

MONITORING AND MEDICAL CHECKS FOR DRIVERS

1. INTRODUCTION & BACKGROUND

Following the outcome of the Glasgow Fatal Accident Inquiry, the following guidance has been developed for managers who employ Drivers.

Safe driving requires a number of body senses, behaviours and co-ordination and injury, disease or medication may affect these abilities. A number of restrictions and legal requirements are therefore in place to ensure safety whilst driving. These are noted below, along with an explanation of the process to be adopted for issues arising as part of the recruitment process and during employment.

1.1 Type of Drivers

The UK medical standards for driver licensing refer to Group 1 and Group 2 license holders:

- Group 1* – includes cars and motorcycles
- Group 2 – includes large lorries (category C) and buses (category D).
 - Age Limit: Group 2 licences to drive lorries (Category C) or buses (category D) are normally issued to people over 21 and are valid until the age of 45. From the age of 45 they are renewable every 5 years until the age 65, and then they are renewable annually without an upper age limit. Shorter licences may be issued for medical reasons.
 - All initial Group 2 licence applications require a medical assessment by a registered medical practitioner. The same assessment is required again at 45 years of age and on any subsequent reapplication.

*Note: Drivers who were awarded a Group 1 category B (motor car) licences before 1st January 1997 have additional entitlement to categories C1 (medium-sized lorries, 3.5T to 7.5T) and D1 (minibuses, 9 to 16 seats, not for hire or reward). Drivers with this entitlement retain it only until their licence expires or it is revoked for medical reasons.

1.2 Legal Requirements & Notification to the DVLA

Anyone with a medical condition likely to cause a sudden disabling event at the wheel, or who is unable to control their vehicle safety, for any other reason, **MUST NOT DRIVE**.

Drivers (all license types) have a duty to:

- Notify the DVLA of any injury or illness that would have a likely impact on safe driving ability;
- Respond fully and accurately to any requests for information from either the DVLA or healthcare professionals;
- Comply with the requirements of the issued licence, including any periodic medical reviews indicated by the DVLA;
- Adhere, with ongoing consideration of fitness to drive, to prescribed medical treatment, and to monitor and manage the condition and any adaptations.

The DVLA publishes a full list of all symptoms that must be reported;
<https://www.gov.uk/health-conditions-and-driving> or alternatively contact the DVLA on 0844 453 0118

These symptoms fall into the following main categories, but are not limited to the list noted below. **All Drivers must be familiar with all reportable conditions and symptoms** and take advice from the GP on referral to DVLA as necessary:

- Neurological
- Cardiovascular disorders
- Diabetes mellitus
- Psychiatric disorders
- Drug or alcohol misuse and dependence
- Visual disorders
- Renal and respiratory
- Miscellaneous conditions

2. DRIVERS OF COUNCIL VEHICLES: ENSURING FITNESS TO DRIVE

2.1 Pre-Employment Checks

Before offering employment, Managers must have satisfactory pre employment checks. This includes references on the suitability to drive along with necessary medical checks and checking driving license documentation.

Medical checks

In addition to the normal pre-employment medical questionnaire, an additional questionnaire will issued by OH to all Group 2 licence holders, which will require validation by the applicant's GP. The applicant cannot be formally offered the post or commence work until the GP/Occupational Health have provided full clearance.

Driving Licence Documentation

Managers must ensure that driving licences are checked for the type of vehicles to be driven on Council business. This should be clearly recorded on the recruitment checklist. In addition, the Authorisation to drive should be completed on appointment and annually thereafter.

Driverscheck system should also be updated with details of relevant drivers

2.2 Changing medical diagnosis/new medication/new symptoms

Driver takes unwell

Where a driver suffers from a temporary short term blackout or a period of nausea/dizziness or other medical condition that affects the employee's ability to drive, this must be reported to their line manager immediately. The manager will refer the employee to Occupational Health providing all available information. As part of this process, OH will request information from the employee's GP who will advise as to whether the employee is fit to drive.

The Manager will temporarily remove the employee from driving Council vehicles to allow time for the matter to be further assessed. If there is a medical condition that affects the employee's

ability to carry out driving duties, redeployment in line with the Capability Policy and Redeployment Policy may be considered. The manager should seek advice from HR and arrange to meet with the employee to discuss the issues and options available. An OH referral may be required.

Any removal from duties must be confirmed in writing. Further advice can be provided from HR on this matter. The Driver cannot return to driving duties, until the GP, via OH, has confirmed fitness to drive.

