

SI0418

Driving of Police Vehicles

SI Identification Number SI0418

Policy Ownership Operational Support Department

Initial Publication 24/05/2018

Review Cycle 3 years

Reviewed 23/12/2021

Last Amended 18/11/2022

Governing Service Policy Policing the Roads

Cancellation of SP08/08 Authorised Police Drivers – Classification, Authorisation, Appointment and Approval
 SP37/08 Driving of Police Vehicles by Police Staff Attached to PSNI
 SP05/12 Police Refresher Driver Training and Assessment

Classification **OFFICIAL [PUBLIC]**

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

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1. Introduction

Within the Police Service of Northern Ireland (PSNI) police drivers (which comprise police officers, Police Staff, agency staff or other authorised persons) may only drive a police vehicle if they are in possession of:

- A current driving licence issued in compliance with the Motor Vehicles (Driving Licences) Regulations (NI) 1996; and
- A valid driver's authorisation with appropriate categories issued by the Chief Constable (for all police drivers with the exception of Police Temporary Basic Drivers).

Police drivers may **not** use a police vehicle:

- For any private purpose;
- Unnecessarily; or
- Without proper authority, unless justified by exceptional circumstances.

Any breaches of this may lead to criminal and/or disciplinary action and as a result they may be required to reimburse any costs or expenses that arise from their action/s.

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

This document should be considered in tandem with the provisions of the College of Policing Authorised Professional Practice, [APP - Police Driving](#).

It should also be read in conjunction with the PSNI Locate SI0417. (Available via the [Corporate Policy Homepage](#) under Service Instructions).

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 (Performance Value 3.2 PV or below)</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>Temporary Basic Driver Police Staff – Category B soft skin vehicles (1B, 3B)</p> <p>Temporary Basic Driver Police Officer- Category B Vehicles</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>2C 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>1S Case 721</td> <td>Must Hold 2B</td> </tr> <tr> <td>2S Water Cannon</td> <td>2C</td> </tr> <tr> <td>3S Mobile Police Station (air brakes) (also gives 4S)</td> <td>4C</td> </tr> <tr> <td>4S Mobile Police Station</td> <td>4C</td> </tr> <tr> <td>5S Armoured Land Rover</td> <td>4C</td> </tr> <tr> <td>6S Quad</td> <td>3BE</td> </tr> </table>	1S Case 721	Must Hold 2B	2S Water Cannon	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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6S Quad	3BE														

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

3. Purpose for which a Police Vehicle is being driven

All Driver / Rider performance is monitored through Locate panels.

Although the law, (Road Traffic Regulation (NI) Order 1997 Section 42 (1)), does afford qualified exemptions, a police driver, if required, must be able to justify their actions as necessary and proportionate to the policing purpose. However, the driver should also be aware that the law does not provide *carte blanche* protection from legal action instigated for driving that is considered dangerous or careless and the onus is on the driver to ensure that in driving the vehicle and availing of these exemptions, they do not endanger the lives of others or themselves.

Police Staff – Basic Driver

Prior to granting Police Staff permission to become a Basic Driver:

A Line Manager is required to ensure a Police Staff member has a current appropriate drivers licence in accordance with Personal Issue Equipment instructions.

Driving of category B soft skin police vehicles by police staff MUST be to a high standard. Public perception and confidence in the Organisation is of paramount importance and must not be undermined by the incorrect or inappropriate use of a police vehicle.

Police Staff must complete the mandatory Basic Drivers package. Police staff receive no practical driver training and should always remain within national speed limits.

Police Staff - Driving Specialist Vehicles

Police Staff may apply to drive specialist/armoured Police fleet vehicles if it is deemed necessary to assist in carrying out their Role. These staff will be required to undergo training/assessment by Traffic and Driver Training Unit (TDTU).

See also [Appendix I – Driving of Police vehicles by Police Staff](#).

Driving within a Training Environment

In order to facilitate scenario and Combined Operational Training as well as other training provision, it is permissible for non-police drivers to drive police vehicles within the confines of a 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 authorisation for specific fleet vehicle classifications.

4. Police Driving Classifications

Police Non-Operational Basic Driver

There are a number of roles within the organisation where Officers may be required to drive vehicles in a non-operational capacity as part of their duties. Such roles are typically Staff Officers to the Senior Executive Team and Senior Officers where the driving requirement is restricted to transport purposes only.

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).

Temporary Basic Driving

The Temporary Basic Police Driver category is a temporary measure to address a critical operational demand for drivers and will be directed by the Service Executive Team as required when an organisational need has been identified.

All Temporary Basic Drivers will be required to hold an unrestricted licence issued by the DVLA or EU equivalent and will be required to undertake a Temporary Basic Drivers familiarisation package prior to taking up driving duties. [Appendix A](#).

Temporary Basic Police Drivers must complete the mandatory familiarisation package and may:

- Drive category B police vehicles.
- Drive for non-operational and routine patrol purposes.
- Drive in a non-emergency response capacity.
- Patrol to detect and prevent crime or other offences.
- Only use emergency equipment for compliant vehicle stops and to protect

scenes as set out in the familiarisation package.

Temporary Basic Police Drivers may NOT:

- Avail of legal exemptions afforded to trained police drivers;
- Routinely respond to 999 calls

The use of emergency equipment to facilitate progress through a traffic holdup is deemed to be response driving and normally outside the scope of a Temporary Basic Driver.

Police Officers Part Time (POPT) Basic driving assessment

As Grandfather Rights will apply to those POPTs who have previously undergone training with TDTU, they will continue to hold the authorisation.

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. 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. Nor are these drivers permitted to:

- 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.

However a 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.

