
Transportation of Clients / Colleagues by Staff in Vehicles Policy

Please be aware that this printed version of the Policy may NOT be the latest version. Staff are reminded that they should always refer to the Intranet for the latest version.

Purpose of Agreement	To outline the Trusts position regarding the transportation of clients by staff using their own vehicles and escorting patients in Taxis.
Document Type	Policy
Reference Number	Solent/Policy/PC/002 V2
Version	V3
Name of Approving Committees/Committees	Policy Steering Group
Operational Date	October 2018
Document Review Date	October 2021
Document Sponsor (Name & Job Title)	Chief Nurse
Document Manager (Name & Job Title)	Associate Director of Corporate Affairs and Company Secretary
Document developed in consultation with	Health & Safety Advisor, Head of Patient Safety , Chief Nurse, Associate Director of Quality and Governance, Consultant Nurse – Safeguarding Children, Mental Health Act & Mental Capacity Act Lead, Professional Lead MH Services
Intranet Location	
Website Location	
Keywords (for website/intranet uploading)	Transport, car, taxi, transporting, driving,

Solent NHS Trust policies can only be considered to be valid and up-to-date if viewed on the intranet. Please visit the intranet for the latest version

Amendment summary

No.	Doc Ref.	Change	Reason
1	1	Document review	Full document review – to incorporate reference to transporting colleagues (in accordance with the Travel and Subsistence Policy)
2	2	Amended section 4.2 and 9	Cross reference to Non-emergency Patient Transport Service (NEPTS)

Review Log

Version Number	Review Date	Name of Reviewer	Ratification process	Reason for amendments
3	August 2018	AD Corporate Affairs and Company Secretary	Policy Steering Group Assurance Committee	Scheduled review

Policy Summary

The Trust acknowledges that during the course of their work, employees working within specific services, may as part of their role, be required to transport clients¹ or colleagues in their own vehicle, i.e. a vehicle owned by the staff member, or via taxi.

To ensure so far as is reasonably practicable, the safety of employees and those they carry in their private vehicles, Managers² must develop and implement processes that are proportionate to the level of risk, whenever patients / colleagues are being transported in private vehicles or in the case of patients, escorted via Taxi.

Whilst this is considered an ‘umbrella’ policy for the Trust, local Service Managers are required to develop and implement local service level procedures, including:

- Ensuring that an appropriate risk assessment is completed prior to agreeing to staff transporting clients. A generic risk assessment considering factors to consider is contained in **Appendix C**.
- Seeking assurance that staff who are transporting patients have declared this/informed their manager, and that the necessary checks have been completed. An example annual declaration form in **Appendix B**.

¹ The term client also means service user / patient etc

² i.e. those with responsibility for staff members who may be required to transport/escort patients and/or colleagues

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**POLICY ON THE TRANSPORTATION OF CLIENTS AND COLLEAGUES BY STAFF
USING THEIR OWN VEHICLES & ESCORTING PATIENTS IN TAXI'S.**

1. Introduction

- 1.1 Every year an estimated third of all road traffic collisions involve somebody who is at work at the time.
- 1.2 Irrespective of whether the employee is driving their own vehicle or one provided by their employer, it is often believed that providing the employer has checked that employees hold a valid Full UK driving licence, that their vehicles have a valid MOT certificate and have business insurance, they have done enough to ensure the safety of their employees and others.
- 1.3 However, given that the employee is undertaking a work activity on behalf of the Trust, the general requirements of the Health and Safety at Work Act 1974 and associated regulations will apply. Consequently, the risks associated with these activities for employees, patients and others must be assessed, documented and effectively managed.

2. Policy Statement

- 2.1 The Trust acknowledges that during the course of their work, employees working within specific services, may as part of their role, be required to transport clients or colleagues in their own vehicle, i.e. a vehicle owned or leased by the staff member, or via taxi.
- 2.2 To ensure, so far as is reasonably practicable, the safety of employees and those they carry in their private vehicles, Service Managers (i.e. those with responsibility for staff members who may be required to transport/escort patients) will develop and implement systems of work that are proportionate to the level of risk, whenever patients / colleagues are being transported in private vehicles or in the case of patients, escorted via Taxi.
- 2.3 Staff should also refer to the relevant sections within the Mental Health Act Policy and Deprivation of Liberty Safeguards and The Mental Capacity Act 2005 Policy regarding the transfer of patients as well as the multi-agency protocol covering s136 conveyance (concerning the Mental Health Act).

3. Scope

- 3.1 This policy applies to bank, locum, permanent and fixed term contract employees (including apprentices) who hold a contract of employment or engagement with the Trust, and secondees (including students), volunteers (including Associate Hospital Managers), Non-Executive Directors, governors and those undertaking research working within Solent NHS Trust, in line with Solent NHS Trust's Equality, Diversity and

Human Rights Policy. It also applies to external contractors, Agency workers, and other workers who are assigned to Solent NHS Trust. An equality impact assessment has been included within Appendix A.

