Driving and use of police vehicles

Policy

Policy summary

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

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

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

Aim

The aims of this policy procedure are to explain:

• the different types of driving authorities, what vehicles they entitle you to drive and what these vehicles can be used for;
• driving rules and driver responsibilities;
• the procedure regarding driving courses and assessments;
• the responsibilities of supervisors, managers and planning teams, particularly in relation to occupational road risk such as fatigue due to driving for extended tours of duty;
• what happens if you fail to reach the standard required;
• officers and staff responsibilities in relation to Airmax data recorders when these are fitted to police vehicles;
• what happens if you commit a road traffic offence and the exemptions;
• what you should do if you commit a speed or red light offence; and
• when authorities may be withdrawn.

Scope

This policy procedure applies to all police officers and police staff who use a Police and Crime Commissioner vehicle (police vehicle) whether hired, leased or owned by the Force.

It also applies to special constables and police support volunteers.

Compliance

Road Safety Act 2006
Road Traffic Act 1988
Road Traffic Regulation Act 1984
Traffic Signs and General Directions Regulations 2002
APP Road policing
APP Civil contingencies

NOT PROTECTIVELY MARKED
Chapter 1  Force driving authorities

If you hold the relevant driving authority, and are empowered by the Road Traffic Act 1988 to do so, you can carry out the following:

<table>
<thead>
<tr>
<th>Driving authority</th>
<th>Request vehicles to stop</th>
<th>Response</th>
<th>Initial phase pursuit</th>
<th>Tactical phase pursuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised driver</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Response without IPP</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Response with IPP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Advanced without IPP</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Advanced with IPP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Advanced with TPAC</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Authorised driver

Introduction

As a minimum, you need to be an Authorised driver in order to drive any vehicle hired, leased or owned by the Force.

As an Authorised driver, you can drive:
- cars up to 2000cc (including diesels); and
- small vans and utility vehicles (not requiring D1 licence category) such as a Vivaro.

Unless you have also successfully completed the relevant Driver Training course, you cannot drive:
- roads policing vehicles;
- personnel carriers;
- large goods vehicles; or
- motorcycles.
Minimum standard

To be an Authorised driver, you must:

<table>
<thead>
<tr>
<th>No</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>hold an appropriate current full DVLA driving licence for that category of vehicle, e.g. car, van;</td>
</tr>
<tr>
<td>2</td>
<td>meet the DVLA’s eyesight standards (as below); and</td>
</tr>
<tr>
<td>3</td>
<td>be in a role that requires you to drive a police vehicle as part of your duties.</td>
</tr>
</tbody>
</table>

DVLA’s eyesight standards

As an Authorised, Standard Response or Advanced driver, it is your responsibility to ensure your eyesight meets the DVLA’s current eyesight standards (taken from DVLA website).

You must:

<table>
<thead>
<tr>
<th>No</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>be able to read (with spectacles or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres;</td>
</tr>
<tr>
<td>2</td>
<td>meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with spectacles or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye; and</td>
</tr>
<tr>
<td>3</td>
<td>have an adequate field of vision. Your optician can tell you about this and do a test.</td>
</tr>
</tbody>
</table>

Line manager approval

You must seek approval from your line manager to be an Authorised driver. In the case of a PSCO requiring authority this must be an inspector.

For approval to be given, you need to:

- produce a current full DVLA driving licence;
- in conjunction with your line manager, complete and have approved an Authorised driver Form (form AD 1) which can be found in Infoshare under New/Force Forms/GENERAL/HR; and
- submit the completed form to Human Resources department so that the signed form can be placed on your personal file and your personal record updated on the HR IT system.

No exemptions

As an Authorised driver you are prohibited from any type of driving which involves the use of legal exemptions – in other words you must at all times comply with then Road Traffic Act and regulations.

Asking

On occasions, you may need to ask a member of the public, in another
drivers to stop

vehicle, to stop. As an Authorised driver you:
- have permission to do this if legally entitled to do so; and
- may find it appropriate to use auxiliary equipment such as blue lights and/or audible warning instruments.