Remember **ALL HOLDERS** of a basic authority [Police Non-Operational Basic Driver, Temporary Basic Driver and Police Officers Part Time (POPT)] are **NOT** permitted to:

- Routinely 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 Article 2 ECHR. In such circumstances the officer must drive within their own capabilities and be able to fully justify their actions;

- Rely upon legal exemptions for speed limits and breach of traffic signs.

Standard Driving Course – 3 weeks

Officers, who have successfully completed the [Standard Driving Course \(Appendix B\)](#) 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. If appropriate, further training and assessment will be provided to this group regarding specialist armoured vehicles.

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.

Additionally, a pre-requisite 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 P in relation to [Armoured Land Rover Training / Test](#)).

Where an officer has not completed 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 J - [Appointment of Police Drivers](#).

Advanced Driving Course – 4 weeks

Upgrade to advanced driving will be role specific and officers will be called to undergo the Police advanced driving course, subject to their line management's recommendation and course availability. Where an officer fails the Advanced Driver final drive, the procedures as set out in

[Appendix E](#), 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 motorcycle licence holders it follows that only those who have a minimum of 1 years recent riding experience after having attained full Category A may apply for motorcycle courses – [Motorcycle Training](#) (Appendix C). Placement will depend on:

- A motorcycle being attached to the relevant 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
 - The 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 D](#), 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 at least 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

The Highway Code/Road Craft test will be a pre-requisite for any officers attending any Standard, Advanced or Motorcycle Driving Course. The test will be completed online via Classis and an officer has a maximum of three attempts to pass. If the officer remains unsuccessful after a third attempt, they cannot reapply for a further 12 months. Only upon confirmation of a

“pass” will the officer be accepted onto the practical driving/riding course.

Transferees from other UK Services

Any officer holding a driving authorisation attained in any UK Police Service, will receive equivalent qualification within PSNI, upon production of proof of training.

5. Driver Rider Refresher Assessments

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

(See SI0417 Locate Accountability Process - Available via the [Corporate Policy Homepage](#) under Service Instructions).

Police Advanced Driver / Rider

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 F](#) in respect of Advanced Drivers and [Appendix G](#) 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 H](#)).

Attend Refresher Course if successful continue to be qualified in role. If unsuccessful officer must attend a full initial escort course again.

Wearing of Seatbelts

All on-duty police officers, police staff and contracted employees when travelling in a:

- Police fleet vehicle; or
- Private vehicle being used for official police business

must wear the seatbelt provided.

The ONLY exemptions to this guidance are:

- A documented medical exemption;
- Whilst transporting a prisoner in a vehicle other than a cellular van; and
- Where the individual determines that wearing a seatbelt would actually impede performance of their duty.

Any deviation from this guidance to wear a seatbelt must be based on a strong and specific rationale and should be incident/circumstance specific and not a generalised approach based on a generic risk assessment.

This guidance is primarily intended to keep you safe doing your job and reducing your risk of injury if involved in a RTC.

Further Information

See below in respect of:

Appendix M -

[Restricted Driving Authorisation;](#)

Appendix N -

[Restoration of Driving Authorisation;](#)

Appendix O -

[Re-Test;](#)

Appendix Q -

[Familiarisation Course – Police Trailers;](#)

