



Police Driving Policy (Surrey and Sussex) (616/2025)

Abstract

This policy and associated procedure provides information on the Driving Standards and responsibilities expected from Police Drivers.

Policy

1. Introduction

1.1 This policy provides direction to members of Surrey Police and Sussex Police (hereafter referred to as the Forces) on the Force's Driving Standards and ensures that both Forces retain adequate control and supervision of Police Drivers (the term 'Police Drivers' includes 'Police Riders' and apply to all personnel who use the Forces vehicles). This policy adopts and reflects national guidance found in the Authorised Professional Practice (APP) for Police Driving.

1.2 Key to this policy is the proactive management of Drivers by first and second line supervisors alongside the Driver Training Teams by reviewing Driver behaviour and attitude to enable continuous improvement in standards and contributing to a reduction in collisions.

1.3 Police Drivers must refer to the procedures within this document when using vehicles (police vehicles or vehicles loaned, hired, or sponsored) for policing purposes to meet organisational needs.

This policy must be read in conjunction with

Pursuit Policy (Surrey and Sussex) (617)

Road Traffic Collisions Policy (Surrey and Sussex) (130)

This policy should be read in conjunction with

Fast Roads Policy (Surrey and Sussex) (1179)

Police Vehicles Detected by Enforcement Cameras Policy (Surrey and Sussex) (1076)

Automated Number Plate Recognition (ANPR) Policy (Surrey and Sussex) (1002)

Joint Vehicle Recovery Service Policy (Surrey and Sussex) (141)

Mobile Systems Fitted to Police Vehicles ANPR/Video/Speed Units (Surrey and Sussex) (1206)

Vehicle Telematics Policy (Surrey and Sussex) (1233)

Police Vehicle Incident Policy (Surrey and Sussex) (1232)

2. Scope

2.1 This policy and associated procedure cover Driving Standards, Vehicle Roadworthiness Checks, Driving Authority Withdrawal, Vehicle Evaluation and Medical Requirements.

3. Policy Statement

3.1 The driving of vehicles for police related purposes on the public roads can attract scrutiny. The highest standards are expected from the police service and from individual officers and police staff at all times. We are expected to set the right example to others, regardless of the nature of incident or role in which vehicles are being used and regardless of the demands placed upon Police Drivers.

3.2 The National Decision Model (NDM) underpins all decision making for operational officers, planners, advisers and commanders, allowing them to manage their response to a situation in a reasonable and proportionate manner. There may, however, be occurrences where a Police Driver's behaviour or their decision making is called into question. The public, police officers and police staff need assurances that, where necessary, driving incidents are investigated with a fair and balanced approach to the circumstances, taking into account the Police Driver's training and experience and the relevant legal requirements while applying the NDM. The use of legal exemptions is an everyday occurrence for Police Drivers and, where applied, the Driver must be able to readily and proportionately justify their actions in the pursuance of their duty. The APP covers all aspects of legislation which are relevant to police driving including legal exemptions.

Procedure

1. Management

1.1 Driver Training Units (DTU) are under the management of Learning & Professional Development (L&PD) who are responsible for the oversight of training delivery to ensure it meets force requirements.

1.2 DTU's are subject to a licencing process administered by the College of Policing (CoP) requiring an annual licencing submissions to be made by the Chief Driving Instructor (CDI) and agreed by the force portfolio holder.

1.3 All driver training (with the exception of any basic training which sits outside regulations) is delivered in accordance with the Road Traffic Act 1988 Prescribed Training Regulations 2022.

2. Driving

2.1 There is public expectation on the police to respond promptly to calls for assistance. Police Drivers must do so safely and never allow the apparent urgency of such a call to

put the public, their colleagues or themselves at unnecessary risk because of their manner of driving. Safety is paramount and cannot be compromised.

2.2 Police Drivers must always drive in accordance with their training, the limitations of the vehicle, the prevailing circumstances and within the constraints of the restrictions imposed by their level of training and categories of vehicles they are authorised to drive.

2.3 Following any driving incident a supervisor should consider the immediate removal of their Driving Authority in accordance with the Police Vehicle Incident Policy (Surrey and Sussex) (1232) or if there are concerns as to the Police Driver's:

- Ability to carry out their driving duties.
- Welfare.
- Their own safety or the safety of colleagues or the public.

2.4 The Forces require Police Drivers with an identified business need to hold a full UK Driving Licence. For information in relation to Force vehicles issued to members of staff and officers and the use of private vehicles for a policing purpose refer to The Use and Safeguarding of Police Vehicles and Non-police Vehicles for Policing Business Policy (Surrey and Sussex) (1000).

3. Police Driver Standards

3.1 There are three levels of Police Driver

i. Basic (Includes Basic Plus)

ii. Response

iii. Advanced

3.2 Basic Police Drivers

- Must comply with all statutory legal requirements, this includes speed limits, red automatic traffic signals, all other road traffic signs, and legislation.
- Must not use vehicle emergency equipment (blue lights / sirens) to facilitate progress through traffic but emergency lights may be used when the vehicle is stationary to protect the scene of an incident.
- Are not authorised to stop vehicles.

