

DISTRIBUTION AND FLEET

Take Action



Thursday 9th April 2020

GUIDANCE FOR PROFESSIONAL DRIVERS - NHS VOLUNTARY WORK

Royal Mail would like to support our professional drivers who are requesting to undertake voluntary driving for the NHS in addition to their normal duties, to assist during the current Coronavirus Pandemic.

Avoiding driver fatigue remains of paramount importance to protect our people, the public and of course to avoid impact on the NHS.

How does a driver make a request?

Any driver that wants to undertake voluntary NHS driving in addition to their normal duties, they must first seek approval from their line manager by completing [NHS Voluntary Driving Declaration](#) and complete all parts.

- Forecast planner is to show what driving they intend to do. This is to ensure they can legally perform both duties and do not breach Drivers' Hours rules.
- Sign the declaration to show they understand the requirements.

What must a line manager do when a driver makes a request?

1. Ask what the volunteer work is specifically. For this guidance to apply it must be driving an NHS owned/hired vehicle to transport medical supplies, organs, blood, equipment or personnel only.
 - a. Please contact greg.kerslake@royalmail.com where this is not the case for further consultation.
2. Ensure declaration/forecast is completed and if this cannot be defined, the request cannot be supported. If any breach is identified in the drivers forecast, you **must not** authorise the NHS Voluntary Driving request.
 - a. total combined drive time in any day must not exceed 10 hours
 - b. total combined duty time in any day cannot exceed 11 hours
 - c. the driver must have 12 hours continuous daily rest
 - d. weekly rest periods and driving limits for EU rules must be maintained, as must compliance to the RTD
3. Refer [here](#) for a reminder of the key EU and RTD rules.
4. Confirm to the employee driver that they will be undertaking 'mixed driving' as the volunteer work for the NHS will fall under GB domestic rules.
 - a. ensure position is understood by the driver
5. Ensure a new forecast is completed for each variation (either with RM or NHS work), no matter how short notice the variation is.
 - a. remind the employee driver of this requirement weekly.

6. If the temporary arrangement is agreed, you must factor in this extra consideration as part of your current Undertakings for managing Drivers' Hours.
 - a. Details must be entered into: [NHS VOLUNTARY WORK DECLARATION - DRIVER DETAILS](#)
7. Have regular conversations between manager and employee at least fortnightly to;
 - a. check the volunteer work is as expected
 - b. you don't have concerns re fatigue
 - c. they are confidently complying with drivers' hours
8. Retain copy of declaration for a minimum of 2 years in the drivers personal file.

For more information, please refer to:

GUIDANCE FOR PROFESSIONAL DRIVERS - [NHS VOLUNTARY DRIVING](#)

GUIDANCE FOR MANAGERS - [PROFESSIONAL DRIVERS WHO REQUEST TO UNDERTAKE NHS VOLUNTEER DRIVING](#)