



## Driving in the British Red Cross Procedure

### Procedure Summary

*This procedure must be followed by all staff and volunteers driving in high or medium risk roles (see risk matrix in “managing drivers in the British Red Cross” procedure). This includes privately owned vehicles as well as BRC owned, leased and hired vehicles.*

<b>Owner</b>	Director of Health, Safety and Security		
<b>Procedure Lead</b>	Head of Health and Safety		
<b>Formally endorsed by</b>	Fleet Project Board SSC Operations Manager Retail and Fundraising Management Team		
<b>Endorsed</b>	June 2018		
<b>Next Review</b>	June 2021		
<b>Audience</b>	All staff and volunteers who drive a vehicle for British Red Cross business purposes		
<b>Related to policy</b>	Organisational Arrangements for Health and Safety Policy		
<b>Related procedures</b>	1) <i>This procedure</i>	2) Managing drivers in the British Red Cross procedure	3) Maintenance of British Red Cross vehicles procedure.

### Executive Summary

- > Ensure you have been authorised to drive
- > Drive in accordance with the law, the Highway Code and in a courteous manner
- > Report any changes to your line manager which may impact your ability or suitability to drive, for example penalty points, restrictions or licence disqualifications, or health issues

## Contents

1.	Introduction .....	3
2.	Eligibility to drive .....	3
2.3.	Health .....	3
3.	Driving your own vehicle .....	3
3.1.	Roadworthy .....	3
3.2.	Business insurance .....	4
4.	Driving a Red Cross vehicle .....	4
4.1.	Vehicle Tracking System (VTS).....	4
4.2.	Fuel Cards .....	4
4.3.	Management of fines including Notifications of Prosecution .....	5
4.4.	Speeding.....	5
4.5.	Repeated vehicle damage.....	6
4.6.	Driving a Minibus .....	6
4.7.	Specialist driving (heavy goods, emergency response) .....	7
5.	Driving Rules.....	7
5.1.	Effects of Alcohol and Drugs on Driving .....	7
5.2.	Mobile Phones .....	8
5.3.	Driving hours and management of driving activity .....	8
5.4.	Journey Planning .....	9
5.5.	Adverse driving conditions .....	10
5.6.	Driving at night .....	10
5.7.	Load carrying .....	10
5.8.	Transporting equipment or passengers .....	11
6.	Review and maintenance .....	11
	Appendix A: related documents .....	12
	Appendix B: document provenance .....	12

## 1. Introduction

- 1.1. The purpose of this document is to outline what drivers need to know when driving for the British Red Cross. We have the safety of people in crisis, staff and volunteers and the general public at the heart of all activities. All people who drive whilst carrying out Red Cross duties must adhere to the law and behave safely and courteously at all times whilst driving.
- 1.2. All staff and volunteers who drive on our behalf must be familiar with this document and its content and have signed the declaration at the end of this procedure to evidence receipt and understanding.
- 1.3. Driving for the British Red Cross includes any staff or volunteer driving who is deemed as high or medium risk (*see risk matrix in “managing drivers in the British Red Cross” procedure*)
- 1.4. The procedure will help to ensure we comply with relevant UK legislation, including Road Traffic Act (1991) and the Road Vehicles (Constructions and Use) Regulations 1986.

## 2. Eligibility to drive

- 2.1. All drivers must have been authorised by the British Red Cross to drive on business
- 2.2. With the exception of assigned (staff) cars and those providing a contracted service, only British Red Cross staff and volunteers can be authorised to drive
- 2.3. Details of eligibility for driving assigned vehicles can be found in the [Assigned Vehicles Procedure](#)

### 2.4. Health

- 2.4.1. You must declare if you have any medical condition that would legally prevent you from driving (see Driver and Vehicle Licensing Agency (DVLA) guidelines on driving with medical conditions) or if you have any condition or impairment that might adversely affect your ability to drive safely.
- 2.4.2. Depending on the health concern you may be relieved from your driving duties until further assessments have been conducted.
- 2.4.3. Drivers are responsible for ensuring they meet the legal eyesight requirement for the class/type of vehicle they are driving.

## 3. Driving your own vehicle

### 3.1. Roadworthy

- 3.1.1. Your vehicle must be regularly checked to ensure it is roadworthy according to the following government guidelines: <https://www.gov.uk/roadside-vehicle-checks-for-commercial-drivers/making-sure-your-vehicle-is-roadworthy>.

