

SI0418

Driving of Police Vehicles

This Service Instruction sets out the arrangements for Police and Police Staff driver training, testing, classification, authorisation, appointment and removal.

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Classification	OFFICIAL [PUBLIC]



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1. Driving of Police Vehicles

Within the Police Service of Northern Ireland (PSNI) no police officer, civilian employee, or other person (including appointed agency staff), will drive a police vehicle unless that person is in possession of a current driving licence (with the appropriate category), issued in compliance with the Motor Vehicles (Driving Licences) Regulations (NI) 1996, and a valid driver's authorisation card, (with appropriate categories) issued by the Chief Constable.

No police officer, civilian employee, or other person, may use a police vehicle:

- for any private purpose;
- unnecessarily; or
- without proper authority, unless justified by exceptional circumstances.

Offenders in this respect not only leave themselves open to criminal and/or disciplinary action but, in addition, may be required to reimburse any costs or expenses arising from their action.

All police drivers must wear any prescribed vision driving aid when driving fleet vehicles.

2. Driver Authorisation and Driving Categories

<p>Category A</p>	<p>Motorcycles</p> <p>1A High performance motorcycles (as designated by Transport Services Branch [TSB])</p> <p>2A Patrol motorcycles (as designated by TSB)</p>	<p>Category D</p>	<p>Passenger carrying vehicles</p> <p>1D PCV D</p> <p>2 D Cell van (with air brakes) D1</p> <p>3D PCV D1 (9 – 16 passenger seats)</p>														
<p>Category B</p>	<p>Cars & other Cat B licence vehicles</p> <p>1B High performance vehicles (over 180 Break Horse Power (bhp) / 182 Pferdestrke (PS) / 134 Kilowatts (kw))</p> <p>2B All armoured Cat B licence vehicles*</p> <p>3B Patrol vehicles (Cat B licence vehicles including vans up to 3.5t mam)</p>	<p>Category E</p>	<p>Trailers</p> <p>E added to appropriate category to signify trailer course for that vehicle completed, e.g. 3.BE = car & trailer</p> <p>CBRN trailer requires an additional separate course</p>														
<p>Category C</p>	<p>Large goods vehicles</p> <p>1CE LGV C+E</p> <p>2.C LGV C (over 7.5tonne (t) maximum authorised mass [mam])</p> <p>3C LGV C1 (3.5t – 7.5t mam with air brakes)</p> <p>4C LGV C1 (3.5t – 7.5t mam large vans)</p>	<p>Category S</p>	<p>Specialist vehicles** (separate courses needed)</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Must Hold</td> </tr> <tr> <td>1S Case 721</td> <td style="text-align: right;">2B</td> </tr> <tr> <td>2S Watercannon</td> <td style="text-align: right;">2C</td> </tr> <tr> <td>3S Mobile Police Station (air brakes) (also gives 4S)</td> <td style="text-align: right;">4C</td> </tr> <tr> <td>4S Mobile Police Station</td> <td style="text-align: right;">4C</td> </tr> <tr> <td>5S Armoured Land Rover</td> <td style="text-align: right;">4C</td> </tr> <tr> <td>6S Quad</td> <td style="text-align: right;">3BE</td> </tr> </table>		Must Hold	1S Case 721	2B	2S Watercannon	2C	3S Mobile Police Station (air brakes) (also gives 4S)	4C	4S Mobile Police Station	4C	5S Armoured Land Rover	4C	6S Quad	3BE
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* Transport Services guidance re Armoured Vehicles: Transport, use, maintenance and safety

** When these specialist vehicles are allocated there is a requirement to undergo training & familiarisation

3. Purpose for which a Police Vehicle is being driven

Operational Driving

This includes all aspects of driving by police officers which involves driving police vehicles for patrol purposes, the response to and detection and prevention of crime or other offences, emergency response driving and the escorting of Very Important Persons (VIPs).

Basic Driving – Police Officers

From the date of issue of this Service Instruction there will be no further Basic Driver authorisations issued. The minimum level of driving authorisation for Regular Officers will now be Police Standard level.

Officers presently holding the basic driving authorisation will continue to retain this basic qualification.

Police Staff Driving

Police Staff (other than those who satisfy the definition of driver) may apply to drive Police fleet vehicles if it is deemed necessary to assist in carrying out their job.

A driver in this context is any Police Staff employee of the PSNI who is:

Employed as a driver, either whole or part time, whatever the type of vehicle, whether driven on public highways or in any other area. It therefore includes all full time

drivers as well as those who have regular or part time employment as a driver, e.g. porter/driver, messenger/driver, store person/driver, delivery worker, and those who deputise for drivers on leave; and

Occasional drivers of any vehicles carrying passengers as an essential part of their duties.

Driving within a Training Environment

In order to facilitate Scenario, Combined Operational Training and other training provision, it is deemed acceptable for police officers to drive police vehicles within the confines of the training environment, which is not on the public road, provided:

They are in possession of a current DVA issued driving licence (with the appropriate category) and they are under the direct supervision of training staff. Nor is it necessary to hold a police driving card for specific fleet vehicle classifications.

Police Non-Operational Driving Roles

There are a number of roles within the organisation where Officers may be required to drive vehicles of a category outside the Officer's driving card entitlement. Such roles are typically Staff Officers to the Senior Executive Team where the driving requirement is restricted to non-operational transport purposes only.

Exceptionally there may be occasions when an officer will be required to use a vehicle for operational purposes to fulfil a requirement under [Section 32 Police \(Northern Ireland\) Act 2000](#). In such circumstances the officer must drive within their own capabilities and be able to fully justify their actions.

Police Officers Part Time (POPT) Basic driving assessment

Traffic and Driving Training Unit (TDTU) provide a basic driving assessment designed to provide officers part-time with the necessary skills and competence to drive police vehicles in a non-response capacity. The relevant instruction and practical assessment will be of 3 days duration. Appointment will be subject to the successful completion of all aspects of the course by the student.

Assessments will be conducted by TDTU, at Steeple Police Complex, Antrim. Qualified assessors will carry out assessments and all candidates will be informed at the completion of course as to whether they have been successful. In addition they will be required to sign a declaration that defines the scope of their driving authority. A police-driving card, issued to candidates, will state their level of driving authority.

Police officers part-time, who have successfully completed this assessment will be authorised to drive low and medium performance police vehicles Category 3.B and armoured cars Category 2.B (subject to training) for basic driving non- response purposes only. Therefore any assessment will be conducted in a vehicle within the same category. The basic driving authority does not extend to Transit type vans, personnel carriers or other specialist vehicles.

To ensure POPT basic drivers are only given driving tasks that are appropriate to their level of driving authority they should be logged on duty with District Supervisors and CMC/Communication Rooms as a 'Sector Non Response' vehicle.

The term 'POPT basic driving purposes' is defined as using the vehicle to attend routine tasks such as non-response enquiries, collection of evidence or statements, patrols of known anti-social behaviour hotspots, and other routine matters that do not require an urgent or prompt attendance of a resource.

Police Officer Part-Time may attend a Standard 3 week driving course with the approval of their Local Training Co-Ordinator and line management. Successful completion will confer the same status as any Regular Officer holding a

Standard Driving Card and permit the POPT to undertake Operational Driving duties.

