



London Ambulance Service **NHS**  
NHS Trust

**Procedure for Legal Roadworthiness Incorporating Pre and Post Shift Arrangements**

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## **DOCUMENT PROFILE and CONTROL**

**Purpose of the document:** To provide guidance on the legal roadworthiness checks that drivers must undertake before driving a Trust vehicle.

**Sponsor Department:** Operations

**Author/Reviewer:** Head of Driving Standards. To be reviewed by February 2021.

**Document Status:** Final

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
29/02/18	2.4	Head of Driving Standards	Document update reflecting new supporting documentation
27/10/17	2.3	IG Manager	Document Profile and Control update
05/09/17	2.2	Operational Business Change Manager	Minor amendment (S 6.2.3) for ARP implementation
06/02/17	2.1	IG Manager	Document Profile and Control update
01/02/17	1.7	Staff Officer to DDO (Sector Services)	Document rearranged, Section 4 rewritten, and S6.5 amended
24/01/17	1.6	IG Manager	Format amendments and Document Profile and Control update
12/01/17	1.5	SO to DDO (Sector Services)	Minor amendments
24/4/16	1.4	DDO North	Refreshed to reflect changes in working practices and includes key equipment checks post CQC review
03/05/13	1.3	SO to DofSD (NT)	Minor amendments
11/05/12	1.2	IG Manager	Appendix 1 LA429 revised to match version on Pulse.
25/05/11	1.1	SO to DDO	Minor amendments
04/03/11	0.6	Deputy Director of Operations	Minor amendments
18/02/11	0.5	DDO	Minor amendments
22/10/10	0.4	SO to DDO	Reformatting
20/10/10	0.3	SO to DDO	Inclusion of pre, post shift
25/05/10	0.2	SO to DDO	Minor amendments
19/04/10	0.1	SO to DDO	First draft

**\*Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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The RIB	14/02/17	IG Manager	G&A
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Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are neither controlled nor substantive.

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<b>Related documents or references providing additional information</b>		
<b>Ref. No.</b>	<b>Title</b>	<b>Version</b>
TP/091	Out of Service Policy	1.0
TP/065	Driving Standards Policy and Procedure	
LA1(all types)	Shift Summary	
LA27	Staff Car Vehicle Movement Log	2.0
LA76a-h	PTS VDI and Inventory	1.0
LA400	Vehicle Defect Sheet	
LA420a	Found on Inspection Report	
HMSO	The Highway Code	

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## 1. Introduction

- 1.1. To ensure the safety of all road users, drivers and riders of road vehicles in the United Kingdom have a legal responsibility to ensure that the vehicle they drive or ride in complies with statutory safety standards as defined in the Highway Code.
- 1.2. This Trust Procedure outlines the Trust's interpretation of these requirements and details the checks drivers of Trust vehicles must undertake to meet them.
- 1.3. This procedure also sets out the time that is protected at the start of a shift, or when taking over a vehicle, for the purpose of undertaking essential legal checks. Additionally, this "protected time" includes the signing out of medical equipment and equipment checks prior to any requirement to deploy to an incident.

## 2. Scope

- 2.1. This procedure applies to all Trust operated motor vehicle assets.
- 2.2. It does not apply to lease cars for managers which operate under a separate scheme. Lease car users should however adopt the spirit of this policy in ensuring that their vehicle is legally roadworthy at all times and medical equipment where carried is checked.

## 3. Objectives

- 3.1. To highlight the legal responsibilities that drivers of vehicles have for ensuring that the vehicle they are driving complies with the guidance of the Highway Code and the law.
- 3.2. To provide guidance for undertaking legal roadworthiness checks to comply with these standards.
- 3.3. To provide guidance on protected time to ensure that legal roadworthiness checks can be completed.
- 3.4. To provide protected time for the purpose of essential medical equipment checks and medicines management processes such as the signing-out of controlled drugs.
- 3.5. To provide guidance on pre and post shift arrangements.

## 4. Responsibilities

### 4.1. Responsibilities of any Trust driver

- 4.1.1. In line with the Road Traffic Acts (1984, 1988, 1991, 2004 2006, 2010 and any subsequent amendments), it is the legal responsibility of the driver to ensure that the roadworthiness checks are carried out in line with section 6.3 and 6.4 before a vehicle is driven on a road.

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## 4.2. Responsibilities of managers

4.2.1. The responsibility for ensuring that this operational policy and procedure is implemented and adhered to lies with the Director of Operations and his delegated managers.

4.2.2. The Deputy Director of Operations (Control Services) is responsible for ensuring that the protected period of time for conducting legal roadworthiness checks is made available to frontline staff.

4.2.3. The Head of Driving Standards is responsible for ensuring that the roadworthiness checks are legally compliant, achievable and proportionate. The Head of Driving Standards will lead the investigation and review should Trust-wide failures in compliance be identified.

4.2.4. Quality, Governance and Assurance Managers or equivalents are responsible for submitting an audit of legal roadworthiness checks in their sector on a monthly basis to the Sector Services Quality Governance Meeting.

4.2.5. Group Station Managers or equivalents are responsible for issuing advice and guidance to members of staff who are found to be non-compliant with the legally required roadworthiness checks and storage of LA1.

4.2.6. Group Station Managers or equivalents are responsible for commencing disciplinary proceedings where a member of staff is found to be non-compliant with the legally required roadworthiness checks despite being issued advice and guidance.

## 5. **Definitions**

5.1. EOC: Emergency Operations Centres

5.2. VRC: Vehicle Resource Centre

5.3. Crew: The team of people operating on an ambulance vehicle, or a solo responder.

5.4. Protected time: The duration of time in which incidents should not be dispatched to a resource whilst they conduct their legal roadworthiness checks. Where an incident is dispatched, the vehicle must not be driven until the roadworthiness checks have been completed and the ambulance crew will not be expected to respond during this time.

## 6. **Completion of the legal roadworthiness checks and the essential medical equipment checks**

### 6.1. Operational staff

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- 6.1.1. The person driving at the time of any incident is the person legally responsible for evidencing the legal roadworthiness checks.
- 6.1.2. The legal roadworthiness checks must be completed and documented on the LA1.
- 6.1.3. The LA1 is submitted with other documentation including Patient Report Forms (PRFs) at the end of shift into the black mail box.
- 6.1.4. Failure to undertake legal roadworthiness checks may lead to harm to life or property and therefore no pressure should be applied to avoid undertaking these checks. All staff must be aware that undertaking these checks is a priority to achieve in the protected time.
- 6.1.5. Incidents are often automatically dispatched to ambulance crews by the Computer Aided Dispatch (CAD) system, even when an ambulance resource is within its protected legal roadworthiness period. The protected time is not built into the CAD system due to a wide range of factors.
- 6.1.6. It is recognised that the automatic dispatch of an incident to an ambulance crew during the protected time may feel pressurising and all staff are reminded that they are protected during this time from any recourse; the legal roadworthiness checks must be completed before the vehicle is driven.
- 6.1.7. The protected time allocated to a vehicle type has been agreed based on time and motion studies in association with trade union colleagues. Where the roadworthiness checks exceed this time, staff are reminded that responses to patients may be further delayed.
- 6.1.8. It is the crew's responsibility to inform EOC of their vehicle's fleet number and skill level at the start of shift, before commencing the legal roadworthiness checks.
- 6.1.9. If an incident is dispatched to the ambulance crew or solo responder during the protected time and the roadworthiness checks have not yet been completed, the crew should remind EOC that the checks are underway and request that a delay is noted on the log and an alternative resource be dispatched if one is available.
- 6.1.10. Any delay incurred should be recorded on the LA1 and the corresponding patient report form.
- 6.1.11. With a more modern fleet and regular servicing, it is not necessary to manually check oil and coolant as a primary activity; instead, the instrument warning lights on the dashboard should be checked.
- 6.1.12. Where tyre pressure indicators are fitted, these can be visually checked removing the need to check each tyre on a tyre pressure line or

gauge. Where the indicator is not showing green, adjustment should be undertaken.

- 6.1.13. If the vehicle is found not to be legally roadworthy, it should not be driven. The Out of Service Hub should be contacted immediately and TP091 referred to.

## 6.2. Control Services staff

- 6.2.1. No expectation is to be placed on any ambulance crew or solo responder to drive a vehicle without completing the legal roadworthiness checks.
- 6.2.2. During the protected time contact with crews should be minimised to prevent delays in availability.
- 6.2.3. Incidents should not usually be dispatched to ambulance crews or solo responders during the protected statutory vehicle check time. Where a Category 1 call cannot be allocated to any other ambulance crew, it may be dispatched but verbal contact should be made with the crew to confirm their status.
- 6.2.4. Where ambulance crews contact the allocator or dispatcher to book a delay for their legal roadworthiness checks, the dispatcher should log this delay appropriately and check to see if there is an alternative resource available to respond to the incident immediately. Where an alternative resource is identified, the incident should be dispatched to this resource instead.
- 6.2.5. It is essential that allocators and dispatchers maintain good oversight of awaiting incidents and available resources at shift changeover times in order to ensure that incidents are dispatched to the most appropriate resource which will arrive on scene quickest.