Sickness Absence

Where an employee is absent from work, Managers must ensure all related paperwork is completed along with a return to work interview. The return to work interview provides the opportunity to explore if the reason for absence could impact or affect their ability to drive. .

The Manager will temporarily remove the employee from driving Council vehicles where the medical condition may affect their ability to drive to allow time for the matter to be further assessed. If there is a medical condition that affects the employee's ability to carry out driving duties, redeployment in line with the Capability Policy and Redeployment Policy may be considered. The manager should seek advice from HR and arrange to meet with the employee to discuss the issues and options available. A referral to Occupational Health may also be required to ascertain fitness to drive. Any removal from duties must be confirmed in writing. Further advice can be provided from HR on this matter. The Driver cannot return to driving duties, until the GP has confirmed fitness to drive.

Driver is diagnosed with a Medical Condition/Medications

All drivers have a legal duty to inform DVLA if they are suffering from a medical condition that makes it unsafe for them to drive. In all circumstances, the employee must report any relevant condition to the DVLA and where appropriate surrender their licence. See section 1 for reportable conditions. Employees must ensure that managers are kept advised of any condition or medication that may impact on their ability to driver.

Medication may also have a detrimental impact on the employee's ability to drive. Employees must discuss the impact of medication with their GP and advise their manager of any medications that could affect their ability to driver. Where the GP has advised that the medication may impact on driving, the employee **MUST NOT DRIVE** (see advice above if an employee is required to be removed from driving duties).

2.3 Annual Check: Authorisation to Drive

All employees who drive on Council business must, on an annual basis, complete the Authorisation to Drive at Work form (Appendix 1).

2.4 Age Related Medicals: Group 2 Drivers

The law requires medical checks at different frequencies, subject to age, to ensure continued fitness to drive Group 2 vehicles.

DVLA will inform the employee that they are required to undertake a medical examination, (to be undertaken by the employee's GP). The driver is responsible for making an appointment with their GP and ensuring that the check is completed and sent to DVLA within the required

timescales. The medical examination must be completed at least 4 months prior to the application date for the new licence.

The employee will inform their manager that their medical is required to be carried out. .

The manager will provide a medical clearance for to the employee for completion (Appendix 1). Managers must ensure that the medical clearance is received within the required timescales for each driver and that systems are in place to ensure future medical requirements are monitored and checked within the required timescales. Any concerns over timescales must be raised with the employee

The GP will complete the DVLA D4 form although an Optician can complete the vision section. If the result of the Medical examination from the GP identifies any health issues that are identified by the DVLA, then the employee must notify the DVLA immediately. The employee will ensure that the GP completes the medical clearance form (Appendix 1) and then return this to their manager for approval. This will be held on the employees file for future reference.

Paid time off will be provided to attend the medical. Any charge from the GP for the medical will be repaid as expenses to employees on production of an appropriate receipt.

The manager should obtain a copy of the employee's new driving licence and issue the employee with a copy of the Drivers Code of Conduct - Drivers of Council Vehicles.

Moving forward, the manager must ensure that the employee completes an Authorisation to Drive at Work form (Appendix 2) at the end of each 12 month period, as a check that the Driving licence remains in place.

2.5 Restrictions/Withdrawal of Licence

Where an employee has been contacted by the DVLA and has had amendment to their licence, or withdrawal of their driving licence they MUST notify their manager immediately.

The Manager will temporarily remove the employee from driving to allow time for the matter to be further assessed. If there is a medical condition that affects the employee's ability to carry out driving duties, redeployment in line with the Capability Policy and Redeployment Policy may be considered. The manager should seek advice from HR and arrange to meet with the employee to discuss the issues and options available. Any removal from duties must be confirmed in writing. Further advice can be provided from HR on this matter. The Driver cannot return to driving duties, until the GP has confirmed fitness to drive.

