 1. Overview

Certain medical conditions may affect an individual's ability to attend a driving course or drive a police vehicle under normal circumstances or emergency conditions. Most drivers are assessed against DVLA Group 1 medical standards however due to the nature of their role and the increase in the risk factor, police drivers are assessed against DVLA Group 2 medical standards.

Individuals with identified medical conditions must be dealt with in such a way that considers the welfare, health and safety and duty of care, not only of the individual in question, but of the organisation and the public. The legal position with regards driving linked to certain medical conditions will also be considered when determining any course of action. This will be contained within the unique risk assessment (URA). The URA will be based upon the individual's particular role and outline any measures which need to be put in place.

The principles outlined in this document are intended to support an individual in fulfilling their role within the organisation. The DVLA has guidance over certain medical conditions, which place a duty of care on the organisation to assess individuals, and to manage such risks as may be present by applying any restrictions it deems appropriate.

### 2. Medical Conditions

This section relates to medical conditions which require specific notification to DVLA and under certain circumstances may prevent or restrict an individual from driving, or holding a driving licence.

At the end of this document are several appendices outlining the stance taken by the organisation in conjunction with the OHU.

Examples are:

- Certain eye conditions (**appendix 1**)
- Epilepsy (**appendix 2**)
- Diabetes (**appendix 3**)
- Respiratory conditions
- Hearing loss (**appendix 4**)

The OHU may require medical reports relating to the relevant condition and may seek further opinions from any relevant health authority or medical body.

This information may need to be placed before Chief Officer Group (COG) for a final decision as to eligibility to drive.

There are certain factors to consider with the above examples, such as medication (type and method of application), side effects from such medication. The history of the condition and whether there are acceptable gaps between bouts of relapse or occurrence. This information must be provided for an accurate URA to be created and any specific details to be included.

It is the responsibility of the individual concerned to provide the organisation with the necessary information regarding a particular medical condition. This will be reflected in the URA

The URA will be attached to the individual's medical file electronically and retained at the OHU. There will also be a copy kept with the relevant driver training record and the respective line manager. If there are any changes which necessitate the URA being amended, then it is the responsibility of the individual to communicate these to the OHU and driver training.

**The OHU reserves the right to request a second medical opinion or to have further medical information obtained with regards an individual's medical condition. This will assist in determining the required course of action in the interests of the person concerned.**

### **3. Selection of officers for a driving course**

All officers seeking to further their career as a police driver or motorcyclist must meet the following criteria;

- Possess a full driver's licence to cover the respective categories of vehicles, any known specific medical history or impairment must be declared to DVLA. There is guidance on the DVLA website.
- Complete an MQ1 medical declaration form and inform the OHU of any such medical conditions which may impair his/her ability to drive.
- If applicable, pass an OHU medical examination and receive support from the OHU for attending any such driver training, dependent upon a URA based on the individual's particular condition.
- Produce a medical certificate signed and dated by the OHU to support the individual's attendance on a course.

#### **Control measures:**

- Based upon the URA for the medical condition, it will be the responsibility of the individual to inform DVLA and Merseyside Police of such conditions as may affect his/her ability to drive.
- The OHU must be made aware of any medication, prescribed or otherwise which is being taken for the specific condition, along with any known side effects from the administration of such medication.
- Other considerations are: Is the specific medication controlling the condition to the satisfaction of the DVLA and the OHU eg: Is Diabetes being controlled by insulin injections and does working certain hours affect the ability of the individual to take the medication or control the condition? These considerations will be encompassed within the URA.

### **4. Attending a driver training course**

With certain medical conditions there may be reluctance by an individual to disclose and/or discuss the medical issue with others. There is however a legal obligation under the Health and Safety at Work Act 1974 on both the organisation and the individual to disclose such information.

An individual **MUST** inform his/her instructor if there is a known medical condition which may affect his/her ability to drive and also if it is subject of a URA by the OHU, this information will be treated in the strictest confidence.

#### **Control measures:**

- The instructor to monitor the individual throughout the course based upon the URA and will make any decision necessary to ensure the health and safety of the crew or the individual is not compromised.
- Any medication being administered by the individual for the treatment of his/her condition must be taken at the correct times. The opportunity for this must be given to the individual and any necessary privacy afforded.

