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Driver Training

Standard Operating Procedure

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Contents

1. Purpose
2. Driving Licences
 - 2.6 Annual Driving Licence Checks
3. Fitness to Drive
4. Medical Conditions
5. Driving Offences
6. Basic Authorisation: Police and Police / SPA Staff
7. Special Constables
8. Standard Driving Course: Police Officers
9. Advanced Driving Course
 - 9.5 Officers Transferred to Road Policing
 - 9.5.5 Limits of Authorisation
 - 9.6 Officers Seconded to Road Policing
 - 9.7 Briefing and Risk Assessment
10. Motorcycles
 - 10.1 Basic Authorisation
 - 10.2 Standard Authorisation
 - 10.3 Advanced Motorcycle Course
11. Individual Needs
12. High Speed Driving Re-Assessment
13. 4 x 4 Vehicles
14. Driving Standards
15. Statutory Exemptions: Speed Limits and Traffic Signs
16. Suspension of Authorisations to Drive Police Vehicles
17. Emergency and Priority Response
18. Safety Camera Activations
19. Statutory Exemptions
 - 19.1 Statutory Exemptions: Speeding
 - 19.2 Statutory Exemptions: Traffic Lights
 - 19.3 Statutory Exemptions: Keep Left (Right) Signs
 - 19.4 General

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Appendices

Appendix 'A'	List of Associated Legislation
Appendix 'B'	List of Associated Reference Documents
Appendix 'C'	List of Associated Forms
Appendix 'D'	Glossary of Terms

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1. Purpose

- 1.1 This Standard Operating Procedure (SOP) supports the following Police Service of Scotland (hereafter referred to as Police Scotland) policies:
- Road Policing
 - Training, Leadership and Development
- 1.2 This SOP is intended to minimise the risks to staff and other road users and promote the high standards of driving expected of Police Scotland.
- 1.3 It also specifies the individual responsibilities that all authorised drivers and users of police vehicles have towards other road users, colleagues and themselves and to ensure the corporate safety of the vehicle fleet.
- 1.4 This document provides direction regarding the use of all vehicles owned, leased, hired, used / operated or under the control of a member of staff of Police Scotland and the Scottish Police Authority (SPA) in the execution of their duty. It also details the requirements for driving licences, driver training and driving authorisations relating to the use of all such vehicles.
- 1.5 Police officers, any member of police or SPA staff and Special Constables who may be required to drive vehicles in the course of their duties, or employment, **must** be authorised to drive the relevant categories of vehicles in accordance with this SOP.
- 1.6 Similar provisions also apply to any other specific persons who routinely assist the Police in the execution of their duties e.g. civilian Mountain Rescue personnel. Such persons are actively involved in operational situations and may be required to drive vehicles owned by Police Scotland.
- 1.7 Driving authorisation is obtained following assessment by a qualified Police Scotland Driving Instructor.

2. Driving Licences

- 2.1 All authorised drivers must hold a full United Kingdom (UK) driving licence or an equivalent European Economic Area (EEA) driving licence in the case of an EEA national from outwith the UK.
- 2.2 The majority of drivers who passed their DVLA Driving Licence Category 'B' (car) driving test after 1 January 1997, are not entitled to drive DVLA categories C1 and D1. Further training must be completed prior to driving any vehicle subject to these categories.
- 2.3 Prior to authorisation to drive any category of police vehicle, evidence of a valid licence to drive that category of vehicle should be obtained. Failure to provide evidence of a valid driving licence will prohibit authorisation to drive police /SPA vehicles

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- 2.4 Similar consideration must be given to the holders of EEA Driving Licences, where there may be discrepancies from DVLA provisions.
- 2.5 Officers should ensure their Driver Record on System to Co-ordinate Personnel and Establishment (SCoPE) is accurate, if not they should notify their Divisional Business Unit.