Restrictions apply to Holders of a basic authority and they **WILL NOT** be authorised to:

Respond to 999 calls. (Exceptionally there may be occasions when an officer will be required to use a vehicle for operational purposes to fulfil a requirement under Section 32 Police (Northern Ireland) Act 2000. In such circumstances the officer must drive within their own capabilities and be able to fully justify their actions;

Use emergency equipment (except when stationary to protect the scene of a road traffic collision or other carriageway hazard or to stop a compliant driver/rider);

Use legal exemptions applicable under current legislation;

Transport prisoners unless suitably trained and in possession of the necessary personal protective equipment;

Undertake Local Policing Team (LPT) mobile patrol duties or perform routine stops on motorists, except in cases of immediate necessity.

4. Police Driving Classifications

A Standard Driver has completed a three-week driving course at standard level. An Advanced Driver has completed the Standard Course and, in addition, has completed a further four week course at advanced level, making seven weeks driver training in total.

Standard Driving Course

Officers, who have successfully completed the Standard Driving Course as provided by TDTU, will be entitled to drive Police vehicles of a category/categories authorised for operational purposes (see [Driver Authorisation and Driving Categories](#)). Driving qualifications obtained outside of the PSNI will be subject to scrutiny for College of Policing compliance. Officers transferring to the PSNI will be tested for competence, regardless of their previous status. If appropriate, further training and assessment will be provided to this group regarding specialist armoured vehicles.

Officers authorised to drive police vehicles for operational purposes must drive within the confines as set out by this document and they must not exceed their authorisation to drive at standard level regardless of the vehicle they are driving.

Attendance on the standard driving course is available to all categories of officers,

provided the application is supported by the Local Training co-ordinator and line management.

Only holders of full valid driving licences with the appropriate category, issued in compliance with the Motor Vehicles (Driving Licences) Regulations (NI) 1996, will be permitted to undergo any standard driving course, i.e. no provisional category B licence holders will be trained.

A pre-requisite of applying for the standard course is that the officer should hold a category C1 provisional licence with the relevant theory & hazard perception tests passed.

(See Appendix N in relation to [Armoured Land Rover training](#)).

Where an officer is unsuccessful in the response elements of the Standard Driving Course, it is necessary that a further Response Module be completed within a period of 12 months. Any failure to complete the Response Module, within the 12 months, will necessitate the officer making application for a new course. The officer may not re-apply for a further course for a period of one year. (The year will be calculated from the date of the first unsuccessful test.) Any new application made by the officer will be in accordance with the procedures as outlined in

Appendix H - [Appointment of Police Drivers](#).

Advanced Driving Course

Regular officers who wish to upgrade to advanced driving standard, will be called to undergo the Police advanced driving course, subject to their line management's recommendation and course availability. Preference will be given to officers who require advanced driving course qualifications as a result of appointment to specialist branches/units where these requirements are a necessity, e.g. Road Policing, Armed Response, Close Protection, Special Operations Branch (SOB), Auto Crime Teams, etc.

Officers who successfully complete the advanced level driving course must not exceed their authorisation to drive at advanced level, regardless of the category of vehicle they are driving.

Where an officer fails the Advanced Driver final drive, the procedures as set out in [Appendix C](#), will be closely adhered to. TDTU will give consideration to the officer, in such circumstances, retaining their Standard Driving Authorisation, but only where there is no compromise of driving ability at the lower level.

Motorcycle Riding Course

Placements on motorcycle courses will depend on similar criteria as above. As the Police TDTU no longer offer courses to provisional m/cycle licence holders it follows that only full licence holders who have held their licence for a period of 2 years may apply for motorcycle courses. Placement will depend on a motorcycle actually being attached to a station/branch/unit, an officer of Chief Inspector rank or above, with appropriate responsibility, clearly expressing a recommendation that they will appoint the officer and that officer agreeing to such an appointment for a three-year period.

Prior to acceptance on a Standard or Advanced Motorcycle course a pre-assessment must be passed. If unsuccessful a further pre-assessment cannot be applied for within 12 months.

Applications for advanced motorcycle courses will follow the procedure as in place for advanced driving courses.

Where an officer fails the Advanced Motorcycle Assessment, the procedures as set out in [Appendix B](#), will be closely adhered to. TDTU will give consideration to the officer, in such circumstances, retaining their Standard Riding Authorisation, but only where there is no

compromise of riding ability at the lower level.

Motorcycle Escort Training

Motorcycle Escort Training and Team Leader Training is demand led and is restricted to Advanced Motorcyclists attached to Road Policing. Application is through the local training co-ordinator.

Specialist Driving Courses

These include Large Goods Vehicle (LGV), Passenger Carrying Vehicle (PCV), trailer up-grade and other specialist vehicles within the PSNI fleet. Only regular officers who have a provisional licence entitlement to drive such a vehicle(s), and who are appointed to units where such vehicles are located (unless there are compelling operational reasons to the contrary) will be permitted to undergo courses on these vehicles.

Authorisation

An authorisation will be valid only for vehicles of the sub-categories shown on the holder's licence, however, a driver holding a lower numbered authorisation will also be able to drive all vehicles of a higher number in that category, subject to any necessary familiarisation (e.g. 1.B driver holding a lower numbered authorisation to drive a sub-category of vehicle holder can

also drive 2.B (with familiarisation) and 3.B but not vice versa).

Driving Course Theory Tests

An officer who is unsuccessful in the Highway Code/Road Craft test will be offered a second opportunity to re-sit the test during training. If an officer is subsequently unsuccessful in this re-test a further opportunity will be offered within a three-month period. If unsuccessful at this point, the officer will have to re-apply for a new course.

5. Driver Rider Refresher Assessments

Police Standard Driver & Motorcycle Refresher process is currently suspended. Driver / Rider performance is being managed through Locate and local review panels.

Police Advanced Driver and Motorcyclists

This assessment will be of one day's duration, and conducted by TDTU at Steeple Police Complex, Antrim. Qualified driving assessors will provide positive advice and guidance during the period

leading up to, but not during any formal assessment.

Where the standard of driving of any officer, during formal assessment, is found to fall below an acceptable level, or causes concern for the assessor, that officer will be informed that the result of the assessment is 'Not Passed' and the officer's driving authorisation will be suspended pending further assessment. Where possible, that officer will be offered the opportunity of attending an Advanced Refresher Recall course. (See [Appendix D](#) in respect of Advanced Drivers and [Appendix E](#) in respect of Advanced Motorcyclists). The retention of a Standard Driving Authorisation, (pending a date for the Advanced Driver Refresher Recall course), will be considered subject to the standard of driving displayed during the Refresher Assessment.

Motorcycle Escort Training and Refresher Courses

(See [Appendix F](#)).

If, however, at the completion of a full course, the result for the officer is 'Not Passed', their Driving Authorisation will be removed. It will be then necessary for their District/Department/Unit to make such arrangements as are necessary for the removal and/or transfer of the officer from

role profiles where such driving is a stipulated core requirement.

6. Preparation for Refresher Assessments

The person in charge, TDTU, will require Districts/Departments/Units having police drivers within the listed categories to nominate officers to attend/be available for assessment. A record will be maintained of all officers attending and the results of all driving assessments.

Nominated officers will receive Joining Instructions, which will stipulate whether to attend in uniform or civilian clothes. Officers attending for assessment, or course, will be required to produce both parts of their drivers licence & bring their Dallas key. Any officer who fails to attend for assessment, on two consecutive occasions, without good reason, will have their driving authority removed, unless any such reason/s are supported in writing (e-mail) by that officer's Chief Inspector.

The applicant must hold a full driving licence for the class of vehicle they are being assessed in.

Nothing in this Service Instruction prevents Districts/Branches/Units from referring an officer to TDTU, whose driving of police vehicles has given cause for concern.