However, if the vehicle fails to comply with your request to stop, you can take no further action. Once a vehicle fails to stop it is deemed to be a pursuit and, as an Authorised driver, you have no authority to participate in pursuits.

Penalty points

Should your circumstances change, e.g. you acquire penalty points on your licence, it is your responsibility to disclose this to your line manager who will decide if it is appropriate for you to keep your driving authority.

Further information

Nothing in this section affects the deployment of PCSO’s which must at all times be in accordance with their patrol policy.

Guidance on the stopping of vehicles can be found in the APP Road policing which can be accessed via this link.

Authorised drivers who may need to request a vehicle to stop should familiarise themselves with this guidance.

Standard response

Course

You will only be given a Standard Response driving authority if you:
- successfully complete a two week Standard Response course with Driver Training; and
- meet the current eyesight standards for response driving.

Entitlement

A Standard Response driving authority means you can undertake any type of driving which involves:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>use of legal exemptions;</td>
</tr>
<tr>
<td>2</td>
<td>stopping vehicles; or</td>
</tr>
<tr>
<td>3</td>
<td>any other activity that would require the use of:</td>
</tr>
<tr>
<td></td>
<td>• blue lights; or</td>
</tr>
<tr>
<td></td>
<td>• audible warning instruments.</td>
</tr>
</tbody>
</table>

Holders of Standard Response driving authorities will play no part in a pursuit.
Advanced

Types of vehicles
This authority relates to any police vehicle and includes vehicles with an engine capacity exceeding 2000cc and small vans such as a Vauxhall Vivaro. It does not include district personnel carriers or PSU vans as these need a separate driving authority.

Course
You will only be given a Advanced driving authority if you:
• successfully complete an Advanced course with Driver Training; and
• meet the current eyesight standards for response driving.

A prerequisite of this course is that the driver is already the holder of a Standard Response and Initial Phase Pursuit authorities.

Entitlement
An Advanced driving authority means you can undertake any type of driving which involves:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>use of legal exemptions;</td>
</tr>
<tr>
<td>2</td>
<td>stopping vehicles; or</td>
</tr>
<tr>
<td>3</td>
<td>any other activity that would require the use of:</td>
</tr>
<tr>
<td></td>
<td>• blue lights; or</td>
</tr>
<tr>
<td></td>
<td>• audible warning instruments.</td>
</tr>
</tbody>
</table>

Loss of authority
Advanced driving authorities are issued on a role specific basis and, as such, should you move to a role where this authority is no longer needed you will lose this authority immediately.

Only in exceptional circumstances and with the prior authorisation of ACC Protective Services – Operations will you be allowed to retain your advanced authority.

Pursuit

Introduction
It is recognised that police pursuits are a potentially dangerous activity for all the parties involved. However, this must be balanced against the need to apprehend offenders and prevent crime.

Pursuits must never be seen as a personal challenge and those driving police vehicles in such circumstances must always be in a position to justify their actions. A decision to discontinue a pursuit may, under certain circumstances, be the most appropriate course of action.
Only officers who are currently trained and authorised in initial phase or Tactical Phase Pursuits must actively participate in a pursuit.

**Definition**

A police driver is deemed to be in a pursuit when:

A driver indicates by their actions or by continuing their manner of driving that they have no intention of stopping for the police and you (police driver) believe that the driver of the subject vehicle is aware of the requirement to stop and you decide to continue behind it with a view to reporting on its progress or stopping it.

Pursuits may be spontaneous or pre-planned.

**Deployment of untrained staff**

On occasions, officers who are not pursuit trained may be deployed to the location to help apprehend the suspect, e.g. a police dog handler in order to track a suspect.

Any such a deployment must only be done under a direct instruction from the control room and under no circumstances become part of the pursuit.

**All pursuit trained officers**

Once you have received the appropriate training and authorisation as a pursuit officer (initial phase and tactical phase), you must ensure that your knowledge and understanding of current guidelines, policies and legislation is up to date.