2.6 Annual Driving Licence Checks

- 2.6.1 Police Scotland and the SPA have a responsibility to ensure, so far as is reasonably practicable, the Health and Safety of all staff whilst at work. This responsibility extends to work related driving activities. As part of this responsibility the organisation must ensure that every member of staff required and authorised to drive a vehicle remains fully entitled to do so.
- 2.6.2 In order that responsibilities in this regard can be met, all such personnel will be required to permit their licence to be viewed at any time as may be appropriate in the circumstances. This will include an annual licence check.
- 2.6.3 Line managers must examine the driving licence to ensure that it remains valid and that any or all endorsements have been previously intimated to the Professional Standards Department (PSD).
- 2.6.4 Line managers will ensure that an annual check of the driving licence of any member of staff who is authorised to drive police and / or SPA vehicles is carried out and their SCoPE record accurately reflects the entitlement.
- 2.6.5 A driving licence check can be carried out by following the guidance on the Government website – [View or share your driving licence information](#).
- 2.6.6 If any issues are encountered upon examination of the licence in respect of validity, endorsements, etc., the line manager must submit an internal communication (memo) through line management to PSD so that the circumstances can be fully considered.

3. Fitness to Drive

- 3.1 No one is permitted to drive a vehicle if they have consumed alcohol or are impaired by drugs. Further information is available in the Substance Misuse SOP.
- 3.2 Any member of staff who is contacted for a potential 'call out' to attend for duty and has consumed alcohol or drugs, whether prescription, over the counter or otherwise, so that their ability to drive may be impaired, must declare this immediately and not drive any vehicle until the impairment no longer exists.
- 3.3 Responsibilities towards the health and safety of staff extend to an awareness of any factors that may require an individual to undergo further training or a temporary withdrawal of authorisation.

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4. Medical Conditions

- 4.1 It is the responsibility of every authorised driver to report any medical condition that may affect their ability to drive to the DVLA. They must also report to their Line Manager where a medical condition may affect their driving however, there is no requirement to disclose details of the medical condition. The Line Manager must submit a referral to the Police Scotland Occupational Health (OH) provider so that further investigations can be carried out and appropriate advice provided.
- 4.2 Consideration will require to be given to a temporary suspension from driving pending further consideration or medical examination. There is a continuous responsibility on supervisors to monitor staff to ensure their ongoing fitness to drive.

5. Driving Offences

- 5.1 In circumstances where a member of staff is charged, convicted or issued with a Conditional Offer of Fixed Penalty (COFPN) in respect of any road traffic offence, they must inform PSD via their line management.
- 5.2 The report must detail the alleged offence including the date, time and location of the incident. No other information is required and the report should not interfere with the staff members' right not to self-incriminate. Officers may wish to take advice from staff associations prior to submitting the report.
- 5.3 Such matters may impact upon driving authorisation depending upon the nature of the offence(s) involved. (See section 15)
- 5.4 Where necessary Police Scotland Form 141-017 should be completed.

6. Basic Authorisation: Police and Police / SPA Staff

- 6.1 Basic authorisation is the minimum driving standard required prior to Police Officers and Police / SPA Staff being permitted to drive police or SPA vehicles. These driving assessments will be conducted by a Police Scotland Driving Instructor. (See Police Scotland Form 140-036 Road Policing Training Basic Authorisation Driving Assessment)
- 6.2 There is no requirement to complete a medical prior to undertaking a basic authorisation assessment.
- 6.3 This will authorise holders of a Driver and Vehicle Licencing Agency (DVLA) Licence Category 'B' or equivalent European Economic Area (EEA) Licence, to drive 'intermediate performance' vehicles (up to 130 bhp), i.e. cars, including passenger carrying vehicles, up to eight passenger seats and medium sized light goods vehicles up to a Gross Vehicle Weight (GVW) of 3500kgs. Further assessment may be required for additional categories.

