



# Service Procedure

## **AUTHORISED POLICE DRIVERS – CLASSIFICATION, AUTHORISATION, APPOINTMENT AND REMOVAL**

SP Identification Number	8/2008
Protective Marking	<b>Not Protectively Marked</b>
Policy Ownership:	
Department	Operational Support Department
Branch	Operations Branch – Road Policing Development
Author	Inspector PW1445
Procedure Approved By:	ACC Operational Support Department
Service Executive	
Department or Branch Head	C/Superintendent
Date Of Approval	20 September 2015
Date First Issued:	7 February 2008
Version Number	3
This Version Issued:	11 December 2015
Review Date:	2 years from issue date
Governing Policy Directive:	Policing The Roads

**ABSTRACT:** These instructions set out the arrangements for Police Driver training, authorisation to drive police vehicles and includes eyesight standards.

INDEX

Section	Subject	Page
1	Aim of Service Procedure	3
2	Introduction	3
3	Legal Basis	3
4	Policy Links	3
5	Consultation	3-4
6	Human Rights/United Nations Convention on the Rights of the Child (UNCRC)/Equality/Code of Ethics/Freedom of Information	4
7	Procedure and/or Guidance	4
7(1)	Drivers – Police Vehicles	4
7(2)	Classification/Authorisation	4-8
8	Monitoring/Review	9
9	Cancellation	9
<b>Appendices</b>		
Appendix 1	Appointment	10
Appendix 2	Removal of Driving Authorisation	11-12
Appendix 3	Notifying Medical Conditions	13
Appendix 4	Restricted Driving Authorisation	14
Appendix 5	Restoration of Driving Authorisation	15
Appendix 6	Re-Test	16
Appendix 7	Theory Test Re Armoured Land Rovers	17
Appendix 8	Familiarisation Course – Police Trailers	18
Appendix 9	Vision Standards for Authorised Drivers	19

**1. AIM OF SERVICE PROCEDURE**

- (1) This Service Procedure and associated appendices sets out Police Service of Northern Ireland (the Police Service) policy and procedure for regulating the appointment and removal of police drivers of fleet vehicles and includes the authorisation of police officers part-time (POPTs) for basic, non-response driving purposes.
- (2) The philosophy underpinning this document is that the category(ies) of vehicle(s) for which a police officer is authorised to drive [paragraph 8(2)(b) refers] and the purpose for which a police vehicle is driven [paragraph 8(2)(b) refers], although inter-related, are separate issues for consideration.
- (3) This Service Procedure addresses the issue of PSNI driving vision standards and procedure for testing and issue of official police driving glasses – see Appendix “9”.

**2. INTRODUCTION**

The objective of the Service Procedure is to set in place procedures aimed at ensuring that the highest possible standards, both of driver and driving ability, are maintained in the interests of safety of police personnel and other road users.

**3. LEGAL BASIS**

- (1) The Road Traffic (Northern Ireland) Order 1981,1995 and 2007;
- (2) The Motor Vehicles (Driving Licences) Regulations (NI) 1996;
- (3) The Health and Safety at Work (Northern Ireland) Order 1978;
- (4) The Police (Northern Ireland) Act 2000;
- (5) The European Convention on Human Rights; and
- (6) The PSNI Code of Ethics (relating to Professional Duty).

**4. POLICY LINKS**

The following Service Procedures are relevant to this Service Procedure:

- (1) Service Procedure No: 37/2008 - Driving of Police Vehicles by Police Staff Attached to the Police Service of Northern Ireland;
- (2) Service Procedure No: 28/2002 – Land Rover Chassis Fitted with Steel/Armoured Glass Protection Kits;
- (3) Service Procedure No: 63/2001 - Saloon Cars Fitted with Steel/Armoured Glass Protection Kit; and
- (4) Service Procedure No: 5/2012 – Police Driver Refresher Training.

**5. CONSULTATION**

- (1) District Commanders;
- (2) Police Ombudsman for Northern Ireland;
- (3) Equality and Diversity;
- (4) Superintendents’ Association;

- (5) Police Federation for Northern Ireland;
- (6) Traffic and Driver Training Unit (TDTU);
- (7) Legal Services Branch; and
- (8) Transport User Group (TUG).