**Tactical phase**

If you are authorised to participate in the tactical phase of a pursuit, you must fully understand the tactics that are available to you and ensure that your training remains current and in line with the latest tactics.

For further information you should refer to the following documents:
- the APP Road policing which can be accessed via this link.
- the NPCC Tactical Pursuit and Containment – Tactic Directory which can be accessed via this link.

**Motorcycles**

**Pursuits**

Authorised Professional Practice (APP) and police pursuits’ tactics directory contain tactics that are available to be used against motorcycles i.e. Hollow Spiked Tyre Deflation Systems (HoSTyDS) such as ‘Stinger’ and ‘Stopstick.’

Due to the inherent risks involved, officers must not use these tactics or undertake the pursuit of a motorcycle without appropriate authority.
as follows:

<table>
<thead>
<tr>
<th>If ...</th>
<th>And it is a ...</th>
<th>Then the ...</th>
</tr>
</thead>
</table>
| the circumstances dictate that:  
  • there is immediate risk to life;  
  • significant levels of damage to property / infrastructure; or  
  • issues of national security; | spontaneous pursuit; | Force Duty Officer must authorise the use of this tactic and inform the duty gold commander as soon as practicable. |
| pre-planned pursuit; | on-duty gold commander must authorise the use of this tactic. |

**Officers on off road motorcycles**

Although it is appreciated that nuisance motorcyclists are a source of public concern, they are inherently linked to low level anti-social behaviour issues. These often involve juveniles who do not have the benefit of protective headgear or clothing, therefore, the potential for serious injury as a result of a pursuit is extremely high.

If, as an off road motorcyclist, you engage in any form of pursuit, your authority will be immediately withdrawn and will not be reinstated.

**Initial phase pursuit**

**Introduction**

Police officers with a Standard Response or Advanced driving permit may hold an Initial Phase Pursuit authority.

**Course**

To qualify as a driver with this authority, you must successfully complete an Initial Phase Pursuit course.

**Reporting**

In the initial phase of a pursuit, it is your responsibility as the driver to report on the:
  • circumstances; and  
  • direction of the pursuit.

**Stopping**

You must not become involved in any vehicular attempt to stop the vehicle – this does not preclude suitably qualified and authorised officers from deploying tyre deflation systems.

**Tactical phase pursuit**

**Introduction**

Only police officers with an Advanced driving permit, who currently...
fulfil a role where tactical resolution of a pursuit forms part of their daily duties, i.e. roads policing officers, may hold a Tactical Phase Pursuit authority.

**Course**

To qualify as a driver with this authority, you must successfully complete a tactical pursuit and containment (TPAC) course.

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**Change of role**

**Change roles – loss of authority**

If you change your role so that you are no longer regularly involved with the tactical resolution of a pursuit then:

- your Tactical Phase Pursuit authority will be revoked immediately;
- you will revert to holding Initial Phase Pursuit authority only.

You may also lose your Advanced driving authority if this is not needed in your new role.

You should refer to start of this chapter for further guidance.

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**Specialist vehicles**

**For other types of vehicles**

Requests for driving authorities that relate to all other categories of vehicles, e.g. 4x4, minibus (D1), large goods vehicle (LGV) and passenger carrying vehicle (PCV), will be authorised after consultation and appropriate assessment as advised by Driver Training.

For all queries in relation to this, you should contact Driver Training.

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**Eyesight standards**

Holders of vocational driving licences (DVLA group 2) are subject to further eyesight standards which are as follows (*taken from DVLA website*). You must:

<table>
<thead>
<tr>
<th>No</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>have a visual acuity at least 0.8 (6/7.5) measured on the Snellen scale in your best eye and at least 0.1 (6/60) on the Snellen scale in the other eye. Spectacles or contact lenses can be worn to reach this standard but they can’t have a corrective power greater than plus (+) 8 dioptres;</td>
</tr>
<tr>
<td>2</td>
<td>have a horizontal visual field of at least 160 degrees, the extension should be at least 70 degrees left and right and 30 degrees up and down. No defects should be present within a radius of the central 30 degrees; <strong>and</strong></td>
</tr>
<tr>
<td>3</td>
<td>tell DVLA if you’ve got any problem with your eyesight that</td>
</tr>
</tbody>
</table>

NOT PROTECTIVELY MARKED
Chapter 2  What activities can vehicles be used for?

