

Driving and Use of Police Vehicles

Contents

Policy Statement	2
Force Driving Authorities	2
Authorised Driver	3
Standard Response	5
Advanced	5
Pursuit	6
Specialist Vehicles	8
Activities	8
Driving Rules	9
Carrying Children and Young Persons	11
Transporting Detainees	12
Responsibilities	12
Driver Training	12
Drivers	12
Occupational Road Risk (Driving Hours)	12
Driving Courses and Assessments	13
Airmax Electronic Data Capture	14
Responsibilities	15
Use in Criminal and Court Proceedings	15
Data Analysis, Management and Storage	15
Data Storage	16
Road Traffic Offences	16
Speed and Red Light Offences	17
Withdrawal of Authority	18
On Duty Incident or Collision	18
Suspension	19
Off Duty Offence, Incident or Collision	20
Medical reasons	20
Officers Transferring to West Yorkshire Police	21
Additional Information	22

Policy Statement

Summary

West Yorkshire Police complies with Authorised Professional Practice (APP) which contains information to assist policing and has established a local policy procedure to provide clear standards and guidelines.

West Yorkshire Police needs to ensure that all officers and staff who drive vehicles (hired, leased or owned by the Force) on the Force's insurance have been appropriately trained, assessed and/or authorised in accordance with legislation and nationally agreed standards.

All Force vehicles must only be used for assigned operational duties and official police business. They must not be used for private or personal reasons at any time.

The aims of this policy procedure are to explain the different types of driving authorities, what vehicles employees are entitled to drive and what to use them for; driving rules and responsibilities; the procedure regarding driving courses and assessments; what happens if the required standard is not met; what happens if a road traffic offence is committed and the exemptions; and when authorities may be withdrawn.

Scope

This policy applies to all police officers, police staff, special constables and police support volunteers who use a police vehicle whether hired, leased or owned by West Yorkshire Police.

Force Driving Authorities

Types of driving authority

- If an individual holds the relevant driving authority, and are empowered by the Road Traffic Act 1988 to do so, they can carry out the following:

Driving authority	Request vehicles to stop if legally entitled to do so (Not PCSOs)	Response	Initial phase pursuit	Tactical phase pursuit
Authorised driver	✓	✗	✗	✗
Response without IPP	✓	✓	✗	✗

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Response with IPP	✓	✓	✓	✗
Advanced without IPP	✓	✓	✗	✗
Advanced with IPP	✓	✓	✓	✗
Advanced with TPAC	✓	✓	✓	✓

Authorised Driver

General

- As a minimum, individuals must be an Authorised driver in order to drive any vehicle hired, leased or owned by the Force.
- As an Authorised driver, individuals can drive:
 - Cars up to 2000cc (including diesels); and
 - Small vans and utility vehicles (not requiring D1 licence category) such as a Vivaro.
- Unless an individual has also successfully completed the relevant Driver Training course, they cannot drive:
 - Roads policing vehicles;
 - Personnel carriers;
 - Large goods vehicles; or
 - Motorcycles.

Minimum standard

- To be an Authorised driver, individuals must:
- Be the holder of an appropriate current full DVLA driving licence for that category of vehicle, e.g. car, van, with a *minimum* of six months' driving experience and, in the case of police officers and special constables, have attained Independent Patrol Status.
 - Meet the DVLA's eyesight standards.
 - Be in a role that requires them to drive a police vehicle as part of their duties.

DVLA's eyesight standards

- As an Authorised, Standard Response or Advanced driver, it is the individual's responsibility to ensure that their eyesight meets the DVLA's current eyesight standards.

Line manager approval

- Individuals must seek approval from their line manager to be an Authorised driver. In the case of a PCSO requiring authority, this must be from an Inspector.

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- For approval to be given, individuals must:
 - Produce a current full DVLA driving licence;
 - In conjunction with their line manager, complete and have approved an Authorised Driver Form (AD1) (General > Human Resources); and
 - Submit the completed form to the HR System Support mailbox, so that the signed form can be placed on their personal file and their personal record updated on the HR system.
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No exemptions

- As an Authorised driver, individuals are **prohibited** from any type of driving which involves the use of legal exemptions.
 - In other words, individuals **must at all times** comply within the Road Traffic Act and regulations.
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Asking drivers to stop

