

Safe Driving Policy

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Safe Driving Policy

Introduction

BrisDoc seeks to create a safe working environment conducive to protecting the health and safety of its employees, contractors, patients and the public through compliance with health and safety legislation. In doing so BrisDoc seeks to ensure its core values for workforce, patient and resource care are met.

This includes the obligation to drive any BrisDoc vehicle (whether liveried or not), or their own vehicle whilst on business purposes (e.g. driving to a meeting), in a safe, legal, and courteous manner.

This policy is not intended to be a complete and exhaustive statement. It is still the responsibility of the driver to ensure they understand and comply with the relevant Road Traffic Law and BrisDoc requirements.

Scope

The guidance provided by this policy is applicable to all staff employed by BrisDoc and working in any BrisDoc healthcare setting whether employed as a driver or otherwise.

Responsibilities

Directors and Managers Responsibility

Directors and managers are responsible for the operational implementation of this policy and for ensuring that their staff are aware of their legal responsibilities.

Managers are also responsible for taking appropriate action should any breach of this policy arise.

BrisDoc will check the validity of driving licences on recruitment of drivers and also annually by the People team via the DVLA.

All drivers, including staff who regularly drive a BrisDoc vehicle, will be issued with this policy and will be expected to read and abide by it. Drivers will be directed to BrisDoc's intranet system, RADAR to receive revisions of this document.

All BrisDoc Co-owners

All BrisDoc staff, including temporary and agency staff, are responsible for:

- Ensuring they are fit to drive in accordance with holding a UK driving licence.
- Compliance with relevant process/checks documents (OOHs Drivers). **Failure to comply may result in disciplinary action being taken.**
- Identifying the need for a change in policy or procedure as a result of becoming aware of changes in practice, changes to statutory requirements, revised professional standards and local/national directives, and advising their line manager accordingly.
- Identifying training needs in respect of policies and procedures and bringing them to the attention of their line manager.
- Attending and undertaking training / awareness sessions when provided.
- Ensuring their own vehicle insurance covers them for driving for business purposes.

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Driver Attitude

There is substantial recognition that 'appropriate' driver attitude is the key to safe driving. Poor attitude contributes much more than lack of skill to unsafe and poor driving. This includes the driver's attitude to other road users, to the vehicle being driven, speed and to taking unnecessary risks. **Drivers must consider other road users.** Selfish and aggressive behaviour increases the stress level of other drivers and passengers in the vehicle being driven and thus increases the risk of accidents. Responding to other road users with courtesy and tolerance ensures that BrisDoc vehicles and personnel are seen as professional. BrisDoc endeavours to ensure that all staff take pride in BrisDoc vehicles. Neglect of the vehicles is manifested by avoidable breakdowns and possibly less cautious driving. Drivers should feel a sense of 'ownership' for the vehicles and are responsible for safety checks and the general upkeep of the inside of the vehicle, keeping equipment clean, checked and operationally safe. Driving is always associated with risk but the driver's attitude moderates this risk. Driving fast, the use of the green light unless absolutely appropriate and necessary; and disregarding personal safety of a driver and passenger will not be tolerated; and may lead to disciplinary action.

Speed

Speed is often a key factor in the cause of accidents particularly when the vehicle is "en route" to a patient whom it is believed is very ill.

Emergencies are the prerogative of specially trained emergency drivers. BrisDoc is not an emergency service. High speed lessens the time a driver has to respond to any developing situation in front of them. Good driving requires that a driver drives at an appropriate speed that is safe for the conditions even when responding to an urgent patient. It is imperative that national and local speed limits are respected at all times.

Green Light Use

The purpose of green lights is to alert other road users of a medical professional's presence in an emergency. Driving with a green light flashing has inherent dangers. Some road users do not know what it signifies and are unsure of what to do. Some drivers will see it as a challenge and 'tail gate' the vehicle. The use of the warning light can give a false sense of security and appear to give a 'force field of invulnerability'. They may be used in the following scenarios, and only ever when a clinician is in the car:

- When unavoidably going slowly and looking for an address they warn other traffic nearby and also alerts the patient / relative to the arrival of the clinician
- Whilst unavoidably parked outside an address and temporarily blocking the street they help inform other road users
- Indicating their position on the road to help emergency services locate or identify them if required
- They help at junctions when other drivers will often stop or help the driver through a junction

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- To alert other road users in heavy traffic that a medical professional is on route to an urgent home visit
- **Green lights do not provide an exemption to the rules of the road at any time**

BrisDoc has no agreement with Local Authorities to use bus lanes or bus gates, drivers should not enter these at any time as per standard rules of the road.