- 3.2 The policy has been compiled to provide guidance to managers and employees on the arrangements for transporting patients in private vehicles and taxi's. This policy does not stand in isolation and is supported by the Trusts' Health & Safety Policy.
- 3.3 The guidance contained within this policy incorporates the requirement to undertake risk assessments in accordance with the Management of Health & Safety at Work Regulations 1999 and relevant guidance, i.e. INDG382 Driving at Work.
- 3.4 Whilst comprehensive, the document is not exhaustive and as such all employees are required to take reasonable care of their own health and safety and that of others who may be affected by their activities, e.g. patients/service users.

4. Duties and Responsibilities - Managers

4.1 Managers responsible for employees who transport patients/colleagues in private vehicles and taxi's shall ensure that:

- A generic risk assessment considering those factors contained in Appendix C has been undertaken for all driving activities where staff transport patients / colleagues in private vehicles and taxi's;
- They develop and implement systems of work that so far as is reasonably practicable, ensure the safety of staff, patients and others who may be affected by the activities being undertaken;
- Where appropriate the Service develops a local protocol in collaboration with advice from the Trusts' Health & Safety Advisor
- The significant findings of assessments are recorded and brought to the attention of those employees concerned.
- They ensure that staff are provided with adequate information, instruction and training to enable them to undertake their job safely and that such duties are included within the staff members job description;
- Ensure that the staff member is insured on their vehicle for business travel in accordance with the Travel and Subsistence Policy and is able to carry passengers under this policy
- That the driver³ has a current (i.e. within the past three years) DBS check in accordance with the Trust's DBS policy.

³ Local authorities conduct licencing checks as part of private hire (Taxi) driver application processes

- That the driver complies with the medical requirements for driving passengers, for example if driving a minibus that the relevant Public Service Vehicle requirements have been met (for which the manager may need to refer to Occupational Health)
- That the driver, where this is a staff member, is not put at risk from fatigue caused by driving for excessive periods or distances without appropriate breaks
- They keep a local log detailing, for example; the following;

Employee Name	Job Title	Service	Vehicle Reg No.	Insurance Details			MOT	Licence		
				Valid date (Y/N)	Covered for business use (Y/N)	Car is the same as individual is claiming to use on business (Y/N)	Has MOT certificate been checked and is in date (Y/N)	Full licence (Y/N)	Name of country of issue	Licence holder valid to drive in

(An example annual declaration form in Appendix B has also been included, for illustration purposes, and can be used as a basis for which managers can record details of staff members who may be required to use their personal vehicle for the purpose of transporting clients)

- If using a taxi to transport patients, that a preferred firm is used and the vehicle is suitable for transporting the patient.
- Managers (and staff) will also comply with the requirements of Travel and Subsistence Policy.

4.2 In addition, the following points must be taken into account

- Whether the vehicle is fit for the purpose for which it is used;
- Whether seatbelts and head restraints are fitted correctly and that they function properly;
- Whether drivers have access to information that will help them reduce risks (without breaching patient confidentiality in the case of using Taxi firms);
- Whether it is safe to transport patients or equipment in the type of vehicle;
- A comprehensive risk assessment must be conducted in each case, the outcome of which will be the development of safe systems of practice to meet the needs of the client group concerned and advice should be sought from the Clinical Risk Manager and the Health & Safety Advisor by the relevant Service Manager.

- And in the case of transporting children (those under the age of 18 years): Whether the vehicle has appropriately fitted 'age appropriate' child car safety equipment (e.g. car seats/booster seats etc). Such equipment should be provided by the carer/parent and fitted by the carer/parent. In exceptional circumstance and where the carer/parent is unable to fit the child safety equipment, an ambulance or patient transport must be arranged.
- Staff should also be aware of the Non-Emergency Patient Transport Service (NEPTS) run by South Central Ambulance Service NHS Foundation Trust (SCAS) Tel: 0300 0135 003. If the client is violent, a secure transport provider will be used to transport. Clients detained under a s136 by police will be transported to a place of safety by the agreed secure transport conveyance provider.

5 Duties and Responsibilities – Employees transporting clients in their own vehicles (i.e. driving their own vehicles)

- 5.1 All drivers of private vehicles used to transport patients/ colleagues have duties and responsibilities regarding their own health and safety and that of those they transport. In accordance with the Trust's Creating a Smoke Free Workplace Policy, smoking is not permitted in vehicles whilst transporting patients/colleagues.
- 5.2 At all times employees acting as drivers must practice and promote a safe working environment and:
- Must ensure that they are fit to drive and are not under the influence of alcohol and/ or drugs and hold a current driving licence⁴
 - Make themselves familiar with the findings of the risk assessment and safe working procedures;
 - Follow the correct policies and procedures prescribed within the assessment;
 - Ensure their vehicle is registered, has a valid MOT (if older than 3 years old) is taxed, has business insurance and that the lights, horn, mirrors, brakes, etc are operating correctly, i.e. their vehicle is fit for use on the public highway;
 - Ensure that they, as the driver, wear a seatbelt and ensure that passengers under 18 years of age also wear seatbelts at all times. (It is the responsibility of the adult passenger, over the age of 18 years, to ensure that they wear a seatbelt).
 - Ensure that when used to carry equipment, their vehicle is correctly loaded and that the loads are secure.

⁴ Staff must also inform their manager immediately if their ability to drive changes / or for example if the driver has committed any driving offenses

5.3 All drivers are expected to maintain and drive their vehicles in a safe manner, for example, drivers shall:

- Ensure the vehicle is driven in accordance with the Law;
- Ensure their vehicle is roadworthy;
- Ensure the vehicle is not overloaded;
- Never carry passengers other than in the seats provided;
- Never drive for excessive periods; (e.g. for longer than a period of 4.5 hours as defined by the Vehicle & Operator Services Agency guidance 'Rules on Drivers' Hours & Tachographs, 2007) and ensure that regular breaks are taken
- Update their managers immediately on any matters concerning their eligibility to transport passengers in private vehicles; such as (for example);
 - Any incurred driving violations/suspensions in licence
 - if the vehicle is considered no longer roadworthy
 - if insurance cover or MOT expires

5.4 If the staff member is claiming expenses for the trip it will be necessary to comply with the Travel and Subsistence Policy.

5.5 Drivers must also inform their manager if they have committed any driving offences.

6. Accompanying / Escorting passengers via Taxi

6.1 In cases where a patient requires transportation and does not have access to a vehicle; where public transport is not an option and an ambulance or secure transportation is not required, the practitioner may on very rare occasions, need to accompany the client in a Taxi. Staff should be using one of the firms the Trust has a contract with in such instances.

6.2 Prior to doing so staff should seek permission from their Line Manager regarding such instances and the client should be informed that they will have to incur the cost of travel.

6.3 Where the need arises to transport a client via a Taxi, the staff member should follow their local protocols regarding lone working. In addition, staff should undertake a dynamic, real time assessment of the situation and consider the:

- Risk of harm to other staff and themselves; including for example, considering whether the client is under the influence of alcohol or drugs.
- Risk of harm to the patient;

- Current state of health of the client

6.4 At all times the safety of the staff member is paramount and staff should not put themselves in any position that poses as a risk to them. Staff should consult with their line manager regarding any issues of concern and ensure that a risk assessment is completed in accordance with Trust policy and incident form completed for any occurred incidents and/or near misses.

7. Monitoring the Effectiveness of this Policy

7.1 The effectiveness of this policy will be reviewed and monitored by the number of incident forms being received by the Quality & Risk Team. Any changes or amendments required to this policy as a result of the above will be incorporated in the next review.

7.2 All accidents must be reported in accordance with the Trusts Incident Procedure.

8. Review

8.1 This document may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

9. Links to Other Policies & Supporting Documents

- Mental Health Act Policy
- The Deprivation of Liberty Safeguards and The Mental Capacity Act 2005 Policy
- the multi-agency protocol covering s136 conveyance (in relation to the Mental Health Act) .
- Risk Management Framework
- Health and Safety Policy
- Lone working Policy
- Moving and Handling Policy
- Reporting of Adverse Incident Reporting (AIR) Policy
- The Safe Carriage of Clean/Decontaminated Work Equipment in Staff Member's Own Vehicles Policy
- Travel and Subsistence Policy
- Incident Procedure – Guide to Online Incident Reporting
- Creating a Smoke Free Workplace Policy,
- <https://www.gov.uk/government/collections/drivers-hours-rules-and-guidance>
- Non-Emergency Patient Transport System (NEPTS) guidance:
<http://www.solent.nhs.uk/store/documents/scaseligibilityposter.pdf>

APPENDIX A Equality & Human Rights and Mental Capacity Act Impact Assessment

Step 1 – Scoping; identify the policies aims	Answer
1. What are the main aims and objectives of the policy?	To provide guidance to managers when staff are involved in having to transport patients in their own vehicles or escort/accompany patients in taxi's
2. Who will be affected by it?	Clinical Staff, Non Clinical Staff, Patients
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	n/a
4. What information do you already have on the equality impact of this policy?	n/a
5. Are there demographic changes or trends locally to be considered?	n/a
6. What other information do you need?	n/a

Step 2 - Assessing the Impact; consider the data and research	Yes	No	Answer (Evidence)
1. Could the policy unlawfully against any group?		X	
2. Can any group benefit or be excluded?		X	
3. Can any group be denied fair & equal access to or treatment as a result of this policy?		X	
4. Can this actively promote good relations with and between different groups?		N/A	
5. Have you carried out any consultation internally/externally with relevant individual groups?	Y		MHA MCA lead and Professional Lead for MH Services, Head of Patient Safety, Safeguarding Team, H&S Lead
6. Have you used a variety of different methods of consultation/involvement		n/a	
<u>Mental Capacity Act implications</u>			
7. Will this policy require a decision to be made by or about a service user? (Refer to the Mental Capacity Act policy for further information)		X	
<u>External Considerations</u>			
8. What external factors have been considered in the development of this policy?			HSE guidance
9. Are there any external implications in relation to this policy?		x	Not aware
10. Which external groups may be affected positively or adversely as a consequence of this policy being implemented?			Clients may be positively impacted - in the absence of other means of transport

If there is no negative impact – end the Impact Assessment here.

Appendix B

Example Annual Declaration Form for Transporting Clients /Colleagues in personal vehicles

This template is used as an illustrative example only.

PERSONAL DETAILS		
Name of Employee		
Job Title		
Service		
Usual place of work		
Vehicle Registration Number		
INSURANCE DETAILS (attach a copy of the original insurance certificate)		
Check original insurance certificates and policy booklets to ensure	<ul style="list-style-type: none"> • Valid dates • Specifically allows business use • Passengers (where patients/ clients) insured • Car is the same as the individual is claiming to use on business 	<ul style="list-style-type: none"> • Yes/No • Yes/No • Yes/No • Yes/No
MOT CERTIFICATE DETAILS (attach a copy of the original if applicable)		
Does the vehicle require an MOT certificate i.e. is it over 3 years old?	Yes	No
If answered, Yes to above, is MOT document an original and is it in date? (<i>Electronic document checking is permissible</i>)	Yes	No
DRIVING LICENCE DETAILS (attach a copy of the original)		
Is the driving licence a full licence (i.e. not provisional)?	Yes	No
Name of country that issued licence:		
Is the licence holder valid to drive in the UK? If unsure please confirm with the DVLA	Yes	No
Does the licence have any endorsements or un-expired driving bans	Yes	No

To be completed by the Service Manager

I hereby declare that I have checked the aforementioned staff members’;

- Driving Licence
- Vehicle tax
- Insurance Policy
- MOT certificate

Name: _____

Signature: _____

Date: _____

Once completed, the Service Manager must retain the form

I hereby declare that the above information is correct and that I am insured for Business purposes.

Name: _____

Signature _____

Date: _____

Appendix C

RISK ASSESSMENT – FACTORS TO CONSIDER

As part of the risk assessment process, prior to transporting passengers or equipment in their vehicles managers shall undertake a generic risk assessment and consider:

- **The Driver:**
 - Whether the driver has relevant previous experience;
 - Pre-employment checks, health conditions and previous references;
 - The validity of the driving licence on recruitment and periodically thereafter;
 - Ensuring drivers are aware of this policy on work-related road safety and that they understand what is expected of them;
 - The need for written instructions and guidance and/or training;
 - Reminding drivers that they:
 - must be able satisfy the eyesight requirements set out in the Highway Code;
 - should not drive or undertake other duties whilst taking a course of medicine that might impair their judgement.
- **Private vehicles**
 - Whether the vehicles are fit for the purpose for which they are used;
 - Whether the vehicles are maintained in a safe and fit condition;
 - Whether drivers know how to carry out basic safety checks;
 - Whether seatbelts and head restraints are fitted correctly and that they function properly (particularly in the consideration of transporting children);
 - When transporting children ensure the correct child seat is used
 - Whether drivers have access to information that will help them reduce risks;

- **The Journey/needs of the Patient**

- Undertaking a dynamic assessment of the journey that considers the hazards of lone working, the risk of harm to client (i.e. self harm), risk of harm to staff, the probability of the client being under the influence of alcohol or drugs, etc;
- Whether it is safe to transport patients or equipment in the type of vehicle;
- Whether the medical condition of the patient increases their risk when being transported by staff in private vehicles;
- Whether sufficient time has been allowed to complete journeys safely;
- Whether drivers are being put at risk from fatigue caused by driving for excessive periods or distances without appropriate breaks;

- **Assisting patients in/out of vehicles and/or loading and unloading**

- Getting in and out of vehicles can be potentially dangerous, particularly in low light/dark conditions.
- In all cases drivers are to position vehicles appropriately to the road layout/conditions. As it is impossible to consider every variation that might occur on any given day, drivers must undertake a dynamic (real time) risk assessment prior to parking, loading and unloading their vehicles and adjust their activity, parking positions, etc, accordingly.