



London Ambulance Service **NHS**
NHS Trust

Procedure for Audible and Visual Warning Devices on Unmarked Cars

DOCUMENT PROFILE and CONTROL

Purpose of the document: The purpose of this procedure is to highlight key aspects governing authorisation, procurement and fitting of audible and visual warning devices on managers' unmarked vehicles.

Sponsor Department: Emergency Preparedness Unit (EPU)

Author/Reviewer: Staff Officer to Deputy Director of Operations. To be reviewed by November 2011.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
20/10/09	0.11	Staff Officer to Deputy Director of Operations	Clarification on tax implications and Congestion Charge reimbursement
3/9/09	0.10	Staff Officer to Deputy Director of Operations	Including comments from HR
23/06/09	0.9	Staff Officer to Deputy Director of Operations	Minor
12/05/09	0.8	Records Manager	Minor – reformatted
23/01/09	0.7	Staff Officer - East	Minor
12/01/09	0.6	Deputy Director of Operations	Minor
14/12/08	0.5	Staff Officer - East	Minor - Inclusion of Congestion Charge Exemption, and Section 5
28/11/08	0.4	Staff Officer - East	Minor - Inclusion of comments from GDU
10/11/08	0.3	Staff Officer - East	Minor - Addition to section 4.2
02/10/08	0.2	Staff Officer - East	Minor - Re-worked content
08/08/08	0.1	Head of Emergency Preparedness	

***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.

For Approval By:	Date Approved	Version
SMG	11/11/09	1.0
Agreed by Trust Board (If appropriate):		

Published on:	Date	By	Dept
The Pulse	12/11/09	Records Manager	GDU
LAS Website			
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The RIB	17/11/09	Records Manager	GDU

Eqa completed on	By
01/11/09	Staff Officer to Deputy Director of Operations
Staffside reviewed on	By
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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	'Memorandum of Understanding between Transport for London and The London Ambulance Service'.	
	TP/023 - Driving & Care of Service Vehicles.	

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 not controlled nor substantive.

1. Introduction

Certain individuals within the London Ambulance Service NHS Trust have on-call responsibilities meaning that they should respond either to an ambulance incident or in response to an ambulance incident.

To enable these individuals to carry out their duties, the Trust gives all such individuals the option of having an unmarked vehicle fitted with audible and visual warnings devices, subject to paragraphs 7.2 and 7.3 below.

This is done with the proviso that the equipment supplied to the individual will only be displayed whilst the vehicle is engaged on ambulance service business and at all other times will not be visible on or within the vehicle.

(Note: Managers, whilst driving unmarked cars, under normal and emergency conditions, remain subject to TP/023 - Driving & Care of Service Vehicles. This procedure in no way supersedes that Policy.)

2. Scope

This procedure highlights key aspects relating to the issuing and use of audible and visual warning devices on unmarked cars.

3. Objective

To ensure there is a consistent approach to the authorisation, procurement and fitting of audible and visual warnings in respect of unmarked service vehicles.

4. Responsibilities

Deputy Director of Operations (or nominated Assistant Director of Operations): to authorise all additions to and removals from the Blue Light Users List.

Head of Emergency Preparedness: to authorise or otherwise any requests to move blue light equipment between vehicles and to maintain an accurate database of all such blue light equipment. To vet all orders of blue light equipment made on e-series in order to maintain control over location of all authorised equipment.

Blue Light User Group: the Head of Emergency Preparedness will from time to time convene a group of appropriate managers to review the appropriateness of the authorised blue light equipment supplied and fitted by the service, and to update as necessary.

Blue Light Users: to ensure adherence to the procedure, the accurate and timely completion of all relevant forms.

5. Definitions

Blue Light User List: comprehensive list of all individuals within the service authorised to order blue light equipment.

Procedure

6. Authorisation for Inclusion (New Users)

- 6.1 To be placed on the Blue Light Users List (the List), an LA126a Authorisation for Blue Light Users application form must be submitted to the Deputy Director of Operations or the nominated Assistant Director of Operations.
- 6.2 The Deputy Director of Operations, or nominated Assistant Director of Operations, will decide if the applicant's position, duties and job description warrant inclusion on the List and will notify the applicant of the decision taken.
- 6.3 Only upon notification of their inclusion on the List may the authorised user (the User) order audible and visual equipment.

7. Authorised Equipment

- 7.1 A data-base of suitable audible and visual equipment will be reviewed every year and updated by the Head of Emergency Preparedness. Only equipment from this authorised list may be ordered, installed and used.
- 7.2 Those Users with an on-call function as part of their contracted duties **and** are requirement to respond to ambulance incidents will, upon request, be supplied with:
- 1 x Magnetic blue light;
 - Wig-Wag headlights (or a suitable alternative where 'Xenon' headlights are fitted);
 - Under-bonnet siren;
 - Grill mounted blue LED lights.
- 7.3 Those Users that may be called upon to provide services required as a result of an ambulance incident will, upon request, be supplied with:
- 1 x Magnetic blue light with built in siren;
 - 1 x Window mounted blue/white LED light.

7.4 Users must only use the Equipment on the vehicle to which it has been assigned in accordance with the LA126a (see Appendix 1). Equipment must not be transferred between vehicles without prior authorisation from the Head of Emergency Preparedness.