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- 6.4 This level of authorisation is intended to provide induction and familiarisation to ensure that health and safety requirements for driving at work are met. It is intended to provide staff with the ability to drive police / SPA vehicles for enquiries or other routine purposes.
- 6.5 Additional training will be required for police drivers to allow the use of auxiliary lighting equipment for safety and scene protection. The use of auxiliary equipment to make progress through traffic is deemed to be emergency response driving, is outside the scope of this level of authorisation, and should not be undertaken. Refer to Policing Scotland's Roads guidance document for further information.
- 6.6 Where staff are required to drive a minibus, large van, bus or lorry and do not possess the relevant categories, they must first apply to DVLA to have the provisional category added to their licence. For this they will need to complete forms D2 & D4 which can be obtained via the Driving Licences section of www.gov.uk. A medical report will be required which is the responsibility of each officer to arrange through the Police Scotland SPA Occupational Health provider. A Doctor is required to complete form D4 and officers may have to have an optician complete the eyesight section. Where staff are required to complete this training the Force are responsible for any costs incurred.
- 6.7 The theory test is provided through Road Policing Training. Line managers should ensure that officers have the training approved on their SCoPE record. Officers will not be enrolled on a theory test unless they have been issued with the appropriate provisional licence entitlement.
- 6.8 A basic authorisation does not permit the driver to undertake any aspect of emergency response driving or any stages of pursuit management. Drivers must at all times comply with the provision of all road traffic law and the Highway Code.
- 6.9 Police officers who have been granted basic authorisation are not permitted to use emergency equipment to stop vehicles unless they have completed the E-learning package on Moodle. Irrespective of this, should an officer be presented with circumstances on the road which necessitate the use of emergency equipment, such as a road traffic collision, health and safety responsibilities would dictate a common-sense approach in order to protect the scene. For further guidance see Road Traffic Collisions SOP and Policing Scotland's Roads.

7. Special Constables

- 7.1 Special Constables can be authorised to drive police vehicles in the same manner as regular officers.
- 7.2 Attendance on Standard Response Driving Course (SRDC) may be considered when justified and operationally necessary.

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8. Standard Response Driving Course: Police Officers

- 8.1 Police officers will be required to successfully complete a Standard Response Driving Course (SRDC). They may receive a Basic Driving Authorisation until this has been successfully completed. This will authorise officers to drive vehicles up to but not including 'high performance' vehicles (above 200 bhp).
- 8.2 This course is designed to provide candidates with the knowledge and skills to drive police vehicles with a degree of efficiency in different road, weather and traffic conditions.
- 8.3 A driver medical must be undertaken and successfully completed prior to attendance on the SRDC. It is the individual officer's responsibility to make arrangements with the Police Scotland Occupational Health (OH) provider for this to be completed in sufficient time prior to attending the course. A previous driver medical in relation to other driver training courses undertaken by the officer may already satisfy the requirements; where this may be the case the officer should discuss this with OH. A fit note will be issued to the officer which must be submitted to the Driver Training Centre in advance or produced on the first day of the course.
- 8.4 This course will provide instruction and assessment to ensure that police officers have the knowledge, skills and behaviours to meet National Occupational Standards. This will enable officers to patrol operationally and respond safely to incidents requiring the use of legal exemptions and in accordance with Incident Prioritisation and Response SOP. This does not extend to specialist driving roles such as escorts or pursuits where additional training and assessment is required.
- 8.5 Subject to their driving licence entitlements, the availability of suitable vehicles and completion of further training during the course, officers may also be authorised to drive light goods vehicles between 3500-7500kg GVW and Passenger Carrying Vehicles (PCVs) with more than eight and up to 16 passenger seats.
- 8.6 It should be noted that there is a range of specialist vehicles within Police Scotland which, due to their size / equipment, etc., require further training, familiarisation and authorisation to drive them. As such, additional authorisations **must** be received **prior** to driving any of these vehicles.
- 8.7 Officers transferring from other Forces will retain any existing police standard driving qualification, subject to the provision of supporting evidence from their previous Force(s). In these circumstances the evidence provided will be checked for accuracy / relevance by Driver Training and thereafter recorded on the officers SCoPE record. Consideration may be given for such officers to undergo a driver authorisation test including Emergency Response driving assessment.
- 8.8 An officer who successfully completed a SRDC will be authorised to use emergency equipment to stop vehicles, attend incidents and the initial stage of vehicle pursuits in accordance with the Vehicle Pursuit SOP. Such officers will be able to make use of exemptions provided in law in relation to speed limits, red traffic lights and keep left/right arrows. Any officer making use of legal exemptions must be able to justify their use of such exemptions and must not create a danger to any person.

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- 8.9 An officer who has successfully completed a SRDC may feel that they need to take a course of action for which no specific legal exemption exists. In such circumstances, officers must be able to justify their actions and must not create a danger to any person.
- 8.10 When driving under emergency response conditions officers must ensure adherence to their level of training and not drive in a manner beyond the level of their training. (See Police Scotland Form 140-035 - Road Policing Training High Speed Driving Re-Assessment)
- 8.11 Certain escorting roles will require that all drivers/ motorcyclists are trained to advanced level but standard authorisation may be sufficient for the convoy vehicles provided that drivers have had training in Security Escort techniques.