- If entitled to do so under legislation, on occasions an individual may need to ask a member of the public in another vehicle to stop.
 - As an Authorised driver, individuals:
 - Have permission to do this; and
 - May find it appropriate to use auxiliary equipment such as blue lights and/or audible warning instruments.
 - **Note:** PCSOs have no power to stop motor vehicles, unless it is for the powers stated by the Police Reform Act 2002 (Road Checks, Terrorism stop/searches and stopping for the purpose of testing). However, if the vehicle fails to comply with their request, **PCSOs can take no further action**. Once a vehicle fails to stop it is deemed to be a pursuit and authorised drivers have no authority to participate in pursuits.
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Penalty points

- Should circumstances change, e.g. an individual acquires penalty points on their licence, the individual is responsible for disclosing this to their line manager who will decide if it is appropriate for them to keep their driving authority.
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Further information

- Nothing in this section affects the deployment of PCSOs which must at all times be in accordance with their patrol policy.
 - Guidance on the stopping of vehicles can be found in the APP Road policing.
 - Authorised drivers who may need to request a vehicle to stop must familiarise themselves with this guidance.
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Standard Response

Principles

- Individuals will only be given a Standard Response driving authority if they:
 - Successfully complete a three-week Standard Response course with Driver Training; and
 - Meet the current eyesight standards for response driving.
 - A pre-requisite for this course is that the driver has held a DVLA licence Category B for a minimum of 12 months.
-

Entitlement

- A Standard Response driving authority means individuals can undertake any type of driving which involves:
 - Use of legal exemptions;
 - Stopping vehicles; or
 - Any other activity that would require the use of blue lights or audible warning instruments.
 - Holders of Standard Response driving authorities must play **no** part in a pursuit.
-

Advanced

Principles

- This authority relates to any police vehicle and includes vehicles with an engine capacity exceeding 2000cc and small vans such as a Vauxhall Vivaro.
 - It does not include district personnel carriers or PSU vans, as these need a separate driving authority.
 - Individuals will only be given an Advanced driving authority if they:
 - Successfully complete an Advanced course with Driver Training; and
 - Meet the current eyesight standards for response driving.
 - A pre-requisite of this course is that the driver is already the holder of Standard Response and Initial Phase Pursuit authorities.
-

Entitlement

- An Advanced driving authority means individuals can undertake any type of driving which involves:
 - Use of legal exemptions;
 - Stopping vehicles; or
 - Any other activity that would require the use of blue lights or audible warning instruments.
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Loss of authority

- Advanced driving authorities are issued on a role specific basis and, as such, should an individual move to a role where this authority is no longer needed they will lose this authority immediately.
 - Only in exceptional circumstances, and with the prior authorisation of ACC Specialist Operations, will individuals be allowed to retain their Advanced authority.
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Pursuit

Principles

- It is recognised that police pursuits are a potentially dangerous activity for all the parties involved. However, this must be balanced against the need to apprehend offenders and prevent crime.
 - Pursuits must never be seen as a personal challenge and those driving police vehicles in such circumstances must always be in a position to justify their actions.
 - A decision to discontinue a pursuit may, under certain circumstances, be the most appropriate course of action.
 - Only officers who are currently trained **and** authorised in Initial Phase or Tactical Phase Pursuits must actively participate in a pursuit.
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Definition

- A police driver is deemed to be in a pursuit when:
“A driver indicates by their actions or by continuing their manner of driving that they have no intention of stopping for the police and the police driver believes that the driver of the subject vehicle is aware of the requirement to stop and they decide to continue behind it with a view to reporting on its progress or stopping it.”
 - Pursuits may be spontaneous or pre-planned.
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Deployment of untrained staff

- On occasions, officers who are not pursuit trained may be deployed to the location to help apprehend the suspect, e.g. a police dog handler in order to track a suspect.
 - Any such deployment must only be done under a direct instruction from the control room and under no circumstances become part of the pursuit.
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All pursuit trained officers