Standard of Driving Required by Law

The law requires that every vehicle shall be driven with care and consideration to other road users. At no time must BrisDoc vehicles be driven in a manner or speed dangerous to the public. An urgent patient does not relieve the driver of the responsibility to drive safely at all times.

A court will look at the nature of the emergency to assess the reasonableness and proportionality of what has been done.

A driver has no exemptions in law whilst driving a vehicle with a flashing green light. BrisDoc drivers must:

- **obey the speed limit**
- **stop at junctions**
- **stop at a red light**
- **not cross a white line in the centre of the road**
- **obey all road signs.**

Exceptions to this are when the driver is signalled to do so by a Police Constable or Traffic Warden. No one else can assume this responsibility and the driver is still responsible for their own and others safety.

The driver will be responsible for bearing the cost of any penalty associated with breaching traffic law and taking any associated penalty points onto their personal driving licence. This includes but is not limited to fines for speeding, driving in bus lanes, driving through red lights and driving through bus gates.

Drivers are responsible for notifying the Workforce team and their line manager if they incur penalties whilst driving their personal vehicle.

In the Event of a Road Traffic Accident

In the event an accident:

- The driver must stop
- The driver must exchange names and addresses and contact numbers of the drivers involved
- The registration marks, make and model of the vehicles involved need to be recorded
- Do not admit liability

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- If appropriate and safe to do so take photographs to capture evidence of the collision and environmental conditions at the time
- If any PERSON or a horse, ass, mule, sheep, pig, goat, cattle or a dog is injured the Police must be informed preferably at the time
- If the Police require a statement, it is better that it is done at a BrisDoc base and with the help of a manager or clinician.
- The driver must inform a shift / team manager as soon as possible after an accident in case the media become involved.
- DO NOT MAKE ANY STATEMENT TO THE MEDIA OR OTHER PERSON WITHOUT APPROVAL FROM A DIRECTOR (in line with the Press and Media Policy) REGARDING ANY INCIDENT INVOLVING A BRISDOC VEHICLE.

Any employee who is involved in an accident while driving for company purposes will be required to complete an accident report form which is kept in the car paperwork (example in Appendix A). He or she must return the report to the Facilities Manager as soon as possible to review the information to make sure it is complete. A Learning Event report form must also be completed (accessed via Brisdoc Weblinks)

The employee will be required to discuss the accident with Facilities Manager and/or their Line Manager if further details are required.

BrisDoc will review all accidents and determine whether they were preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to prevent it from occurring.

Stopping at an Incident

When travelling in a branded BrisDoc vehicle and passing the scene of an incident at which no medical assistance is available, it would be the public's expectation that our service would stop to assist.

If it is safe and appropriate to do so, BrisDoc co-owners may stop at an incident to offer assistance such as calling emergency services or offering immediate first aid. If stopping to assist, the Driver must liaise with the Shift Manager as soon as practicable to keep the Control Room informed so BrisDoc patients' needs can be managed.

Safety

Accident scenes can be dangerous places. Protect yourself:

- It may be best to park obliquely behind the incident to fend off oncoming traffic.
- Use the car's green and hazard lights.
- If you have access to a high visibility jacket, wear it.
- Cover exposed skin, and wear gloves.
- Unless people are trapped or unable to move, get them off the road and out of the way of further harm.
- Call the emergency services.

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Recording

Clinician

Should a BrisDoc representative stop at an incident while conducting BrisDoc business, in a BrisDoc vehicle a CLEO case must be generated to record any assessment, advice, intervention, action, or treatment. In addition, a learning event must also be reported.

After the event a debrief will be held as soon as possible.

Liability

Professional standards state that a registered healthcare professional should offer help if emergencies arise in clinical settings or in the community, taking account of safety, competence and the availability of other care.

A Good Samaritan act is where medical assistance is given in a bona fide medical emergency, which a healthcare professional may happen upon in a personal rather than professional situation. While there is no legal duty to assist (in UK law), clinicians have an ethical and a professional duty to help.

The Social Action, Responsibility and Heroism Act 2015 came into force in England and Wales. It sets out some additional factors that a court must consider when assessing a negligence claim or alleged breach of duty.

These factors essentially outline a new legal test that is especially pertinent in the case of a Good Samaritan act. They are:

- Social action – whether the alleged negligence or breach of statutory duty occurred when the person was acting for the benefit of society or any of its members.
- Responsibility – whether the person, in carrying out the activity in the course of which the alleged negligence or breach of statutory duty occurred, demonstrated a predominantly responsible approach towards protecting the safety or other interests of others.
- Heroism – whether the alleged negligence or breach of statutory duty occurred when the person was acting heroically by intervening in an emergency to assist an individual in danger.

