

# PROCEDURE STATEMENT

This procedure covers the use of all marked and unmarked vehicles owned, hired, leased or sponsored by North Yorkshire Police (NYP). This includes all Police Officers, Police Staff, members of the Special Constabulary, Police Community Support Officers, volunteers and colleagues from third party organisations utilising NYP vehicles, whether they be full-time, part-time or contracted. It also covers the use of private vehicles or any other vehicle that is used by an NYP employee or volunteer in connection with any NYP business

It is a fundamental requirement that all drivers of NYP vehicles, and private vehicles used in connection with NYP business, hold the necessary licence to drive that class of vehicle. It is the responsibility of individuals and line managers to ensure they fully satisfy the legal requirements to drive on UK roads.

Restrictions apply to the use of some vehicles according to their type, or their deployment. Similar restrictions may apply according to the age, driving qualification or employment status of the driver. Restrictions may also apply in relation to the need for specific authorisation of an individual to drive or use a vehicle of a particular type or for a specified reason.

All NYP employees who will drive a vehicle provided by NYP, or a private vehicle in connection with the business of NYP, MUST be authorised to drive vehicles of that specific category, class or description.

Any member of NYP who does not follow or apply this procedure may be subject to the appropriate misconduct procedure in relation to the breach of the respective Standards of Professional Behaviour applying to officers or police staff members

## LINKAGES

### Overarching Policies:

[Health & Safety Policy](#)

### Procedures:

[Smoke Free Procedure](#)

[Police Vehicle Collisions Procedure](#)

[Stopping of Vehicles Pursuit Procedure](#)

[Assessing Fitness for Blue Light Driving Guidance](#)

### Other Documents:

[Fleet Decision Tree](#)  
[Fleet Department Web Portal / Vehicle Check Sheet](#)  
[Fleet Department SharePoint](#)  
[Transferee Driver Authority](#)

## Index

- [Vehicle Classification](#)
- [Telematics](#)
- [In-Car CCTV](#)
- [Cell Van CCTV](#)
- [Use Of Plain Vehicles with lights/sirens](#)
- [Categories of Approved Driver](#)
- [Compliant Vehicle Stopping](#)
- [Training Courses](#)
- [Pursuits](#)
- [Retention of Driving Skills/Refresher Training](#)
- [Transferees](#)
- [Medical Conditions and Driving](#)
- [Pool and Hire Vehicle Guidance](#)
- [Legal-Offences-Reporting Procedure](#)
- [Parking-Vehicle Checks- Mobile-SatNav Use](#)
- [Reversing–Parking Tickets–Refuelling–Carrying Passengers](#)
- [Wearing Seat Belts](#)
- [Logbook and Collision Procedures](#)
- [Responsibilities](#)

## Vehicle Classification

The National Association of Police Fleet Managers (NAPFM) and the College of Policing use a calculated assessment to determine a vehicle’s overall performance. This results in a performance value (PV) which is used to categorise standard response and advanced cars, motorcycles and vans up to 3.5 tonnes.

Each vehicle’s classification is marked on the key fob and identifies the required driver category for that vehicle. The table below shows these classifications.

### Cars and Vans (up to 3.5 tonnes)

CATEGORY	PERFORMANCE VALUE	KEY FOB ID
Standard & Basic	3.2 PV & above	SB
Advanced	Below 3.2 PV	ADV

### Electric Vehicles/Hybrid Vehicles (Cars and Vans up to 3.5 tonnes)

CATEGORY	PEFORMANCE VALUE	KEY FOB ID
Standard & Basic	2.5 PV & above	SB
Advanced	Below 2.5 PV	ADV

### Motorcycles – including Electric Motorcycles

CATEGORY	PEFORMANCE VALUE	KEY FOB ID
Standard & Basic	1.5 PV & above	SB
Advanced	Below 1.5 PV	ADV

**Note: 4x4 vehicle drivers must have undertaken an off-road training course before using these vehicles in any off-road situation.**

Further classifications are below:

<u>CATEGORY</u>	<u>EXAMPLE VEHICLE TYPE</u>	<u>KEY FOB ID</u>
D1	PSU Carrier / Minibus  (Definition – Passenger Vehicle with max length <8 meters with 9 – 16 seats + driver)	D1
C1	4 Cell Van  (Definition – Motor vehicle 3500 – 7500 kgs designed and constructed to carry NO MORE than 8 passengers + driver)	C1

**The calculation used to identify advanced/standard category is found on The App on the following link:**

[Police driving | College of Policing](#)

Basic and Standard drivers will be allowed to drive all categories of vehicles for **Transport Purposes** i.e., non-response mode and driven within all normal speed limits.

Authority must be obtained from the operational lead for that vehicle prior to its use.

Advanced Category Vehicles include:

- 4 x 4 vehicles
- Roads Policing Vehicles
- Firearms Support Vehicles
- Certain CID Vehicles

In emergency circumstances such as extreme weather the Force Control Room (FCR) Inspector (or FCR senior officer if an Inspector is not available) can authorise a Standard driver to drive an Advanced 4x4 vehicle to respond to an incident. However, they must not enter any vehicle pursuits, they must also adhere to all normal road speed limits but can use emergency lighting and sirens to aid progression. This authorisation must be documented by the FCR Chief Inspector (or FCR senior officer if Chief Inspector is not available).

## Telematics

The vast majority of NYP vehicles now have telematics “black boxes” installed with a very few exceptions due to technical or operational reasons. These boxes enable the following to be recorded:

- Vehicle location using GPS
- Vehicle speed
- Use of emergency lights and sirens
- Collision data such as speed at point of impact and forces exerted on the vehicle
- Dashboard warning lights (e.g. low oil or mechanical failure)
- Driver behaviour statistics (e.g. harsh accelerating, braking or cornering)

As a condition of using any NYP vehicle, all drivers must accept that the telematics system is installed in the vehicle. In particular, drivers should be aware that their current location and historic journey details may be viewed by authorised NYP staff for operational or finance/taxation reasons. Furthermore, drivers should be aware that the telematics system has the capability to proactively report on information such as potential use of excessive speed or erratic driving.