9. Advanced Driving Course

- 9.1 Police Officers who routinely drive 'high performance' vehicles (above 200 bhp) for operational purposes or whose role places additional demands on their driving skill will require to successfully complete an Advanced Driving Course (ADC). This currently applies to all Road Policing officers and Surveillance officers. This training is delivered by Road Policing Training staff at the Scottish Police College, Tulliallan.
- 9.2 This course is designed to provide candidates with the knowledge and skills to drive police vehicles with a high degree of efficiency in different road, weather and traffic conditions.
- 9.3 A driver medical must be undertaken and successfully completed prior to attendance on an ADC. It is the applicant's responsibility to make arrangements with the Police Scotland Occupational Health (OH) provider for this to be completed in sufficient time prior to attending the course. Medical assessments must be carried out no more than 6 months prior to the commencement of the course.
- 9.4 An officer who successfully completes an ADC will be authorised to use emergency equipment to stop vehicles and attend incidents. Officers who successfully complete the Pursuit Management Driving Course will also be authorised, when driving a suitable vehicle, to participate in all phases of pursuit management.

9.5 Officers Transferred to Road Policing

- 9.5.1 Prospective candidates for Road Policing must:-
- successfully complete a SRDC prior to applying for a post within Road Policing;
 - undertake and successfully complete a driver medical prior driving Road Policing vehicles;

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- successfully complete a Road Policing Driving Assessment, conducted by a Police Scotland Driving Instructor, prior to interview;
- successfully complete a competency based interview;
- sign and adhere to Police Scotland Form 126-048 Road Policing Driving Authorisation (See section 9.7.1);
- successfully complete an ADC.

9.5.2 This will authorise candidates to drive Road Policing vehicles, including under response conditions, subject to the caveats at 8.8 and limits of authorisation at 9.5.5.

9.5.3 In the event that an officer fails the ADC the relevant Road Policing Area Commander will liaise with the Head of Driver Training and will review the officer's suitability to remain within Road Policing. They may be permitted to retain their SRDC authorisation and offered the opportunity to undertake a further ADC.

9.5.4 Officers are permitted a maximum of three attempts to successfully complete an ADC.

9.5.5 Limits of Authorisation

The following applies to officers transferred to Road Policing:

- an authorised Standard Response Driver will be accompanied, wherever possible, by a qualified Advanced Driver. However, an authorised Standard Response Driver will be permitted to drive Road Policing vehicles unaccompanied and under response conditions, **when this is operationally necessary**;
- an authorised Standard Response Driver **must** drive in a manner commensurate with their current level of training unless they are accompanied by a Police Driving Instructor;
- authorised Standard Response Drivers, whether accompanied or not, will not undertake pursuit driving beyond the Initial Phase (as per the Vehicle Pursuits SOP);
- subject to approval by a Road Policing Inspector, authorised Standard Response Drivers may undertake ambulance escorts **only** after having gained sufficient driving experience **and** when accompanied by an Advanced Driver;
- subject to approval by a Road Policing Inspector, authorised Standard Response Drivers may undertake abnormal load escorts unaccompanied **only** after having gained sufficient experience of escorting abnormal loads;
- authorised Standard Response Drivers will be provided with a detailed briefing and a Road Policing Driving Authorisation Guidance Document (Police Scotland Form 126-048) by the assessing instructor, which they will be required to sign to acknowledge the content;
- the period of authorisation will be granted on the understanding that the officer concerned attends the ADC at the earliest opportunity;
- authorisations will be reviewed after a period of six months.