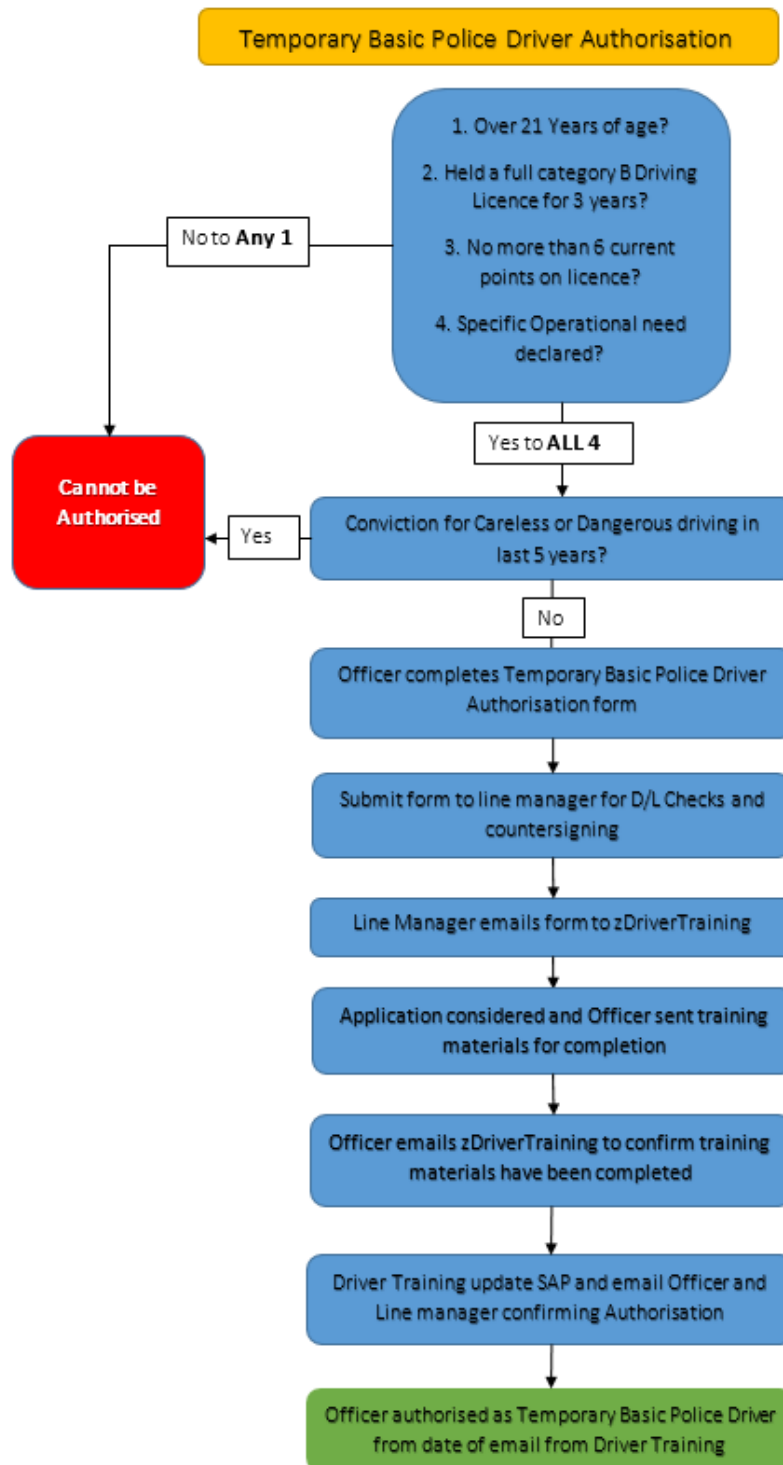
Appendix R –

[Vision Standards for Authorised Drivers;](#)

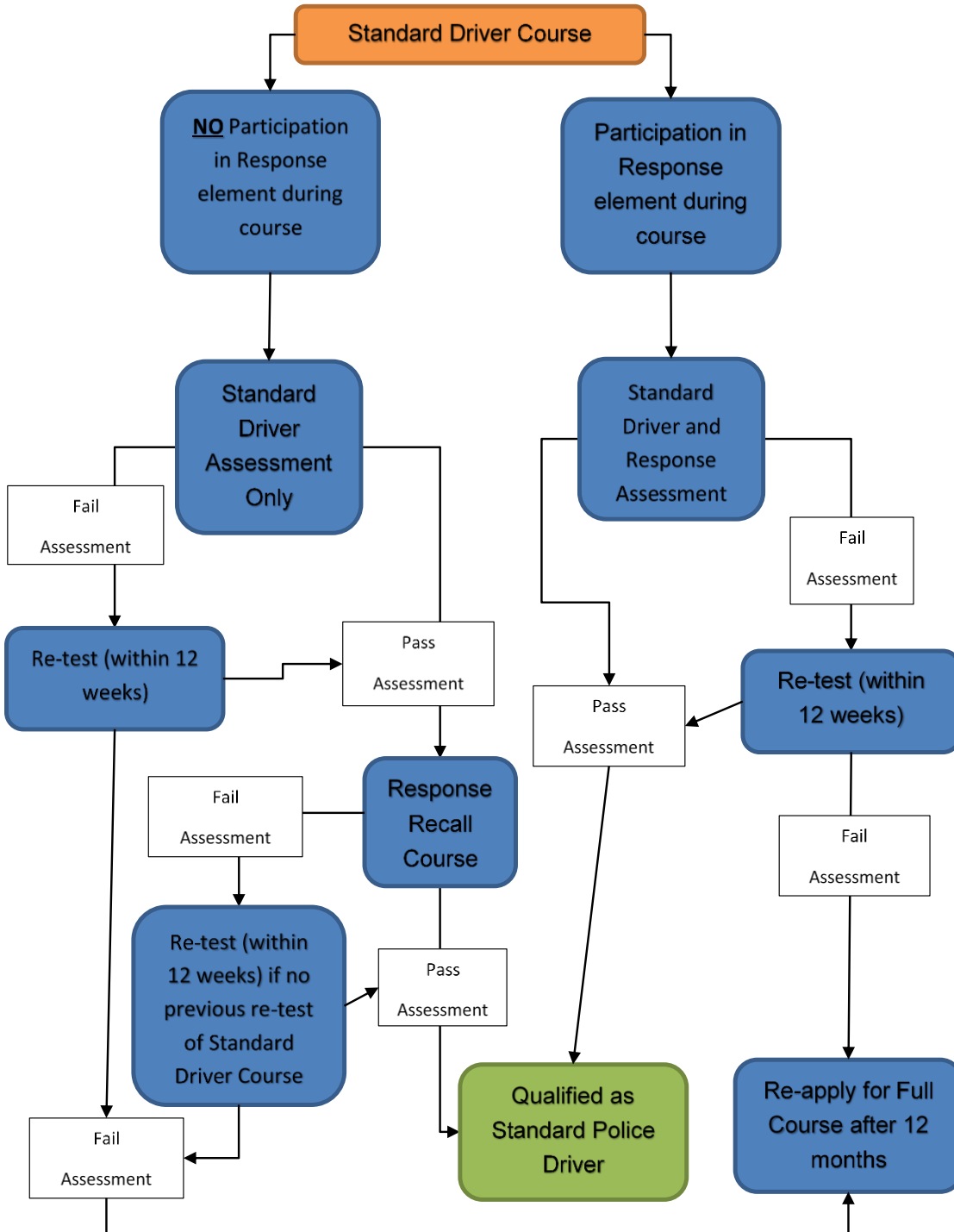
Appendix S -

[Role of Occupational Health and Wellbeing
\(OH&W\).](#)