### 3.2. Business insurance

3.2.1. If you are using your own private vehicle for Red Cross business rather than one that is owned, leased or rented by us, **you must tell your insurer** as to the exact nature of the business use otherwise your policy may be invalid. Depending on the activity carried out, they will require the certificate of motor insurance to include either business use, or business passenger use (where applicable).

3.2.2. What is driving on business?

This is using your vehicle for anything other than driving to your single/usual place of work or volunteering. This includes the obvious such as transporting service users or equipment, to running errands e.g. picking up milk for the office kitchen, or driving to a meeting at a different location.

3.2.3. Will it cost me?

No it shouldn't, particularly if you are a volunteer as majority of motor insurers have signed up to the ABI commitment that they will not charge extra for charity volunteers driving on business (see attached below for more information) However, if a charge is incurred, recompense for the charge is included in the mileage expense rate.



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## 4. Driving a Red Cross vehicle

### 4.1. Vehicle Tracking System (VTS)

4.1.1. The Vehicle Tracking System (VTS) is live and provides invaluable data in relation to fleet usage. It is limited to commercial, pool and service vehicles.

4.1.2. Drivers must log into the SatNav system before every journey and log off after every journey.

4.1.3. As a driver, to access the SatNav system you need to be registered on WebFleet by your service Webfleet 'user'. On the device a combination of your name and a unique PIN is all that is required.

4.1.4. If you're experiencing difficulties with your VTS i.e the system isn't working or the tracker is inoperative, contact your local Webfleet 'user' or your line manager. If they are unable to help the Webfleet 'user' should contact the installation company: Vtec Solutions whose number can be found on RedRoom.

4.1.5. We would, on request, release tracking data to the police and other authorities subject to the approval of the Head of Information Governance.

### 4.2. Fuel Cards

4.2.1. Fuel cards are issued by SSC fleet with new vehicles (with the exception of assigned vehicles).

- 4.2.2. Fuel card terms of use are issued with each card, a copy of which should be kept in each vehicle.
- 4.2.3. Fuel cards<sup>1</sup> can only be used for the vehicle it is assigned to. When using the fuel card the mileage of the vehicle must be quoted, in line with HMRC requirements.
- 4.2.4. Drivers should use the most economical garage to refuel (usually supermarkets), not use premium fuel and avoid motorway services stations.
- 4.2.5. Regular non-compliance with the fuel card terms of use will be managed through the Disciplinary Procedure.

### **4.3. Management of fines including Notifications of Prosecution**

- 4.3.1. All drivers must abide by Road Traffic Laws and the Highway Code.
- 4.3.2. Drivers are responsible for any fines or notifications of prosecution whilst they are driving or responsible for the vehicle.
- 4.3.3. If fines are received for violations regarding speeding, bus lanes, parking, congestion or failure to pay a toll the driver should notify their line manager and SSC immediately.
- 4.3.4. As the majority of vehicles are registered to the leasing company most fines will be sent direct to them. They will be passed to BRC to be investigated and paid where appropriate.
- 4.3.5. Any received direct to British Red Cross will be passed to the driver for payment direct to the charging authority.
- 4.3.6. If the driver disputes the fine they must provide evidence as to why and the relevant fleet team will dispute with the charging authority.
- 4.3.7. If a Notice of Intended Prosecution is received, the fleet team must by law complete the original form with the individual's British Red Cross information (office address/contact details) and forward to the issuing authority.
- 4.3.8. If a charge for a fine is received via the hire vehicle contract SSC fleet will view relevant schedule to ascertain who hired the vehicle and contact/forward the fine to the hirer.
- 4.3.9. Multiple fines received will be managed through the Disciplinary Procedure for staff and the Volunteer Complaints, Issues and Concerns (CIC) Procedure.

### **4.4. Speeding**

- 4.4.1. The table below gives guidance on the way in which managers will deal with speeding incidents. Speeding is defined as exceeding the posted statutory speed limit for the road and type of vehicle being driven. The guidance will be followed in cases where tracking data from Fleet Management shows that

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<sup>1</sup> With the exception of the Mobility aids service which has fuel cards issued to some of its spokes, to provide for the refuelling of hire vehicles being used by volunteers.

speed limits have been infringed, and in cases where a driver on BRC business is issued with a Fixed Penalty Notice or summons to court for speeding.