If a clinician stops, they are legally responsible for their actions and omissions. It is recognised by most authorities that a clinician or good Samaritan willing to stop is acting out of beneficence for the casualties and, in this country, legal repercussions are fortunately rare.

Treatment or care administered at the scene of a medical emergency, accident, or disaster is covered within the provision of BrisDoc's indemnity. Hence the importance of record keeping in such an incident.

Mobile Phones

It is an offence to use a mobile phone whilst driving.

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- Even using a hands-free kit is dangerous as the driver's attention is on the conversation, not their driving.
- If driving, stop to answer the phone or return the call when it is safe to do so.

It is also a distraction when the passenger is using a mobile phone. It is acceptable to stop and wait until the phone call has finished.

Vehicle Tracking Devices

Vehicle tracking devices are installed on all BrisDoc vehicles in connection with business requirements for security purposes, location in an emergency, and checks on compliance with legal requirements such as driving speed and usage time. Regular audits of the vehicle tracking device data are carried out. Analysis of this data may indicate excess speeding. Refer to the Driver Audit on Radar for more information on what is audited and how this is managed including speed awareness training and performance management.


Daily Safety Checks on Vehicles

Daily safety checks will be completed via the Drivers Visit Log and Vehicle Check Form, which are retained in the vehicle and are reviewed weekly by the facilities team and/or Team Managers.

More specific checks such as water levels and tyre pressures etc are reviewed as part of the monthly cleaning and review of the vehicle undertaken by the facilities team.

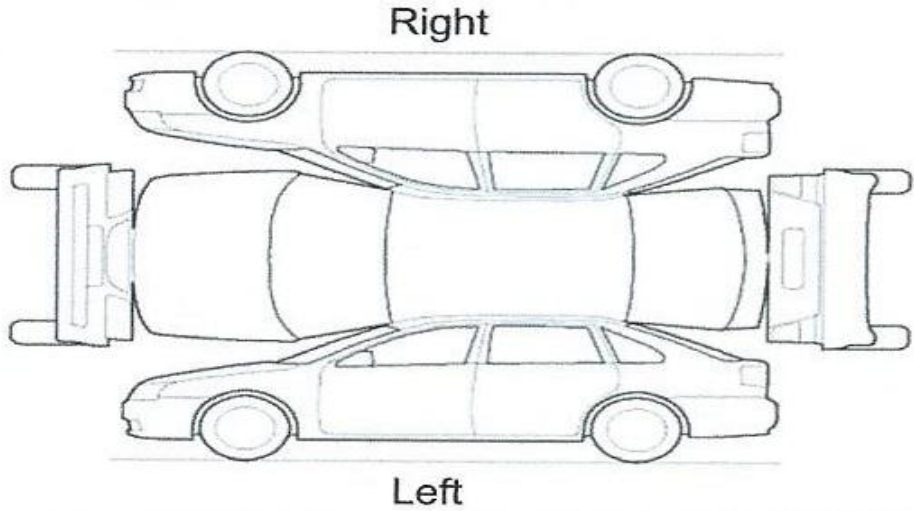
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Appendix A – Accident form

