
Overview

This standard is about preparing and driving official vehicles on the road network. It includes undertaking pre-use inspections of the vehicles, and also checking that the associated operational equipment is available which might include fire extinguishers, signs, cones and first-aid supplies. It also includes driving the vehicles safely, taking into account the road type and prevailing conditions.

This standard is intended primarily for non-emergency services where the driving of the vehicle and undertaking of associated manoeuvres is within laid down procedures.

It is a requirement of this standard that you also hold a current, full national driving licence.

Maintaining your own health and safety, and that of other road-users, is of paramount importance.

There are two elements:

- 1 Prepare official vehicles for use
- 2 Drive official vehicles safely

Performance criteria

Prepare official vehicles for use

You must be able to:

- P1 carry out a pre-use inspection of the vehicle, including the checking of tyres, brakes, fluid levels, lights, electrical and safety equipment, in line with legislative and your organisation's requirements
- P2 check the bodywork and cleanliness of the vehicle
- P3 identify any defects or damage to the vehicle and equipment, and address these promptly and correctly, reporting these to the appropriate person where necessary
- P4 identify any equipment that is missing, and address this promptly and correctly
- P5 ensure that any required operational equipment is available and in proper working order, addressing any problems promptly and correctly
- P6 ensure that you take out only those vehicles which have fulfilled inspection requirements
- P7 maintain accurate and complete documentation regarding inspections and associated preparations

Drive official vehicles safely

You must be able to:

- P8 drive official vehicles safely at all times and in accordance with the requirements of relevant legislation, the Highway Code and your organisation's procedures
- P9 drive at all times within the limits of the vehicle and your personal ability, whilst taking into account the type of road and the road surface, time of day, the volume of traffic including low and high volumes, visibility and weather conditions
- P10 conduct compliant vehicle manoeuvres safely, legally, and in line with your organisation's procedures
- P11 enter and exit observation points and service areas safely and correctly, where relevant
- P12 manoeuvre your vehicle, including parking and using speed, in a manner designed to achieve effective and safe traffic flow amongst other road-users
- P13 take all reasonable actions to maintain the health and safety of yourself and others whilst driving
- P14 are able to provide a justifiable rationale for your actions when driving the vehicle
- P15 recognise and respond correctly to fatigue, stress and any further factors which might impair your judgement, performance and decision-making while driving
- P16 identify and report correctly any defects or damage to your vehicle and equipment whilst these are in your control, in line with your organisation's

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procedures

P17 maintain accurate and complete documentation in line with your organisation's requirements

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Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 the requirements of current legislation, policies, procedures and codes of practice, including your organisation's standards and performance indicators, relevant to preparing and driving official vehicles
- K2 current, legislation and organisational requirements relating to data protection, race and diversity and maintaining health and safety, relevant to your area of operations

Pre-use inspection

You need to know and understand:

- K3 the types of pre-use inspections that are required and the parts of the vehicle which should be inspected and the limitations of these checks
- K4 the principal types of problems which may occur with official vehicles and how they should be dealt with
- K5 the types of operational equipment required for patrol
- K6 the condition in which the vehicle should be left after use

Driving vehicles

You need to know and understand:

- K7 how to drive official vehicles safely and efficiently, including the importance of taking into account the road type, time of day or night, traffic volume, road surface, visibility and weather conditions when driving, and how to do this
- K8 the geography of the road network for which you are responsible, including the types and nature of the roads within this network
- K9 the importance of taking into account the health and safety of yourself and others at all times during driving, and how to do this
- K10 how to recognise and take account of fatigue, stress and other physical and psychological factors that might affect your judgement, performance and decision-making during driving
- K11 the vehicle manoeuvres which are within your authority to undertake and how to carry these out safely and legally, including for example, entering and exiting the hard shoulder, entering and exiting observation points and service areas, and using 'fend-off' techniques
- K12 how and when to use safely slip-roads, link-roads and emergency exit points
- K13 factors to take into account when driving on parts of the road network which are not being used by other road users, including where there is adjacent live traffic
- K14 the risks associated with stopping on the bull-nose, and the limited circumstances when it might be appropriate to do this
- K15 factors to take into account when driving on elevated road sections,

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- including the risks associated with this, and how to address these
- K16 the circumstances when it is appropriate to drive on the hard-shoulder, the associated risks of doing this and techniques for managing such risks
- K17 how to determine the need to respond using visual warning devices and how to use these effectively
- K18 the likely impact of visual emergency warning devices on others
- K19 the impact of official vehicles upon the behaviour of other road-users, and the importance of manoeuvring official vehicles, including parking and the use of speed, in a way which promotes safe effective traffic flow amongst other road- users

Documentation

You need to know and understand:

- K20 the purpose of the relevant documentation and how to complete this

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