- 4.4.2. Driving within the law is an essential component of BRC Health and Safety Policy. This guidance is issued under that policy. The limits are loosely based on enforcement guidance recommended by the Association of Chief Police Officers.
- 4.4.3. Managers will follow existing HR guidance as given in the Disciplinary procedure (staff) or in the Complaints, Issues and Concerns procedure (volunteers). All relevant breaches will be investigated to establish the facts, including the circumstances of the infringement.
- 4.4.4. Note that the trackers are aware when a vehicle is driven under blue-lights. Different standards apply to authorised blue-light driving.

Infringement levels	Normal sanctions to be applied if at fault
Up to 10% in excess of speed limit plus 2 mph	Staff - informal warning Volunteer - discussion
Up to 20% over speed limit or repeated infringement	Staff - written warning Volunteer - action plan drawn up
20%+ over the posted speed limit	Staff - final written warning Volunteer - transfer activities
Repeated serious offence Or 50% + over the speed limit	Staff - dismissal, suspension pending decision Volunteer - withdraw the opportunity to volunteer

#### 4.5. Repeated vehicle damage

- 4.5.1. All vehicles must be treated with care, if accidental vehicle damage occurs repeatedly and it is attributable to your driving activities the capability procedure will be used to improve performance.
- 4.5.2. If the damage is occurring because you are breaking the law (speeding, driving carelessly etc.) then the Disciplinary procedure will be followed (for example in the case when there is any evidence of illegal driving.)

#### 4.6. Driving a Minibus

- 4.6.1. Staff need a D1 licence to be able to drive a minibus, only volunteers can drive without one (providing the following applies)
- Not for hire or reward
  - Maximum of 16 seats including driver
  - Over 21
  - Held a licence for at least 2 years
  - You are medically fit and meet the standards, if you are 70 + check with your GP if you're not sure you meet the standards

- The maximum weight of the minibus is not more than 3.5 tonnes – or 4.25 tonnes including specialist equipment for disabled passengers. i.e. a wheelchair ramp
- You are not towing a trailer

#### 4.7. Experience

4.7.1. To minimise accidents and damage to BRC vehicles some services will recommend a minimum of 12 months experience for driving a BRC car, and a minimum of 2 years' experience for any larger BRC vehicles (C1 small lorry, C heavy goods, D1 Minibus, D Bus, B+E Trailer (car only)). You must inform your manager if your experience is less than the recommended level below.

B	Car	under 3.5 tonnes	Minimum 12 months experience
C1	Small lorry	up to 7.5 tonnes	
C	Heavy goods	over 7.5 tonnes	Minimum 2 years' experience
D1	Minibus	up to 16 passenger seats	
D	Bus		
B+E	Trailer	Car only	

4.7.2. Please note when hiring a vehicle various hire companies will have different rules regarding age/ experience. In the UK it is 21 years with 2 years of experience, in Northern Ireland it is 25 years with 2 years of experience. If hiring the vehicle for more than 14 days, or borrowing from one of our dealers e.g. Land Rover, you will need to email [ssc@redcross.org.uk](mailto:ssc@redcross.org.uk) as the vehicle will need to be insured by BRC.

#### 4.8. Specialist driving (heavy goods, emergency response)

- 4.8.1. To drive a lorry, bus or coach you must have a professional driving qualification. If you are unsure whether the British Red Cross vehicle you are driving comes under any of these categories you must check with the vehicle owner before driving.
- 4.8.2. You must have a qualification before performing any emergency response driving (the use of blue lights and sirens). If you are unsure what constitutes emergency response driving you must check with your line manager before driving any emergency vehicles.

## 5. Driving Rules

### 5.1. Effects of Alcohol and Drugs on Driving

- 5.1.1. You must be sure that your ability to drive is not affected by alcohol or drugs in any way. It is against the law for anyone to drive vehicles, whether at work or

not, in an unfit state due to the influence of alcohol. Employees taking medicines or prescribed drugs that may affect their ability to drive must notify their line manager immediately.