**FALKIRK COUNCIL
AUTHORISATION TO DRIVE ANNUAL CHECK**

1. EMPLOYEE DETAILS	
Name:	Service:
	Work Location:
Address:	Employee No:
	Date of Birth:
Type of Vehicle to be driven on Council business:	
Council Vehicle:	
Non Council Vehicle:	
2. HEALTH	
If you have a medical condition which may impact on your ability to drive please detail this below:	
Have you had an eyesight test within the last 2 years?	YES/NO
Has your GP placed any restrictions on work or driving? If Yes describe:	YES/ NO
3.a DRIVER LICENCE DETAILS (all employees)	
Licence No:	Expiry Date:
Does your licence cover you to drive the type of vehicle stated at Section A item 1 above? YES/ NO	
3.b DRIVER LICENCE DETAILS (FOR DRIVERS OF COUNCIL VEHICLES ONLY)	
Do you hold a full PCV (Passenger carrying vehicle) licence? YES / NO	
<small>(Only to be completed by those driving a vehicle having 9 or more seats)</small>	
<i>If 'yes' please supply the following details:</i>	
Type: Hire/ Reward/ Restricted	Enter any restrictions relating to PCV shown on licence:
Category of vehicle description:	Expiry Date:
Do you hold a Full LGV (Large goods vehicle) Licence? YES/ NO	
<small>(Only to be completed by those driving a LGV over 7.5 tonnes)</small>	
<i>If 'yes' please supply the following details:</i>	
Category of vehicle description:	Expiry Date:

4. DETAILS OF ANY POTENTIAL DRIVING CONVICTIONS/ ENDORSEMENTS NOT YET RECORDED ON DRIVING LICENCE	
<p>N.B Any employee, who drives a vehicle on Council business and who has accumulated 8 penalty points or more on their licence will require to undertake a “Driver Risk Assessment” with their line manager.</p>	
5. MOT & INSURANCE DETAILS: (FOR DRIVERS OF NON COUNCIL VEHICLES ONLY)	
<p>What is the registration no. of your vehicle?</p> <p>Does your vehicle require an MOT certificate? YES/NO If ‘yes’ please indicate the expiry date on the MOT certificate:</p> <p><i>Nb: If the vehicle is under 3 years old an MOT certificate and expiry date will not be required.</i></p> <p>Do you have current insurance for your vehicle that covers business use? YES/NO</p> <p>Is your vehicle roadworthy? YES/NO</p>	
6. DECLARATION BY EMPLOYEE	
<ul style="list-style-type: none"> • The details given above are accurate and I understand that it is an offence under the Road Traffic Act knowingly to make a false statement to obtain insurance cover or to drive a vehicle without insurance cover; • I will notify my line manager immediately of any change in driving status (health/vision/convictions) which may have an impact on my ability to drive; • I understand that all information provided will be treated in confidence; • I have received and read a copy of the Driver’s Code of Conduct booklet <p>Signature: _____ Date: _____</p>	
7. MANAGER APPROVAL	
<p>I confirm that I have checked the appropriate documents as referred to above and am satisfied that this employee is fit to drive.</p>	
Signature: _____	Designation: _____
Print Name: _____	Date: _____

THIS FORM SHOULD BE SAVED/FILED IN THE EMPLOYEE FILE FOR FUTURE REFERENCE.

**FALKIRK COUNCIL
GROUP 2 VEHICLE MEDICAL CLEARANCE**

1. EMPLOYEE DETAILS (to be completed by employee)	
Name:	Service:
	Work Location:
Address:	Employee No:
	Date of Birth:
Type of Vehicle to be driven on Falkirk Council business:	
LGV <input type="checkbox"/>	PSV <input type="checkbox"/>
Details of any driving medical incident(s)	
2. MEDICAL EXAMINATION BY EMPLOYEES GENERAL PRACTITIONER (to be completed by GP)	
The employee has been passed as fit to drive: YES/ NO (including any medication that may affect the ability to drive)	
If no, is this a temporary or permanent condition? TEMPORARY/PERMANENT (if temporary, please specify time period)	
GP Signature:	Date:
GP Name:	
4. DECLARATION (to be completed by employee after medical)	
<ul style="list-style-type: none"> The details provided to my GP are accurate and I understand that it is an offence under the Road Traffic Act knowingly to make a false statement in order to drive a vehicle; I will notify my line manager immediately of any change in driving status (health/vision/convictions/medication) which may have an impact on my ability to drive; I understand that all information provided will be treated in confidence; I have received and read a copy of the Driver's Code of Conduct - Drivers of Council Vehicles; I have attached a copy of my Driving Licence. 	
Employee Signature:	Date:
5. APPROVAL TO DRIVE (to be completed by line manager)	
I confirm that I have checked the above employee's Medical return and satisfied that this employee is fit to continue driving duties.	
Manager Signature:	Designation:
Print Name:	Date:

