

# **Transport procedure for trust pool vehicles and transport services provided by external providers**

## **CORP-0023-v8**

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## 1. Purpose

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### 1.1. Why we need this procedure

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Transport is vital to the operation of the Trust's services. Patient's staff and goods are transported to and from Trust sites on a daily basis. Transport brings with it an element of risk, which the Trust recognizes and is committed to managing effectively.

This procedure aims to establish safe working practices to assist with the management of Trust pool vehicles and refers to other Trust guidance on safe transporting of high risk/sensitive goods/materials.

### 1.2. Objectives

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To give clear guidance on safe working practices to be adopted when using pool vehicles or transporting high risk/sensitive goods/materials.

## 2. Related documents

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This procedure relates to:-

- ✓ Trust Vehicle Pack
- ✓ Medicines – ordering, storage, security and disposal procedure
- ✓ Travel and Subsistence Policy
- ✓ Procedure for Moving Records and other Sensitive Information
- ✓ Transport Procedure for Patients
- ✓ Specimens – Collecting, Handling and Transporting Procedure

### 3. Scope

#### 3.1. What this procedure applies to

- The management of the risks associated with the use of Trust pool vehicles
- Information regarding contracts and service level agreements for transport services.
- Special requirements for staff transporting medicines, specimens or confidential material.

It does not cover use of individuals leased or privately owned cars or give details guidance on transporting patients. Policies covering these areas are referenced in Section 2 related documents.

#### 3.2. Roles and responsibilities

Role	Responsibility
Chief Executive	<ul style="list-style-type: none"> <li>• Is ultimately responsible for ensuring that transport risks are being effectively managed within the trust.</li> </ul>
Director of Operations EFM	<ul style="list-style-type: none"> <li>• Personally and through the Associate Director of Operational Services will ensure that adequate policies and procedures are in place to manage transport risks contained in the scope of this policy.</li> </ul>
Ward / Department Managers	<ul style="list-style-type: none"> <li>• Are responsible for the day-to-day implementation of the policy.</li> </ul>
Staff Driving on Trust Business	<ul style="list-style-type: none"> <li>• Are responsible for their own and others safety on the road.</li> <li>• Must drive safely and comply with Road Traffic Acts and The Highway Code at all times.</li> <li>• Must ensure that they use vehicles correctly and will be personally responsible for any breach of Road Traffic Acts or damage caused to vehicles by misuse including inappropriate re-fuelling of vehicles.</li> <li>• Must advise their line manager of any change to their driving licence e.g. allocation of points for driving offences.</li> </ul>
Occupational Health	<ul style="list-style-type: none"> <li>• Provide advice and guidance on any restrictions to driving in relation to any medical condition that may affect a driver's ability.</li> </ul>

## 4. Procedure

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### 4.1. Ordering/receiving Trust pool vehicles

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A risk assessment must be carried out and documented by the manager authorising the procurement of a new vehicle to inform the specification of the vehicle and ensure that it is fit for purpose.

- All vehicles must be procured via the leasing contract in operation for the Trust. Details of this scheme can be obtained by contacting Knowles Associates on 01206 252300.
- The Trust's Hotel Services Supervisor based at West Lane, Mobile No: 07825 680333 must also be notified of the procurement of the vehicle
- The Trust's Hotel Services Supervisor will meet with the Ward / Department Manager prior to receipt of the vehicle to receive a list of authorised users for the vehicle, carry out the necessary checks on driving licences and distribute and explain the requirements contained in the Trust vehicle pack.
- The vehicle pack gives guidance on ensuring the safe maintenance and operation of the vehicle. A list of the contents of the pack is shown at Appendix 1.
- If replacing a vehicle this meeting is still required to amend documentation to the new vehicle.



The vehicle should not be used until the Authorised List of Drivers has been received by the Hotel Services Supervisor and the vehicle pack explained.

- On arrival of a new vehicle the garage delivering the vehicle will complete with the Ward / Department Manager or nominated representative a handover safety check and induction to the vehicle.

### 4.2. Use of vehicles

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It is the Ward / Department Managers responsibility to ensure that:

The guidance in this policy and the vehicle pack is implemented, and all drivers receive appropriate induction to the vehicle and are aware of their responsibilities prior to driving the vehicle.