TDTU will facilitate, where possible, any referral by the officer's Chief Inspector for any formal assessment and/or training as outlined in this Service Instruction.

Candidates attending Refresher Assessment are responsible for:

Ensuring that they fully understand the assessment criteria within this Instruction and have a good knowledge of the Highway Code;

Informing TDTU of the commission of any motoring offences, which may affect their status as a police driver prior to any assessment;

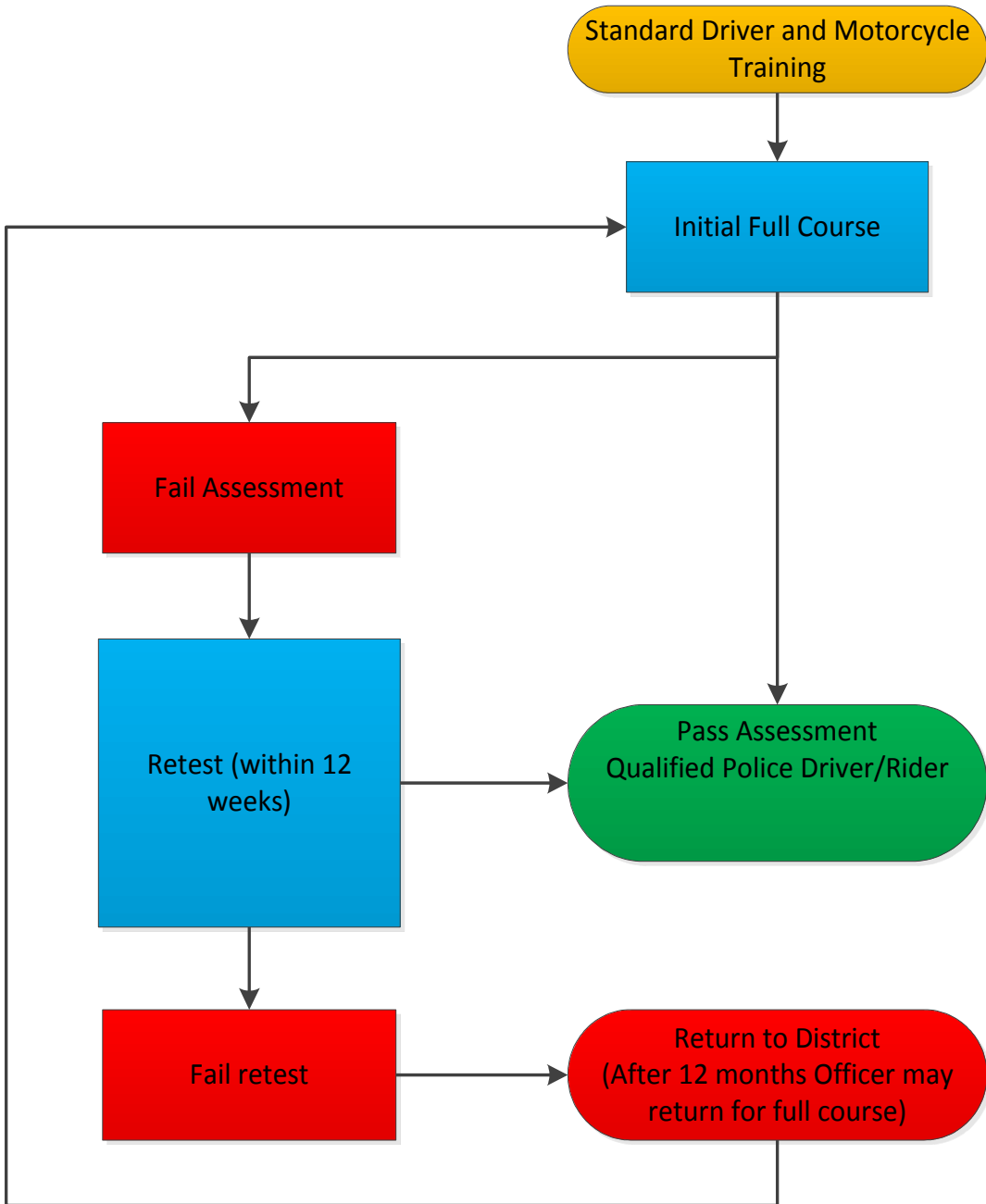
Being available at the correct date and time for their Refresher assessment with the required documentation;

Attending TDTU at the correct date and time for their relevant assessment with the required documentation;

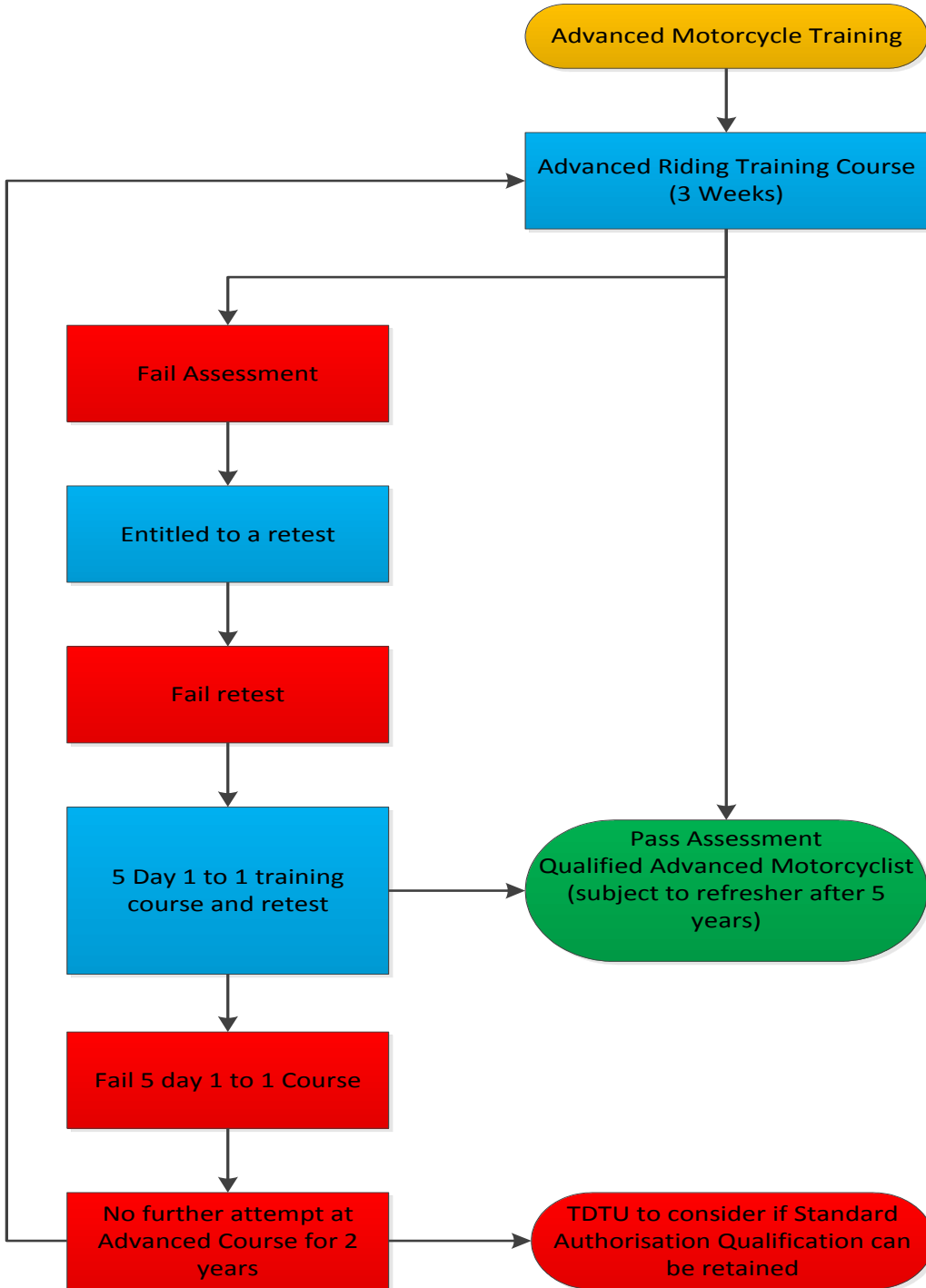
Ensuring their use of police vehicles, upon completion of the assessment, is restricted to the scope of their authority;

Reporting any medical conditions as listed in Appendix J - [Notifying Medical Conditions](#).

