



POLICY

Policy Title

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Section 1 – Policy Intentions

- 1.1** - Gloucestershire Constabulary is committed to providing equipment and technology that promotes effective and efficient services. This extends to the provision of motor vehicles that are suited to the range of use required to fulfil policing requirements.
- 1.2** -This policy has been prepared taking account of prevailing legislation. New legislative requirements or changes in current legislation may necessitate a review of this policy document.
- 1.3** -Gloucestershire Constabulary policies are intended to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of:
- ◆ Age,
 - ◆ Disability,
 - ◆ Gender Reassignment,
 - ◆ Race,
 - ◆ Religion or Belief,
 - ◆ Sex,
 - ◆ Sexual Orientation,
 - ◆ Marriage & Civil Partnership,
 - ◆ Pregnancy & Maternity.
- 1.4** - This policy has been impact assessed using the Equalities Impact Assessment Template. By building equality considerations into our policy-making process, we have been able to identify any actual or potential inequalities and reduced them as much as possible, by applying the policy differently or looking for alternatives.
- 1.5**- This policy is suitable for publication under the Freedom of Information Act 2000.



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Section 1 – Policy wording

2.0 Introduction

2.1 Overview

- 2.1.1** The driving of police vehicles on public roads attracts close scrutiny. The highest standards are expected from the police service and from individual officers and police staff at all times. It is recognised that police drivers often perform their duties in stressful and demanding circumstances, but we are expected to and must endeavour to, set a good example to other road users, regardless of the nature of any particular incident or role in which police vehicles are being used. We also have a duty of care to ensure the safety of the public we serve as well as the safety of our staff at all times.
- 2.1.2** This document details force procedure in relation to the driving and use of police vehicles by employees of Gloucestershire Constabulary.
- 2.1.3** It takes account of:
- ◆ Decisions taken by the force since the previous Police Vehicle Driving Policy was last updated, and subsequent national developments.
 - ◆ The national report by Deputy Chief Constable Lind (The Lind Report) into Police Pursuit and Emergency Response Driver Training.
 - ◆ National occupational standards, guidance and recommendations relative to driver training.
 - ◆ Our duty to effectively manage Occupational Road Risk.
 - ◆ The need to strike a practical balance between retaining operational flexibility to meet the many competing demands placed upon the force and its drivers, set against our duty of care as above.
 - ◆ Regular requests from staff to clarify what level of driving authorisation or training is required to drive vehicles in certain roles and whether any restrictions apply.

3.0 Driver Authorisation and Vehicle Classification

3.1 Introduction

- 3.1.1** This procedure applies to all staff who drive - no matter how frequently. The driver of any Police & Crime Commissioner owned vehicle must have the correct driver assessment or training and the appropriate authorisation in the form of a current driving authorisation, to be adequately equipped to safely drive these vehicles to the standard their individual roles demand of them.
- 3.1.2** *In addition, all drivers who drive on the force's insurance require authorisation to drive Police & Crime Commissioner owned vehicles and other vehicles that may be hired, leased or loaned.*
- 3.1.3** Drivers must either
- ◆ possess a current force driver authorisation authorising them to drive that particular category of vehicle in the role that their current post demands

or



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- ◆ be undergoing either a formal driver training course or driving assessment with the DTU to gain, regain, or extend their driver authorisation.

3.2 Purpose

3.2.1 This procedure determines which type of vehicle, whether owned by, leased or hired on behalf of Gloucestershire Constabulary, can be driven by individual drivers, be they serving police officers or members of police staff. It has been formulated solely to establish and maintain a

- ◆ reasonable,
- ◆ practical,
- ◆ safe and
- ◆ responsible

approach to our driving activities and to assist the force to discharge its duty of care to operate a safe system of work.

4.0 Driving Licences – Employees Obligations

4.1 To Comply With the Law:

4.1.1 Before driving any vehicle on the public highway during the course of their employment, employees must ensure that they possess a full driving licence for that class of vehicle which permits them to do so. If they are in any doubt, they should not drive it and take advice if necessary, from either, the Fleet Manager, the DTU or an RPU colleague.