**6. HUMAN RIGHTS/UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)/EQUALITY/CODE OF ETHICS/FREEDOM OF INFORMATION**

This Service Procedure is deemed to be Human Rights compliant and consideration has been given to the United Nations Convention on the Rights of the Child (UNCRC). It has been screened for Section 75 considerations and complies with the PSNI Code of Ethics. It is suitable for disclosure with the Freedom of Information Act 2000, if required.

**7. PROCEDURE AND/OR GUIDANCE**

**(1) Drivers – Police Vehicles**

- (a) No police officer, civilian employee, or other person, 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.
- (b) No police officer, civilian employee, or other person ( including appointed agency staff), may use a police vehicle:
  - (i) for any private purpose;
  - (ii) unnecessarily; or
  - (iii) without proper authority, unless justified by exceptional circumstances.
- (c) 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.
- (d) All police drivers must wear any prescribed vision driving aid when driving fleet vehicles.

**(2) Classification/Authorisation**

- (a) Authorisation cards are issued to all approved police drivers. These are referred to as "Drivers' Authorisation Cards" and show the category or categories of vehicle the holder is authorised to drive.
- (b) Categories for which drivers may qualify are as follows:

<b>Category A</b>	<b>Motorcycles</b>
1.A	High performance motorcycles (over 700cc)
2.A	Patrol motorcycles (up to 700cc)

**NOT PROTECTIVELY MARKED**

<b>Category B</b>	<b>Cars and other Cat B licence vehicles</b>	
1.B	High performance vehicles (over 180 bhp / 178 PS / 134kw)	
2.B	All armoured Cat B licence vehicles	
3.B	Patrol vehicles (Cat B licence vehicles including vans up to 3.5t mam)	
<b>Category C</b>	<b>Large goods vehicles</b>	
1.CE	LGV C+E	
2.C	LGV C (over 7.5t maximum authorised mass)	
3.C	LGV C1 (3.5t – 7.5t mam with air brakes)	
4.C	LGV C1 (3.5t – 7.5t mam large vans)	
<b>Category D</b>	<b>Passenger carrying vehicles</b>	
1.D	PCV D	
2.D	Cell van (with air brakes) D1	
3.D	PCV D1 (9 – 16 passenger seats)	
<b>Category E</b>	<b>Trailers</b>	
E	E added to appropriate category to signify trailer course for that vehicle completed, eg 3.BE = car & trailer	
<b>Category S</b>	<b>Specialist vehicles</b> (separate courses needed)	
	Must hold	
1.S	Case 721	2.B
2.S	Watercannon	2.C
3.S	Mobile Police Station (air brakes) (also gives 4.S)	3.C
4.S	Mobile Police Station	3.C
5.S	Armoured Land-Rover	3.C
6.S	Quad	3.BE

\* When these specialist vehicles are allocated there is a requirement to undergo training and familiarization.

(3) The purpose for which a police vehicle is being driven will fall into one of four categories:

(a) **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 VIPs.

**NOT PROTECTIVELY MARKED**

**(b) Basic Driving**

- (i) Basic driving is the driving of police vehicles by those who hold the correct category on their driving licence and possess a valid Drivers Authorisation issued by TDTU to drive that vehicle. Officers presently holding the basic driving authorisation will continue to retain this basic qualification. Basic Driving is only for enquiries and other such non-response purposes and includes the conveyance of police and other authorised persons in vehicles in connection with police duties or for another authorised purpose and the movement of fleet vehicles for fleet management and maintenance purposes, but does not include any aspect of response driving. It does not normally include driving using emergency equipment.
- (ii) It is acknowledged there will be occasions when an officer is driving a vehicle for which they are authorised to drive for basic driving purposes only, when an unforeseen incident will occur which will necessitate them driving or using the vehicle for response or other operational driving purposes to fulfil their duties under Section 32 of the Police (NI) Act 2000. In such circumstances justification for engaging in response driving of the vehicle rests with the officer, who must drive within their own capabilities at all times.

**(c) Driving within a Training Environment**

In order to facilitate Scenario and Combined Operational Training for recruits, it is acceptable for student police officers to drive police vehicles within the confines of the training environment provided:

- (i) He/she is in possession of a current DVA issued driving licence (with the appropriate category)
- (ii) They are under the direct supervision of training staff.

**(d) 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. In these very limited and specific cases, the authority to drive vehicles outside the entitlement is limited to the principles as described in sub-para (b) Basic Driving.