It is absolutely not the intention that the use of the system should impede how operational officers and staff go about their normal policing duties and it remains imperative that good progress is made when responding to emergencies. However, in some circumstances employees may be required to justify the use of apparently excessive speed or aggressive driving. Furthermore, if any employee’s driving is ever called into question, for example following a complaint from the public, then telematics data may be used to support other lines of enquiry.

## In-Car CCTV

The In-Car Video is designed specifically for law enforcement. The system can be customized for specific requirements, such as a powerful zoom camera or a wide-angle panoramic camera. It is simple to use, even in high-velocity situations. An intuitive touchscreen complemented with action buttons shaped for operation by touch. Recordings are saved to SSD and USB simultaneously, giving options for event transfer and backup.

It is built with advanced technology to keep officers safer. Record-after-the-Fact allows the option to go back in time to retrieve video footage - even if the record button was never pressed.

Live-streaming gives FIM oversight of pursuits etc.

Further information can be gleaned from the Roads Policing Inspector if required.

It records incidents in HD and standard definition simultaneously. Event categories then determine which files are kept. With a compatible LTE router, evidence is uploaded with the 4G system on a continuous basis while the vehicle is live. Once uploaded to evidence library, these recordings can be accessed by the evidence library which is located on The Source -Evidence App - More Applications.

## Cell Van CCTV

Standard Cell vans from 2023 will now have CCTV installed into the cell system for evidential purposes and protection of officers and detainees. The procedure will be stored on the Transport Subsite. [CCTV](#)

## Use Of Plain Vehicles with Blue/Red Lights & Sirens

- Unmarked vehicles fitted with emergency lighting.  
Police Officers are reminded that under Section 163 Road Traffic Act 1988. It is only **LAWFUL** for police officers to stop motor vehicles or cycles on a road when they are wearing Uniform. Where a vehicle cannot readily be identified as being a Police vehicle, the driver should obtain the assistance of a marked Police vehicle before attempting to stop. Regardless of stopping technique, drivers of unmarked vehicles must be aware of the need to identify their vehicle as a Police car to the suspect/offending driver. Misinterpretation of signals from unmarked cars can cause unnecessary pursuits.
- Remember your request to stop a vehicle may not be obeyed. It may be that the driver is confused by your request or is in charge of a vulnerable load. He/she may not comply with your request to stop but indicates their desire/intention to drive the nearest police station. If in doubt call for assistance of a marked car
- Take great care when responding and negotiating road junctions, and roundabouts. Road users may not see the emergency lighting from the side of your vehicle
- Officers must not under any circumstances alter or interfere in any way with any of the vehicle's lighting.
- Don't rely on your sirens. In built up areas sound can be projected to give the impression its coming from a different location to your vehicle.
- It is imperative that all officers accept responsibility for their actions whilst engaged in mobile patrol and must fully assess all of the attendant circumstances if they are considering contravention of the law in respect of Road Traffic Acts or Regulations
- There are no circumstances which exist that justify endangering yourself or other road users.
- The safety of yourself and the public is of paramount importance.

This list is not exhaustive and professional judgment must be made in deciding whether a vehicle should be driven by a specific member of staff, taking into consideration the level of training the person has received, their experience of driving that category of vehicle, the circumstances in which

it will be used and the organisations' duty of care to its members of staff and members of the public.

## Categories of Approved Driver

NYP operates a tiered driving certification scheme consisting of:

- Casual Driver (Individuals using unmarked vehicles for transport only purposes)
- Basic Driver
- Standard Driver
- Advanced Driver
- Initial Phase Pursuit
- Tactical Phase Pursuit
- Specialist Vehicle Driver

The table below shows the driving categories associated with NYP roles.

	All NYP vehicle users	Police staff/volunteers	PCSO	Police Officer (Detective)	Police Officer/Special Constable	Police Officers in Specialist roles
Casual	✓					
Basic		✓	✓	✓	✓	
Standard				Some specialist roles	✓	
Advanced						✓
Initial Phase Pursuit (IPP)					✓	✓
Tactical Phase Pursuit (TPAC)						✓
Specialist Vehicle Driver	✓					

## Casual Driver

(Individuals driving force owned or operated unmarked vehicles for **transport only purposes – see detailed section below**)

Certification is dependent upon an assessment process carried out by the line manager consisting of:

- A check of the driving licence
- Drivers who are deemed inexperienced, who have passed their driving test within the previous 6 months must be referred to driver training to be assessed under the “Basic driver” category. Although a Basic assessment is carried out individuals will remain Casual drivers

## Transport Only Purposes (Includes personally owned vehicles)

Transport Only drivers are NOT permitted to:

- use a vehicle's blue lights or sirens (unless stationary and to warn other road users)
- respond to incidents
- engage in routine patrol
- carry prisoners
- engage in pursuits, roadblocks, or any other use where the performance of the vehicle may be used to its maximum in connection with police duties

## Basic Driver

Certification is dependent upon completing a driving assessment with the Driver Training Department. Once certified as a Basic driver, vehicle users may drive any non-specialist, standard category vehicle for transport only purposes.

To gain certification the following process must be followed:

For Police Officers, supervisors (or equivalent) must:

- Check the driving licence (must have held a full licence for at least 6 months) to ensure the officer holds a full Cat B driving licence
- Facilitate and ensure a pass achieved in an online Highway Code examination
- Ensure that the officer has completed the NCALT Vehicle Checks package
- Carry out a Driving Vehicle Licensing Authority (DVLA) standard eyesight test (able to read a car number plate from 20.5 metres (with glasses or contact lenses, if necessary)).
- Carry out an observation of the officers driving (minimum 1 hour, to include reverse parking)
- Submit copies of driving licence (both sides), Highway Code pass certificate (signed), NCALT completion certificate and completed [NYP Basic Driver Authority Police Officer](#) to Chief Driving Instructor

All other staff members must contact Driver Training who will place them onto a nominations list to attend for Basic Certification. This is carried out by the Driver Training department and consists of:

- a check of the driving licence (must have held a full licence for at least 6 months)
- successful pass mark on the Highway Code examination
- a Driving Vehicle Licensing Authority (DVLA) standard eyesight test
- a supervised driving assessment by a Driver Trainer

## Basic Driver (Volunteer Drivers):

In addition to the above all volunteer drivers must have:

- A check of own vehicle insurance, MOT (if applicable), driving licence, carried out annually by their supervision

## **Basic Driver (PCSOs) can in addition to transport only purposes:**

- when directed to by the FCR, attend specific NON-EMERGENCY incidents. If the request is received directly from a colleague or member of the public the PCSO must notify the FCR and be directed to attend by the FCR
- undertake high visibility, public confidence mobile duties

## **Basic Drivers (Police Constables and Special Constables) can in addition to transport only purposes:**

- undertake high visibility, public confidence mobile duties
- escort prisoners
- when directed by the FCR or regular supervision, attend specific incidents. If the request is received directly from a colleague or member of the public the Police Officer or Special Constable must notify the FCR and be directed to attend by the FCR.