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9.6 Officers Seconded to Road Policing

- 9.6.1 Officers seconded to Road Policing for a period of more than four weeks, may be authorised to drive Road Policing vehicles whilst accompanied by an advanced driver, subject to the following:-
- successfully complete a SRDC prior to applying for a secondment within Road Policing;
 - successfully complete a driving assessment, conducted by a Police Scotland Driving Instructor;
 - undertake and successfully complete a driver medical prior to driving Road Policing vehicles;
 - sign and adhere to Police Scotland Form 126-048 Road Policing Driving Authorisation. (See section 9.7.1)
- 9.6.2 Where, following a driving assessment, an officer fails to demonstrate a sufficient standard of driving, they will not be permitted to drive Road Policing vehicles.
- 9.6.3 The decision to assess and grant authorisation to a seconded officer will be taken by the Road Policing Inspector and be based on the local operational need or requirement for additional drivers.
- 9.6.4 Officers seconded to Road Policing for a period of less than four weeks will not be granted authorisation to drive Road Policing vehicles.
- 9.6.5 Upon successful completion of the assessed driving element the officer will be deemed authorised to drive Road Policing vehicles, subject to the caveats at 8.8 and limits of authorisation at 9.5.5. Where authorisation is not granted following assessment, then the officer will not be permitted to drive.

9.7 Briefing and Risk Assessments

- 9.7.1 Following assessment, and prior to being granted authorisation, officers will be briefed about their responsibilities as a driver by the assessing instructor and provided with a copy of the Road Policing Driving Authorisation Guidance Document (Police Scotland Form 126-048) confirming this. They will be required to sign the document to acknowledge its content. These forms will be retained in as per the Record Retention SOP. The relevant risk assessment can be accessed from the Intranet.

10. Motorcycles

10.1 Basic Authorisation

- 10.1.1 A basic motorcycle authorisation will only be granted to Police / SPA staff who are holders of a Driver and Vehicle Licencing Agency (DVLA) Licence Category 'A' or equivalent European Economic Area (EEA) Licence and are required to ride police motorcycles as part of their duties e.g. garage mechanics. This is the minimum driving standard required prior to riding police motorcycles.

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- 10.1.2 This authorisation is designed to provide candidates with the knowledge and skills to drive police vehicles with a degree of efficiency in different road, weather and traffic conditions.
- 10.1.3 There is no requirement to complete a medical prior to undertaking a basic authorisation assessment.

10.2 Standard Course

- 10.2.1 This is for police officers and will authorise holders of a Driver and Vehicle Licencing Agency (DVLA) Licence Category 'A' or equivalent European Economic Area (EEA) Licence, to ride police motorcycles operationally. Prior to being considered for this course officers must have completed an ADC. The period of authorisation for Road Policing Officers will be granted on the understanding that the officer concerned attends the Advanced Motorcycle Course (AMC) at the earliest opportunity.
- 10.2.2 This is the first training level for police motorcyclists and should allow them to develop their skills in an operational setting without being exposed to activities which will require advanced training.
- 10.2.3 This level of training allows the riders to patrol and respond to incidents, including emergency response, without allowing their use for specialist roles such as security escorts or pursuits.
- 10.2.4 The Road Traffic Regulation Act 1984, Section 87 provides that no speed limit shall apply to a vehicle being used for police purposes if it would hinder the use to which that vehicle is being put; and, the driver has passed a course in high speed driving. Any officer riding outwith the permitted limits must ensure their actions are justifiable and proportionate to the circumstances.

10.3 Advanced Motorcycle Course

- 10.3.1 An Officer who successfully completes an AMC will be authorised to use emergency equipment to stop vehicles and attend incidents. This also allows the use of officers in specialist roles such as escorting or to participate in the initial phase of pursuit management.
- 10.3.2 This course is designed to provide candidates with the knowledge and skills to ride police motorcycles with a high degree of efficiency in different road, weather and traffic conditions.
- 10.3.3 A rider medical must be undertaken and successfully completed prior to attendance on an ADC. It is the applicant's responsibility to make arrangements with the Police Scotland Occupational Health (OH) provider for this to be completed in sufficient time prior to attending the course. Medical assessments must be carried out no more than 6 months prior to the commencement of the course

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- 10.3.4 In the event that an officer fails the AMC the relevant Road Policing Area Commander will liaise with the Head of Driver Training and will review the officer's suitability to retain their standard motorcycle authorisation. Unless there are exceptional circumstances the officer's advanced driving authorisation will not be affected.
- 10.3.5 Officers are permitted a maximum of three attempts to successfully complete an AMC.

11. Individual Needs

- 11.1 Where a member of staff has a disability or other specific medical condition, then consideration must be given to any reasonable adjustments which can be made to accommodate the needs of that individual and Police Scotland. (See Disability in Employment SOP for further guidance.)