3.3 Basic Plus Police Drivers

- Must comply with all statutory legal requirements, this includes speed limits, red automatic traffic signals, all other road traffic signs, and legislation.
- Can use vehicle emergency equipment (blue lights / sirens) to stop compliant vehicles.

3.4 Response and Advanced Drivers

The Forces follow APP and the COP College Learn in relation to Response and Advanced Driver Training.

4. Driving Licences

4.1 Any change to a response driver's health affecting their ability to meet level 2 Driver & Vehicle Standards Agency (DVSA) medical standards (see 'Medical Requirements' section) must be reported to a line manager, People Resolution Centre (PRC) and Occupational Health and Wellbeing Service (OHWS).

4.2 It is the responsibility of the individual to inform their line manager, Professional Standards Department (PSD), Joint Force Vetting Unit (JFVU) and respective Force Driver Training Unit (DTU) when they have had their Driver and Vehicle Licensing Agency (DVLA) licence endorsed with any penalty points, been charged with or received a court summons for any driving offence.

Supervisors and/or PSD will then refer individuals to the respective Force Driving Standards Manager (DSM) for their police Driving Authority to be reviewed by the Police Vehicle Incident (PVI) Team, DSM or PVI Panel. Failure to do so will be referred to PSD for consideration in line with the Standards of Professional Behaviour.

Refer to <https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points> to review duration of penalties on a driving licence.

5. Categories and Classification of Police Vehicles

5.1 Refer to APP Police Driving for the categories of police vehicles. If there is any doubt regarding a vehicle fitting into a specific category clarification must be sought from the Joint Transport Services (JTS) Manager or respective Driver Training Team.

6. Vehicle Roadworthiness Check

6.1 It is the responsibility of any Police Driver to ensure, as far as can reasonably be expected, that the vehicle they are using is in a roadworthy condition.

6.2 Damage Found

Any new damage found during daily vehicle checks must be reported to the Police Drivers' line manager as soon as is practicable, a photograph of the damage taken, and details recorded in the logbook.

If the damage found potentially renders the vehicle un-roadworthy, the vehicle must not be driven and the individual who found the damage must inform a line manager as soon as practicable who should then seek advice from JTS.

6.3 Daily Vehicle Checks

The following must be carried out to ensure the vehicle is in working order before it is used.

- Check all available fluids e.g., oil, coolant, and screen wash.
- Check tyre condition and inflation, and tread condition.
- Check windows, mirrors and lights are clean and fit for purpose.
- Check for damage inside (e.g., cell locks / door locks) and outside.
- Check all emergency equipment (as soon as practicable for vehicles kept at non-police premises) and ancillary equipment includes Force radio.

- Check that the correct equipment in the vehicle for their role (e.g., cones, signs and first aid kits).
- Check there is sufficient fuel / energy for your journey.
- Check the logbook is present and correct. Refer to 'Logbook' section.

Contact JTS for a copy of the Engineering Document which contains information on fuel, tyre pressures, tyre wear, etc.

6.4 If a driver becomes aware of a defect or safety warning whilst driving they should stop and turn the vehicle off as soon as it is safe to do so and get the vehicle recovered if appropriate.

6.5 Logbook

- Police Drivers using the Driver Identification (ID) function please refer to the Vehicle Telematics Policy (Surrey and Sussex) (1233).
- Each vehicle must have a logbook dedicated to the vehicle.
- Once a logbook is complete it must be returned to JTS.
- Prior to any drive, the logbook must be completed with the date, time of commencement of the first drive, driver identification number and the starting mileage.

6.6 End of Use by the Current Driver

It is the responsibility of the current driver to ensure:

- The vehicle is restocked of any equipment used prior to making the vehicle available to another user. (If equipment is unable to be replenished, this must be reported to the drivers' line manager and a note must be made in the logbook),
- There is sufficient fuel in the vehicle for the next user (For all operational vehicles this must be no less than three quarters of a tank of fuel and electric vehicles no less than 80% charged),
- The logbook is completed,
- Any defects or damage are reported,
- The vehicle is clean and fit for purpose by the next driver.

7. Vehicle Safety Systems

7.1 Under no circumstances are electronic safety systems to be deactivated apart from the necessary safety systems that need to be eliminated for Tactical Pursuit and Containment (TPAC) purposes during a pursuit or by Forensic Collision Investigation Unit (FCIU) as a part of an investigation or authorised training.

8. Reversing

8.1 Police Drivers, where possible, will obtain assistance from their passenger or another person in order to oversee the reversing manoeuvre from outside the vehicle and must not rely on the vehicle reversing aids e.g., sensors or cameras.