**Basic Drivers** should only be deployed to attend incidents within the capabilities of their role and training.

Basic drivers are not permitted to:

- drive in excess of any speed restrictions
- contravene any traffic signs or directions
- use or attempt to use a vehicle to stop another vehicle (unless complaint stops trained (see below) or previously standard response trained to do so)
- drive a vehicle whilst it is displaying or emitting any emergency lamps or sirens. This does not preclude the driver from operating emergency lamps whilst the vehicle is stationary (e.g., as a warning to other motorists)

## **Compliant Vehicle Stops Procedure**

Selected Police Officers/Special Constables can only carry out this procedure if they have completed the appropriate e-learn package and certified by the Driver Training Department. They must already be qualified as a basic driver.

Drivers trained to make compliant stops can only:

- Stop vehicles if driving a fully marked Police vehicle fitted with full emergency warning equipment
- Stop vehicles from the rear (if the vehicle is behind allow it to pass before attempting to stop it)
- Stop vehicles travelling in the same direction as the police vehicle
- Stop vehicles travelling on roads subject to a 40-mph speed limit or less

Drivers trained to make compliant stops MUST NOT:

- Exceed the speed limit under any circumstances
- Use the emergency equipment to overtake traffic or make ground on the vehicle to be stopped.
- Continue with a follow if the vehicle fails to stop. They must disengage immediately, physically stop the police vehicle at the side of the road at the first safe opportunity and pass details to the Force Control Room. They must not resume until authorised to do so by a supervisor
- Attempt to stop reported stolen motor vehicles. If one is seen that is driving normally assistance of appropriately trained staff should be requested. If the vehicle makes off as a result of the police vehicles presence the police vehicle must stop and comply with the fail to stop procedure above
- Use unmarked police vehicles to stop vehicles

## **Basic Drivers (Vehicle Technicians)**

Vehicle Technicians will be assessed as Basic Drivers, as per the certification process, and will be authorised to drive any category of vehicle for transport only purposes.

## **Standard Driver (Police Officers / Certain Special Constables / Police Staff only)**

Certification is dependent on the successful completion of a Standard Driver course. Standard Drivers will be able to respond to emergencies and claim the police exemptions to certain road and traffic regulations in Standard Category police vehicles.

They may also drive other categories of vehicles for transport only purposes. Dependant on licence categories and successful completion of an appropriate driving assessment by a Driver Trainer.

All new Police Officers will be placed on to the course list for a Standard Driver (Initial). Officers must have held a full driving licence for at least 12 months prior to attending a Standard Driving course.

## **Advanced Driver (Police Officers / Certain Special Constables / Police Staff only)**

Certification is dependent on the successful completion of an Advanced Driver course. Advanced Drivers will be able respond to emergencies and claim the police exemptions to certain road and traffic regulations in Standard and Advanced Category police vehicles.

They may also drive other categories of vehicles for transport only purposes. Dependent on licence categories and successful completion of the appropriate driving assessment conducted by a Driver Trainer.

Police officers moving to a role that requires Advanced Driver will first attend an Advanced suitability assessment. Successful completion of this will allow progression on to an Advanced Driver (Initial).

## Specialist Vehicle Driver certification

Certification for the use of specialist vehicles such as, 4 x 4 vehicles, PSU Vans, Mobile Police Stations etc. requires successful completion of the relevant training course for that particular category of vehicle. The driver must have been certified as a Basic, Standard or Advanced driver, as required, prior to receiving training for specialist vehicles.

Line Managers **MUST NOT** authorise, delegate, or approve any driving activity without first ensuring that the driver has been certified by the Driver Training Department and that an appropriate category of vehicle has been allocated or approved.

## Specialist Vehicles (Volunteers)

Whilst on duty, Volunteers who have successfully gained certification from the Driver Training Department to drive vehicles of a particular category may, with the authority of an appropriate line manager, be permitted to drive those categories of NYP vehicle for the following purposes:

- Fleet Operations – movement of marked and unmarked vehicles as directed by Fleet Garage
- Major Event vehicle movements
- Movement of Staff by PSU or mini-bus (where certified) Performing high visibility, public confidence mobile duties in Rural Watch marked cars (not Police marked) (See below restrictions)
- Movement of vehicles for the purpose of checking, washing or maintenance
- Chauffeuring

Volunteers are not permitted to:

- drive in excess of any speed restrictions
- contravene any traffic signs or directions
- drive a vehicle whilst it is displaying or emitting any emergency lamps or sirens. This does not preclude a Volunteer from operating emergency lamps whilst the vehicle is stationary (e.g., as a warning to other motorists)
- must not use a police vehicle emergency lighting to attempt or to stop any moving vehicle

## Specialist Vehicles (All other roles)

Any officer or staff member that has been certified to drive a specialist vehicle may drive in accordance with their driving category, i.e., Casual, Basic, Standard, Advanced.

## Category D1 and C1 Licence Acquisition

Any NYP Officer or member of Police Staff who is required to drive a Minibus/Personnel Carrier (hereafter referred to as a minibus) or 4/6 cell prison bus on Force business must have:

D1/C1 categories (whichever applies) already on their driving licence known as implied or grandfather rights if passed their Car Driving Test prior to 1 January 1997. Any driver with the category already on their licence must still attend the Driver Training department for Personnel Carrier/Minibus or Prison van/Mobile Police Station assessment.