- Once an individual has received the appropriate training and authorisation as a pursuit officer (initial phase and tactical phase), they must ensure that their knowledge and understanding of current guidelines, policies and legislation is up to date.
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Tactical phase	<ul style="list-style-type: none"> • If an individual is authorised to participate in the tactical phase of a pursuit, they must fully understand the tactics that are available to them and ensure that their training remains current and in line with the latest tactics. • For further information individuals must refer to APP Road policing and NPCC Tactical Pursuit and Containment – Tactic Directory.
Motorcycles and quad bikes	<ul style="list-style-type: none"> • APP and the Tactics Directory for Police Pursuits contain tactical options available for dealing with motorcycles and quad bikes, i.e. pre-emptive re-enforced stop and Hollow Spiked Tyre Deflation Systems (HoSTyDS) such as 'Stinger' and 'Stopstick'. • When deployed against motorcycles and quad bikes, the authority for HoSTyDS must sit at the same level as when deployed on a four-wheeled vehicle. • When deploying this tactic, the DRA must take into account the potential risk of the motorcyclist attempting to evade police in line with the NDM. • Only advanced trained motorcyclists may engage in pursuit. • If, as a standard off road motorcyclist, an individual engages in any form of pursuit their authority will be immediately withdrawn and the circumstances fully reviewed by Driver Training.
Initial phase pursuit	<ul style="list-style-type: none"> • Police officers with a Standard Response or Advanced driving permit may hold an Initial Phase Pursuit authority. • To qualify as a driver with this authority, individuals must be the holder of a Standard Response or Advanced permit with a minimum of six months' driving experience with this permit and successfully complete an Initial Phase Pursuit course. • In the initial phase of a pursuit, it is the individual's responsibility as the driver to report on the circumstances and direction of the pursuit. • Individuals must not become involved in any vehicular attempt to stop the vehicle. This does not preclude suitably qualified and authorised officers from deploying tyre deflation systems.
Tactical phase pursuit	<ul style="list-style-type: none"> • Only police officers with an Advanced driving permit who currently fulfil a role where tactical resolution of a pursuit forms part of their daily duties, i.e. roads policing officers, may hold a Tactical Phase Pursuit authority. • To qualify as a driver with this authority, individuals must be the holder of an Advanced permit with IPP, with a minimum of six months' driving experience with these permits and successfully complete a Tactical Pursuit and Containment (TPAC) course.

- Change of role**
- If an individual changes their role so that they are no longer regularly involved with the tactical resolution of a pursuit then:
 - Their Tactical Pursuit authority will be revoked immediately; and
 - They will revert to holding Initial Phase Pursuit authority only.
 - Individuals may also lose their Advanced driving authority if this is not needed in their new role.
 - Individuals must refer to the above for further guidance.

Specialist Vehicles

- Principles**
- Requests for driving authorities that relate to all other categories of vehicles, e.g. 4x4, minibus (D1), large goods vehicle (LGV) and passenger carrying vehicle (PCV), will be authorised after consultation and appropriate assessment as advised by Driver Training.
 - For all queries in relation to this, individuals must contact Driver Training.

- Eyesight standards**
- Holders of vocational driving licences (DVLA Group 2) are subject to further eyesight standards as outlined by the DVLA.

Activities

- Principles**
- Officers and staff must use police vehicles correctly.
 - The below tables identify which activities marked or unmarked police vehicles can be used for when being driven by an appropriately trained driver.
 - Individuals can use these **marked vehicles** for the following:

Vehicle type	Response	Initial phase pursuit	Tactical phase pursuit	Armed tactics
Standard car	✓	✓	✗	✗
Roads policing	✓	✓	✓	✗
PSU carriers and vans (with emergency equipment)	✓	✗	✗	✗

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Advanced motorcycle	✓	✓	✗	✗
Off road motorcycle	✗	✗	✗	✗
Armed response	✓	✓	✗	✓

- Individuals can use these **unmarked vehicles** for the following:

Vehicle type	Response	Initial phase pursuit	Tactical phase pursuit	Armed tactics
District car (with emergency equipment)	✓	✗	✗	✗
District car (no emergency equipment)	✗	✗	✗	✗
Roads policing	✓	✓	✓	✗
Armed response	✓	✓	✗	✓

Driving Rules

Principles

If an individual drives or rides a police vehicle in the course of their duty, they must ensure that they:

- Hold an appropriate current full DVLA driving licence for that category of vehicle, e.g. car, van, motorcycle;
- Are authorised to drive it (details of individual's driving authorities are held on the HR system);
- Meet the current minimum eyesight standards;
- Drive in a manner which is both safe and lawful and does not adversely reflect on the reputation of West Yorkshire Police; and
- If there are restrictions on their use of the vehicle, fully understand the implications of these restrictions and abide by them.