## 6.3. Vehicle Resource Centre (VRC)

- 6.3.1. VRC will provide frontline staff with a fully kitted, prepared and legally compliant vehicle at the start of shift.
  - 6.3.1.1. Where fitted, the fleet screens on station should be dynamically updated to inform ambulance crews which vehicle has been made ready for them to use.
- 6.3.2. Where the late return of a vehicle results in an oncoming ambulance crew or solo responder not having a vehicle ready for their use, VRC will dynamically allocate an alternative vehicle.

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#### 6.4. Legal roadworthiness checks – Ambulances

Protected time: 10 minutes

The driver and attendant should conduct their primary, secondary and equipment checks as designated:

<b>Driver</b>	<b>Attendant</b>
Visual check of vehicle for damage	Contact EOC to confirm crew presence, fleet number and skill level
Tyre pressures must be checked and no cuts, tears, bulges or objects piercing the tyre identified. Tread depth must be more than 2mm.	Switch on MDT
All lights working	Switch on hand portable radios and set to correct channel
Horn and siren working (between 07:00 and 23:30)	Assist driver with visual light checks
Washers and windscreen wipers working	Check suction
Seatbelts working and free of damage and twists	Check for presence of category 1 items as listed on LA1 v3 March 2018 or latest version of TP091
Windows, lights, registration plates clean and clear	Check vehicle prep inventory sheet in cab for other missing items
Brake test whilst static and moving, no brake warning lights present	Sign out appropriate drugs if most senior practitioner
No excess play in steering and power assistance working	
Map book present	
Sign out appropriate drugs if most senior practitioner	
Record checks on LA1	



## 6.5. Legal roadworthiness checks – First Response Units

Protected time: 15 minutes

First Response Units are single-staffed responders and as such the member of staff must conduct both the vehicle (primary and secondary) and equipment checks.

Driver	Attendant
Contact EOC to confirm crew presence, fleet number, skill level	
Switch MDT on	
Switch hand portable radios on and set to correct channel	
Visual check of vehicle for damage	
Tyre pressures must be checked and no cuts, tears, bulges or objects piercing the tyre identified. Tread depth must be more than 2mm.	
All lights working	
Horn and siren working (between 07:00 and 23:30)	
Washers and windscreen wipers working	
Seatbelts working and free of damage and twists	
Windows, lights, registration plates clean and clear	
Brake test whilst static and moving, no brake warning lights present	
No excess play in steering and power assistance working	
Map book present	
Sign out appropriate drugs	
Record checks on LA1	
Suction check	
Check for presence of category 1 items as listed on LA1 v3 March 2018 or latest version of TP091	
Check vehicle prep inventory sheet in cab for other missing items	

## **7. Auditing compliance of the legal roadworthiness checks**

- 7.1. LA1 forms are to be stored on Station, or scanned and stored electronically for a period of 2 years for the new style LA1 forms which do not record patient identifiable information. Older versions of the LA1 which do record patient identifiable information should be stored in accordance with Trust guidance.
- 7.2. Local management teams will undertake regular sample audits of submitted LA1 forms to ensure that drivers are compliant with their legal roadworthiness checks. This is the responsibility of the Quality, Governance and Assurance Manager but is appropriate for delegation to other local managers or administrators.
- 7.3. Where a driver is found to be non-compliant, the line manager should issue the member of staff advice and guidance regarding the importance of completing the checks and how to complete them. This should include highlighting that conducting roadworthiness checks is a legal requirement of the driver and the Trust. The issuing of this advice should be documented in order to ensure that repeated non-compliance can be easily identified.
- 7.4. Where a driver is repeatedly non-compliant, the line manager should follow the disciplinary process.

## **8. Pre and post-shift arrangements for frontline staff**

- 8.1 All staff are to be ready to commence duty at their rostered start time.
- 8.2 There will be no payment of any pre-shift overtime for the completion of the legal roadworthiness checks or for any other purpose except the pre-shift allocation of an emergency call.
- 8.3 Whilst accepting that the early taking of a vehicle to relieve an off-going crew occurs at times, the driver in doing so must undertake the necessary checks immediately. Taking over from an ambulance crew or solo responder early should not delay mobilisation to any patient.
- 8.4 If the oncoming crew / responder are not in a position to take this early call in a timely manner, the outgoing crew / responder must accept it and mobilise on the call immediately as the end of their shift has not yet been reached.
- 8.5 Pre-shift overtime payments remain available for 'early calls'. Overtime will be paid from the time the incident is accepted but this will not be rounded up to the nearest 5 or 10 minute block. This time should be marked on the signing on sheet, the LA1 and the call log by EOC.
- 8.6 A pre-shift overtime payment is not available for instances where an incoming crew relieves the outgoing crew prior to their official shift end time and no call is

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received. Any such arrangement should be mutually agreed by the respective crews and sits outside of any formal remuneration arrangements.