8. Notification of Changes

8.1 All Users must notify the Deputy Director of Operations of any changes to position, duties or job description that may affect their inclusion on the List.

8.2 When a vehicle is returned, replaced or placed in the vehicle pool, the authorised user must complete and forward an LA126b (see Appendix 2) to the Head of Emergency Preparedness so that the List may be amended to reflect the updates.

9. Procurement

9.1 The procurement of audible and visual equipment is via e-series only. E-series holds a list of authorised equipment available to be fitted. All such orders, once placed, will be subject to authorisation by the Head of Emergency Preparedness.

9.2 Audible or visual equipment that has been acquired or purchased outside of the terms laid out above (section 9.1) may not be used for ambulance service business; except where this was purchased through LAS procurement channels prior to the issue of this procedure.

10. Central London Congestion Charge

10.1 The London Ambulance Service NHS Trust is a Selected Partner of TfL in relation to the Central London Congestion Charge. As such, an agreement is in place whereby TfL apply a two-tiered discount scheme to LAS vehicles.

10.2 Tier 1 provides a 100 per cent discount to unmarked vehicles included on the Blue Light List, driven by officers who “respond to incidents [for the LAS]”. These vehicles make up the Congestion Charge Exemption List. Only those Users with an on-call function (as detailed in 7.2 above) will be included in the Trust’s Congestion Charge Exemption List shared with TfL.

10.3 Tier 2 provides a reimbursement scheme which applies to on-call staff who “provide services required as a result of an emergency”. These staff are liable for all Congestion Charges incurred, but are eligible for a full reimbursement where the charges have been incurred as a direct result of providing services required as a result of

an emergency. Staff can obtain reimbursement by requesting the refund through Payroll by completing an LA96 Expense Claim Form, providing the charge has been incurred by the employee under one of the circumstances in paragraph 7 of Annex 2 to the Greater London (Central Zone) Congestion Charging Order 2004.

11. Implications

- 11.1 Current HMRC advice states that the income tax liability for lease cars provided by the Trust does not differ between the two tiers described in paragraph 6.5 above, providing that all the equipment detailed in 7.2 or 7.3, whichever is pertinent, is fitted.
- 11.2 Any income tax implications arising from inclusion or omission on either List will not have a bearing upon the outcome of any application.
- 11.3 Failure to adhere to the correct application and notification procedures laid out above, the inappropriate use of blue light equipment, and fitting or using equipment that has not been sanctioned by the Head of Emergency Preparedness may all lead to disciplinary action.

IMPLEMENTATION PLAN	
Intended Audience	For all LAS staff
Dissemination	Available to all staff on the Pulse
Communications	Revised Procedure to be announced in the RIB and a link provided to the document.
Training	There are no specific training requirements. The Head of Emergency Preparedness must ensure his/her staff are familiar with the document.
Monitoring	<ul style="list-style-type: none"> ▪ Compliance rates and complaints will be monitored. ▪ A Compliance Audit will be undertaken every year on or before its anniversary date. ▪ All complaints regarding the procedure will be forwarded to the Head of Emergency Preparedness who is responsible for monitoring and resolving/escalating as necessary. ▪ The results of the audit will be shared with the Emergency Preparedness Strategy Group who will progress any necessary amendments.



Blue Light Users List Inclusion Request

Name							
Job Title							
LAS Directorate							
LAS Department							
Reason for Inclusion							
Name of Lease Company (not Derwent)							
Car Details:							
Make	Model	Colour	Registration				
<p>Declaration of User</p> <p>I agree not to:</p> <ul style="list-style-type: none"> • use blue lights to obtain parking or driving exemptions unless engaged in ambulance service business; • leave blue lights on display on or inside my vehicle unless engaged in ambulance service business; • order blue light equipment or attempt to exercise such exemptions until notified of a successful outcome of this request. <p>I understand that failing to adhere to this declaration may result in disciplinary action against me.</p> <p>Signed: _____ Date: _____</p>							

Completed requests should be forwarded to:
The Deputy Director of Operations, c/o A&E Secretariat, 1st Floor, Headquarters.

Office Use Only

Request: **Granted / Not Granted**

Authorised by: _____ (Deputy Director of Operations)


Blue Light Users List - Change of Registered Vehicle

Name:							
Job Title:							
LAS Directorate:							
LAS Department:							
Date of Current LA126a:							
Reason for Change:							
Current Vehicle Details:							
Name of Lease Company (not Derwent):							
Make	Model	Colour	Registration				
New Vehicle Details:				Date of Change:			
Name of Lease Company (not Derwent):							
Make	Model	Colour	Registration				
Declaration of User							
<p>I agree not to use blue light equipment or attempt to exercise any such exemptions in regard to the new vehicle detailed above until receiving notification that this change has been sanctioned.</p> <p>I understand that failure to adhere to this declaration may result in disciplinary action against me.</p>							
Signed: _____				Date: _____			

Completed forms should be forwarded to:
 The Head of Emergency Preparedness, c/o HQ Annex, Pocock Street, London, SE1

Office Use Only:

Authorised by: _____ **Date:** _____
 (Head of Emergency Preparedness)

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