4.1.2 The force must manage its own obligations in this regard robustly and consequently the following will apply:

- ◆ At the commencement of any driving assessment or driving course - the student will be required to produce their driving licence to a member of the DTU.
- ◆ Any employee who is disqualified from driving, or has their driving licence revoked (for any reason) must disclose this to their line management without delay.
- ◆ Employees must also disclose the following convictions whether or not the conviction results in a disqualification:
 - o Dangerous or Careless Driving
 - o Driving, Attempting to Drive, or in Charge of a Motor Vehicle with Excess Alcohol or Whilst Unfit through Drink or Drugs.
- ◆ Individual circumstances will be considered - but in so far as dangerous or careless driving convictions are concerned, if the member of staff drives Police & Crime Commissioner owned, leased or hired vehicles, even if infrequently, as part of their role, then irrespective of any other action that may or may not be instigated, there is an expectation that they will be referred to the DTU for a driving assessment to discharge the force's duty of care both to that employee and to the public. The DTU should be consulted beforehand. If the individual has been disqualified from driving, then the assessment should take place as soon as practicable after their licence is re-instated.



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- ◆ Line management will consider the wider consequences of any disqualification or revocation of an individual's driving licence and consider appropriate action in each individual case.

4.1.3 In addition to the provisions of road traffic legislation, any supervisor having reasonable grounds to do so, may request and will be permitted to inspect, the driving licence of any member of staff at any reasonable time. He or she shall outline the grounds to the member of staff at the time of making any such request. If the member of staff does not have their driving licence with them at that time, they will produce it for inspection as soon as practicable.

5.0 Driver Categorisation

- 5.1** Drivers are categorised according to their level of training or assessment to meet the requirements of their individual current role.
- 5.2** The level of driver training and authorisation to perform various roles will be set against the vehicle classification. The relationship between the two is detailed below.
- 5.3** Gloucestershire Constabulary operates a diverse fleet of vehicles produced by a range of manufacturers. These vehicles are procured by the Vehicle Fleet Manager to meet operational needs as identified by local Policing Area. Vehicles are classified by the Fleet Manager based upon a combination of their intended operational role, their performance and their attributes in response to national recommendations and best practice.
- 5.4** All drivers (police and police staff) require to be authorised if they are required to drive Police & Crime Commissioner owned, hired or leased vehicles as part of their role within the force, even if this is infrequent.
- 5.5** From a legal perspective it should be noted that forthcoming implementation of Section 19 of the Road Safety Act 2006 – as and when it comes into force - will mean that police officers and cannot claim speed exemptions unless they have been trained to drive at high speed. For the police service this will mean current authorised standard response level as a minimum.

6.0 Vehicle Classifications

The complete list of vehicle classifications is presented as [Standard Operating Procedure 1 \(SOP1\)](#).

6.1 Power Output of Vehicle

- 6.1.1** Vehicles are also separately categorised by the Fleet Manager according to their power output.

POWER CATEGORY	POWER OUTPUT	VEHICLE CATEGORY -SUITABLE FOR:
LOW PERFORMANCE	Up to 115 ps	Drivers trained to Basic Level Local Patrol, Enqs & Appts
INTERMEDIATE PERFORMANCE	115 to 180 ps	Standard Emergency Response



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HIGH PERFORMANCE	181 ps and above	Advanced drivers eg, RPU for Higher Speeds incl Pursuits
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6.1.2 The categorisation above is consistent with European / National guidance. ("PS" is the equivalent of "Horsepower" or "HP" but the mathematical calculation is different).

6.1.3 Within the 3 categories themselves, the Fleet Manager also considers guidance pertaining to both body size and design specification, to ensure that overall each vehicle is correctly and safety categorised.

6.2 Vehicle Classification Records

6.2.1 The Vehicle Fleet Manager will maintain a record of the classification of every vehicle in the fleet and will make the record available to Local Policing Area upon request.

6.3 Vehicle Re-Classification

6.3.1 Commanders may wish a particular vehicle's classification to be considered for amendment as a consequence of experience or operational need. This will be referred to the Fleet Manager who will decide based upon the individual circumstances, and will ensure that a record of the decision is retained. In cases where there is any disagreement, the matter will be referred to the Head of RPU who will make their recommendation and seek a final decision from Supt Protective Services.

7.0 Authorisation to Drive

[For PCSO Authorisation see Standard Operating Procedures 2 \(SOP2\)](#)

[For Special Constable Authorisation see Standard Operating Procedures 3 \(SOP3\)](#)

7.1 Police Officers and Police Staff Authorisation to Drive Police Vehicles

7.1.1 A police vehicle may only be driven by police officers or police staff who are:-

- ♦ the holder of a current Department of Transport driving licence of the appropriate category and authorised to drive a vehicle of that particular class.
- ♦ **Police Mechanics** may drive all classes of vehicle for the purpose of road testing, provided they hold a full and valid licence for that class of vehicle.
- ♦ Police staff may drive unmarked civilian specification police vehicles provided they hold a valid driving licence for the appropriate group of vehicle. They are restricted to vehicles within the low and intermediate power classification.
- ♦ Police staff required to drive marked or covert police vehicles must undergo a Force driving assessment with the Driver Training Unit to obtain the appropriate authorisation

7.2 Police Officers, Police Staff, Application for Authorisation

7.2.1 Police Staff and Police Officers who are required to drive marked police vehicles will apply for authorisation through their LPA Commanders or Departmental Head, through Divisional Training Officers (DTOs) who will endorse the application with his/her recommendation. Careful consideration must be given to the operational need for Police Officers and Police Staff to drive specific groups of vehicles.



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7.2.2 Such persons will not be authorised unless they are required to drive the class of vehicle for which authorisation is requested.

7.2.3 LPA Commanders, Departmental Heads and DTOs will be informed of authorisation groups granted and must ensure that Police Officers and Police Staff are aware of the authorisation. It is the responsibility of each Police Officer and Police Staff member to ensure that they are authorised to drive the vehicle they have been allocated to use.

7.2.4 An up to date computerised record for all personnel driver authorisation groups will be maintained.

7.3 Suspension from Driving Police Vehicles

7.3.1 The '[Collisions and Other Damage Involving Police Vehicles Policy](#)' includes a section relating to Suspension from Driving Police Vehicles.

7.4 Re-Authorisation Tests

7.4.1 Where necessary and on the request of LPA Commanders/Supervisors a re-authorisation test will be arranged. This assessment will be for officers who have been or who are suspended from driving and it is felt that a further assessment is required. The assessments will be carried out by the Driver Training Unit or authorised assessors on the direction of the Driver Training Unit. Dependant on the result of the assessment, advice and/or further training will be provided.

8.0 Driver Training

8.1 Initial Driving Authorisation

8.1.1 Following completion of their initial training, officers will undergo an Authorisation Test. If successful, the officer will receive an authorisation for Group 3 vehicles (GPVs).

8.2 Driver Entitlements

8.2.1 Having completed any driving courses (See [Standard Operating Procedures \(SOP 4\)](#), restrictions remain as to what staff can undertake with their authorisation.

8.2.2 The entitlements refer to staff that are currently authorised and specifically relates to response and pursuit driving. Officers who have not been utilising their driving skills, lose that authorisation until they have been re-assessed.

8.2.3 Full entitlements / restrictions are detailed in [Standard Operating Procedures \(SOP 5\)](#).

9.0 Driver Responsibilities

9.1.1 ***Before a police vehicle is taken on the public roads the driver is responsible for:-***

- ◆ Inspection of the mileage logbook to ensure that the entries cover the last occasion of use, to note any remarks made by the previous driver, to ensure that a service is not overdue and they are correctly authorised to drive that vehicle.



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- ◆ Examination of the bodywork and controls of the vehicle for unreported damage and informing a supervisor if any such damage found. In the event of this damage requiring repairs the Workshop Manager should be informed.
- ◆ Checking oil, water and fuel levels and that no obvious defects exist in the engine or cooling system and that the lighting equipment is all functioning.
- ◆ Inspection of the tyres and road wheels for wear and damage and that tyre pressures are at the recommended levels.
- ◆ Checking that the equipment issued to the vehicle is complete and properly stored.
- ◆ Ensuring that the radio installation, where fitted, is in satisfactory working order if not the matter **must be reported immediately**.
- ◆ If any defect or discrepancy is discovered the advice of a supervising officer must be sought before using the vehicle.
- ◆ The vehicle radio must be switched on when vehicle is in use. Drivers should at all times use the hands free kit to respond to radio calls. At no time should a driver use their hand held radios whilst driving.
- ◆ Check that the vehicle handbrake has been applied correctly when exiting the vehicle. If the vehicle has a manual gearbox then leave the vehicle in gear and if an automatic then make sure the vehicle is in park. Alternatively check in the manufacturer's handbook.

9.1.2 After use of a vehicle the driver is responsible for:-

- ◆ Making up the mileage log-book, including any remarks about the vehicle's condition or equipment as appropriate.
- ◆ Each time a vehicle key is returned to the TRAKA system the member of staff will record the current mileage of that vehicle.
- ◆ Completion of Form T25 if any defects have developed or damage has been discovered.
- ◆ Checking the external conditions of bodywork and tyres.
- ◆ Re-fuelling the vehicle and leaving it in a condition so it is ready for immediate operational use.
- ◆ Switching off the vehicle radio set.

9.1.3 Under no circumstances will a vehicle be used if it does not fully meet current legal requirements.

9.2 Carriage of Children in Police Vehicles

9.2.1 Procedures relating to the **Carriage of Children in Police Vehicles** are detailed in [Standard Operating Procedures \(SOP 7\)](#).

10.0 Damage to Police Vehicles

10.1 If damage is caused to the vehicle whilst it is in the care and control of any Gloucestershire employee, the damage must be reported in compliance with the [Collisions and Other Damage Involving Police Vehicles Policy](#).

10.2 The majority of damage caused to Police Vehicles occurs whilst the vehicle is performing a reversing manoeuvre. If a vehicle is double crewed, it is expected that the passenger alights from the vehicle and assists the driver whilst reversing to maximise safety and minimise the risk of damage to vehicles or property.

11.0 Mis-fuelling of Police Vehicles

11.1 If an officer mistakenly puts the wrong fuel into a constabulary vehicle it is very important that the following procedure is followed as considerable damage can be caused to the engine.



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- 11.2** *If it is identified that the incorrect fuel is being placed into the vehicle at the time of refuelling, under no circumstances should the vehicle be started. The control room should be informed and the vehicle recovered to workshops. A note should be placed in a prominent place within the vehicle identifying it has been misfueled and workshops informed.*
- 11.3** *If the vehicle has been started having been misfueled, the vehicle should pull over and stop, as soon as it is safe to do so, and the engine switched off. The procedure above regarding recovery should be followed and workshops informed as to the quantity of incorrect fuel that has been placed in the vehicle and the approximate distance travelled prior to the error being identified.*
- 11.4** *In either case a 'Police Vehicle Damage – no third party' message will be completed.*

12.0 Care of Vehicles

12.1 Cleanliness

- 12.1.1** *The general care and cleanliness of police vehicles is the responsibility of all officers and Police staff whilst in charge of the vehicle. Vehicles should not be left in an untidy or dirty condition but prepared prior to handover to the oncoming shift, officer or staff member. Vehicles will be thoroughly cleaned internally and externally at least once per week.*

12.2 Use of Log Books

- 12.2.1** *All vehicles are issued with a log book HORT 4 (Rev. 7/01). Entries are to indicate the purpose for which the vehicle is used together with date, time, mileage and the name(s) of the officer(s) driving the vehicle. For each journey made, the details of the officer driving the vehicle along with the dates/times and mileages must be recorded in the Log Book.*
- 12.2.2** *All equipment issued to the vehicle is to be recorded on the appropriate pages. Any detail relating to servicing, defect or cleaning to be recorded in the "remarks column" of the relevant date.*
- 12.2.3** *All log books are to be regularly examined by supervising officers. Once a month the equipment issued to the vehicle is to be examined and any fault or discrepancy "noted" by the supervising officer and reported through the LPA commander.*
- 12.2.4** *Log books must be produced when a vehicle is presented for service.*
- 12.2.5** *When a log book is completed the mileage of the last service and the list of equipment issued to that vehicle is to be entered in the new log book.*
- 12.2.6** *Completed log books will be retained by the Transport Services Department for audit purposes a period of 3 years plus current year from completion date.*

13.0 TRAKA

13.1 Summary

- 13.1.1** *TRAKA is a networked system for controlling access to i-Fobs. i-Fobs have an electronic identity, which is recorded by the central TRAKA database. An i-Fob is allocated to each set of vehicle keys.*
- 13.1.2** *All staff with driver authorisations recorded in Command and Control will be issued with a TRAKA pass and will use the TRAKA system (where available in the station). Vehicle keys will be taken from the TRAKA cabinet and returned at the end of the vehicle use. The mileage will then be recorded.*
- 13.1.3** *All vehicles with exception of Dog vans will comply with the TRAKA system.*
- 13.1.4** *Full Procedural Guidelines for the use of TRAKA are detailed in [Standard Operating Procedures 6 \(SOP6\)](#)*



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Section 2 – Procedural guides

Copy and paste any relevant procedural guides into this section



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Section 3 - Relevant Legislation: (*Human rights/diversity/Health & Safety/any other specifics*)

List/link any relevant papers to be considered – Free text

Section 4 - Related References:

List/link any relevant papers to be considered – Free text

Section 5 - Identification, Monitoring and Review

Security Marking:		NOT PROTECTIVELY MARKED / PROTECTED / RESTRICTED		
Document Title: POLICY / INFORMATION / PROCEDURAL				
Type		URN	Strategic Board	Author/Reviewer
Policy / How To / What Is				Name
Version	Date	Changes (ensure public copy amended and uploaded to external website)		Complied with Policy Guidance ✓
Next Document Review Date:				
EIA		EIA Sign Off		EIA Review
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