Or

Go through the process below to have the category placed on their licence:

- undergo a medical examination with their own GP
- hold a provisional Category D1 or C1 licence
- complete the associated Theory Test and a Hazard Perception Test
- complete the relevant practical training with the Driver Training department
- complete Driving Standards Agency Driving Test
- following successful completion of the above, attend for a response assessment where required.

## Motorcycle Classifications

### Off-Road Motorcyclists

Off-Road Motorcyclists will first complete a basic 'on-road' assessment with DTU on an off-road motorcycle, having been issued with the appropriate off-road PPE. They will be authorised as a basic rider with the authority to ride to a maximum capacity of 600cc. Riders will then attend an approved training course for off-road motorcycling. Having successfully completed a course the riders retain their basic riding authority which allows transitioning on metalled roads between off-road venues. Riders should consider the merits of a van for transportation purposes should the distance between off-road venues be substantial.

When primarily engaged in off-road policing activities the riders will be permitted to use their off-road PPE in the transitioning phases. However, the main restriction in the use of off-road PPE is that it cannot be used on an on-road motorcycle. Riders should always patrol off-road in pairs.

Basic off-road motorcyclists in the course of attending any incidents are not authorised to use any exemptions to facilitate their progress. This would not apply to those off-road motorcyclists who are authorised to response level.

Off-Road Motorcycles MUST be fitted with intermediate tyres which are suitable for both off-road and metalled. If further clarification is required, please make contact with Fleet.

"Only officers who have successfully completed an Off-Road Motorcycle course in addition to holding a response motorcycle permit and in all cases, a current TPAC Initial Pursuit Phase qualification can engage in off-road pursuits". Full application of the NDM should be applied by any rider prior to undertaking a pursuit.

### On-Road Motorcyclists

Prior to undertaking any assessment, all riders should undergo a hearing test with the Occupational Health Department to ascertain a base level reading. They should then acquire all the required PPE (including hearing protection). They will then be subject to a basic assessment by DTU on an appropriate vehicle (regardless of whether the rider holds the appropriate off-road motorcycle

authorisation). After successful completion of a basic assessment, riders will then be permitted to ride unaccompanied in compliance with the highway code.

For riders to acquire a response/advanced motorcycle authority, applicants should successfully complete the approved 5-week course.

## Driving Qualification Reassessment

Re-assessment of driving certification will be carried out periodically according to the level of certification held.

## Additional Driving Qualifications

Special Constables who wish to enhance their driving skills may apply for additional training. All requests for the following courses must be supported by the Specials Chief Officer:

- Standard Driver (Special Constables only)
- Advanced Driver, IPP, TPAC (RPG Special Constables only)

In deciding whether or not a Special Constable should be recommended for driver training or driving duties the supervisor must have cognisance of hours of duty performed and regularity of attendance. It is not anticipated that an officer would be considered for this further training until having completed their probationary period and a further qualifying time of 12 months.

On successful completion of a course, Special Constables are permitted to drive the categories of NYP vehicles to which that level of training applies.

## Training Courses

All Driver training courses are delivered by the Driver Training Unit under licence from the College of Policing. The courses delivered are 'prescribed courses' as dictated in "The Road Traffic Act 1988 (Police Driving: Prescribed Training) Regulations 2023" to afford protection in law to the drivers under the Police Crime Sentencing and Courts Act 2022.

Courses MUST comply with the current College of Policing Police Driving Programme Specification **Appendix A**. This relates to course length, trainer/student ratios and refresher periods. See link below:

<https://www.learn.college.pnn.police.uk/CL/Content/Summary/35004>

## Pursuits

The definition of a Police Pursuit as per the College of Policing Authorised Professional Practice (APP):

'A police driver is deemed to be in pursuit when a driver/motorcyclist indicates by their actions or continuance of their manner of driving/riding that:

- They have no intention of stopping for the police, and

- The police driver believes that the driver of the subject vehicle is aware of the requirement to stop and decides to continue behind the subject vehicle with a view to either reporting its progress or stopping it.'

### Definitions

Initial Phase Pursuit is the safe following of a subject vehicle which has failed to stop for police with a view to reporting its progress until the arrival of suitably trained Tactical Phase Pursuit drivers.

The Tactical Phase Pursuit is the resolving of a pursuit using available tactics such as boxing. An IPP **only** driver is not authorised to be involved in any parts of these tactics.

**Only Advanced Drivers and certain authorised standard drivers** can become involved in a pursuit. They must have successfully completed Initial Phase Pursuit (IPP) and/or Tactical Phase Pursuit (TPAC) training courses.

Drivers who are:

- not IPP and/or TPAC trained or
- do not hold a current IPP and/or TPAC qualification cannot engage in any pursuits.

If an officer loses their Advanced Driver status, they will automatically lose their TPAC Authorisation. If they are still in date for standard response driving then they can retain IPP and HoSTyDS (standard), provided they are all within the 5-year skill end date as prescribed.

As advanced drivers, officers must successfully complete TPAC refresher training every three years from the date of their Initial TPAC course. TPAC refresher courses are 5 days and will refresh an officer's Advanced, IPP, HoSTyDS and TPAC skills.

As standard or advanced drivers, officers who are only IPP trained must complete IPP refresher training every 5 years from the date of their previous advanced / standard or IPP course. The IPP refresher will refresh and officers IPP, HoSTyDS, advanced/standard skills.

Officers who do not attend TPAC Refresher training every 3 years will automatically lose their TPAC Authorisation and cannot be deployed in the tactical phase of pursuits. Their IPP/advanced/standard authorisation will remain for a further 2 years.

## Retention of Driving Skills/Refresher Training

### Retention of Advanced Driver IPP & TPAC Status

This section describes the basis on which a police officer can hold an Advanced Driver qualification and the conditions that govern the retention of that status over time. It also describes the basis on which an Advanced Driver can hold and retain a Tactical Phase Pursuit and Containment (TPAC) qualification.

### Retention of Advanced Driver Status

Where an officer holds an Advanced Driver qualification and is in a role where these skills are required to be deployed operationally, they must attend an Advanced Driving Refresher course every five years from the date of their Initial Advanced Course.

Officers who attend Advanced Refreshers on this cycle are not required to attend Standard Refresher training. Current Advanced Driver status automatically includes Standard Driver status.

