

NHS VOLUNTARY DRIVING DECLARATION



Fleet

Delivering first class fleet services

Driver/Employee Forecast Planner:

- Below is an accurate forecast of my Royal Mail & NHS duties commencing __/__/2020.
- I have considered the driving and duty times alongside the applicable drivers' hours rules and I can legally perform both duties without breaching the rules.
- If any breach in Drivers' Hours is identified in the forecast or through a variation to the forecast below, I understand that I cannot legally complete the NHS Voluntary Driving.
- I must complete a new forecast for every new duty variation in either Royal Mail, or NHS.

Week 1

| Royal Mail Duty | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|-----|-----|-----|-----|-----|-----|-----|
| Start time | | | | | | | |
| Finish time | | | | | | | |
| Total Duty hours, excluding breaks (a) | | | | | | | |
| Total Drive time (b) | | | | | | | |
| NHS Duty | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Start time | | | | | | | |
| Finish time | | | | | | | |
| Total Duty hours, excluding breaks (c) | | | | | | | |
| Total Drive time (d) | | | | | | | |
| Combined duty time (a + c) | | | | | | | |
| Combined drive time (b + d) | | | | | | | |

Week 2

| Royal Mail Duty | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|-----|-----|-----|-----|-----|-----|-----|
| Start time | | | | | | | |
| Finish time | | | | | | | |
| Total Duty hours, excluding breaks (a) | | | | | | | |
| Total Drive time (b) | | | | | | | |
| NHS Duty | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Start time | | | | | | | |
| Finish time | | | | | | | |
| Total Duty hours, excluding breaks (c) | | | | | | | |
| Total Drive time (d) | | | | | | | |
| Combined duty time (a + c) | | | | | | | |
| Combined drive time (b + d) | | | | | | | |

Note the following;

- Combined drive time in any day must not exceed 10 hours
- Combined duty time in any day cannot exceed 11 hours
- You must have 12 hours continuous daily rest.
- Weekly rest periods & weekly driving limits for EU rules must be maintained

Employee Declaration

- I understand that, if NHS asks for information about my work for Royal Mail Group, I may only supply the following information:- (a)Starting time; (b)Finishing time; (c)Total time on duty (excluding meal relief/rest); (d)Total time spent driving; (e)Details of the type of vehicle driven (ie in or out of scope).
- I understand that if NHS require additional information, it may only be given after gaining authority of my Royal Mail Group Manager.
- I understand and agree that details I have supplied on this declaration may be checked with NHS, if considered necessary by Royal Mail Group.
- I understand that I must advise Royal Mail Group of any Other Employment.
- I understand that it is my responsibility to remain compliant to all Drivers' Hours and Working Time regulations.
- I agree to notify my Manager as soon as possible if I obtain additional employment outside Royal Mail Group.

I confirm that I am legally available to work the hours for which I am being employed by Royal Mail Group, and that the information contained above is true and accurate.

I understand that safety and my own driver fatigue must not be compromised and I will not breach drivers' hours.

This is temporary arrangement and can be withdrawn at any time by either party.

Drivers Name **Signed** **Date**/...../2020

Manager Name **Signed** **Date**/...../2020

Manager considerations:

- If any breach is identified in the drivers forecast, you **must not** authorise the NHS Voluntary Driving request.
- If the temporary arrangement is agreed, you must factor in this extra consideration as part of your current Undertakings for managing Drivers' Hours.
- Have regular conversations between manager and employee at least fortnightly to;
 - check the volunteer work is as expected
 - you don't have concerns re fatigue
 - they are confidently complying with drivers' hours
- I will retain a copy locally for a minimum of 2 years, after the temporary arrangement was withdrawn.
- The driver must produce a new forecast for every new variation in either Royal Mail, or NHS.