- (4) An authorisation will be valid only for vehicles of the sub-categories shown, 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 (eg 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).
- (5) The Police Service has two classifications for regular police officers, in the form of Standard Driver and Advanced Driver. The Standard Driver has completed a three-week driving course at standard level. The 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.
- (6) 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. 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.

(7) An officer of Chief Inspector rank, or above, will authorise the driving of police fleet vehicles, by police officers (regular, and police officers part time) in the following circumstances:

(8) **Standard Driving Course**

- (a) Officers who have successfully completed the Standard Driving Course as provided by TDTU, will be entitled to drive Police vehicles of a category(ies) authorised for operational purposes. Driving qualifications obtained outside of the Police Service will be subject to scrutiny for College of Policing compliance. Officers transferring to the Police Service 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.
- (b) 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 category of vehicle they are driving.
- (c) 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.
- (d) 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, ie no provisional licence holders will be trained. (See Appendix 7 in relation to Armoured Land Rover training).

(9) **Advanced Driving Course**

- (a) 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, eg Road and Armed Response Unit/Close Protection Units, Special Operations Branch (SOB), Auto Crime Teams, etc.
- (b) 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.
- (c) As a pre-requisite to attending the Advanced Driving Course, the candidate must already hold Categories C1 and D1 on their driving card.

(10) **Motorcycle Driving Course**

- (a) Placements on motorcycle courses will depend on similar criteria as above. As the Police TDTU no longer offer courses to provisional licence holders it follows that only full licence holders for, at least, 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.
- (b) Applications for advanced motorcycle courses will follow the procedure as in place for advanced driving courses.

**(11) Specialist Driving Courses**

These include Large Goods Vehicle (LGV), Passenger Carrying Vehicle (PCV), trailer up-grade and other specialist vehicles within the Police Service of Northern Ireland 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.

**(12) POPT Basic Driving Course**

- (a) 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.
- (b) 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 2B (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, 4x4's or other specialist vehicles.
- (c) To ensure 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 UCMC/Communication Rooms as a 'Sector Non Response' vehicles.
- (d) The term '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.
- (e) 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.

**(13) Restrictions applying to Police Officers Part Time**

Holders of a basic authority **WILL NOT** be authorised to:

- (a) 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);
- (b) 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);
- (c) Use legal exemptions applicable under current legislation;
- (d) Transport prisoners unless suitably trained and in possession of the necessary personal protective equipment;
- (e) Undertake response mobile patrol duties or perform routine stops on motorists, except in cases of immediate necessity.



**8. MONITORING/REVIEW**

This Service Procedure will be reviewed on a biennial basis by Head of Road Policing in conjunction with the Head of Traffic and Driver Training.

**9. CANCELLATION**

Service Procedure 45/2006 ' Police Officer Part-Time Basic Driving Authority ', is hereby cancelled.

**APPOINTMENT**

- (1) The appointment of officers of the Police Service of Northern Ireland (the Police Service) as authorised drivers/riders of official vehicles is at the discretion of the Chief Constable.
- (2) 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 ie 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.
- (3) 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.
- (4) 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.
- (5) If successful the applicant will undergo a written test of knowledge on the contents of the Highway Code and/or Roadcraft.
- (6) 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.
- (7) The carrying capacities and speed limits applicable to certain types of vehicles (generally armoured) in use by the Police Service must be strictly adhered to at all times.
- (8) 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.
- (9) Officers must produce their authorisation cards and driving licences on the demand of a supervisor.

**REMOVAL OF DRIVING AUTHORISATION**

An authorised driver/rider will be removed either temporarily or permanently from driving duties:

- (1) On failing a standard driving course or a test or re-test by the Police Service Traffic and Driver Training Unit (TDTU). (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 Police Service TDTU so recommends);
- (2) On failing the Occupational Health eyesight programme, and it is considered that, with the aid of spectacles/contact lenses, the necessary eyesight levels, as set for police drivers, cannot be achieved;
- (3) On sustaining, through illness or injury, an incapacity or failure of health which it is considered renders it unsafe for, or not in the best interests of the officer concerned, or of the Police Service that the officer continues to drive police vehicles;
- (4) On report of significant damage, (whether in the course of driving the police vehicle on a road or other place) where the driver is deemed blameworthy;
- (5) On being involved in a fatal collision while driving an official fleet vehicle;
- (6) On being 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 Police Service;
- (7) On being disqualified due to the totting up of penalty points, or where the driver is a new driver and accumulates more than six penalty points;
- (8) On conviction by a criminal court, of any offence where part of the punishment awarded is the revocation of the officer's driving licence;
- (9) On conviction by a criminal court, of any offence connected with a motor vehicle which would adversely affect the image of the Police Service;
- (10) While 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;
- (11) On being 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 Police Service;
- (12) Where the standard of 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, then the officer's Chief Inspector, considering all the circumstances, may exercise their discretion in the interests of the officer, or the Police Service, 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 TDTU.
  - (a) An authorised driver, disqualified due to an accumulation of penalty points, charged with/summoned for, or convicted of, an offence as indicated in (5) to (11) inclusive, will immediately report the fact, in writing/email, to a supervisor for onward transmission to their Chief Inspector and Person in Charge TDTU.