## 5. Operational police driving

As an operational police driver, the individual must continue to comply with the parameters of his/her own particular URA. The facts of working a variable shift pattern, driving for longer hours than normal and the resulting fatigue could counter any medication and cause additional problems for the individual.

### Control measures:

- The responsibility for ensuring this is carried out not only rests with the individual, but also their respective line manager. The line manager must conduct an annual review of the URA with support from the OHU.
- If there are any changes in the particular medical condition, these must be brought to the attention of his/her line manager and the OHU, as it may mean a review of the URA.
- The Force Doctor will also review the URA and make any changes which may be necessary. This will be done in full consultation with the individual. Under certain circumstances a case conference may be held incorporating those with knowledge of the role, including supervision and those with the necessary medical expertise to determine the outcome most satisfactory to all parties.

## Annex A - (Eyesight Standards)

The organisation currently adopts the DVLA Group 2 category of eyesight testing, for specialisms such as blue light driving and TASER, the parameters are tighter than those accepted by the DVLA

### Rationale:

The nature of the role of a police driver can often be challenging, especially when driving in emergency response. He/she will deal with different road and traffic situations, weather conditions and distances to be travelled. A police officer may have to respond to an incident many times during his/her tour of duty. This can lead to fatigue, stress and a fall in concentration levels.

In determining the eyesight standards, the aforementioned issues are taken into consideration. A police driver should have a better level of vision due to the nature of their work and the increased time spent driving.

### Merseyside Police eyesight standards:

Minimum standards – correctly identify at least 5 numbers per line.

Basic Authority- all vocational driving will require the following minimum eyesight standard which will also apply to D1 Personnel carrier – non blue light:

The below parameters are in line with the SNELLEN guidelines for visual acuity

**6/7.5 or better in the better eye**  
**6/60 or better in the other eye**  
**Between 6/9 and 6/12 binocular**

All Blue light driving including motorcyclists:

**6/7.5 or better in the better eye**  
**6/12 or better in the other eye**  
**6/6 binocular**



## Annex B – (Epilepsy and Implications on Driving)

The risk assessment around epilepsy with regards to blue-light driving centres around the enhanced risk of rapid-onset incapacitation (as identified through the evaluation of accident statistics) and the impact that would have both in terms of accident risk profile and/or the need to stand-down from deployment en-route to an incident and diverting resources to attend the scene and the driver.

The prevailing national consensus amongst forces is that (as a precautionary approach) there is an unwillingness to depart from the higher medical standards applied to blue-light driving (vocational Group 2 DVLA standards) and extend any discretionary concessions to the risk quantifications applied to blue-light driving - in view of the need for responding vehicles to travel at high speeds under difficult circumstances and the forces' wider duty of care to the officers themselves and public whilst conducting their operational duties, and also to other potential occupants of the police vehicle.

Epilepsy is prescribed as a disability by regulations (Motor Vehicles [Driving License] Regulations 1999 Part 4, paras 70-72) made under the Road Traffic Act (Section 92) and is a notifiable condition that mandates disclosure to the DVLA. For purposes of Group 2 Standards, the requirement for continuation of the relevant level of driving authorisation is that the individual with the condition has to satisfy that they have been free from epileptic attacks **for a period of 10 years without requiring any medication to treat the condition**. The rationale that underpins this requirement is that under group 2 standards, for licensing to be permitted there has to be deemed to be a less than 2% risk of seizure per annum, and the view of the DVLA medical advisory panel is that this threshold cannot be reached until 10 years free from seizures has elapsed without the use of anti-epilepsy medication at any time across this period.

Ordinary (group 1) driving licensing, by comparison, requires a considerably higher threshold of risk, that being a calculated seizure risk of less than 20% per annum which can be attained following a noted, seizure free period of one year, and this target can be attained both on and off anti-epileptic medications.

We recognise the impact that this determination has upon any affected personnel, and we assure that this has not been incorporated into policy without due consideration of the available evidence on the subject matter nor without engaging in scoping consultations with relevant counter-parts from other forces.