9. Driving Authority (Permit) Withdrawal

9.1 There may be occasions when there is a requirement to remove the Driving Authority from a Police Driver. For further details refer to Police Vehicle Incident Policy (Surrey and Sussex) (1232).

10. Lapse in Driving Authority

10.1 Where a Police Driver has not have driven a police vehicle through, for example, sickness, a change in role or other such circumstances a discussion with your line must take place and consideration should be given for the driver to attend DTU for an assessment or refresher course. Police Drivers and line managers should contact the DTU for advice.

11. Vehicle Evaluation

11.1 All new vehicles being considered for use by the Forces will be evaluated by the DTU before going to any department.

Vehicles fitted with emergency equipment will be permitted to be used for operational purposes.

12. Seatbelts

12.1 Police Drivers and all passengers must wear seatbelts at all times unless to do so would hinder the use to which the vehicle is being put. This will allow non-wearing of seatbelts where this is considered operationally necessary. Prisoners or detained persons must wear seatbelts at all times unless this is risk assessed applying the NDM as not being possible.

13. Medical Requirements

13.1 Eyesight standards and medical guidelines derived from the Association of Local Authority Medical Advisors (ALAMA) panel apply to all Police Drivers.

Basic Drivers

DVLA group 1 medical standards apply irrespective of any other disability.

Response and Advanced Drivers

DVLA group 2 medical standards apply irrespective of any other disability.

Drivers are required to pass a 5 yearly eyesight test to DVLA group 2 standards.

Police Drivers must meet the Force's standards in relation to hearing tests where needed for their role.

13.2 Where a Police Driver knows or feels that their ability to drive is impaired for any reason; for example, due to an illness, medication, or fatigue, it will be their responsibility to bring this matter to the immediate attention of their line manager. If appropriate they must refrain from using a police vehicle until a full assessment of the condition is made by OHWS.

13.3 There are a number of health conditions and illnesses which may lead the DVLA to prohibit officers and staff from driving. Definitions of these conditions are available by following this link <https://www.gov.uk/guidance/assessing-fitness-to-drive-a-guide-for-medical-professionals>

13.4 It is a legal requirement for Police Drivers to adhere to the advice given in connection with the taking of any medication that may affect their ability to drive e.g., may cause drowsiness etc. Advice must be sought from a GP and OHWS.

14. Mobile Phones and Handheld Devices

14.1 Police Drivers must not operate handheld radios or any handheld devices for example mobile phones / Mobile Data Terminal (MDT) in contravention of the current legislation.

14.2 If a police radio is fitted to the vehicle, it must be turned on and in use when the vehicle is being driven operationally.

15. Drink / Drugs

15.1 Police Drivers are to adhere to the respective Force policy regarding Alcohol consumption. The full text regarding workplace alcohol limits and subsequent testing of Police Drivers for alcohol or substance misuse can be found in

Surrey: Alcohol, Drug and Substance Misuse by Officers and Staff

Sussex: Substance Misuse and Testing Policy (Including Alcohol and Drugs) (1070)

16. Police Passengers

16.1 Passengers (whether trained Response Drivers or otherwise) are reminded to assist where possible and manage lines of communication via Airwaves or MDT and ensure that any change in pertinent information is passed to the Driver to aid their risk assessment and decision-making process.

Passengers have a duty, irrespective of training, to bring to the attention of the driver any concerns regarding the standard of their driving, where appropriate this should be reported to a line manager.

17. Non-police Passengers

17.1 The carrying of non-police passengers in police vehicles is prohibited except where there is a justifiable policing purpose or where express permission is granted by a supervisor following a suitable risk assessment being completed.

17.2 Child Car Seats

When transporting a child under 135cm in height a suitable child car seat must be used if available.

Child car seats should be EU approved and have a label showing E in a circle and R129 or ECE R44

A visual inspection of this seat should be made prior to use to ensure it is in good condition and it should NOT be used if there is damage to the seat. Efforts should be

made to locate a car seat from another hub and inform a line manager for a replacement to be sourced.

If there is no car seat available and transport is still required a record must be made of this on the CAD or occurrence.

There is an exemption in law that children may be carried in rear seats without a car seat if it is:

- unexpected
- necessary
- over a short distance

In Sussex car seats can be located in the Iris Teams.

In Surrey car seats can be located in the Child Abuse Teams (CAT).

18. Recovery of Police Vehicles

18.1 Fleet vehicles will be recovered under provisions made by JTS and Joint Vehicle Recovery Service (JVRS) refer to the Joint Vehicle Recovery Service Policy (Surrey and Sussex) (141) for recovery service contact details and the action to be taken when the incorrect fuel has been added to a police vehicle.

19. Document Checks

19.1 Driving licences will be checked annually by supervisors and recorded on local HR systems. Police Drivers are reminded when utilising their personal vehicles for business use that appropriate insurance arrangements are in place e.g., cover for business purposes referenced in their insurance policy.

Team: People Services Department. Learning and Professional Development