

# GUIDANCE FOR PROFESSIONAL DRIVERS NHS VOLUNTARY DRIVING



Delivering first class fleet services

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.

## **(1) How to 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'.

This request can be for voluntary NHS driving only.

## **(2) Drivers Hours Rules**

Driving vehicles >3.5T for Royal Mail Group is governed by EU drivers' hours rules, which you will be familiar with.

Driving vehicles for the NHS is exempt from EU drivers' hours and GB domestic rules apply.

- Vehicles used for the provision of ambulance services by, or at the request of a National Health Service (NHS) body.
- Vehicles used to transport organs, blood, equipment, medical supplies or personal by, or at the request of, an NHS body.

## **NHS activity**

In-scope vehicle: You must use your tachograph card.

Out-scope vehicle: A manual entry on your tachograph card is required and it must be recorded as 'Other work'.

## **(3) What driving can you do?**

- You can drive a maximum of 9 hours driving for Royal Mail under EU Rules, however this can be increased to 10 hours twice a week.
- Your combined total daily driving time (Royal Mail plus NHS) must not exceed 10 hours per day.
- Your total combined total duty time (excluding all breaks) must not exceed 11 hours per day.
- You must have 12 hours continuous rest between shifts.
- You must also maintain all rest periods and breaks on days and weeks you drive under EU rules.

**A fixed week is from 00:00 hours on Monday to 24:00 hours the next Sunday.**

**(4) Action you need to take:**

You must obtain agreement from your line manager in advance by completing 'NHS Voluntary Work Declaration'.

This is important to ensure you are legally available to work the hours for which you are employed by Royal Mail Group.

- (1) Complete Forecast planner 'NHS Voluntary Work Declaration' to show what driving you intend to do. This is to ensure you can legally perform both duties and do not breach Drivers' Hours rules.
- (2) Sign the declaration to show that you understand the requirements.
- (3) ALWAYS use your tachograph card when driving a vehicle plated at 3.5T and above, including when volunteering for the NHS.
- (4) When driving a vehicle plated less than 3.5T, a manual entry on your tachograph card is required and it must be recorded as 'Other work'.
- (5) DO NOT DRIVE IF AT ANY POINT YOU FEEL TOO FATIGUED OR UNSAFE.**