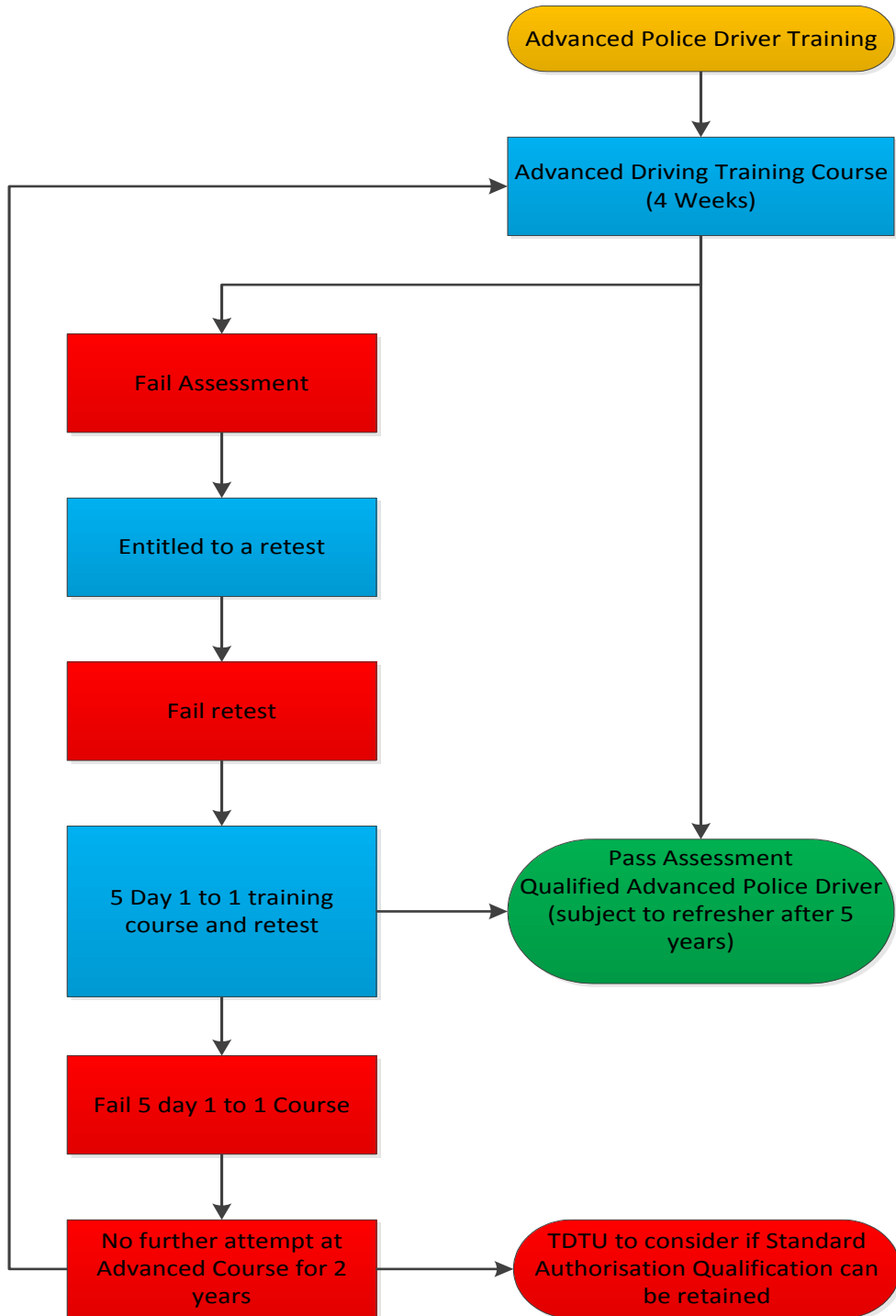
Appendix A Police Standard Driving and Motorcycle Training Initial Course