Vehicle log books

Before driving a police vehicle, individuals must:

- Check the vehicle for roadworthiness and defects;
- Complete the log book;
- Log in with Airmax, if fitted; and

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- Check that the vehicle holds relevant PPE and equipment to comply with ETM (cones, First-Aid kit, fire extinguisher).
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Seatbelts

- Individuals must wear a seat belt while travelling in a moving police vehicle (if fitted) (Motor Vehicles (Wearing of Seat Belts) Regulations 1993).
 - There are exemptions for some adults under the Road Traffic Act 1988.
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Driving standards

- Individuals must always drive the vehicle in a manner which:
 - Is lawful, i.e. they must abide by road traffic legislation unless circumstances dictate otherwise;
 - Is in accordance with the best practice principles of the Highway Code; and
 - Sets a good example to other road users.
 - See Code for police drivers.
 - Drivers must remember that they must be able to justify any use of exemptions afforded to them.
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Blue lights and sirens

- Individuals must only use blue lights or audible warning instruments:
- When they have been authorised in their use; and
 - When the situation demands them.
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Driving off road

- There may be occasions when police drivers, engaged in pursuit, follow subject vehicles off-road.
 - Driving across a flat verge or onto a grassed boundary will not constitute "off road".
 - However, consideration must be given to the suitability of the police vehicle, the drivers' authorities and the prevailing conditions utilising the NDM to minimise the risk of injury to any person and prevent damage to vehicles.
 - Officers **must not** drive off road unless:
 - They are the holder of an Advanced driving authority with IPP or TPAC;
 - In a suitable vehicle having regard for the off road conditions.
 - This does not apply to drivers of 4x4 Land Rovers or off road motorcyclists appropriately trained and authorised by the Force, performing duties in rural locations or during inclement weather who, in any case, would not be involved in pursuit.
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Taking vehicles home

- Individuals must not take vehicles home under any circumstances.
- Exceptions are if the vehicle is:
 - An ACPO vehicle; or

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- One of the four identified vehicles controlled by Business Services.

Parking

When parking in a police vehicle, individuals must:

- Apply the handbrake in accordance with the manufacturer's instructions and their training;
- Leave the vehicle in gear, if parked with the engine off, to minimise the risk of the vehicle rolling forwards or backwards. If the vehicle is an automatic, leave it in 'park mode' with the handbrake applied;
- If parking facing uphill, turn the wheels away from the kerb. If parking facing downhill, turn the wheels towards the kerb;



- Not contravene any parking restrictions, unless there is an operational necessity to do so. In such cases, individuals must be able to justify their actions. Inconsiderate parking for non-emergency situations is both illegal and damaging to our reputation.

Security

- When individuals leave their vehicle, they must ensure that both the vehicle and equipment inside are secure.

Personal equipment

- Any personal electrical equipment, e.g. satellite navigation systems, must not be connected to any police vehicle.

Carrying Children and Young Persons

Principles

- Before carrying children and young persons in police vehicles, individuals must risk assess the circumstances at the time. The risk assessment must take account of section 15 of the Road Traffic Act 1988. This will help determine the way the children are carried.

- While transporting a child, individuals must be mindful of the duty of care owed and also the benefits of keeping the travelling distance to a minimum.
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Transporting Detainees

Principles

- Issues regarding transporting detainees are contained in the Custody and Detention (including TACT Custody) policy.
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Responsibilities

Driver Training

Responsibilities

Driver Training is responsible for ensuring individuals are appropriately assessed, trained and authorised:

- To enable individuals to carry out their operational role safely; and
 - In accordance with legislation and nationally agreed standards.
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Drivers

Responsibilities

- Individuals are responsible for abiding by the driving rules.
 - If an individual believes that their driving standards are affected due to fatigue or fitness to drive, they must highlight their concerns to a supervisor immediately.
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Occupational Road Risk (Driving Hours)

Principles

‘Occupational Road Risk’ is an issue which line managers must consider every time they deploy a member of staff. The Force expects that supervisors, managers and planning teams take into account a person’s ability to:

- Drive before authorising their deployment;
- Continue to drive before authorising their continued deployment on driving duties; and
- Ensure that their workload and travel times involved are compatible with the holder’s driving authority.