12. High Speed Driving Re-Assessment

- 12.1 The provisions of the Road Traffic Regulation Act 1984, Section 87 relate to the statutory exemptions applicable in respect of driving police vehicles in excess of speed limits.
- 12.2 It is important to note that such provisions do not apply unless the vehicle is being driven by a person who has satisfactorily completed a course of training in the driving of vehicles at high speed.
- 12.3 Whilst completion of a Standard Response or ADC initially meets these requirements, it will be necessary for Police Officers to undergo a re-assessment in high speed driving once every five years.
- 12.4 It is the officer's responsibility to liaise with Driver Training for inclusion on a suitable course when re-assessment is required and Police Scotland Form 140-035 High Speed Driving Re-assessment must be completed.
- 12.5 Such re-assessments will be undertaken as a rolling programme. This does not preclude police officers from exceeding the speed limit in appropriate circumstances and in accordance with their level of training.

13. 4 X 4 Vehicles

- 13.1 It is recognised that 4 x 4 vehicles can be driven by Basic, Standard Response and Advanced drivers. Additional 4 x 4 training will be required depending on the role to which the vehicle is being put.

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14. Driving Standards

- 14.1 Police Scotland and the SPA seek to continuously improve the standard of driving and vehicle safety. Driving to an expected standard and demonstrating courtesy to other road users will reflect favourably on the organisation.
- 14.2 The Highway Code is issued with the authority of Parliament under the Road Traffic Act 1988, Section 38. Whilst failure on the part of a driver to observe a provision of the Highway Code does not in itself render that person liable to criminal proceedings, any failure to adhere to the Code's principles by an individual can be used to establish or negate any liability in civil or criminal proceedings.
- 14.3 Consequently, there is an obligation on all authorised drivers to adhere to guidance contained within the Highway Code. To drive safely, within their own capabilities and in accordance with their training having regard to the type of vehicle, as well as road, weather and traffic conditions. No circumstances justify any form of driving which endangers life.
- 14.4 The speed at which a vehicle is being driven must be proportionate to the situation. Speed limits will **not** be exceeded at any time unless there is an operational requirement and in accordance with the Incident Prioritisation and Response SOP for further guidance.
- 14.5 Similar consideration must be given to the locations where Police vehicles are parked. They must not be parked on footpaths, restricted parking bays or other inappropriate places or in locations where parking restrictions are in force, except in an emergency or where some other extenuating operational circumstances exist.
- 14.6 Drivers of all Police Scotland / SPA vehicles are reminded that their vehicles are a visible representation of the organisation. As such, they should be kept clean and tidy.

15. Statutory Exemptions; Speed Limits and Traffic Signs

- 15.1 The Road Traffic Regulation Act 1984, Section 87 provides that no speed limit shall apply to a vehicle being used for police purposes if it would hinder the use to which that vehicle is being put; and, the driver has passed a course in high speed driving. Any officer driving outwith the permitted limits must ensure their actions are justifiable and proportionate to the circumstances. When driving under emergency response conditions officers must ensure adherence to their level of training.
- 15.2 Posted speed limits, traffic signals and direction signs must be adhered to unless police officers are dealing with operational matters or circumstances involving pursuits or emergency situations. In such cases all personnel must drive in accordance with their level of training.
- 15.3 The Road Traffic Regulation Act, 1984 Section 87(1), (speeding) and The Traffic Signs Regulations and General Directions 2016, provide for a statutory exemption from prosecution for emergency services vehicles under certain circumstances.

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- 15.4 Speeding - An exemption is provided in law for emergency service vehicle drivers from speed limits, provided that they have been trained and that complying with the speed limit would hinder the driver at that time. Officers should not drive beyond the limits of their training and at all times must ensure that no danger is caused to any other person.
- 15.5 Red Light - Exemptions are provided in law for police drivers in relation to red traffic signals. Officers may proceed through a red traffic signal only in circumstances where they would be hindered by stopping for the signal. No person should be endangered and officers should treat the signal as a stop or give way. Officers should not proceed through any junction unless it is clear that their intended manoeuvre is obvious to other persons present and that the other persons have taken clear action to allow precedence to the police driver.
- 15.6 An exemption is provided that emergency service drivers may pass on the wrong side of a keep left or right arrow only in circumstances where they would be hindered at that time in complying with the arrow and provided that no danger is caused. Often these arrows are protecting islands used by pedestrians to cross a wide carriageway. Officers should ensure that not only have other drivers seen and reacted to their manoeuvre, but that any pedestrians are aware of the police vehicle and that the police vehicle can pass safely without causing danger.