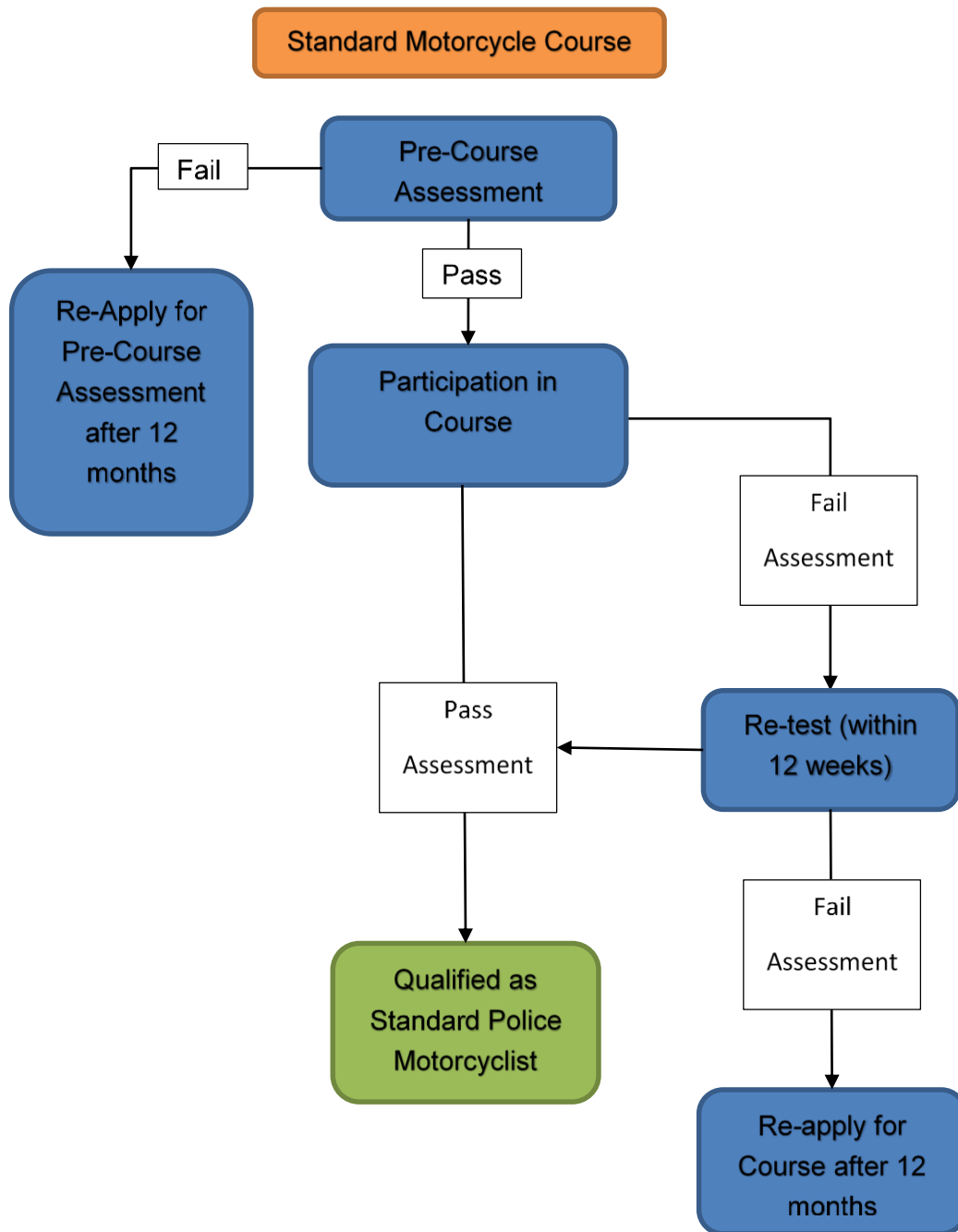
Appendix A Temporary Basic Police Driver Authorisation Process



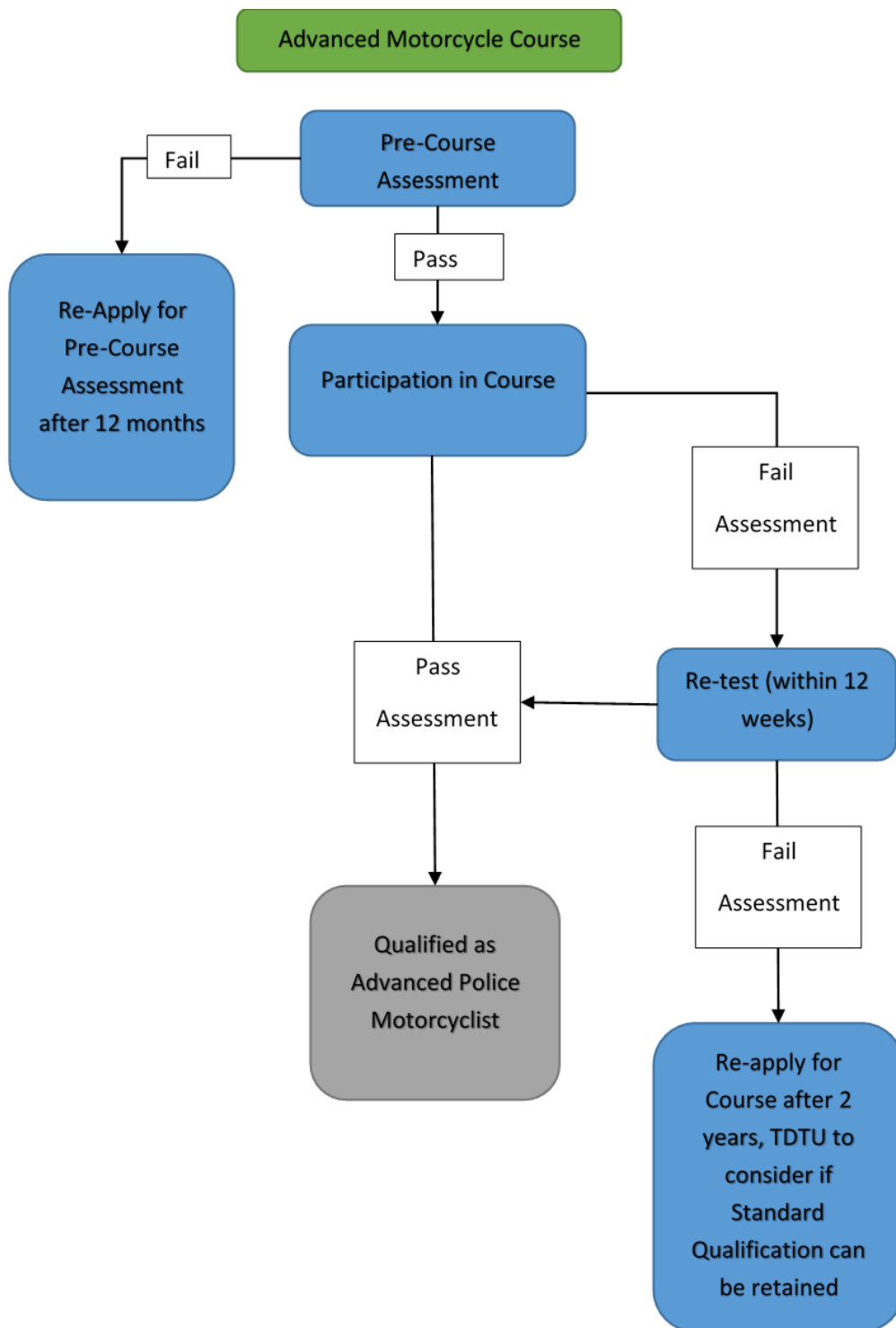
Appendix B Police Standard Driving Course