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| Considerations | <ul style="list-style-type: none">● It is not always possible to pre-determine the maximum number of hours a person should be driving on operational incidents or major planned events, especially outside the WYP area.● Where possible, before asking a member of staff to drive or continue to drive, line managers must take into account the:<ul style="list-style-type: none">○ Nature of the work;○ Intensity and length of driving periods; and○ Length of time that individual has already worked. |
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| Raising issues with supervisors | <ul style="list-style-type: none">● Members of staff who work an extended tour of duty and drive the entire tour must be given the opportunity to raise any issues, in relation to driving, with their line manager.● Individuals must assess whether that person is fit to continue to drive and consider if they should direct them to rest, for a given period, before undertaking the return journey. Staff could take a refreshment break before continuing to drive or, if needs be, line managers must allocate a replacement driver. |
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| Further advice | <p>Further advice on all aspects of occupational road risk can be found at:</p> <ul style="list-style-type: none">● Driver Training - RoSPA www.orsa.org.uk● Welcome to GOV.UK (www.gov.uk)● Driving and riding safely for work - HSE● www.morr.org.uk |
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Driving Courses and Assessments

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| Principles | <ul style="list-style-type: none">● Driving course and/or assessments must only be approved where there is a specifically identified operational or developmental need.● Individuals must bring their driving licence with them when they attend for a course or assessment. If they don't bring their driving licence, they may not be allowed to drive.● Individuals must also have achieved a pass in the Highway Code examination prior to booking on any initial driving course. A pass is valid for 24 months.● If an individual fails to achieve the required standard of driving, discussions will take place with their supervisor and Driver Training before further training is offered.● Students will be allowed a maximum of two attempts to complete Advanced, TPAC and IPP driving courses. |
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- In the case of dispute, students have the opportunity to appeal the decision.
 - The final decision rests with the Head of Driver Training.
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Airmax Electronic Data Capture

General

- The Force has identified the need for an electronic data capturing system for its vehicles.
 - Airmax allows the Force to:
 - Monitor vehicle use and driver behaviour;
 - Adopt a more proactive approach towards fleet management by providing driver and vehicle data;
 - More effectively and efficiently use its vehicle fleet; and
 - Identify individuals who may require driver training development.
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What is an Airmax Data Recorder?

- The Airmax Data Recorder helps WYP to manage its vehicle fleet by enabling the monitoring of vehicle use and driver behaviour.
 - It provides:
 - Electronic recording of the driver's identification, together with date and time that the vehicle is taken out and returned;
 - Driver profiles, detailing driver styles;
 - Times that the vehicle is used;
 - Facility to report on every journey from the point of the vehicle ignition being switched on to the point of it being switched off;
 - Accurate mileage updates at regular intervals;
 - Accurate calculation of service and maintenance intervals; and
 - Incident data for accident analysis.
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Which vehicles will be fitted?

- Vehicles fitted with Airmax can be marked or unmarked and any engine size.
 - It is anticipated that most police vehicles will be fitted.
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Proportionality

- Airmax is not used to interrogate every breach where officers drive vehicles at speeds in excess of the designated speed limit for that road.
- It is used, appropriately and proportionately, to identify instances where the:
 - Use of exemptions to speed restrictions cannot be justified; and
 - Public interest test is met.

- This includes random checks of the system and specific checks against known drivers, if there are grounds to suspect that their driving standards have fallen below that expected by the police service and public.
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Responsibilities

Drivers

- Drivers using a vehicle fitted with Airmax must swipe their identity card over the proximity sensor at the start of **each** journey, or when the vehicle needs this course of action to restart the engine.
 - This will identify them as the driver on the system.
 - Starting the vehicle in any other way could damage the vehicle and corrupt the data and may constitute a breach of the Police (Conduct) Regulations 2012, Schedule 2 – Standards of Professional Behaviour or the WYP Code of Conduct for police staff, and may lead to disciplinary proceedings.
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Use in Criminal and Court Proceedings

Disclosure

- If the information generated by Airmax forms part of any criminal proceedings then it must be secured and exhibited properly.
 - Otherwise it must be treated in accordance with Criminal Procedure and Investigations Act 1996.
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Expert witnesses

- Airmax has provided full details of the professional qualifications and experience of named persons that are available in the event of an expert witness being required in court to explain the data.
 - If WYP feels that the proposed Airmax staff are not suitable for providing expert witness directly, it will provide support to alternative witnesses selected by the Force.
 - If Airmax for any reason are unable to provide ongoing witness support, it will provide WYP with details of its data structure and algorithms so that other nominated third parties can undertake this work.
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Data Analysis, Management and Storage

Principles

- Airmax collates the data produced by the recorders and supplies it to the Force. It is programmed to alert the Force if the driving standards exceed pre-determined values during any given journey.