16. Suspension of Authorisations to Drive Police / SPA Vehicles

- 16.1 Where an authorised police driver has been involved in an incident which
- results in a complaint against the police;
 - report to a prosecuting authority;
 - results in a collision; or
 - otherwise gives rise to consider that drivers suitability to drive Police/SPA vehicles.

The line management of that driver must give consideration to limiting, suspending or withdrawing that driver's authorisation. PS Form 126-073 Request to Suspend Authorisations to Drive Police – Scottish Police Authority Vehicles should be submitted by line management

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- 16.2 The Divisional Commander / Head of Department will thereafter review such a suspension at an early stage and may approve, amend or reinstate the driver's authorisation.
- PS Form 126-074 Suspension of Authority to Drive Police – Scottish Police Authority Vehicles
 - PS Form 126-075(A) Reinstatement of Authority to Drive Police – Scottish Police Authority Vehicles (no additional training)
 - PS Form 126-075(B) Reinstatement of Authority to Drive Police – Scottish Police Authority Vehicles (additional training)
- 16.3 Any curtailment / re-instatement of driving authorisation must be confirmed in writing to the driver concerned and updated on their driver record on SCoPE.

17. Emergency and Priority Response

- 17.1 In accordance with the provisions contained within the Incident Prioritisation and Response SOP, calls received by the Area Control Room (ACR) will be graded according to the urgency and type of call received.
- 17.2 If it is judged that police attendance is necessary, it is vital that the response is proportionate to the urgency of the incident and the needs / vulnerability of those affected. It is also important that the manner in which police vehicles are driven / used does not expose members of the public or personnel to unnecessary risk.
- 17.3 In such circumstances officers must always judge the nature of the call to their method of response with a reminder that there is no blanket application of statutory exemptions for such matters. Officers attending **must** ensure the manner of driving is appropriate in the circumstances.
- 17.4 Officers are reminded that the activation of auxiliary warning equipment, such as blue lights and sirens, merely makes the presence of the vehicle potentially more visible to other road users. It does not in any way negate the individual responsibilities that officers have for ensuring that the highest standards of driving and safety expected of a trained police driver are maintained. As a consequence, police drivers must drive in accordance with their respective level of driver training and experience at all times. (For further guidance see Driver Training SOP)
- 17.5 It is imperative that the first unit on the scene advises the ACR of their arrival and provides a brief update of the circumstances. This update will assist in negating / reducing the need for other personnel making progress to the incident when there may be no further need to do so.

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17.6 Officers should consider the following:-

M	Major Incident Declared?	Has, or should, a major incident be declared?
E	Exact Location	What is the exact location or geographical area of the incident? Be as precise as possible.
T	Type of Incident	What type of incident is it? E.g. flooding, fire, CBRN, explosion etc.
H	Hazards present, potential or suspected	Consider potential severity of the impact.
A	Access – routes that are safe to use	Include suggested RVP.
N	Number, type, severity of casualties	Be as accurate as possible.
E	Emergency Services present and those required	What services are there and who else do you need?

18. Safety Camera Activations

- 18.1 If any member of staff believes they may have activated a safety camera (fixed / mobile or average speed), a bus lane or traffic light camera they should immediately advise the ACR of the activation.
- 18.2 If a Command and Control incident already exists officer`s should ensure it is updated. Where there is no Command and Control incident, one will be created so that reference can be made to the fact in any subsequent enquiry.
- 18.3 The update should include the time and date of the activation, the location of the activation, the vehicle call sign and the shoulder number of the officer driving the police vehicle. Where possible they should include reference to the incident to which they are attending.
- 18.4 In circumstances where a safety camera activation cannot be notified immediately it should be undertaken at the earliest opportunity. Reasons for the delay should also be recorded on the Command and Control Incident.
- 18.5 Where camera activation occurs as a result of a speed limit being exceeded, the Safety Camera Units, will forward the relevant correspondence to the appropriate Division. This is to ensure that the circumstances leading to the detection were in connection with a justifiable policing purpose in accordance with the provisions of the aforesaid statutory exemption. (For further information see Safety Camera Units SOP).