**Officers who do not attend Refresher training within this five-year timescale will lose their Advanced Driver status and revert back to Basic Driver status with immediate effect.**

#### **Retention of IPP Driver Status (where role does not require full TPAC status)**

Where an officer holds an IPP/ HoSTyDS qualification and is in a role where these skills are required to be deployed operationally, they must attend an IPP Refresher course every five years from the date of their Initial IPP course.

Officers who attend IPP Refreshers on this cycle are requalified in their Advanced, IPP and HoSTyDS and are not required to attend Standard Refresher training. Current Advanced Driver status automatically includes Standard Driver status.

#### **Retention of TPAC Driver Status**

Where an officer holds a TPAC qualification and is in a role where these skills are required to be deployed operationally, they must attend a TPAC Refresher course every three years from the date of their Initial TPAC course.

Officers who attend TPAC Refreshers on this cycle are requalified in their Advanced, IPP, HoSTyDS and TPAC and are not required to attend Standard Refresher training. Current Advanced Driver status automatically includes Standard Driver status.

**Officers who do not attend Refresher training within this three-year timescale will lose their TPAC status.**

Where an Advanced/TPAC Driver transfers to a department or Unit where advanced qualifications are not an operational requirement, their Advanced Driving skills will be suspended with immediate effect from the date of their transfer to their new role. Circumstances may exist where the officer is required to retain one or more of these advanced skills. If so, then this will need to be authorised and documented by Chief Superintendent Specialist Ops.

If an officer **leaves a role** for any reason, they will be required to undertake an Advanced assessment before regaining their Advanced Driver status. This is to ensure that the Officer has not been subject to significant 'skill fade' because of those skills not being used operationally on a regular basis.

If the officer fails the assessment, the officer will be required to attend a full 2-day Refresher course. If the officer is successful in the assessment drive, they will fall into the refresher programme five years from the date of either their Initial Advanced course or their last Advanced Refresher course, whichever was the most recent course attended.

Attendance on training and the skills awarded, with their expiry date, will be recorded on the Force Training Administration System (TAS).

## **Transferees**

All forces delivering driver training will be delivering their courses in line with the College of Policing Roads Policing and Police Driving Learning Programme. NYP will therefore accept and transfer the following driving qualifications from a previous force.

Basic  
Standard  
Standard IPP / HoSTyDS (subject to standard check drive)  
Advanced (subject to check drive)  
Advanced IPP / HoSTyDS (subject to advanced check drive)  
Advanced Motorcycle (subject to check ride)

Specialist categories  
4x4 off road  
D1 C1 and +E

Officers with a current TPAC skill will only be allowed to transfer their IPP / HoSTyDS qualifications and will be required to attend a TPAC refresher before being authorised in that category.

Officers transferring to NYP must provide the following:

- a copy of their driving licence
- proof of driving skills, a copy of a training record identifying when they last completed training in the relevant course

If applicable, transferees will be required to read and sign a form to acknowledge that they understand they cannot be involved in police pursuits.

Transferee Driver Authority

## Medical Conditions and Driving

### Equality Act Considerations

Where a person is classified as disabled within the meaning of the law, it may be appropriate to adapt the procedures set out in this document.

In cases where this duty arises and a member of NYP is required to travel in connection with NYP business in duty time, the strict requirements of this procedure may be modified in order that any reasonable adjustments are addressed. This may include, for example, allowing a person with a disability to use their own adapted vehicle in circumstances which are outside of the strict terms of this procedure. Guidance on disability related matters is available from Human Resources or from Evolve Legal Services as the case may be.

### Driver Vehicle Licensing Agency (DVLA) - Restrictions

Every driving licence states that the driver is obliged to inform DVLA of any potential or actual medical disability that may affect their driving safely. The DVLA driving restrictions differs from cars & motorcycles to LGVs/PCVs.

All staff should be aware of the DVLA restrictions and the requirement to report certain medical conditions {to DVLA & your Management} that have an implication upon driving both their own and NYP vehicles. Staff who have any concerns regarding DVLA restrictions should speak in confidence to their HR Advisor for advice and guidance.

See below link:

[Medical conditions, disabilities and driving: Telling DVLA about a medical condition or disability - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/medical-conditions-disabilities-and-driving-telling-dvla-about-a-medical-condition-or-disability)

### **Assessing Fitness for Blue Light Driving**

Individuals at pre-employment stage and current members of North Yorkshire Police may have medical conditions which could affect their deployment regarding the driving of police vehicles. NYP has adopted the 'Group 2 Minus' approach suggested by the Faculty of Occupational Medicine (FOM) to manage these cases. This is an individualised medical-based risk assessment approach which can be used for drivers with a number of conditions including Diabetes. The Assessing Fitness for Blue Light Driving Guidance provides the full process to be followed by individuals and their managers.

## **Pool and Hire Vehicles**

### **Vehicles Taken to Home Addresses**

All NYP employees are reminded that unmarked vehicles that are owned by NYP must not be used to drive to or from home. Unmarked vehicles must not be taken home to a private residence due to the significant Value Added Tax (VAT) and Inland Revenue tax implications that affect both the user and the organisation.

If you have a significant operational or police business requirement for an unmarked vehicle to be taken to your home so that it is immediately available for operational purposes, then a business case should be presented to the Command Team for consideration.

NOTE: This does not affect such use of the following vehicles, marked police vehicles (including CSI vans), hire vehicles or some HQ pool vehicles operated by Business Support (Note: hire and pool vehicles must be pre-authorized by a supervisor), and vehicles provided to individuals under the NYP Provided Vehicle Scheme e.g., Chief Officers and Superintendents.

HQ pool vehicles that can be taken to a home address will be identified clearly by a key fob which states, "This vehicle can be taken to a home address".

Any queries on this instruction should be directed to the Fleet Manager.

### **Guidance for pool & hire vehicles only**

With specific regard to Pool & Hire cars these vehicles can be taken home, but only in specific circumstances, for example:

If the home location of a member of staff is on the way to a destination e.g.: The staff member lives in Easingwold and works at Thirsk but has a meeting in York and takes a car from Thirsk they could keep it at home due to use of the vehicle not being greater than that of the original journey. However, if they had a destination of Darlington, they could not take it home as they would benefit from a home to work journey, which is in addition to the miles that would have been incurred for the normal journey for NYP business. A lot of journeys are not as simple as that and if any doubt is raised then the Fleet Department admin unit should be contacted for advice.

