

Use of transport team car

Who can use the car?

- Any permanent team member who has a valid driving licence which has been seen and photocopied by Clinical lead for insurance purposes
- Only named drivers are eligible and they should be over 25 years of age.
- Six monthly review of driving licence proposed for January each year.
- Staff to inform clinical lead if their circumstances change i.e. fixed penalty points or even worse!!!!
- Parents. It is likely that it will be women who are 10 days post delivered and who are fit and well or their partners. It is up to the discretion of the team if parents appear to be unfit for travel i.e. drunk or under the influence of drugs, in such circumstances this service should not be offered.
- Parents should be requested to travel in the rear passenger seats and seat belts must be worn
- North West Ambulance Staff undertaking the transfers.

Appropriate use of the car

- The car should be used for the majority of unplanned referrals from within Greater Manchester but staff may also consider using the car for hospitals within 1 hour of travelling time.
- It is acceptable to use the car to call in to a local shop for example on your way back to SMH, however it is not appropriate to use the car if it involves taking a detour
- Staff need to consider their personnel safety e.g. driving alone at night
- Staff must always drive responsibly at the legal road speeds and always follow the Highway Code.
- Staff must be sensible about alcohol consumption the day before working.
- Use of the vehicle will be recorded on a log sheet. Details of the date, time of journey, transport reference, driver, mileage at start and end of journey.

In the event of an accident

- Follow usual procedure: obtain other party's details / name, / address/ insurance details/ vehicle registration/ make and model. **Do not admit liability.**
- Inform cot bureau, NWAS, Police
- To the third party give IMD name and contact address as insurance may change annually
- At your earliest convenience inform your own insurance company
- On return to SMH document incident on an Incident Reporting form and provide lead consultant with a copy

Communications Equipment

- The Ambulance Radio must not be left in the vehicle under any circumstances
- On responding to a transport request the radio should be removed from the charger and taken to the referring hospital.

- When the Ambulance crew arrive at the referring hospital the handset and mobile phone should be given to them if one of them is to drive the car.
- **The ambulance radio must only be used by ambulance staff as incorrect use may disable the whole communications system**

Equipment

- All team members have a responsibility to keep the vehicle clean
- The vehicle will need to be cleaned, washed and have basic maintenance undertaken on a weekly basis e.g. oil, water & brake fluid levels, tyre pressures and washer fluid
- Fuel: IMD to set up a fuel account at a local garage. All staff has a responsibility to ensure fuel is topped up and that there is sufficient to complete the journey. This should be at least ½ a tank of fuel.
- **Please ensure correct fuel type is used**, In the event of misfuelling, **do not** start the vehicle, inform the cot bureau and ring the breakdown service.
- In the event of a breakdown the vehicle is covered by roadside assistance, the documents for which will be in the vehicle. PLEASE note that the cot bureau must be informed of any difficulties in order that they can liaise with the referring unit and ambulance to minimise delay.
- Satellite navigation system is to be included and must be removed from the vehicle when not in use.
- Lead consultant to purchase 2 way radio to enable communication with NWAS
- Equipment may be transported in the boot of the car e.g. pumps, cerebral function monitor and red bag. Any additional equipment may be taken if required and is up to the discretion of team members. **Please** do not overstock the boot with unnecessary equipment.
- The car will be identified as a neonatal vehicle to facilitate parking outside units. It may sometimes be necessary to inform security of your imminent arrival to enable parking close to the special care baby unit.

When to call an Ambulance

- **Days-** after initial stabilisation/procedures/documentation staff to contact cot bureau to liaise about timing of calling NWAS.
- **Nights-** staff may need to identify which incubator needs to be collected by the NWAS. Arrangements will need to be made to enable a baby amber call to be processed from out of Saint Mary's Hospital.

Parking of the vehicle when not in use.

- A designated bay will be provided outside the hospital
- **Do not leave the car in gear!**
- All staff have a responsibility to ensure that the car is locked after use and that valuables are not left in the car at any time. All consumables should be safely stored in the boot out of view.