- These exception reports include data showing:
 - High speed events;
 - Harsh acceleration or deceleration;
 - Impact and abrupt vehicle movement; and
 - Whether warning equipment (lights and sirens) have been used.
 - Performance Review (Corporate Services) will process the data produced by Airmax.
 - Supervisors, Performance Review, Driver Training and Business Services will interrogate the data to ensure that:
 - The vehicle fleet is effectively and efficiently used; and
 - Exception reports are investigated.
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Data Storage

Principles

- The Airmax's software has security measures that ensure only authorised personnel can access the data.
 - The data will be held for up to three months from the date the data is created.
 - If the information is likely to be needed beyond three months then Airmax must be contacted to arrange for it to be retained via the Force's single point of contact (the Information Support Officer, Business Services).
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Road Traffic Offences

Principles

- If while driving a police vehicle an individual commits a road traffic offence, they could be:
 - Issued with a fixed penalty notice;
 - Issued with a conditional fixed penalty;
 - Sent on a driver improvement scheme; or
 - Prosecuted through the courts.
- Individuals may not be prosecuted if the circumstances of the offence are such that they can claim an exemption under:
 - Section 87 Road Traffic Regulation Act 1984, for contravening the speed limit; or
 - Regulation 36 Traffic Signs Regulations and General Directions 2022, for a red traffic light offence.
- If a vehicle registered to WYP contravenes the road traffic legislation, then a Notice of Intended Prosecution requiring details of the driver will be sent to the district or departmental head to whom the vehicle is allocated.

- It will be their responsibility to identify the driver of the vehicle at the relevant time and complete the forms as appropriate.
- If the driver of the vehicle wishes to apply for exemption from prosecution, they must complete a full report detailing the circumstances.

No exemption available

- Though there is an exemption in law to red traffic lights at Pelican, Puffin, Toucan and Pegasus crossing where individuals must give precedence to pedestrians, they must not proceed in a manner or at a time likely to endanger any person or any vehicle.
- Individuals may contravene other signs and regulations for which they are not afforded protection in law. In each case the final decision to contravene them will rely on their professional judgement.
- No circumstances can justify contravention of any legal requirement, whether exempted or not, which would endanger other road users or the officers, e.g. failing to give precedence at a pedestrian crossing or driving the wrong way down a motorway, dual carriageway or road.

Speed and Red Light Offences

Principles

- In the course of their duties, individuals may have reason to exceed legal speed limits or go through red traffic lights. These actions may be recorded on an automatic detection device, e.g. speed or red light camera, as well as logged by the Airmax Data Recorder if one is fitted.

Breach – statutory provisions

- Road traffic legislation provides specific exemptions where the breach is deliberate because of the urgent nature of the duty.
- The Road Traffic Regulation Act 1984 sets out an exemption for breaching speed limits and the Traffic Signs and General Directions Regulations 2002 provides an exception for emergency vehicles breaching red light signals.

Blue lights displayed

- According to the NPCC National Protocol on Speeding and Red Light Offences by Emergency Service Vehicles, if blue lights are displayed and there is no evidence to the contrary, the Force will assume that the exemption is valid and no further action will be taken against the organisation involved.

No blue lights displayed

- If no blue lights are displayed, the Force will send out a:
- Notice of Requirement to Furnish Identity of Driver of a Vehicle;
 - Notice of Intended Prosecution; and

- A standard exemption form.

Completing exemption form

- Where an exemption is claimed, the exemption form must be completed and signed by a District SLT or Head of Department.
- This must be returned to the Central Process Bureau with Storm logs, pocket notebook entries and a report which justifies the breach.

Not exempt

- If no exemption can be claimed, then the individual may be prosecuted.

Fail to identify driver

- In instances where a comprehensive preliminary investigation fails to identify a driver, a covering report and all correspondence and documentary evidence will be forwarded to the District Commander for further guidance.