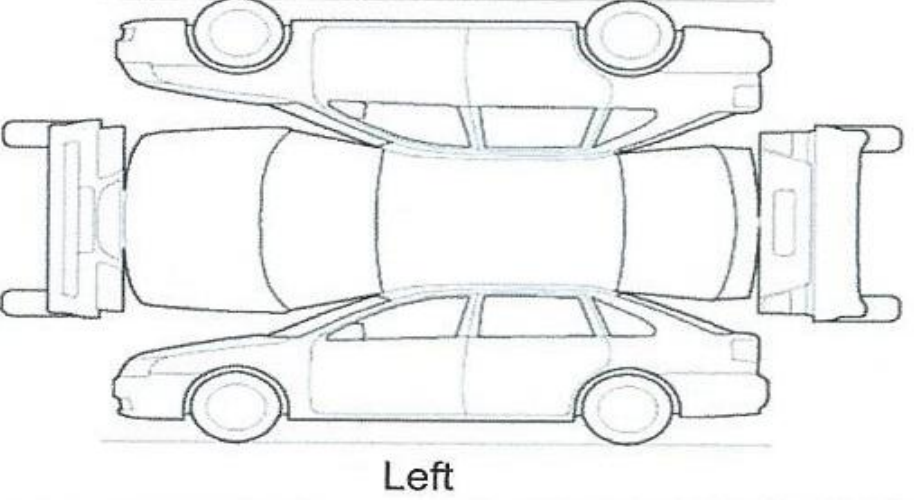
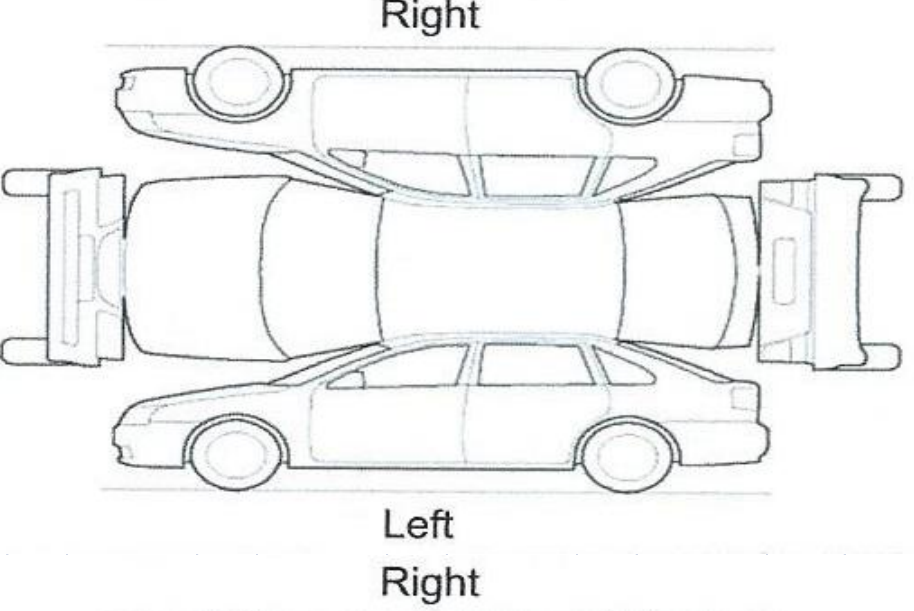
 Patient care by people who care		ACCIDENT REPORT FORM					
		DATE OF ACCIDENT		TIME			
Were Police Called	Yes No	Officer Number	Was Ambulance Called		Yes No		
INSURED VEHICLE							
Make	Model		Reregistration No				
Year of Manufacture			Number of persons in car including Driver				
THIRD PARTY VEHICLES							
Make	Model		Reregistration No				
Year of Manufacture			Number of persons in car including Driver				
Make	Model		Reregistration No				
Year of Manufacture			Number of persons in car including Driver				
INCIDENT							
Conditions							
Day	Night	Dry	Raining	Frost	Snow		
Ice	Flood						
INSURED VEHICLE							
Parked	Moving	Speed	Breaking	Reversing			
Lights	On Off	Indicators	On Off	Hazards	On Off		
Were Seatbelts being Worn		Yes	No				
THIRD PARTY VEHICLES							
Parked	Moving	Speed	Breaking	Reversing			
Lights	On Off	Indicators	On Off	Hazards	On Off		
Were Seatbelts being Worn		Yes	No				
Parked	Moving	Speed	Breaking	Reversing			
Lights	On Off	Indicators	On Off	Hazards	On Off		
Were Seatbelts being Worn		Yes	No				
INSURED DRIVER							
Name							
Address							
Post Code		Date of Birth					
Telephone Number Home		Mobile					
Driver Injuries							
Passenger Injuries							

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DAMAGE TO INSURED VEHICLE



DAMAGE TO THIRD PARTY VEHICLE



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Confirmation form – Safe Driving Policy

I can confirm:

1. I have read the safe driving policy document in full
2. I understand the content of this document and will adhere to it at all times

Once completed please return this to your line manager, for a copy to be saved in your records.

Name:

Date:

Signature:

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Change Register

Date	Reviewed and amended by	Revision details	Issue number
12/05/2015	SB	Minor grammatical and check list changes	
13/09/2016	DL	Reformat using headings etc. for TOC	
13/09/2016	DL	Addition details on accident reporting and inclusion of accident form as an appendix	
13/09/2016	DL	Additions to Manager responsibilities and daily safety checks and green light changes	
15/05/2017	AM	General review and update on details of driving offence penalties, training, lone working and vehicle tracking with associated audits	
14/04/2020	TC	General review references to the HR department have been changed to the Workforce team. Removal of reference to safe driving course which was to be accessible on radar	
08/11/2023	AM	General review and update on details of driving offence penalties.	4.2
19/12/2023	RH	Updated to consume stopping at an incident information	4.3
29/08/2024	AM	General review and update on details of driving offence penalties. Removed reference to phablet	4.4
21.07.2025	LG	Edit of clinical system from Adastra to CLEO	4.5
23.03.2026	NR	Full review	5.0
09.06.2026	NR	Update to bus lanes	5.1