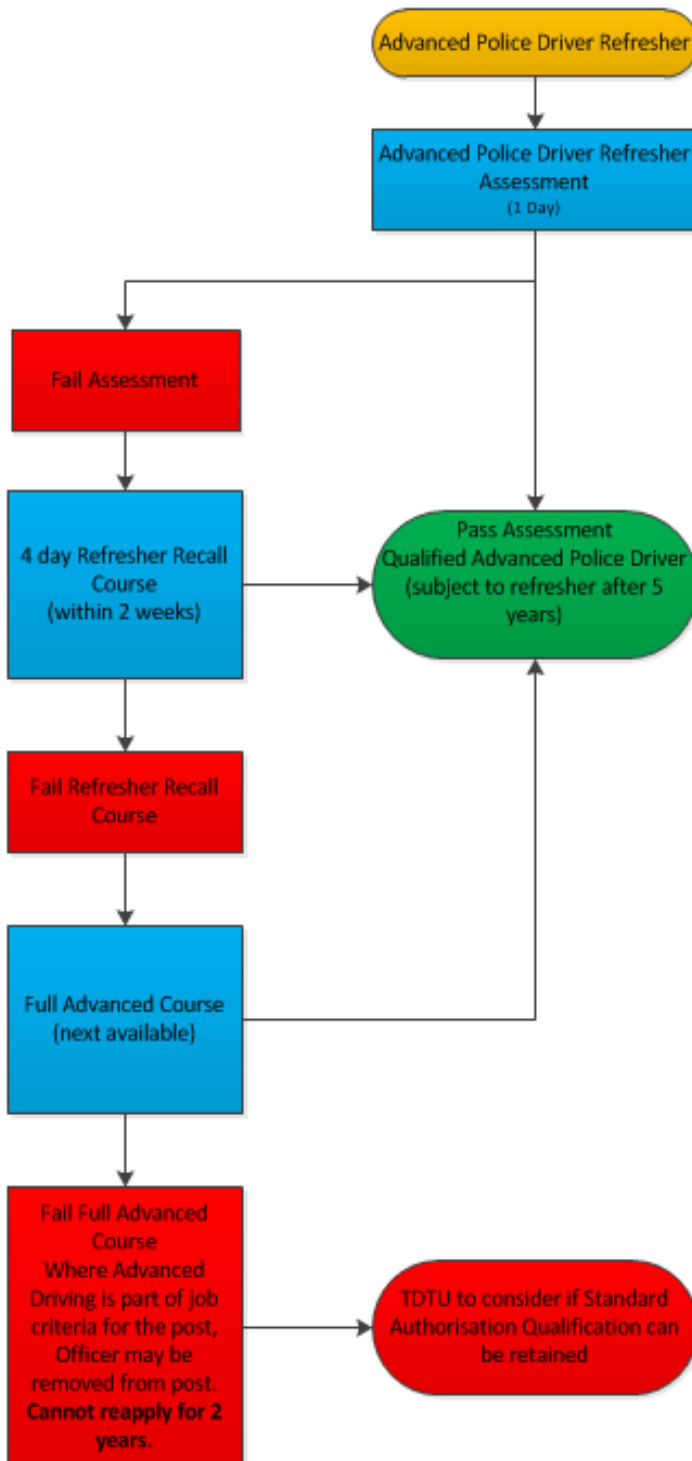
Appendix B Advanced Motorcycle Training



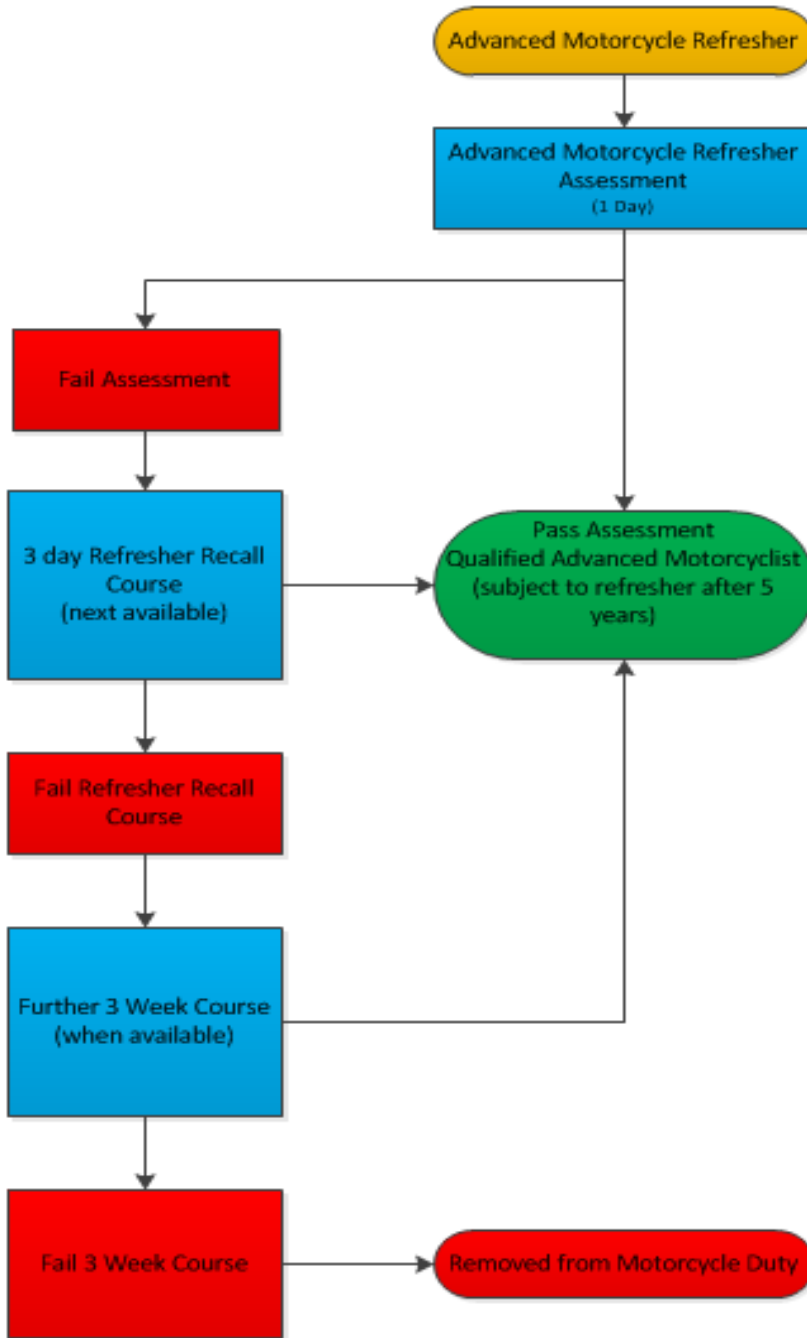
Appendix C Advanced Police Driver Training



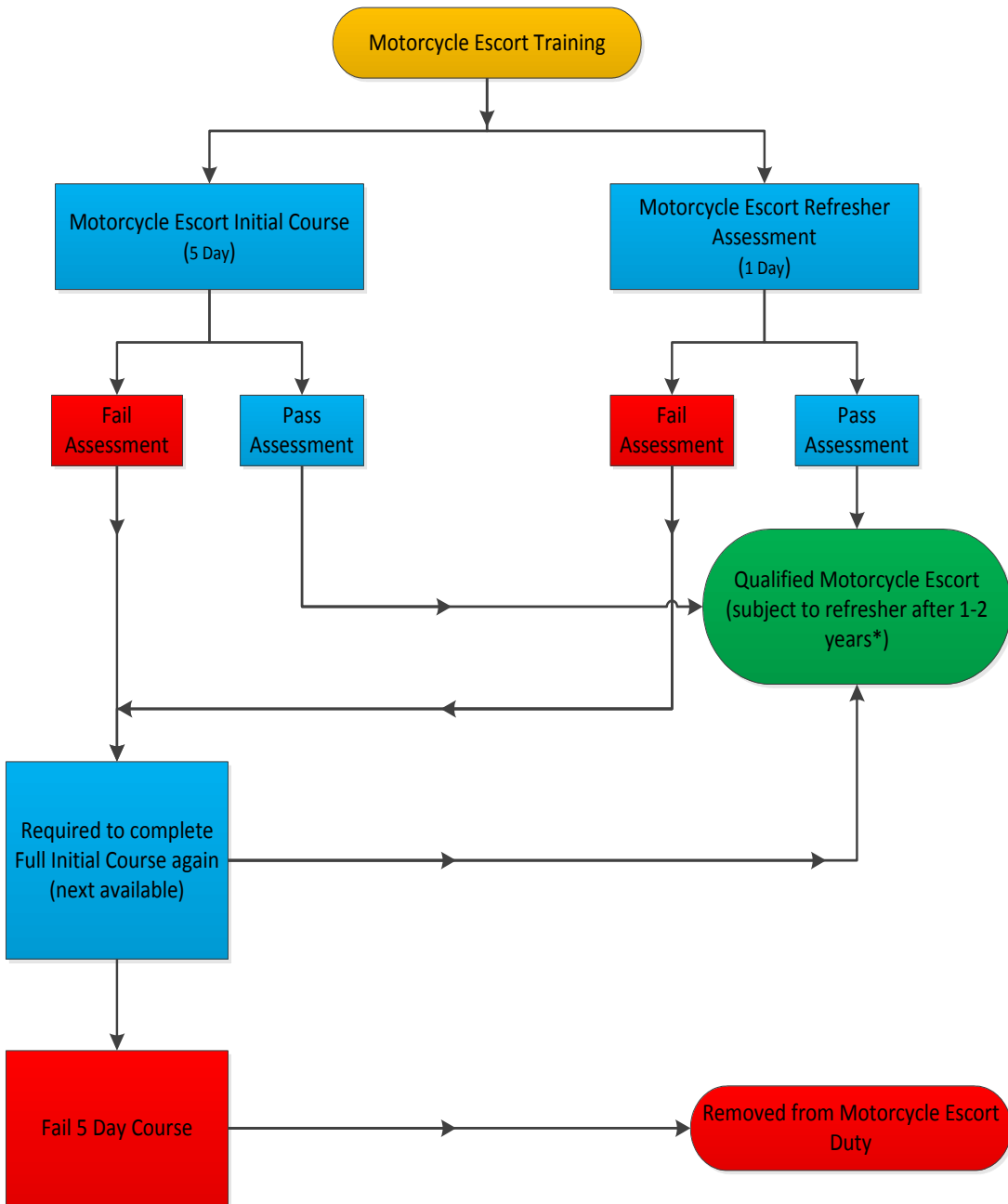
Appendix D Advanced Driver Refresher Assessment



Appendix E Advanced Motorcycle Refresher Assessment



Appendix F Motorcycle Escort Training and Refresher



* This reduced period of qualification reflects the high risk team tactics which need to be refreshed more regularly

Appendix G Driving of Police Vehicles by Police Staff

Medical examination

Police Staff (other than those who satisfy the definition of driver) who are applying to drive Police fleet vehicles must submit a MT13 form with their application.

