

GUIDANCE FOR MANAGERS  
PROFESSIONAL DRIVERS WHO REQUEST TO  
UNDERTAKE NHS VOLUNTEER DRIVING



**Fleet**

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.

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 Work Declaration'.

This request can be for voluntary NHS driving only.

**What must I 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](mailto: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.