

RMG Coronavirus

Temporary Driving Controls

Temporary controls for managers providing operational cover for driving vans (Royal Mail up to 3.5T):

- The covering manager must have completed the usual licence checks and health declarations - their line manager can see this on PSP. If they have not completed this then checks must be completed locally using the 'Driver Details and Licence Inspection Record' - [Driver Licence Check Process Documents](#)
- The manager must be satisfied that the driver has a valid licence to drive for the vehicle that they will drive (category B for small van drivers) and that they are fit to drive. If they do declare a health condition then either:
 - Don't permit them to drive; or
 - They will need a referral to OH Assist – email AdviceCentreOH@royalmail.com who will be able to assist
- Allocate the smallest van available, and **restrict to small vans (up to Peugeot Expert size)**
- Do not allocate large vans (medium panel van or larger) which would normally necessitate on road training.
- Covering managers must have completed the 'Driving for Operational Cover' elearning – [LINK](#)

Temporary controls for OPGs moving onto driving duties (Royal Mail up to 3.5T)

- The 'Driver Details and Licence Inspection Record' check form must be completed by the driver and manager - [Driver Licence Check Process Documents](#)
- The manager must be satisfied that the driver has a valid licence to drive for the vehicle that they will drive (category B for small van drivers) and that they are fit to drive. If they do declare a health condition then either:
 - Don't permit them to drive; or
 - They will need a referral to OH Assist – email AdviceCentreOH@royalmail.com who will be able to assist
- The driver must view the 'driving for operational cover' eLearning - [LINK](#)
- Allocate the smallest van available, and **restrict to small vans (up to Peugeot Expert size)**
- Do not allocate large vans (medium panel van or larger) which would normally necessitate on road training
- **KEEP A RECORD OF COMPLETING THIS** – this relaxation of requirements is temporary. Drivers who have not completed the required on-road training must not be permitted to drive after restrictions have been lifted.

Temporary controls for agency workers performing driving duties (Royal Mail up to 3.5T)

- The driver should have completed driving licence and health declarations with their agency prior to arriving for Royal Mail duties. Obtain and record their verbal confirmation that this has taken place, that they hold a valid licence and that they are fit to drive. If this has not taken place, do not permit them to drive.
- The driver should have viewed the 'driving for operational cover' elearning prior to arriving for duty. Obtain and record their verbal confirmation that this has occurred. If not, show them the eLearning (it is an 11 minute film) - [LINK](#)
- Allocate the smallest van available, and **restrict to small vans (up to Peugeot Expert size)**
- Do not allocate large vans (medium panel van or larger)
- Check and record that the agency worker is comfortable and prepared to drive – if they have doubts regarding their ability to drive the van, then do not permit them to drive.

Temporary controls for drivers covering Parcelforce driving duties

- The driver must still undertake the usual licence checks & health declaration
- The manager must be satisfied that the driver has a valid licence to drive for the vehicle that they will drive (category B for van drivers) and that they are fit to drive. If they do declare a health condition then do not permit them to drive
- Agency drivers should already have had licence and health checks completed by the agency supplier prior to arrival.
- The driver must view the 'driving for operational cover' elearning - <https://vimeo.com/366233518/b31b766da0>
- In-cab assessments should be suspended. The ROSPA/Manager trained driver assessor should instead assess the capability of the driver through observation of slow manoeuvring in the yard (reversing into a space etc.) and where possible by following the driver around a pre-agreed route in another vehicle. The assessor should use their best judgement to assess whether the driver is safe to drive for PFWW.
- In all cases, the driver must confirm that they feel sufficiently prepared and are comfortable to drive the vehicle, before they are assigned to a duty. If they themselves are not happy then they should not be used.

KEEP A RECORD OF COMPLETING THIS – this relaxation of requirements is temporary. Drivers who have not completed the abridged required on-road training must not be permitted to drive after restrictions

Post-Collision Training

The RTA Procedure Agreement applies as normal and cases should continue to be progressed in line with this agreement.

We encourage the use of training following blameworthy collisions however the suspension of in-cab training means that this is not currently possible. In all cases, the manager is required to make a judgement as to whether it is safe for the driver to continue driving.

In the event of minor collisions, the manager can however provide other interventions eg. verbal coaching pending resumption of normal training processes (when the training should then be scheduled). – a coaching tool to assist can be found here: [Link](#)

For serious RTCs, or where the driver has been involved in multiple blameworthy RTCs over a two-year period, careful consideration should be given to allocating the driver a non-driving duty until such time as they can be trained and assessed.

A note should be taken to arrange the required on-road training once services have been resumed.