Only those Police Staff who satisfy the definition of a driver are required to be medically examined as follows:

Any potential new appointment as a driver must be medically examined before taking up duty. This applies also to employees who are to be transferred from non-driving duties to driving duties, as well as to those taking on part time duties as a driver in addition to their other duties. Police staff already employed by the PSNI will attend Occupational Health and Well-being (OHW) for medical examination. When attending medical examination, individuals should bring their spectacles or contact lenses if worn for driving.

Following medical examination the doctor's report will be forwarded to the civilian recruitment agency or, where the police staff member is already employed by the PSNI, the relevant Chief Inspector (with a copy being forwarded to the Head of Civilian Personnel) indicating:

- if the individual is medically fit to drive;
- if any restrictions are necessary;
- if there is any doubt about fitness;
- if unfit to drive; or
- if a review is necessary.

The civilian recruitment agency/relevant Chief Inspector may consult with the Head of Civilian Personnel regarding the placement of staff where employment is limited for medical reasons.

Attendance for pre-detailed medical examination at OHW should be regarded as official duty, travel and subsistence allowance under the normal rules should be paid.

Driving Assessment

All police staff members where driving is an essential element in relation to their duties must undergo a driving assessment conducted by the TDTU. This will involve:

- Examined verbally on knowledge of the Highway Code.
- Assessed on competency to drive official vehicles of the relevant class.

The set standard of driving will be higher than that applied by the Driver Vehicle Agency (DVA).

Where a police staff member wishes to be tested by TDTU, to drive a vehicle which falls into any of the categories C1, C, D1 or D they must be in possession of provisional entitlement to drive such a vehicle and the relevant theory test pass certificate from the DVA.

Authorisation to drive police vehicles

On successful completion of the driving assessment and on appointment to the post the applicant will be issued with a driver's authorisation card clearly indicating the class of vehicle which can be driven on duty and any conditions which may apply.

No police staff member will drive an official vehicle unless in possession of the appropriate driver authorisation card or use any official vehicle without proper authority and may only drive such a vehicle for police purposes.

Where emergency warning devices are fitted to or carried in a vehicle these items will not be used while the vehicle is being driven by police staff - Police Staff Driving Instructors attached to TDTU, are exempt from this provision.

Communications

Operational police communications equipment, where fitted, may be used when necessary by police staff. Such equipment will only be used when the vehicle is stationary.

Security

The Chief Inspector with relevant responsibility will examine the security implications involved in the driving of police vehicles by police staff outside secure complexes and will issue instructions and take appropriate action to ensure the safety of personnel, vehicles and Radio fitments.

Police staff drivers will ensure that official vehicles are secured when left unattended outside a secure complex.

Road Traffic Collision / Incident involving a Police Vehicle

Police staff involved in a road traffic collision/incident whilst driving a police fleet vehicle will report the collision/incident immediately to the nearest police station and request the attendance of police at the scene.

In general, a police staff member involved in a road traffic collision/incident will remain with the vehicle until the arrival of police. However, in exceptional cases where the member believes their presence at the scene of a collision may endanger them, or the vehicle, as a result of the vehicle being compromised as belonging to police, then the police member of staff should make their way to the **nearest** police station to have the matter investigated, after informing the other parties involved in the collision of where they are going to.

The police officer visiting the scene will comply with PSNI policy in relation to Road Traffic Collision Investigation involving Police Vehicles. They will report the collision using the electronic Fleet Damage/Incident Report.

The police staff driver will normally be required to complete an Insurance Report form for the information of the PSNI's insurers.

The collision/incident will be investigated and a report forwarded to the local Occurrence and Case Management Team Manger (OCMT) for direction.

A copy of the investigation report with the OCMT Manager's direction will be forwarded to Transport Services Branch, Seapark.

Where a police fleet vehicle driven by a member of the police staff sustains damage other than in a road traffic collision the matter will be reported immediately by using the electronic

Fleet Damage/Incident Report.

Driving in Other Circumstances

The foregoing instructions will not apply where a police fleet vehicle is driven by a person other than directly in performance of a police duty, e.g. private garage employee road testing a vehicle after service or repairs.

Appendix H Appointment of Police Drivers

<p>The appointment of officers of the Police Service of Northern Ireland (PSNI) as authorised drivers/riders of official vehicles is at the discretion of the Chief Constable.</p>
<p>All applications for appointment as authorised drivers should be forwarded to the Local Training Co-Ordinator. Such applications must be carefully considered having regard to prevailing local conditions i.e. number and class of vehicles on issue, number and availability of existing drivers, foreseen duty commitments, general suitability of the applicant and the criteria set out above.</p>
<p>The officer's Chief Inspector will refer all Form MT13As that show that there may be a medical reason, which precludes the applicant from becoming, or remaining an authorised driver to the Chief Medical Adviser for assessment. No further action may be taken on the application until the decision of the Chief Medical Adviser has been received.</p>
<p>When an application for appointment is approved by the officer's Chief Inspector, Form MT13 will be forwarded to the person in charge of the Police Traffic and Driver Training Unit (TDTU) who will advise the Local Training Co-Ordinator that the Officer may apply through CAMPUS for the relevant course. Instructions regarding medical assessment or eyesight testing are contained within the course joining material. Officers must ensure they have complied prior to presenting for their driving course.</p>
<ul style="list-style-type: none"> • If successful the applicant will undergo a written test of knowledge on the contents of the Highway Code and/or Roadcraft. • The insurance policy in respect of police vehicles limits cover to those persons or classes of persons who are driving on the policyholder's order or with their permission. • The carrying capacities and speed limits applicable to certain types of vehicles (generally armoured) in use by the PSNI must be strictly adhered to at all times. • The person detailing an officer for driving duties will ensure that the officer is in possession of a current driving licence and valid driver's authorisation card for the vehicle to be driven.
<p>Officers must produce their authorisation cards and driving licences on the demand of a supervisor.</p>

Appendix I Removal of Driving Authorisation

On failing:
<ul style="list-style-type: none"> • A standard Traffic and Driver Training Unit (TDTU) driving course/test/re-test*. • An Occupational Health and Wellbeing eyesight programme and where even with the aid of spectacles/contact lenses the necessary levels for driving cannot be achieved. <p>*An officer who fails an advanced, LGV or PCV course may be retained as an authorised driver/rider in the category for which originally authorised if the person in charge of the TDTU so recommends.</p>
On sustaining:
<ul style="list-style-type: none"> • An illness or condition that would require to be notified to DVA, (See Appendix J).
On report:
<ul style="list-style-type: none"> • Of significant damage, (whether in the course of driving the police vehicle on a road or other place) where the driver is deemed blameworthy.
On being:
<ul style="list-style-type: none"> • Involved in a fatal collision while driving an official fleet vehicle. • Disqualified due to the accumulation of penalty points, or where the driver is a new driver and accrues more than six penalty points. • Charged with, or on receipt of a summons, alleging a driving offence or any offence connected with a motor vehicle, either on or off duty, which would adversely affect the image of the PSNI. • Arrested and while under investigation for an alleged driving offence involving drink or drugs, either on or off duty, or on conviction by a criminal court, of any offence connected with a motor vehicle which would adversely affect the image of the PSNI. • Under investigation for an alleged offence of dangerous driving, or of any offence directly concerned with a motor vehicle arising from the death of a person, either on or off duty.
On conviction:
<ul style="list-style-type: none"> • By a criminal court, of any offence where part of the punishment awarded is the revocation of the officer / staff member's driving licence.