19. Statutory Exemptions

19.1 Statutory Exemptions: Speeding

- 19.1.1 The Road Traffic Regulation Act, 1984 Section 87(1) provides for a statutory exemption from prosecution from speeding for emergency services vehicles.

19.2 Statutory Exemptions: Traffic Lights

- 19.2.1 The Traffic Signs Regulations and General Directions 2016, Schedule 14, provides for a statutory exemption from failing to comply with a red traffic light in certain circumstances (fire, ambulance, bomb or explosive disposal, Scottish National Blood Transfusion Service or police purposes).
- 19.2.2 The observance of the prohibition conveyed by the red signal would be likely to hinder the use of that vehicle for the purpose for which it is being used then the red signal shall not apply to the vehicle. The red signal should convey the prohibition that the vehicle shall not proceed beyond the stop line in a manner or at a time likely to endanger any person or cause the driver of any vehicle proceeding in accordance with the indications of light signals operating in association with the signals displaying the red signal to change its speed or course in order to avoid an accident.
- 19.2.3 When proceeding past a red signal it should be treated as a 'stop' or 'give way' sign. No attempt should be made to proceed unless the driver is sure that the way is clear and it is safe to do so.

19.3 Statutory Exemptions: Keep Left (Right) Signs

- 19.3.1 The Traffic Signs Regulations and General Directions 2016, Schedule 3 provides a statutory exemption from failing to comply with a keep left/right sign in certain circumstances.
- 19.3.2 On an occasion where a vehicle is being used for fire & rescue authority, ambulance, bomb/explosive disposal or police purposes and the observance of the requirement would be likely to hinder the use of that vehicle for one of those purposes then, instead of that requirement, the requirement conveyed by the sign in question shall be that the vehicle shall not proceed beyond that sign in such a manner or at such a time as to be likely to endanger any person.

19.4 General

- 19.4.1 On occasions, often due to circumstances outside their control, police drivers may find themselves considering contravention of other signs and regulations where no statutory exemptions exist. Any such actions must be justified, proportionate and necessary. Officers should bear in mind that their actions may result in criminal proceedings.
- 19.4.2 No circumstances can justify the contravention of any legal requirement, whether exempted or not, which would endanger other road users or the officer(s).

List of Associated Legislation

- Road Traffic Regulation Act 1984
- Road Traffic Act 1988
- The Traffic Signs Regulations and General Directions 2016

List of Associated Reference Documents

- Policing Scotland's Roads Manual
- Complaints about the Police SOP
- Road Traffic Collisions SOP
- Substance Misuse SOP
- Incident Prioritisation and Response SOP
- Vehicle Pursuits SOP
- Disability in Employment SOP
- The Highway Code
- Record Retention SOP

List of Associated Forms

- Road Policing Driving Authorisation Guidance Document (Form 126-048)
- Police Vehicle Collision / Damage Report (Form 141-004)
- PS Form 126-074 Suspension of Authority to Drive Police – Scottish Police Authority Vehicles
- PS Form 126-075(A) Reinstatement of Authority to Drive Police – Scottish Police Authority Vehicles (no additional training)
- PS Form 126-075(B) Reinstatement of Authority to Drive Police – Scottish Police Authority Vehicles (additional training)

Glossary of Terms

ACR	Area Control Room
ADC	Advanced Driving Course
AMC	Advanced Motorcycle Course
COFPN	Conditional Offer of Fixed Penalty
DVLA	Driver and Vehicle Licencing Agency
DVSA	Driver and Vehicle Standards Agency
EEA	European Economic Area
ERT	Emergency Response Training
GVW	Gross Vehicle Weight
OH	Occupational Health
PCV	Passenger Carrying Vehicle
Police Scotland	Police Service of Scotland
PSD	Professional Standards Department
PSoS	Police Service of Scotland
PTT	Press to Talk
RPO	Road Patrol Officer
SCoPE	System to Co-ordinate Personnel and Establishment
SPA	Scottish Police Authority
SRDC	Standard Response Driving Course
UK	United Kingdom
4WD	Four-Wheel Drive