- 5.1.2. The morning after if you've been out drinking you may still be affected by alcohol the next day. Even though you may feel ok when you get up, you may still be unfit to drive or over the legal alcohol limit. You need to be aware that the legal limit for blood alcohol is significantly lower in Scotland than in the rest of the UK.
- 5.1.3. Driving under the influence of drugs - whether prescribed medication or illegal substances - is just as dangerous as driving when drunk. It's also against the law.

## **5.2. Mobile Phones**

- 5.2.1. Mobile phones, including hands free kits, must not be used while driving. Passengers may use a phone but must not distract the driver. Drivers of emergency response vehicles may use a radio while driving but only where this is held in a cradle and in accordance with their training. The sole exception to this is single-crewed emergency response vehicles which may contact control using a hands-free phone if there is no other available means of communication.

## **5.3. Driving hours and management of driving activity**

- 5.3.1. Drivers should plan their journeys to allow regular breaks from driving, no more than two hours without a break (fifteen minutes) and a maximum working day, including all work-related driving, of twelve hours. There are two exceptions to this:
  - > in an emergency where there is an immediate risk of serious harm to the public or a member of staff/volunteer
  - > contracted ambulance service crews work longer shifts as part of NHS rostering
- 5.3.2. One of the key factors in reducing the risk of accidents is to avoid fatigue. Managers and drivers must take all reasonable precautions to ensure that drivers are fit to drive and not fatigued.
- 5.3.3. Thousands of crashes are caused by tired drivers. They are most likely to happen:
  - > on long journeys
  - > on rural 'B' roads between 2am and 6am and between 2pm and 4pm (especially after eating)
  - > after having less sleep than normal
  - > after drinking alcohol
  - > if taking medicines that cause drowsiness
  - > after long working hours or on journeys home after long shifts, especially night shifts
- 5.3.4. If you suspect that you have a sleep disorder such as obstructive sleep apnoea you must consult your GP as soon as possible. Sleep disorders have a significant impact on driving performance.



- 5.3.5. Line managers and drivers themselves should ensure safer alternatives are used where possible, use remote communications such as telephone, email or video-conferencing as a substitute for road journeys or travel by plane or train.
- 5.3.6. If road travel is unavoidable, maximise car sharing to reduce the number of journeys. Also, sharing driving can reduce the length of time spent at the wheel.

#### **5.4. Journey Planning**

- 5.4.1. Where it is practicable every journey should be planned in advance. Those responsible for journey planning (line managers or drivers themselves) should plan journeys, taking account of road type (for example, accident rates are lowest on motorways and dual carriageways), hazards (road works, accident 'hot spots'), traffic densities (time journeys to avoid peak traffic hours) and high-risk features such as schools or busy shopping centres.
- 5.4.2. If using a SatNav, drivers should input their destination before setting off, and if they need to change it, stop in a safe place to do so. Plan where to stop for regular rest breaks (every two hours - or sooner if feeling tired - for at least 15 to 20 minutes).
- 5.4.3. If possible plan an alternative route to avoid any major delays. Internet sites such as AA Route Planner are useful to help establish route options, distances and journey times.
- 5.4.4. Driving to or from a regular place of work is not counted as working time. People who do not have a regular place of work, but instead drive from home to a different work-site every day should count their driving time as part of their working day.
- 5.4.5. Journey planning needs to consider the following:
  - > Safe speeds: Drivers must stay within speed limits and line managers must ensure reasonable schedules which prevent the need to speed.
  - > Distraction: Drivers should not make or take phone calls, send messages or transact business whilst driving. These activities must only be done when stationary.
  - > Sleep: All drivers must ensure adequate good quality sleep before driving. Rest is not a substitute for sleep.
  - > Rest and Refreshment: There is a value of taking caffeine and having a short, 15 minutes (but no longer) nap as a way of coping with the onset of tiredness. This is an emergency measure to complete a journey safely and should not be used more than once during a journey
  - > Raising concerns: Drivers are encouraged to raise concerns about journey planning or any concern to do with driving with their line manager, who must respond within a timely fashion.
- 5.4.6. You must seek authorisation from your line manager before using a BRC vehicle to tow and you must ensure that you have the correct licence for the weight of trailer you wish to tow. Your line manager or fleet manager will be

able to advise you on this matter. The following site provides useful information: <http://www.gov.uk/towing-with-car>

An ambulance must not be used to tow under any circumstances.

## **5.5. Adverse driving conditions**

5.5.1. Where possible drivers should avoid driving at night and in adverse weather conditions, particularly fog, very high winds, ice, snow or flooding or where there is a danger of drivers becoming stranded in remote locations (unless in responding an emergency response situation). Drivers must feel able to postpone journeys or change routes if the police and travel organisations advise against road travel due to weather conditions. It is recommended that the following emergency equipment should be carried as a precaution:

- > Torch
- > Emergency warning triangle
- > First-aid kit
- > Waterproof clothing
- > Hi-Vis clothing or tabard
- > Blanket
- > Warm clothing (in winter)
- > Waterproof boots (in winter)
- > Food and drinks (hot drink in a flask in winter, water in summer to prevent dehydration)
- > Mobile phone (fully charged and with credit) for use in emergencies

5.5.2. Some or all of the above items may also be considered a 'must' for safety reasons in certain situations as they have been identified as control measures in a risk assessment. Your manager will advise and issue in such cases.

## **5.6. Driving at night**

5.6.1. The accuracy of our eyesight reduces greatly when we drive at night. Keeping your windscreen and lights clean as well as looking away from oncoming headlights to avoid glare will assist night time driving. When you are parking at night please ensure that the parking location is safe and secure for both you and your vehicle.

## **5.7. Load carrying**

5.7.1. You must consider the safe loading of your vehicle if you want to carry a load. Please refer to the manufacturer's handbook to obtain information on weight limits for your vehicle and information on load restraining points. The weight of the load should be spread and restrained with the centre of gravity of the load aligned along the centre of your vehicle. The following site provides further information on this:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/411093/safetyloadsonvehicles.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411093/safetyloadsonvehicles.pdf)

#### **5.8. Transporting equipment or passengers**

- 5.8.1. You must read “Transporting passengers, including children, using wheelchairs or stretchers” procedure, on RedRoom.
- 5.8.2. As the driver you must ensure that passengers travelling with you are wearing a seatbelt at all times unless they have an exemption for medical reasons. If transporting children be aware that as the driver of the vehicle you are responsible for making sure that children use their seat belts and that any child seats and restraints are used properly and are compliant with existing legislation and guidance. A volunteer or member of staff should not transport a child alone; there should always be two adults present – the exception would be if all options had been pursued and to leave the child where they are would potentially expose them to greater risk. In which case inform your line manager, try and get parental consent and seat the child in the back of the vehicle.

#### **5.9. Carbon reduction**

- 5.9.1. You must drive in a manner to ensure that pollution is kept to a minimum, see top tips for driving in the Carbon reduction booklet on Redroom

### **6. Review and maintenance**

- 6.1. This procedure will be reviewed in June 2021

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#### **Authorised Driver Declaration**

I have read, and fully understand my legal, insurance and organisational responsibilities whilst using a Red Cross vehicle (owned, leased or hired) or own private vehicle. I confirm I will comply with conditions within the above mentioned document.

**Name:**

**Signed:**

**Date:**

### Appendix A: related documents

Document title	Relationship to this policy
Pre engagement Policy	Related document
Disciplinary Policy	Supports implementation of this procedure
Capability Procedure	Supports implementation of this procedure
Health and Safety Policy	Mentioned in this procedure.
Incident Reporting Procedure	Mentioned in this procedure if involved in an accident or breakdown.
Lone Working and Personal Safety Procedure	Related document.
Environmental and carbon reduction policy and guidance notes	Mentioned in this procedure.
Managing drivers in the British Red Cross procedure	Related document.
Maintenance of British Red Cross vehicles procedure	Related document.

### Appendix B: document provenance

Date endorsed	Category	Summarise changes made	Reason for changes	Consulted	Changes endorsed by
May 2018	Scheduled review May 2021	The driving procedure has been divided into 3 procedures: Driving in the British Red Cross. Managing drivers in the British Red Cross. Maintenance of British Red Cross Vehicles.	To ensure all parties; drivers, managers and vehicle owners are clear on their roles and responsibilities.	Representatives from the following areas: EFA/AS, CES/MAS, IL/CR, Fundraising - Retail, RSRFL, Education, H&S, P&L, Finance, Legal, Corporate policy, International, Fundraising - community Diversity and Inclusion, Carbon reduction, SSC, Insurance, Fleet.	Fleet Board (Carol O'Neil, Matt Mills, John Knight, Gareth Davies, Matthew Killick)