- By a criminal court, of any offence connected with a motor vehicle which would adversely affect the image of the PSNI.

On accumulation:

Of Risk points as imposed by the Driving Standards Panel requiring suspension of an Officer/Staff member's Driving Authorisation.

Where:

- The standard of on-duty driving falls below what would be expected of a competent and careful driver.
- Disregard for the care of the vehicle or its contents is evident.
- The driver has accumulated 7 or more penalty points.

If the standard of on-duty driving falls below what would be expected of a competent and careful driver or disregard for the care of the vehicle or its contents is evident, or where the driver has accumulated 7 or more penalty points, then the driver's Chief Inspector/Line Manager, considering all the circumstances, may exercise their discretion in the interests of the driver, or the PSNI, in withdrawing permission to drive official fleet vehicles. A covering report outlining the reasons for withdrawing permission should be forwarded to the person in charge of TDTU.

When: a report, as referred to above, is received; or
it becomes knowledge that an authorised driver has been charged with/summoned for, or convicted of, an offence as indicated in [Appendix I](#); or
an officer's fitness to drive official fleet vehicles is in question by reason, or a contravention of, any of the terms of the paragraphs above;

The officer's supervisory officer will report the matter immediately to their Chief Inspector/Line Manager and will take the necessary steps to ensure that the officer concerned is not permitted to drive police vehicles.

The driver's authorisation card of an officer/staff member removed from driving duties will be withdrawn immediately and forwarded to the person in charge, TDTU, along with a covering report/email outlining the full facts of the incident and reason for withdrawal.

Appendix J Notifying Medical Conditions

Reminder of Legal Obligation to Report Relevant Illness or Disability	
<p>All police and staff drivers should be told, by management at the time of their initial appointment – and reminded after every subsequent medical examination which establishes their fitness to drive – that if, at any time, they become aware that they have a health problem which may affect their fitness to drive, they must inform their line manager. All police and staff drivers, whether they drive official vehicles or their own vehicle during working hours, are expected to take personal responsibility for reporting relevant illness or disability to the DVA at Coleraine, in accordance with the legal obligations of all licence holders. The civilian recruitment agency or, where a police staff member is already employed by the PSNI, the Chief Inspector/Line Manager with relevant responsibility, should confirm that all such drivers are holders of current driving licences.</p>	
<p>Any authorised police driver who becomes aware that any of the following symptoms exist will inform their immediate supervisor forthwith:</p>	
<ul style="list-style-type: none"> Heart Problems (including chest pains); 	<ul style="list-style-type: none"> Major physical disability (i.e. limbs, back, etc.);
<ul style="list-style-type: none"> Diabetes; 	<ul style="list-style-type: none"> High blood pressure;
<ul style="list-style-type: none"> Epilepsy; 	<ul style="list-style-type: none"> Vertigo; or
<ul style="list-style-type: none"> Major nervous disease; 	<ul style="list-style-type: none"> Poor vision.
<p>The authorised driver’s immediate supervisor is responsible for ensuring that the matter is reported to the Chief Medical Adviser via their Chief Inspector/Line Manager. The officer concerned will not be permitted to drive fleet vehicles until a report on the officer’s medical fitness to drive such vehicles is received from the Chief Medical Adviser.</p>	
<p>The Chief Medical Adviser may decide to assess any authorised police driver, at any time, to confirm the officer’s medical fitness to drive official fleet vehicles or examine any officer returning to duty following a period of sick leave in order to establish fitness to resume full driving duties.</p>	
<p>The Chief Inspector/Line Manager with responsibility for the officer/staff member may, at any time, require an authorised police driver to complete a Form MT13A.</p>	

Appendix K Restricted Driving Authorisation

When an authorised driver/rider sustains, through any illness or injury, an incapacity or failure of health which renders it unsafe, or not in the best interests of the officer concerned, or the PSNI, that they continue to drive police vehicles for the full range of operational driving duties - their Chief Inspector may, after consultation with the Chief Medical Adviser and the person in charge, Traffic and Driver Training Unit (TDTU), restrict the officer's driving duties.

The officer's Chief Inspector will inform the Chief Medical Adviser and person in charge, TDTU, when an officer is placed on restricted driving duties.

When an officer's driving authorisation has been restricted, their supervisory officer will be informed of the driving restriction so that the officer is not put into a position where they may have to exceed the driving restriction.

Where an officer is placed on restricted driving duties, their Chief Inspector, in association with the Chief Medical Adviser, will keep the restriction under regular review so that further restriction may be applied, if necessary, or the restriction removed altogether.

Appendix L Restoration of Driving Authorisation

Restoration to driving duties will be made where:
<p>Following removal from driving duties as outlined in Appendix I, if the officer's Chief Inspector/staff member's Line Manager is satisfied that the officer is in no way to blame for the collision and is fit to resume driving duties. In making this decision the officer's Chief Inspector/staff member's Line Manager will take into consideration any views expressed by the office of the Police Ombudsman for Northern Ireland (PONI) and the Public Prosecution Service (PPS);</p>
<p>An officer/staff member has been removed from driving duties under Appendix J and it later transpires that a driving offence has not been committed;</p>
<p>An officer/staff member has been removed from driving duties for any other reason [except in accordance with Appendix J and their Chief Inspector/Line Manager, in consultation with the TDTU Manager, has been presented with circumstances which warrant reconsideration of the case in the best interests of the PSNI];</p>
<p>Unless the officer/staff member has been removed from driving duties in excess of 12 months in which case their Chief Inspector/Line Manager, in consultation with the TDTU Manager, will recommend whether they should attend a familiarisation course/test; or a driving course, at TDTU.</p>
<p>Police officers/staff members who have been removed from driving duties in accordance with Appendix J may only be returned to same in the following circumstances:</p> <p>The Chief Inspector/Line Manager with responsibility for the officer/staff member, having consulted with the TDTU Manager, clearly and expressly recommend the re-appointment having considered all the facts of the case; and where the removed officer/staff member has previously successfully undergone a driving course – by way of that individual successfully passing an assessment of their driving ability to confirm that it is still to a standard or advanced level, whichever is applicable; or where the officer has not previously successfully undergone a standard driving course – such course must be passed before a return to driving will be authorised – TDTU will endeavour to facilitate the officer at the earliest opportunity.</p>
<p>The Chief Inspector/Line Manager with responsibility for the officer/staff member, in consultation with the TDTU Manager may, subject to the above, authorise re-appointment of the officer to driving duty and re-issue a relevant Driver's Authorisation Card.</p>

Appendix M Re-test

Where an officer/staff member has had their driving authorisation card previously removed, and it is felt that the circumstances are such that they should be considered for re-test. A report from their Chief Inspector/Line Manager, outlining the reasons for such a re-test, should accompany any application for consideration by the TDTU Manager.