- The vehicle must only be used for the Trust business for which it was purchased and insured. It must not be used for private mileage in transporting staff to and from work.

- The vehicle can only be driven by named employees of the Trust who are on the approved list of drivers for that vehicle.
- If patients are to be transported the Ward Manager must ensure that as part of the care package there has been a risk assessment showing that it is safe for them to travel in the vehicle and the Trust policy for transporting patients has been complied with.
- Members of staff who drive any vehicle on Trust business must be referred to Occupational Health if they have any medical conditions which may affect their ability to drive safely e.g. unstable diabetes, epilepsy etc.
- Staff driving mini buses or vehicles fitted with disabled lifts must have complete Minibus Drivers Assessment Scheme (MIDAS) training, which include use of lifts and passed the theory and driving assessment.
- Courier staff whose main role is transporting goods and services throughout the Trust on a daily basis have received additional training.

### 4.3. Transport services provided by external suppliers

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Contracts and service level agreements are in place with ambulance Trust's, neighbouring Trust's, Pharmacy service providers, taxi and courier companies to transport patients and goods. These contracted companies must be used to ensure safe practice and compliance with legislation.

### 4.4. Special requirements

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#### 4.4.1 Transporting Medicine

- Drivers who carry medicines are referred to in Medicines – ordering, storage, security and disposal procedure, particularly page 14-16 on the Transport of medicines.

#### 4.4.2 Transporting Specimens

- All pathology specimens **MUST** be transported in a leak-proof container that can be secured. It **MUST NOT** be left unattended, unless it is in a secure designated area.
- Please refer to the Trust Specimens - Collecting, handling and transporting procedure for further information.

#### 4.4.3 Confidential Material

- Where confidential material is transported, using Trust courier services, bright yellow confidential records stickers should be used and an acknowledgement form included. Packages must be safe, secure and sturdy and must not be overloaded. Care must be taken to ensure that the packaging used is fit for purpose and that a full postal address is included on the package together with a named person to receive the package. A return address should also be included in case delivery cannot be executed.
- When external transport is used (i.e. post or private courier) the yellow stickers should not be used. However, care must still be taken to ensure that the packaging used is fit for purpose and that a full postal address is included on the package together with a named person to receive the package. A return address should also be included in case delivery cannot be executed.
- Please refer to Procedure for moving records and other sensitive information.

## 5. How this procedure will be implemented

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- This procedure will be published on the Trust Intranet.
- Line Managers will implement this procedure and disseminate to all employees through a line management briefing.

## 6. Audit

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A programme of audits will be carried out by the Hotel Services Supervisor to ensure that Trust pool vehicles are complying with this procedure.

Regular meetings will be held with ambulance Trust's and taxi and courier service providers to monitor compliance with contracts or service agreements.

## 7. References

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Institute Advance Motorist – Fleet Risk Management

Health and Safety Executive : Driving at work managing work related road safety

Health and Safety at Work Act 1974

## 8. Document control

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Next review date:	05 January 2022	
This document replaces:	CORP/0023/v7 Transport Policy	
Lead:	Name	Title
	Linda Parsons	Associate Director of Operational Services
Members of working party:	Name	Title
This document has been agreed and accepted by: (Director)	Name	Title
	Rob Cowell	Director of Operations EFM
This document was approved by:	Name of committee/group	Date
	Health, Safety and Security Working Group	12 January 2017
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	24 Aug 2021 – review date extended to 05 Jan 2022	

## Appendix 1

### Vehicle Pack for Trust Pool Vehicles (I.e. Fleet Vehicles / Ward / Department Vehicles)

1. Vehicle Details
2. Useful Contact Numbers
3. Transport Policy
4. Signed Checklist for Receipt of New Vehicles
5. List of Authorised Drivers
6. Drivers Induction Programme
7. Drivers Handbook
8. Vehicle Checks Signed by Driver
9. 4-Monthly checks signed by contact garage (IMini buses only)
10. Daily log for vehicle use
11. Details of disposal of vehicle
12. Monitoring form for use of pool vehicles