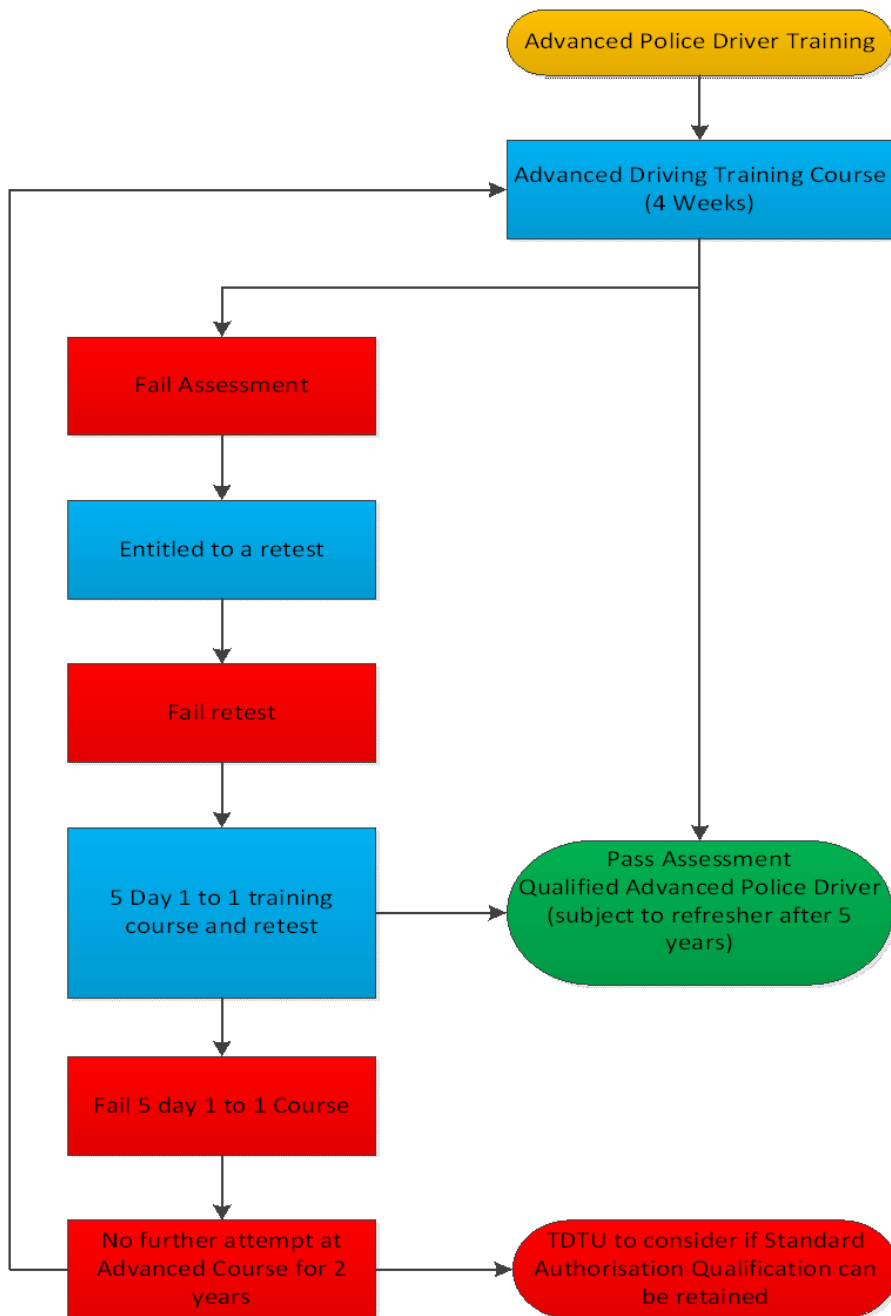
Appendix C Motorcycle Training



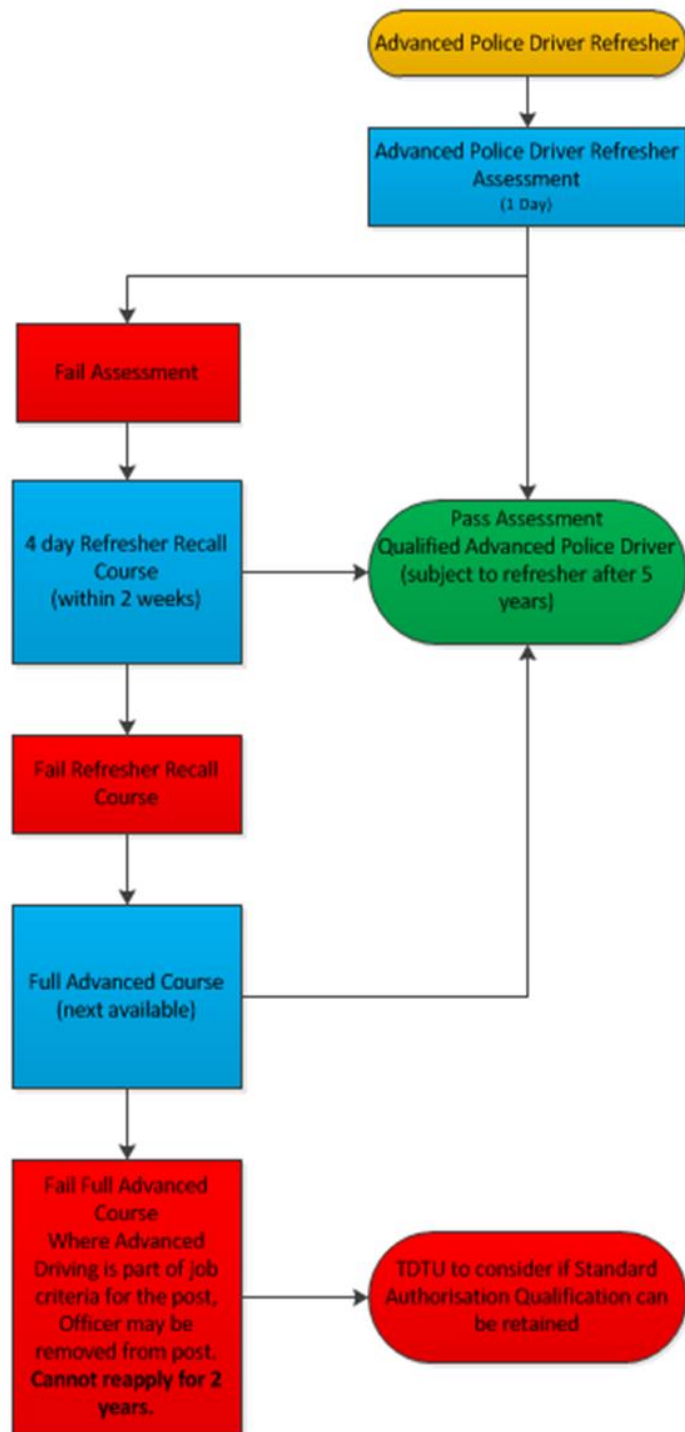