As a pragmatic compromise, we will continue to review the cases of any personnel impacted by this policy on an individual case by case basis through internal risk assessment and (where permissible) we will seek to establish whether or not we can endorse the continuation of blue-light level driving with restrictions/adjustments in place to enable usage of blue-lights to clear traffic and expedite the passage of deployments to scene. Where such discretion can be granted, drawing from current MERPOL chief officer recommendations (circulated InTouch dated 22/10/2014 on the use of the basic driver qualification), this relaxation of standards will still enable officers to attend up to grade two incidents whilst driving.

With regards to epileptics, in practice, such authorisations will entail:

- 1) The prior establishment that stroboscopic lighting is not a provoking seizure factor in the context of exposure to activated emergency lights
- 2) That blue-light usage is applied without additional exemption from the normal road traffic regulations that apply to driving
- 3) That the quantification risk of further potential epileptic attacks has fallen to the level that allows the DVLA to reinstate their personal driving license

## Annex C – (Diabetes)

Under DVLA Group 2 medical standards the advice proffered is those individuals who have Insulin treated diabetes should not drive emergency service vehicles.

The caveat is for the individual Police force to treat each case on its own individual merits. Therefore an individual who has Insulin Treated Diabetes may drive an emergency service vehicle if it can be established:

### Rationale:

Whilst the Secretary of State's Honorary Medical Advisory Panel on Diabetes and Driving has made certain recommendations, it has made it clear any final decision rests with the relevant police service. This allows for the individual to carry on performing their core function whilst at the same time monitoring any Diabetic condition thus enabling the organisation to interpret the recommendations in relation to their own area of interest or specific circumstances.

Individuals with Diabetes will have to abide by the Conditional Acceptance statement as outlined below.

### **Conditional Acceptance Statement for On-going Driving Authorisation at Blue Light level for officers/staff at risk of Hypoglycaemia (HPG)**

I am aware the force will require to evidence suitably robust measures have been implemented to ensure the safety of both myself and other road users, whilst using force vehicles to discharge my duties. In order to maintain my on-going blue-light authority, I accept to undertake the following:

1. Maintain awareness of the condition and its monitoring
2. Maintain knowledge of HPG and its management
3. Maintain and control the condition
4. Be subject to an annual review by an expert in diabetes management including a consultant Diabetologist. An annual review by the OHU to determine my current driving capabilities.
5. There will be a requirement at the reviews to produce 3 months of blood glucose readings. It is advised to use a device with a memory chip
6. I will commit to checking my blood glucose throughout my tour of duty. This will include checking blood sugars at least twice on duty (in particular prior to meals) As a minimum I will check blood sugars no more than two hours before the commencement of any driving, to be repeated every two hours whilst driving duties continue and will **without exception** check blood sugars prior to **every** drive utilising the emergency equipment and following any possible episode of HP
7. I will not command a vehicle, if I know my blood sugars are below 5 mmol/ml. When blood glucose levels are detected at this level then driving **MUST** be avoided for at least one hour whilst carbohydrate replacement is ingested and pending a satisfactory blood glucose test revealing blood glucose is at a satisfactory level.

I also confirm:

1. I have not had an episode of HPG requiring the assistance of another person in the last 12 months. Should such an episode occur, I will notify the OHU immediately.
2. I retain full awareness of HPG. If I develop an impaired awareness of HPG I will immediately notify my line manager, OHU and I will remove myself from driving duties.
3. I have not developed a complication of diabetic illness which may affect/adversely impact upon my driving capabilities eg: visual changes, diabetic neuropathy etc. Development of a diabetic complication will be disclosed to the OHU so a decision can be made as to on-going compatibility with driving duties.

4. I will familiarise with and take full cognisance of the information compiled by the medical advisory panel to the DVLA relating to information for drivers with diabetes.

### **Annex D – (Hearing Loss)**

Under the current guidelines there is no need to inform DVLA of any loss of hearing, however the caveat for Group 2 licence holders is:

**“Of paramount importance is the proven ability to be able to communicate in the event of an emergency by speech or by using a device, eg: a MINICOM. If unable to do so, the licence is likely to be refused or revoked”**

In the event of hearing loss, the OHU must be informed and an initial assessment of the individual made to determine what further course of action is necessary.