- 8.7 Upon Return to Base (RTB) at the shift end, a number of 'wash up' or administrative tasks may sometimes need to be carried out (including, but not limited to: completion of LA52 or other essential forms, signing and submitting all shift-related paperwork; returning drugs packs, morphine and EZIO as required; disposing of waste and readying of vehicle for incoming shift).
- 8.8 A payable period of up to 10 minutes is available for staff to complete these tasks. This may be exceeded to complete the reporting of risks and should be clearly recorded as such on the LA1 and signing off sheet. Overtime claimed outside of the maximum of 10 minutes will only be authorised following confirmation from the call log / LA1 that the additional time was necessary.
- 8.9 For administrative purposes, this 10-minute period at the end of the shift commences when the 'Green at station' button is pressed, or the 'automatic at station' time is recorded (whichever is the earlier).
- 8.10 Station administrators are to follow existing procedures for recording overtime on GRS. In conjunction with Payroll, overtime can be recorded to the minute.
- 8.11 Resource centres will work with station administrators to produce regular reports and undertake spot-checks to identify any non-compliance. Instances of non-compliance and variation may require further investigation by local management teams.

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<b>IMPLEMENTATION PLAN</b>				
<b>Intended Audience</b>	All LAS Staff			
<b>Dissemination</b>	Available to all staff on the Pulse and to the public on the LAS website.			
<b>Communications</b>	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.  Consideration to be given to appropriate mechanisms for raising awareness amongst staff.			
<b>Training</b>	There are no new training requirements associated with this policy.			
<b>Monitoring:</b>				
<b>Aspect to be monitored</b>	<b>Frequency of monitoring AND tool used</b>	<b>Individual / team responsible for carrying out monitoring AND committee / group where results are reported</b>	<b>Committee / group responsible for monitoring outcomes / recommendations</b>	<b>How learning will take place</b>
Compliance with legal road worthiness checks	LA1 audit	Quality, Governance and Assurance Manager	Sector Services Quality Governance Meeting with attendance from the Head of Driving Standards	Feedback from line managers to non-compliant staff

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# LA1(A) Dispatch Summary/Roadworthiness Checks



Date			Call sign		Station based items	EZIO	NONIN
Crew 1			Fleet number		Paramedic drug pack	P	
Crew 2			Vehicle prepared	TICK	General drug pack	G	
Crew 3			Map book version		Other		
Rostered vehicle times	START	END	Airwave handsets				

Roadworthiness Checks			
✓ = ROADWORTHY ✗ = UNROADWORTHY			
Statutory vehicle checks (protected time):			
	Nearside tread or damage	Offside tread or damage	Offside pressure
Front tyre			
Rear outer tyre			
Rear inner tyre			
Fuel	LEVEL	Fluid levels/leaks	
Exhaust		Standard lights	
Washers/wipers		Blue lights	
Horn		Siren	
Steering		Seatbelts	
Brakes		Windscreen	
Secondary checks (Non-statutory and equipment checks):			
† Essential equipment		Tail lift	
Reversing aids		Vehicle damage	
Warning lights		Other equipment	
‡ Defects or missing equipment:			
Time reported	HH:MM	PD33 initials	
PLEASE REPORT DOCUMENT ANY DEFECTS OR MISSING EQUIPMENT. CONTINUE OVERLEAF IF NECESSARY.			

SAMPLE  
Latest Versions updated on PULSE

essential equipment includes: Small oxygen cylinder; non-rebreather mask; adult BLS airways; set of NP airways; defibrillator and pads; Airwave handset and battery; 2 x trolley bed poles (if required for trolley bed). Category 2 equipment is listed in TP091, appendix 2.  
‡ Defects or missing equipment must be reported to PD33 by Airway or telephone (20 3069 0279).



Circle any damage and mark the diagram with the following letters;  
Scratch, Dent, Break, Crack

End of Shift Checklist			
✓ = YES ✗ = NO			
Drugs bags returned		EZIO / Nonin probe returned	
Controlled drugs returned		PRFs have incident / illness codes	
Vehicle pack returned		All ECG/ETCO <sub>2</sub> printouts submitted	

## Example of vehicle checks

## Appendix 2

### Vehicle Checks