The officer, if found suitable for re-test, will be required to complete a two part test – Driving and Response.

The staff member, if found suitable for re-test, will be required to complete a driving test. An automatic re-test is required, where the person has not driven a police vehicle for a period of 12 months, or more.

Appendix N Theory Test RE: Armoured Land Rovers (C1) / Minibuses (D1)

<p>Any officer who having passed their driving test since 1 January 1997 will not have a Category C1 or D1 provisional licence status on their civilian driving licence by virtue of the provisions of the Motor Vehicles (Driving Licences) Regulations (NI) 1996.</p>
<p>Accordingly, any officer to whom this applies who wishes to make application to be tested in Armoured Land Rovers/Mobile Police Stations/Large Vans (C1) or Minibuses (D1) must apply to DVA Coleraine, for the issue of a provisional licence in respect of Category C1 or D1 as appropriate.</p>
<p>A Theory Test Certificate must then be obtained by applying to the DVA in their respective area to undergo the relevant Hazard Perception & Theory examinations. Test candidates will have to demonstrate satisfactory knowledge and understanding of relevant topics.</p>
<p>Officers attending this public examination at Theory Test Centres should not disclose their occupation and should attend in plain clothes.</p>
<p>Where an officer has to obtain a Category C1 / D1 provisional licence and the relevant theory test pass certificate to be trained and tested in driving an Armoured Land Rover / Minibus then reimbursement of associated costs should be pursued in the normal manner, via local Finance Office.</p>
<p>Furthermore Category D1, candidates will be required to submit to an AccessNI Basic Disclosure Check, with costs reimbursed through e-Services.</p>

Appendix O Familiarisation Course – Police Trailers

<p>No police officer, civilian employee, or other person, may drive a police vehicle coupled to a trailer unless that person is in possession of a current valid driving licence, with the appropriate Categories, and has attended a familiarisation course at Traffic and Driver Training Unit (TDTU) in relation to that trailer type. (See diagram below.)</p>
<p>The applicable Maximum Authorised Mass (MAM) of the trailer, (or combined vehicle/trailer MAM) must not exceed the stipulated limit.</p>
<p>No police officer, civilian employee, or other person, may use a Police vehicle to tow a trailer, which is not:</p> <ul style="list-style-type: none"> Owned by the PSNI and maintained by Transport Services, or is on test/loan and for which a temporary Fleet number and Logbook has been issued; One which a fleet number has been issued by Transport Services and an appropriate Log book/service record is available.
<p>Where a District has identified a need for a specific trailer or vehicle type, which is not currently available to the PSNI, Transport Services must ensure the suitability of such trailer/vehicle prior to acquisition. Any subsequent purchase will be the responsibility of Transport Services.</p>

Licence Category	Type of course Required
Category B Licence holders after Jan 1997. Trailer not exceeding 750Kgs	This will be a one-day familiarisation and assessment. (3.BE)
Category B + E Licence holders prior to Jan 1997. Trailer exceeding 750Kgs or combination exceeding 3500Kgs	This will be one-day familiarisation and assessment. (3.BE)

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Category B Licence holders after Jan 1997 with a requirement to tow over 750Kg or the combination of Category B plus trailer exceeds 3500Kgs	This will require a two-day course including a final test to be issued a certificate of competence. (DVA Approved Examiner Only) (3.BE)
Chemical, Biological, Radiological or Nuclear incidents (CBRN) trailer towing with Cat B vehicle requires to hold B + E Licence	2 day CBRN trailer course
CBRN trailer towing with a Cat C1 vehicle (Armoured Land Rover) requires to hold a C1 + E Licence	Dependent upon Licence and driving card category held

Mobile Police Stations	Training
Those vehicles that have air suspension / air brake/s falls within Category 5.S	All existing police drivers who hold 4.1/5.S must attend a 1-day familiarisation. Officers who do not hold 4.1/5.S must be appointed at this level before attending the one-day familiarisation course.
Those vehicles which are based on a van which has been converted fall within Category 4.S	All existing police drivers who have acquired their C1 (card category 4.C) driving licence by completing a course at TDTU will be authorised to drive the converted van type Mobile Police Station. Contact TDTU to have this added to your driving card Officers who have not acquired their C1 licence through TDTU must attend the one-day familiarisation course.

Appendix P Vision Standards for Authorised Drivers

General Principles

- The PSNI requires authorised police drivers to meet stipulated eye sight standards which exceed the civilian standard as imposed by DVA. Consequently any requirement for additional driving glasses or contact lenses will be funded by the PSNI.
- All glasses and lenses offered for sale meet UK safety specifications. Frames should be plain and in keeping with the colour of the main uniform. Styles which could detract from a professional image are not allowed.
- The wearing of contact lenses is at the discretion and choice of the Officer concerned. No additional reimbursement will be made if the cost of the contact lenses is greater than that of providing the glasses. The current limit is £240 to include the cost of the frames, lenses and eyesight test.

Appendix Q Role of Occupational Health and Wellbeing (OH&W)

OH&W are responsible for testing the eye-sight of recruitment candidates who will be asked to wear their current prescription glasses

- Probationer Officers attending their Initial Driving Course who have attested within the previous 12 months will not require a further eyesight test, having been recently checked by OH&W as part of the recruitment process.
- In-service Officers who have had their eye-sight tested by OH&W within the previous 24 months will not be required to be referred in advance of attending their driving course.
- Officers falling outside these provisions will be required to follow the Driving Course Joining Instructions and ask their line manager to make an OH&W “Fit for Work Referral” for an eye-sight test. Officers attending Advanced Driving will always be referred to OH&W prior to commencing training.
- Officers attending Category C1, C or D1, D training will be required to undergo a full vocation medical examination by their doctor. Cost will be reimbursed via e-Services.
- Where the terms of an authorisation require that the officer must wear their spectacles or contact lenses, as directed by OH&W, when driving official vehicles, these spectacles/contact lenses must be worn at all times when performing such duty. Apart from any disciplinary considerations, failure to do so may lead to financial loss in civil claims should the officer concerned receive an injury in a collision when driving an official vehicle. It should be noted that an officer cannot switch between spectacles and contact lenses except after test in each appliance.

Medical Examination for Drivers

Vehicle type as defined in Road Traffic legislation	Re-examined for renewal licence from the age of 45	Thereafter every 5 years	All subsequent Renewals
Passenger Carrying Vehicles (PCVs)	✓	✓	✓
Large Goods Vehicles (LGVs)	✓	✓	✓

Drivers of all other vehicles for which only an ordinary driving licence is required must be examined on entry and upon reaching 45 years of age and at five yearly intervals thereafter, with the exception of drivers of cars or light vans who are not required to carry passengers as an essential part of their duties.

Drivers in any of these categories above may need to have more frequent or regular examinations in special circumstances; for example, where an individual has a medical disorder which is mild or in its early stages (i.e. a prospective disability) which justifies review.

The appropriate DVA form (DLM1) should be completed for C1, C1 + E, D1, D1 + E (LGV and PCV drivers) during the medical examination. It is the responsibility of the employee to bring the appropriate form to the medical examination and for the employee or their supervisor to send it to the appropriate licensing authority afterwards.

Appendix R Contact Us

Service Instruction Author

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Branch Email

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