In cases where an officer is suffering hearing loss and the matter is causing concerns, then there is a clear case for a further investigation into the probable cause. Once an independent specialist has ascertained the likely cause of the hearing loss then the organisation can address this with a URA.

A suggestion may be a functional hearing test. There are no set criteria for a test, but the assessment of the individual giving a driving commentary under emergency response conditions may provide some indication as to the level of hearing loss.

**Appendix 8**

# IN TOUCH

## **Police Driver: Lapse in authority to drive.**

In line with the Roads Policing Authorised Professional Practice (RPAPP) 2016 and The Road Safety Act 2006 there is a requirement for all police drivers to refresh their driving skills appropriate to their driving authority.

Staff may be in a non-critical role which now does not require the full use of those driving skills and as such their attention must be drawn to the RPAPP with regards to any lapse in authorisation.

The below is a lift from the College of Policing RPAPP

### **Lapse in authorisation to drive:**

**An officer trained and authorised to either advanced or standard/response driver/rider level, and who is deployed within a role where those training levels are neither used nor required, reverts to the level below after 12 months, ie, advanced reverts to standard/response and standard/response reverts to basic. This may follow a period of restricted duties which may be due to medical reasons or a posting to a role not requiring driving at either standard/response or advanced level.**

**If subsequently required, the previous training and authorisation level can be restored at any time following successful completion of a driving assessment or refresher training.**

As of the 1<sup>st</sup> December 2016 the below parameters will apply to those officers in non-critical roles with regards future driving re-qualifications:

- Standard response drivers may reduce to basic authority with the written permission of their Strand Lead or Head of Department
- Standard Pursuit drivers in non-critical roles must requalify at Standard response, unless with the written permission of their Strand Lead or Head of Department when they can be assessed as a basic driver.
- Advanced drivers in non-critical roles must re-qualify in an advanced authority unless permission is obtained from their Strand Lead or Head of Department when they will be assessed as a basic driver.

A full outline of police driving can be found on the College of Policing website and by following the APP icon to the Roads Policing APP section.

Any further information can be obtained by contacting Sgt Andy Armstrong on extension 78715 at The Academy, Driver Training Unit or Pam Kelly on extension 78244.

## IN TOUCH

### Changes for PVC Policy and Driver Standards Panel

Following discussions with staff and a period of formal consultation, some major changes have been introduced to the Force PVC and Driver Standards Policy.

The public expects the highest of standards and as such we each have great personal responsibility to maintain those and act in accordance with the principles of Community First and those of the Police Code of Ethics. The revised policy is aimed at learning and aims to ensure police drivers are aware of the standards expected but is also aimed at giving officers confidence that they will be supported where required and their skills developed where necessary.

The below changes will come into full effect at the beginning of **May 2017**.

- The Shadow Driving Licence Scheme is to be abolished and will be replaced by a programme designed to provide advice and support to officers.
- The Driver Training Needs Assessment Panel is being replaced by an Advisory Body which provides advice and support to Function Command Teams.
- Supportive measures to be introduced will range from letters of advice, through to additional training. The ultimate sanction of removal of driver authority remains in place for more serious cases.
- Driver Standards will form part of the PDR process as this skill is an intrinsic part of an officer's duties.
- The period of time officers' driver records are affected will reduce from 5 years to 3.
- The automatic grounding of police drivers involved in PVCs will cease, unless gravity factors indicate that this is required (level of injury or suspected standard of driving).
- The +20mph speed cap for Standard Drivers is removed.

A series of briefings will be given to Command Teams to cascade and a 7@7 briefing will be prepared for all officers to familiarise themselves with the changes. In addition the Roads Policing Department will hold sessions during May to increase both officer and supervisor awareness.

If you would like any further information in relation to this matter then please contact Chief Inspector Jones from the Matrix Department.

**ACC Ian Critchley**  
**ACC Response & Resolution**  
**13 April 2017**