**In summary with regards to pool & hire cars you should not personally/privately benefit from any journey in an NYP vehicle. If you are in any doubt do not take a vehicle to a home address.**

### **Vehicle Documentation Checks & Use of Personal Vehicles for Business Journeys**

Prior to undertaking any driving activity on behalf of NYP individuals MUST provide the originals of the following documents for inspection by their Line Manager on an annual basis or before the driving activity takes place if an annual check has not taken place. The documents that need to be checked are as follows:

- Driving Licence Photo Card
- Certificate of Motor Insurance which includes Business Use for their vehicle. NOTE where an alternative vehicle is used (e.g., Loan vehicle from a Garage, spouse/partner's/friend's vehicle) all staff are to demonstrate to their line manager that appropriate business use insurance is held for that vehicle.
- Where required under legislation, current MOT Certificate.

Line Managers MUST NOT authorise, delegate, or approve any driving activity without satisfying themselves that all appropriate certification has been achieved and/or documentation checked.

Driving Licences and Driver Category Documentation must be checked by Line Managers on an annual basis at the annual Performance Development Review (PDR). It is advised that this is recorded on an individual's PDR report. The procedure will be for the interviewee to produce a GOV.UK check code to their line manager which, together with their National Insurance number will allow the line manager to check the status of a driving licence. [View or share your driving licence information - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If there are 7 or more live penalty points on the licence, then PSD should be notified.

In the case of volunteers and colleagues from third party organisations utilising NYP vehicles a driver licence check should be undertaken by the Officer/member of staff utilising/authorising the driver. It is the responsibility of all Line Managers, Supervisors and Staff to fully comply with and communicate this procedure.

Note: Any vehicle owned or operated by NYP must only be used for a legitimate NYP business purpose.

Where an employee utilises a personal vehicle and they change their vehicle or insurance company, or where a personal vehicle becomes eligible for the MOT test, it is incumbent upon them to ensure the correct insurance and MOT test is in place before undertaking any further driving duty.

Signatures on Expense Claim Forms and Documentation Check Requirements

All employees are reminded that the claimant's signature on travel expense claim forms constitute certification that all the above conditions have been met.

Line Managers are also reminded that their countersignature certifies that they are satisfied that the most cost-effective means of travel has been selected and that they are satisfied that all appropriate documentation is current and has been checked and any normal home to work mileage has been deducted

### **Vehicles left unattended**

All staff are reminded that any vehicle left unattended should not contain any Restricted / Confidential / Sensitive material or electronic devices (which includes Laptops, PDA's, Personal Radios, and USB's etc). Also, all vehicles should be locked when left unattended.

### **Travelling Necessity and Priority**

Employees will only be reimbursed for travel expenses which they actually and necessarily incur in the course of the discharge of their duties. Advice regarding claiming expenses should be sought from their Line Manager.

Before considering any journey employees and line managers must make reference to the Business Travel Decision Tree repeated prior to making or authorising each business journey.

## **Legal - Offences - Reporting Procedure**

### **Legal & Reporting Requirements for Driving Vehicles**

Police Officers and Staff who are required to drive on NYP business must report to the Professional Standards Department directly any instance of the award of penalty points on their driving licence where the accumulated points would be seven points or more (non-endorsable fixed penalty notices/offences are not required to be reported). Where appropriate a supportive action may be provided which may encompass an assessment drive

### **Driver fatigue & driving time guidance**

Driving, in any circumstance, is a complex task that requires divided attention to help process visual, tactile, and auditory information. Full concentration is needed to safely interact with other road users and the pressure is arguably greater with Police drivers. Tactical decision-making is warranted, such as overtaking and speed choice. Despite high levels of skill and training there will be greater demands from the task. Working an unusual shift pattern, or night shifts can seriously impact sleep quality and make you more prone to a sleep related road traffic collision.

#### **How the body clock works**

Our body clock works in a 24-hour cycle, and it is known that we feel more sleepy between the hours of 2am – 6am and then 2pm to 4pm. Irregular shifts and high workload can interrupt this and brings on possible sleep debt. Sleep debt is where we get less sleep than required and can reduce our performance at work.

Driving tired can be detrimental to road safety as we have slower reactions, poor scanning of hazards and reduced awareness including a narrowing of attention, poor decision making, and lack of acknowledgement of visual clues. In essence, we have tunnel vision. Additionally, there is a higher incident of fatalities occurring amongst Police Officers simply commuting to and from work due to the time the shifts commence.

**Although Line Managers should be aware of the following guidance it is the responsibility of any driver of a vehicle to bring to their line managers {all driver fatigue incidents to be reported via near misses} attention any instance where they feel they are not fit to drive and/or have breached the guidance on drivers' hours below:**

### **Driving hours**

Although NYP drivers whilst driving on police business are exempt from the EU law on professional drivers' hours, they are not exempt from these rules outside NYP business, and any hours driven / worked outside of NYP business should be included in the calculations below.

It is advised that all staff and line managers should adhere to the following guidance.

You should not drive more than:

- 9 hours in a day - this can be extended to 10 hours twice a week
- 56 hours in a week
- 90 hours in any 2 consecutive weeks

The main points of EU rules on breaks and rest from driving are that you must take:

- at least 11 hours rest every day - you can reduce this to 9 hours rest 3 times in a week
- an unbroken break of 45 hours every week - you can reduce this to 24 hours every other week
- your weekly rest after 6 days of working
- a break of at least 45 minutes after no more than 4.5 hours driving, however NYP recommend a 15-minute break after any 2-hour continuous driving period.

If officers/staff have concerns around the driving hours, they are asked to undertake as part of their role then they should bring this to the attention of their supervisor.

Where officers/staff have deviated from this guidance then they may be required to justify their actions in any subsequent investigation.

This is particularly important with regard to Special constable and Volunteers. They may drive medium sized and large goods vehicles or buses. They could exceed their drivers' hours if they undertake driving duties in the police minibuses or medium sized goods vehicles.