Appendix D Advanced Motorcycle Course



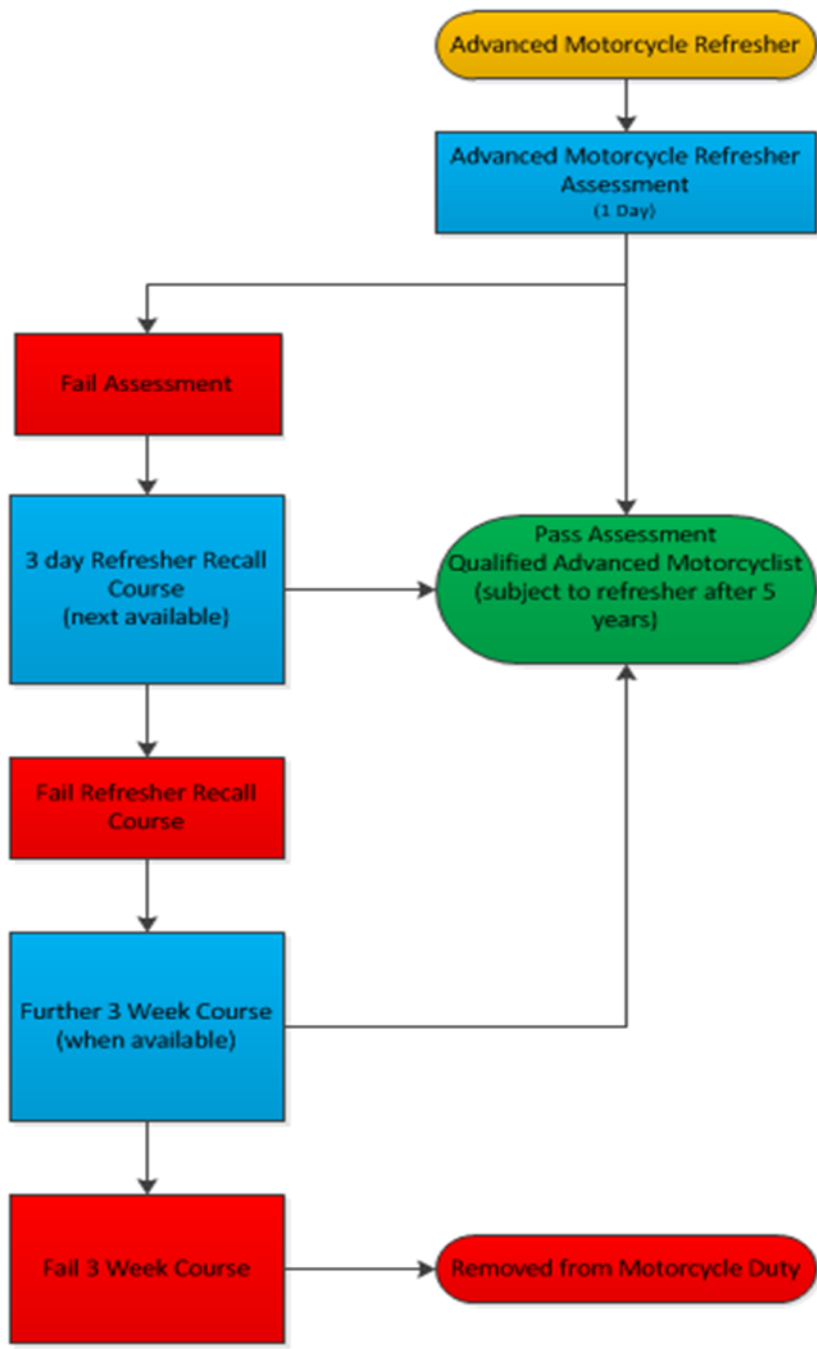
Appendix E Advanced Police Driver Training