Where:

- (i) a report, as referred to above, is received; or
  - (ii) it becomes knowledge that an authorised driver has been charged with/summoned for, or convicted of, an offence as indicated in Appendix 2 (5) to (11) inclusive; or
  - (iii) an officer's fitness to drive official fleet vehicles is in question by reason, or a contravention of, any of the terms of in the paragraphs above;
- (b) the officer's supervisory officer will report the matter immediately to their Chief Inspector and will take the necessary steps to ensure that the officer concerned is not permitted to drive police vehicles.
- (c) The driver's authorisation card of an officer removed from driving duties will be withdrawn immediately and forwarded to person in charge, TDTU, along with a covering report/email outlining the full facts of the incident and reason for withdrawal.

**NOTIFYING MEDICAL CONDITIONS**

- (1) Any authorised police driver who becomes aware that any of the following symptoms exist will inform their immediate supervisor forthwith:
  - (a) heart problems, including chest pains;
  - (b) diabetes;
  - (c) epilepsy;
  - (d) major nervous disease;
  - (e) major physical disability (ie limbs, back, etc);
  - (f) high blood pressure;
  - (g) vertigo;
  - (h) poor vision.
- (2) The authorised driver's immediate supervisor is responsible for ensuring that the matter is reported to the Chief Medical Adviser via their Chief Inspector. 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.
- (3) 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.
- (4) The Chief Inspector with responsibility for the officer may, at any time, require an authorised police driver to complete a Form MT13A.

**RESTRICTED DRIVING AUTHORISATION**

- (1) 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 Police Service of Northern Ireland (the Police Service), 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 authorisation to basic driving purposes as outlined in paragraph 8(3)(b) above.
- (2) 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.
- (3) When an officer's driving authorisation has been restricted, as per sub paragraph (1) above, 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.
- (4) 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.

**RESTORATION OF DRIVING AUTHORISATION**

- (1) Restoration to driving duties will be made where:
- (a) Following removal from driving duties under paragraph Appendix 2(5), if the officer's Chief Inspector 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 will take into consideration any views expressed by the office of the Police Ombudsman for Northern Ireland and the Public Prosecution Service;
  - (b) An officer has been removed from driving duties under Appendix 2(6) and it later transpires that a driving offence has not been committed;
  - (c) An officer has been removed from driving duties for any other reason [except in accordance with paragraphs Appendix 2(7) to (11) and their Chief Inspector, in consultation with the person in charge Traffic and Driver Training Unit (TDTU), has been presented with circumstances which warrant reconsideration of the case in the best interests of the Service;

Unless the officer has been removed from driving duties in excess of 12 months in which case their Chief Inspector, in consultation with the person in charge TDTU, will recommend whether the officer should attend (i) a familiarisation course/test; or (ii) a driving course, at TDTU.

- (2) Police officers who have been removed from driving duties in accordance with paragraphs Appendix 2(7) to (11) may only be returned to same in the following circumstances:
- (a) The Chief Inspector with responsibility for the officer, having consulted with the person in charge TDTU, clearly and expressly recommend the re-appointment having considered all the facts of the case; and
  - (b)
    - (i) where the removed officer has previously successfully undergone a driving course – by way of that officer successfully passing an assessment of their driving ability to confirm that it is still to a standard or advanced level, whichever is applicable; or
    - (ii) 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.
  - (c) The Chief Inspector with responsibility for the officer, in consultation with the person in charge TDTU may, subject to the above, authorise re-appointment of the officer to driving duty and re-issue a relevant Driver's Authorisation Card.