### **Recognising fatigue and consider when or why you could be more fatigued:**

- The time spent on a particular task
- Time of day or night
- Issues in your personal life causing stress

Clues you could be more fatigued:

- Head nodding

- Long blink – known as a micro sleep and can be as short as 2 seconds.
- Yawning
- Mood changes
- Lack of concentration
- Underestimating the risks
- Make more mistakes
- Health conditions

### **Health conditions**

There are a number of sleep disorders which may affect your ability to complete your role safely. These include Narcolepsy, sleep apnoea and insomnia. Narcolepsy is a brain condition that causes sufferers to fall asleep suddenly. Sleep apnoea can be caused by factors such as age, weight, and alcohol consumption. Sufferers have disrupted sleep as they stop breathing temporarily throughout the night. They may not realise that they have the condition and wake feeling tired even though they believe they had enough sleep. It can be managed over time with sleep aids. Insomnia is where someone cannot sleep, despite their efforts. Sleep hygiene discussed later may be one way to compensate this. It is important to seek advice as soon as possible so that the appropriate support can be given from your own GP and occupational health.

### **Methods to reduce fatigue**

- Use of breaks to ensure your concentration remains at its peak. Fresh air and regular hydration with water can help.
- Be aware that personal lifestyle factors can negatively impact sleep patterns. Sleep hygiene involves creating a calming environment to maximise sleep such as reducing alcohol levels particularly before bed, not drinking coffee, regular sleep times, relaxing before bed, and reducing the use of devices such as phones. It is good practice to set the alarm but have the phone away from the bed so you must get up to turn it off but removes the distraction in the night.
- Driver aids can help identify fatigue. Consider completing the Epworth Sleepiness Scale which can indicate potential issues such as a high chance of sleep related disorders.
- Consider a simple driving commentary to keep your mind on the driving task
- Recognition of the link between diet, health, and fatigue.

### **How fatigue fits into health and safety Law**

Working time is highly regulated under health and safety as is responsibility. If you are working additional hours, it is important these are declared when requested to ensure your safety and that of others around you. Everyone has a responsibility to manage health and safety risks.

If you feel are suffering with fatigue or recognise that another colleague is suffering from fatigue, please make your supervisor or welfare aware so they can take measures and advise appropriately.

## **Parking – Vehicle Checks – Use of Mobile Phones/Sat Navs**

### **Use of the Hand/Park brake**

There have been occasional incidents where for differing reasons parking/hand brakes have failed with serious consequences. This message is to emphasise the importance of engaging the parking brake/ handbrake whilst the driver still has their foot on the footbrake. Once the handbrake is secure and the ignition turned off then **a suitable parking gear should be selected**. If the vehicle is on the flat or facing up an incline then first gear would be correct, if the vehicle is facing downhill then reverse gear would be more appropriate. If the gradient is severe then consider using a nearside kerb to help secure the vehicle by turning the steering wheel slightly which presents the wheels at an angle which can then be secured against the kerb acting as an anchor. Rule 252 of the Highway Code covers this point if you still have any doubts.'

### **Requirements prior to and whilst Driving**

Employees are reminded that vehicle checks are to be carried out prior to undertaking and after completion of driving duty or business journey in accordance with the relevant procedure for that vehicle. Weekly checks should be carried out on the relevant forms available on the Fleet Department Sub site and also confirmation that the checks have been carried out must be entered on the Fleet Department WEB portal. Further advice on vehicle checks is available on the Fleet Department Intranet site.

Employees are reminded about the requirement for wearing seatbelts whilst driving, including all passengers. Where minors are passengers, the relevant legislation regarding car seats must be complied with wherever possible; this may not always be possible in child protection cases.

Employees are reminded that driving any vehicle for business purposes constitutes a place of work and smoking is therefore prohibited in accordance with the Smoke Free Procedure. Employees who require guidance on this matter should contact their HR Manager.

Eating or drinking whilst driving is not permissible.

### **Use of Mobile Phones, other Communication Equipment and Aids to Navigation**

The use of handheld devices whilst driving is strictly prohibited. Mobile Phones, other communication equipment and navigation aids within NYP vehicles must only be used with in-vehicle kits or Bluetooth equipment installed or provided by NYP. NYP provided Mobile Phones, other communication equipment and navigation aids used within hired, sponsored or personal vehicles must be used with legally compliant in-vehicle kits, or Bluetooth earpieces. At all times drivers must not answer make calls whilst driving, irrespective of whether in-vehicle hands free equipment is fitted or not.

Using an airwave handheld radio terminal when driving a vehicle is forbidden unless a specially adapted "cradle" has been fitted in that vehicle which will allow hands free use of the handheld terminal.

## **Reversing – Parking Tickets – Refuelling – Carrying Passengers**

### **Reversing in confined spaces/narrow roads/areas of reduced visibility**

All Officers, staff and volunteers are reminded that they have an obligation under Paragraph 202 of the Highway Code, and to road safety, whilst making a reversing manoeuvre. They should take all reasonable and appropriate steps to avoid damage or injury.

Prior to setting off, look all around the vehicle, if needs be, get out of the vehicle to make absolutely sure it is free from any obstruction, be aware that if the vehicle is making any turn whilst reversing the front of the vehicle may swing out and hit nearby objects.

**If there is a passenger in the vehicle**, the passenger should get out of the vehicle to guide you back. Both the driver and passenger are responsible for the safety of the vehicle and other road users.

### **Parking Tickets and Road Traffic Offences**

All Officers and staff are reminded that they are personally liable for any parking tickets and road traffic offences (Including fines) that are not covered by any Police operational requirement that legally exempts them from the offence. It is the driver's responsibility to pay for any parking at the time, this can be claimed back via the Form 32 Expenses process. Where payment is not made and a fine is issued, the driver is responsible for making payment. Where appropriate, to avoid further increased costs, NYP will make payment to prevent increased charges. The driver will then be invoiced for the costs and finance will provide payment options to officers and staff to return the funds where appropriate.

There are of course situations where police vehicles will be used in ways which attract parking penalties. In these situations, the driver will be responsible for lodging any appeal process with the company issuing any fine. There remains no exemption in law, in lots of cases, the driver has entered into a contract by driving onto the land.