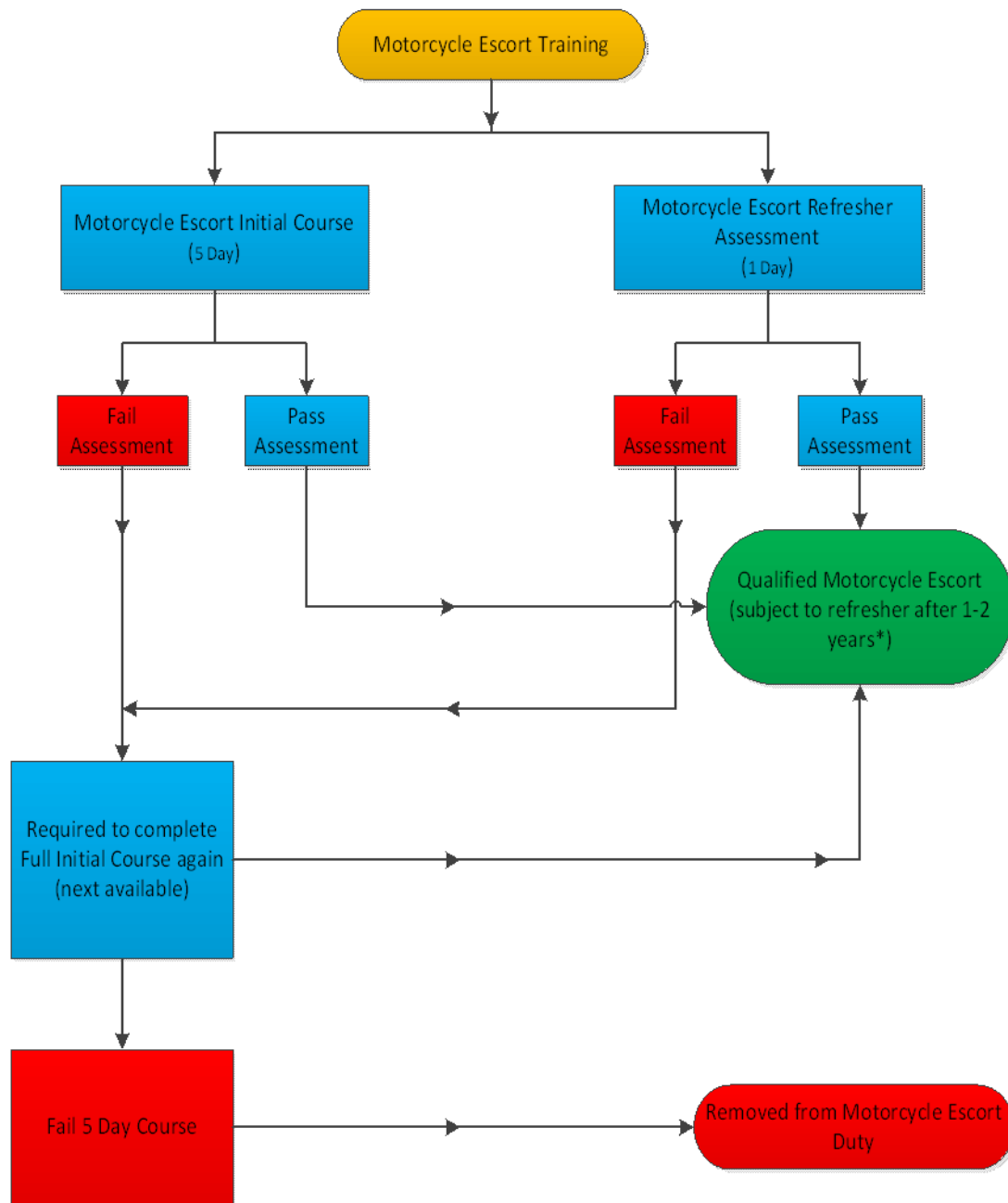
Appendix F Advanced Driver Refresher Assessment



Appendix G Advanced Motorcycle Refresher Assessment



Appendix H Motorcycle Escort Training and Refresher



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

Appendix I Driving of Police Vehicles by Police Staff**Medical Examination****Definition of a Driver**

The definition of 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;
- Those who deputise for drivers on leave; and
- Occasional drivers of any vehicles carrying passengers as an essential part of their duties.

Police Staff who do not satisfy the definition of a driver

Police Staff who *do not* satisfy the definition of a driver are not required to be medically examined but *must submit* an MT13 form with their application when applying to drive specialist/armoured Police fleet vehicles.