Withdrawal of Authority

On Duty Incident or Collision

Supervisor or investigating officer

- If an individual is investigating the driver of a police vehicle they must review the incident on merit, having regards to:
 - Standard of driving displayed;
 - Damage or injury caused;
 - Level of risk taken;
 - Circumstances of the incident;
 - Proportionality/necessity;
 AND suspend the driver's authorities for at least that tour of duty.
- Consideration must then be given to whether:
 - There is evidence to indicate that proceedings may be taken against them for a driving offence;
 - The circumstances require the service of a NIP;
 - The circumstances indicate they are blameworthy;
 - They have acted outside their driving authorities.
- The relevant documents must be endorsed with their decision/ recommendations based on a clear rationale, e.g. MG NCRF/POLVEH.
- **In the case of police RTCs**, individuals must attached the NCRF forms to a Niche occurrence, update the OEL and task to the relevant Chief Inspector Operations. They will consider the full circumstances of the collision, available evidence and, if appropriate, require the preparation of a file for consideration of prosecution. A POLVEH must be electronically submitted to the POLVEH mailbox.

- **In the case of police pursuits**, a Chronicle record must be completed for review by Driver Training.
- **In the case of other incidents on duty** where an officer or staff member's driving gives cause for concern, a supervisor may withdraw their driving permit. The relevant Chief Inspector Operations and Driver Training must be informed of the decision and rationale for recording on the driver's record on Chronicle.

Driver

- If an individual is the subject of such a report and their authorities are withdrawn, they must not drive ANY police vehicle.
 - The Chief Inspector Operations will consult with their immediate supervision to confirm their driving status and decide on an appropriate course of action.
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Suspension

Period

The period of suspension imposed will be no longer than absolutely necessary, and will depend on:

- The circumstances of the case;
 - The individual's driving record; and
 - The individual's training.
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Reinstatement

- If the matter is deemed to constitute driving offences or disciplinary issues, it will be referred by the relevant Chief Inspector Operations to the Professional Standards Department for further investigation and a decision will be made as to the period of suspension from driving. On conclusion of any subsequent investigation a programme of driver re-training or development may be required.
 - If withdrawal of driving authorities has been the result of an identified breach of policy or acting outside authorisation of permits, re-instatement must be agreed with driver training in line with current assessment criteria. A programme of driver re-training or development may be required.
 - Incidents of a nature involving minor errors in judgement and not implicating members of the public, e.g. slight damage only RTCs, may be dealt with locally and authorities re-instated following withdrawal by immediate supervision.
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Driver Training

- Whenever a driver's authority to drive police vehicles is withdrawn or re-instated Driver Training must be notified so the driver's record can be updated on the Chronicle system.

Off Duty Offence, Incident or Collision

Summonsed for offences

- If an individual is summonsed for an offence arising from their manner of driving while off duty, they must submit a report to their district or departmental head.
 - Individuals receiving an endorsable fixed penalty notice (FPN) must report the matter directly to the Professional Standards Directorate (PSD).
 - Individuals do not need to submit a report for offences which are being dealt with by way of non-endorsable fixed penalty or vehicle defect rectification scheme.
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Risk assessment

- Individuals may still be allowed to drive police vehicles subject to a risk assessment.
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Court suspension

If a court suspends an individual from driving, they cannot drive police vehicles until:

- Their driving licence is reinstated;
 - They undergo formal assessment or training by Driver Training; and
 - The relevant Chief Inspector Operations or departmental head notifies them that their authority has been reinstated.
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Medical reasons

Disclosure

- If an individual has a medical condition that may adversely affect their ability to drive a vehicle, they must disclose this to a supervisor as soon as possible.
 - If an individual discloses a medical condition to their supervisor and the supervisor considers that it may have an impact on their driving, their authority must be suspended pending an assessment by OHU, in the first instance.
 - Individuals must also consider whether notification to the DVLA is required. Further information can be obtained via the DVLA website.
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Management decision

- The decision to suspend an individual's driving authority is a management decision made based on the known facts.
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Officers Transferring to West Yorkshire Police

Assessment

- If an individual held a driving permit in their previous Force, Driver Training will check any evidence they have in support of this and decide if it is appropriate to issue the individual with a WYP driving permit.
 - An individual's permit may be downgraded at this time, depending on their current role.
 - If it is sometime since an individual qualified (maximum 5 years for standard response and advanced driving permits) or there are any factors (collision record etc.) then Driver Training will conduct a driving assessment before determining what driving permit they are entitled to hold.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

Road Safety Act 2006

Road Traffic Act 1988

Road Traffic Regulation Act 1984

Traffic Signs and General Directions Regulations 2002

Data Protection Act 2018

APP Road policing

APP Civil contingencies

HO Code of Practice on the Management of Police Pursuits

NPCC Tactical Pursuit and Containment – Tactic Directory