Introduction
Officers and staff must use police vehicles correctly.

The tables below identify which activities marked or unmarked police vehicles can be used for when being driven by an appropriately trained driver.

Marked
You can use these marked vehicles for the following:

<table>
<thead>
<tr>
<th>Vehicle type</th>
<th>Response</th>
<th>Initial phase pursuit</th>
<th>Tactical phase pursuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard car</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Roads policing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PSU carriers and vans (with emergency equipment)</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Advanced motorcycle</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Off road motorcycle</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Armed response</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Unmarked
You can use these unmarked vehicles for the following:

<table>
<thead>
<tr>
<th>Vehicle type</th>
<th>Response</th>
<th>Initial phase pursuit</th>
<th>Tactical phase pursuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>District car (with emergency equipment)</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>District car (no emergency equipment)</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Roads policing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Armed response</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Chapter 3  Driving rules

Introduction
If you drive or ride a police vehicle in the course of your duty, you must ensure that you:

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

Vehicle log books
Before driving a police vehicle, you must:
• check the vehicle for roadworthiness and defects;
• complete the log book; and
• log in with Airmax, if fitted.

Seatbelts
You must wear a seat belt while travelling in a moving police vehicle (if fitted). (Motor Vehicles (Wearing of Seat Belts) Regulations 1993).

There are exemptions for some adults under the Road Traffic Act 1988.

Driving standards
You must always drive the vehicle in a manner which:
• is lawful, i.e. you must abide by road traffic legislation unless circumstances dictate otherwise;
• is in accordance with the best practice principles of the Highway Code; and
• sets a good example to other road users.

Information on what makes a good police driver can be accessed via this link.

Drivers must remember that they must be able to justify any use of exemptions afforded to them.

Blue lights and sirens
You must only use blue lights or audible warning instruments:
• when you have been authorised in their use; and
• when the situation demands them.

Driving off road
You should not drive police vehicles off road unless:
• it is designed for that purpose; and
• you are appropriately trained and authorised by the Force.

Taking vehicles home
You must not take vehicles home under any circumstances.

Exceptions are if the vehicle is:
• an ACPO vehicle; or
• one of the four identified vehicles controlled by Business Services.

Parking

When parking a police vehicle, you must:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>apply the handbrake in accordance with the manufacturer’s instructions and your training;</td>
</tr>
<tr>
<td>2</td>
<td>leave the vehicle in gear, if parked with the engine off, to minimise the risk of the vehicle rolling forwards or backwards. If the vehicle is an automatic, leave it in ‘park mode’ with the handbrake applied;</td>
</tr>
<tr>
<td>3</td>
<td>if parking facing: • uphill, turn your wheels away from the kerb; or • downhill turn them towards the kerb (see photo below).</td>
</tr>
<tr>
<td>4</td>
<td>not contravene any parking restrictions, unless there is an operational necessity to do so. In such cases, you must be able to justify your actions. Inconsiderate parking for non-emergency situations is both illegal and damaging to our reputation.</td>
</tr>
</tbody>
</table>

The Highway Code

Security

When you leave your vehicle you must ensure that both the vehicle and equipment inside are secure.

Personal equipment

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

Chapter 4 Carrying children and young persons

General considerations

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

While transporting a child, you should be mindful of the duty of care owed and also the benefits of keeping the travelling distance to a minimum.

### Chapter 5  Transporting detainees

**Introduction**

Issues regarding transporting detainees are contained in the Custody Transportation policy procedure.

<table>
<thead>
<tr>
<th>Admin</th>
<th>Last reviewed:</th>
<th>November 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scheduled for review:</td>
<td>November 2018</td>
</tr>
</tbody>
</table>