Police Staff who do satisfy the definition of driver

Police Staff *who satisfy* the definition of a driver are required to be medically examined.

Any potential new appointment as a driver must be medically examined prior to taking up duty and any Police staff already employed by the PSNI:

- Who are to be transferred from non-driving duties to driving duties, or
- Are taking on part time duties as a driver in addition to their other duties

Must attend Occupational Health and Well-being (OHW) for a medical examination -

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

When attending medical examination, individuals must bring their spectacles or contact lenses if worn for driving.

Following the medical examination external recruitment are advised of the result or, where the police staff member is already employed by the PSNI, the relevant Chief Inspector or Staff Grade equivalent indicating if:

- The individual is medically fit to drive;
- Any restrictions are necessary;
- There is any doubt about fitness;
- Unfit to drive; or
- A review is necessary.

External recruitment or the relevant Department/Branch may consult with Human Resources (HR) regarding the placement of staff where employment is limited for medical reasons.

Driving Assessment

Any police staff member applying to drive vehicles as part of their role will:

- Be subject to Driver Licence checks; and
- Receive the familiarisation package where required.

Where a police staff member is required 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/hazard perception test pass certificates from the DVA prior to testing by TDTU.

Authorisation to drive police vehicles

On successful completion of the driving test/licence checks and on appointment to the post the applicant will be informed of the class of vehicle which can be driven on duty and any conditions which may apply and such information will be recorded on their personnel record.

No police staff member will 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 via 101 or 999 depending on severity 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 J Appointment of Police Drivers

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.

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.

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.

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.

- If successful the applicant will undergo a written test of knowledge on the contents of the Highway Code and/or Roadcraft (Police Driving Handbook).
- 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 a valid driver's authorisation for the vehicle to be driven is on their personnel record.

Officers must produce their driving licences on the demand of a supervisor.

Appendix K Removal of Driving Authorisation

On Failing:

- A 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.

*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.

On Sustaining:

- An illness or condition that would require to be notified to DVA, (See [Appendix L](#)).

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.

On Being:

- 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:

- 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.
- An officer voluntarily surrenders their driving authority. A Re-Test must be completed as set out in Appendix 'O' prior to reinstatement of any driving duties.

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 or retaining permission to drive official fleet vehicles. A covering report outlining the reasons for withdrawing or retaining 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 [above](#); 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 of an officer/staff member removed from driving duties will be withdrawn immediately and a covering report/email outlining the full facts of the incident and reason for withdrawal will be sent to the person in charge, TDTU.

Appendix L Notifying Medical Conditions

Reminder of Legal Obligation to Report Relevant Illness or Disability

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, 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.

Any authorised police driver who becomes aware that any of the following symptoms exist will inform their immediate supervisor forthwith:

• Heart Problems (including chest pains);	• Major physical disability (i.e. limbs, back, etc.);
• Diabetes;	• High blood pressure;
• Epilepsy;	• Vertigo; or
• Major nervous disease;	• Poor vision.

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.

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.

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 MT13 (a).

Appendix M 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 N Restoration of Driving Authorisation

Restoration to driving duties will be made where:

Following removal from driving duties as outlined in [Appendix K](#), 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);

An officer/staff member has been removed from driving duties under Appendix K and it later transpires that a driving offence has not been committed or the medical condition is no longer a factor;

An officer/staff member has been removed from driving duties for any other reason [except in accordance with [Appendix L](#)] and their Chief Inspector/Line Manager/ Locate Panel, in consultation with the TDTU Manager, has been presented with circumstances which warrant reconsideration of the case in the best interests of the PSNI;

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.

Police officers/staff members who have been removed from driving duties in accordance with Appendix K may only be returned to same in the following circumstances:

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.

The Chief Inspector/Line Manager/Locate Panel 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 amend their personnel record with the relevant Driver's Authorisation.

Appendix O Re-test

Where an officer/staff member has had their driving authorisation 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 P Theory Test RE: Armoured Land Rovers (C1) / Minibuses (D1)

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.

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.

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.

Officers attending this public examination at Theory Test Centres should not disclose their occupation and should attend in plain clothes.

Where an officer has to obtain a Category C1 / D1 provisional licence and the relevant theory and hazard perception test pass certificates 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.

Furthermore Category D1, candidates will be required to submit to an [AccessNI Basic Disclosure Check](#), with costs reimbursed through e-Services.

Appendix Q Familiarisation Course – Police Trailers

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.)

The applicable Maximum Authorised Mass (MAM) of the trailer, (or combined vehicle/trailer MAM) must not exceed the stipulated limit.

No police officer, civilian employee, or other person, may use a Police vehicle to tow a trailer, which is not:

- 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.

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.

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)

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	Authorisation
Those vehicles that have air suspension / air brake/s falls within Category 3.S	<p>Police Officers - All existing police officers who hold 4.S contact TDTU to have this added to your driving authorisation. Further information re this type of vehicle will be given to applicant and this category will then be added.</p> <p>Police Staff- Must hold full C1 category on their licence then upon successfully completing training/assessment by TDTU both 4.S and 3.S will be added to driving authorisation</p>
Those vehicles which are based on a van which has been converted fall within Category 4.S	All existing police officers who have acquired their 5S Armoured Land Rover category 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 authorisation.

Police Staff- Must hold full C1 category on their licence then upon successfully completing training/assessment by TDTU both 4.S and 3.S will be added to driving authorisation

Appendix R 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 set by HR to include the cost of the frames, lenses and eyesight test.

Appendix S 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 T Contact Us

Service Instruction Author

Road Policing Development

Branch Email

RPDB@psni.police.uk