**RE-TEST**

- (1) Where an officer 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, outlining the reasons for such a re-test, should accompany any application for consideration by the person in charge Traffic and Driver Training Unit (TDTU). The officer, if found suitable for re-test, will be required to complete a two part test – Driving and Response.
- (2) An automatic re-test is required, where the person has not driven a police vehicle for a period of 12 months, or more.
  - (a) Where an officer is unsuccessful in the Advanced-driving course, that officer will be offered the opportunity of a re-test within seven days. If the officer is unsuccessful in this re-test, there will be no further training or testing. (This will not normally affect an officers driving entitlement at standard level.)
  - (b) Where an officer unsuccessful in an initial drive, that officer will be offered the opportunity to be re-tested within the next 3 to 12 month period. Where an officer subsequently attends for re-test, ie the second test, and is again unsuccessful, that 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 unsuccessful test). Any new application made by the officer will be in accordance with the procedures as outlined in Appendix 1.
- (3) An officer who is unsuccessful in the Standard Driving - 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.
- (4) 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 1.



**THEORY TEST RE: ARMoured LAND ROVERS**

- (1) Any officer who having passed their driving test since 1 January 1997 will not have a Category C1 provisional licence status on their civilian driving licence by virtue of the provisions of the Motor Vehicles (Driving Licences) Regulations (NI) 1996.
- (2) Accordingly, any officer to whom this applies who wishes to make application to be tested in Armoured Land Rovers/Mobile Police Stations/Large Vans must apply to Driver Vehicle Licensing Northern Ireland (DVLNI,) Coleraine, for the issue of a provisional licence in respect of Category C1.
- (3) A Theory Test Certificate must then be obtained by applying to the DVLNI in their respective area to undergo the relevant examination. Test candidates will have to demonstrate satisfactory knowledge and understanding of relevant topics.
- (4) Officers attending this public examination at Theory Test Centres should not disclose their occupation and should attend in plain clothes.
- (5) Where an officer has to obtain a Category C1 provisional licence and the relevant theory test pass certificate to be trained and tested in driving an armoured Land Rover then reimbursement of associated costs should be pursued in the normal manner, via local Finance Office.
- (6) Holders of Category C licences, when they reach 45 years of age are required under the EU 3<sup>rd</sup> Directive to submit a Form DLM1 which will necessitate a medical examination, which should be sourced through OH&W; any costs incurred will be reimbursed via e-Services.

**FAMILIARISATION COURSE – POLICE TRAILERS**

- (1) 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 grid below.)
- (2) The applicable Maximum Authorised Mass (MAM) of the trailer, (or combined vehicle/trailer MAM) must not exceed the stipulated limit.
- (3) No police officer, civilian employee, or other person, may use a Police vehicle to tow a trailer, which is not:
  - (a) a trailer owned by the Police Service and maintained by Transport Services, or is on test/loan to the, Police Service and for which a temporary Fleet number and Logbook has been issued;
  - (b) a trailer for which a fleet number has been issued by Transport Services and for which an appropriate Log book/service record is available.
- (4) Where a District has identified a need for a specific trailer or vehicle type, which is not currently available to the Service, Transport Services must ensure the suitability of such trailer/vehicle prior to acquisition. Any subsequent purchase will be the responsibility of Transport Services.

<b>Licence Category</b>	<b>Type of course Required</b>
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)
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. (DSA Approved Examiner Only) (3.BE)
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

<b>Mobile Police Stations</b>	<b>Training</b>
This vehicle 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.

## VISION STANDARDS FOR AUTHORISED DRIVERS

### GENERAL PRINCIPLES

1. 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.
2. As all glasses and lenses offered for sale meet UK safety specifications, it is not deemed necessary to stipulate that "safety" glasses are required for police drivers.
3. 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.
4. 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.

### ROLE OF OCCUPATIONAL HEALTH AND WELLBEING (OH&W)

1. OH&W are responsible for testing eye-sight of recruitment candidates who will be asked to wear their current prescription glasses.
2. 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.
3. In-service Officers who have had their eye-sight tested by OH&W within the previous 12 months will not be required to be referred in advance of attending their driving course.
4. 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.
5. Officers attending Category C or D training will be required to undergo a full vocational medical examination by their doctor. Cost will be reimbursed via e-Services. Furthermore Category D candidates will be required to submit to an AccessNI Basic Disclosure Check, with costs reimbursed through e-Services.
6. 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.