Where a clear policing purposes exists, NYP will meet the cost of any parking fine, this however will only apply to emergency situations. It will not cover situations such as parking to collect evidence, taking statements, visiting victims etc. In these situations, it is the driver's responsibility to settle the fine.

Where a fine is issued to a Hire Vehicle, the hire company are entitled to charge an administration fee, this cost will not be passed on to the driver and will be paid by NYP.

Congestion Charging - (This includes London and any other areas/city's that operate a similar scheme) – NYP vehicles, and this includes any hired / borrowed vehicles, **are not** exempt from congestion charging unless we inform/register with the relevant department responsible for the charging scheme before the vehicle enters a Zone or within 12 hours of leaving the Zone. The responsibility for this relies with the driver of the vehicle and if not complied with any fine/charge will the responsibility of the Driver to personally pay the fine/penalty. Therefore, details of any vehicle that has (within 12 hours) or will enter a congestion Zone must be provided to the NYP Fleet Department.

### **Re-Fuelling of Vehicles**

All Officers and staff are reminded that all vehicles, including pool and hire vehicles, must be re-fuelled before returning to base locations. The exceptions are only if either the time or travel distance to re-fuel are unreasonable and/or only a small amount of fuel is used.

## Carrying of Passengers

All members of NYP are reminded that there are necessary restrictions placed upon the carriage of passengers in NYP owned or operated vehicles. Such vehicles must not be used as a Taxi service. The only circumstances in which individuals who are not members of NYP may be carried as passengers in NYP owned or operated vehicles is when such individuals are carried for NYP business or policing purposes. Members of NYP should note that the only exemptions to these restrictions are:- a) in respect of the carriage of passengers in NYP force "Provided vehicles"; and b) In situations relating to specific circumstances which have been the subject of express, prior authorisation provided by the Fleet Manager.

Members of NYP should be aware that where passengers who are not members of NYP are carried in NYP owned or operated vehicles for anything other than NYP business or policing purposes is in breach of these instructions.

Officers & Staff should also be mindful of putting themselves in any potential situations of reputational risk, to either themselves or NYP, when transporting lone/vulnerable persons. In order to appropriately manage the risks that may arise from such situations, officers or members of police staff should always be accompanied by another officer or member of police staff when transporting a passenger who is not a member of NYP, in NYP owned or operated vehicles.

## Wearing Seat Belts

The Motor Vehicle (Wearing of Seat Belts) Regulations 1993 provides persons driving or riding in a police vehicle an exemption from wearing a seat belt when being used for police purposes.

Persons driving or riding in police vehicles will wear seat belts at all times for reason of personal safety and public credibility with only the following exceptions:

- Whilst conveying a violent detained person, or person likely to be so, where the wearing of a seat belt would be inappropriate.
- When engaged on certain types of surveillance duties when wearing a seat belt would detract from those duties; and
- Any other duty whereby the wearing of a seat belt would seriously affect the police officer's operational effectiveness.

Detained or other persons being carried in police vehicles will be required to wear seat belts at all times except where this proves impractical or where justifiable.

## Logbooks and Collision Procedure

### Provided Vehicle Logbooks

Logbooks should be provided for each journey declared, along with the reason for each leg of the journey undertaken and (in the case of provided vehicles) whether it is being declared as one of the following, Operational – Private – Home to Work and should include:

- Collar Number
- the start point
- end point
- miles travelled
- Comments
- Any damage or defect

No doubt must exist as to the identity of a driver from logbook details on any given time or date. Logbooks contain instructions on their completion and will be kept in the vehicle to which they have been allocated. Before leaving the station, drivers will if practicable, enter date, name, rank and number in the vehicle logbook. Upon completion of the journey, drivers will complete the logbook entry, including the route or nature of duty undertaken. Oil and fuel issues will also be entered. Logbooks will be examined weekly by a supervisory officer with particular attention paid to their proper completion and the purposes for which vehicles have been used. Logbooks will be used where necessary to assist in any investigation. When completed (full), logbooks must be forwarded to Fleet & Services Department for records/ retention.

Any new damage or defect must be recorded asap via [Tranman](#) .

### **Road Traffic Collisions and Near Misses**

Whilst driving NYP provided vehicles employees are required to report all accidents, collisions, damage (including damage found) to the Fleet Department using the 'Fleet Department Web Portal, which should only be completed by the appropriate Line Manager. Any accident or near miss that occurs whilst driving an NYP vehicle, or a personal vehicle for NYP business, must be reported to the Health and Safety Department, using a Near Miss (no injury) or Accident (injury) form.

The [Police Vehicle Collisions Procedure](#) provides advice on what action needs to be taken in the event of any NYP owned or operated vehicle being involved in a collision/accident. It also details what action may be taken against the driver involved. Note that any NYP driver involved in a Road Traffic Collision will be breathalysed and drug wiped. Any collision MUST be recorded on Tranman as per Police Vehicle Collision Procedure.

All members of NYP are reminded that should they be involved in a Road Traffic Collision as defined under Section 170(1) of the Road Traffic Act 1988 whilst driving a NYP owned/hired/sponsored vehicle that they must inform their own private motor insurers, whether they are held to be blameworthy or not.

The only exemption to this is if the collision and consequential damage/injury is confined to a TPAC operation involving no other vehicles than those party to the TPAC stop (police vehicles and the subject vehicle).

## **Responsibilities**

### **Operational Officers**

All Police Officers, Special Constables and PCSOs should ensure that they comply with this procedure and must ensure that they are only deployed to incidents within their training

and capabilities.

All Police Officers, Special Constables and PCSOs to ensure that they raise any concerns about their capacity / confidence to drive the vehicle which they are being asked to prior to taking it out

### **Police Staff**

Police Staff who are also Special Constables should note that this procedure is applicable to them whilst acting in the role of Special Constable and during their contractual employment with NYP.

All Police Staff to ensure that they raise any concerns about their capacity / confidence to drive the vehicle which they are being asked to prior to taking it out

### **First Line Supervision**

Patrol Supervision must ensure that Police Officers, Police Staff, Special Constables and PCSOs driving vehicles are aware of the procedure and the restrictions it places on their use of a vehicle for response purposes. They must ensure that the procedure is being adhered to by officers under their command.