



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



### National Ambulance Service (NAS)

#### Ambulance Operations (Fleet) Procedure Vehicle Collision

Document reference number	<b>NASOF001</b>	Document developed by	Fleet Logistics & Support Manager
Revision number	<b>7</b>	Document approved by	NAS Leadership Team
Approval date	<b>16<sup>th</sup> March 2011</b>	Responsibility for implementation	Chief Ambulance Officers/Area Operations Mgrs
Revision date	<b>31<sup>st</sup> December 2019</b>	Responsibility for review and audit	Operational Support and Resilience Manager

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## 1.0 POLICY

- 1.1 The National Ambulance Service (NAS) is committed to ensuring effective procedures are in place in the event of a collision involving an NAS vehicle so as to ensure the safety of patients, staff and other road users as well as ensuring compliance with relevant legislation

## 2.0 PURPOSE

- 2.1 To provide staff with clear instructions in the event of a Vehicle Collision.  
2.2 To ensure all staff are aware of the legislative responsibilities requiring all drivers involved in collisions to comply with certain statutory obligations, as contained in the Road Traffic Act, i.e.:

A. "If a collision occurs whereby damage or injury is caused to any person (other than yourself), vehicle (other than your own) or animal owing to the presence of a motor vehicle on the road, the driver of that vehicle shall: **STOP, GIVE HIS NAME AND ADDRESS TO ANY PERSON HAVING REASONABLE GROUNDS FOR ASKING, GIVE THE OWNER'S NAME AND ADDRESS, GIVE DETAILS OF THE VEHICLE IDENTIFICATION, REGISTRATION NUMBER.**"

B. Refusal to give particulars is an offence, not excused by subsequent reporting to An Garda Síochána.

- 2.3 To specify managerial, supervisory and individual responsibilities relating to the scene of any collision and the follow subsequent follow up actions.

## 3.0 SCOPE

- 3.1 This Procedure applies to all National Ambulance Service staff while operating any National Ambulance Service vehicle.

## 4.0 LEGISLATION/OTHER RELATED POLICIES

- A. Policy – NASP009 – Operational Driving of NAS Vehicles
- B. Policy – NASP010 – Vehicular Emergency Response
- C. Policy – OQR006 - Incident Management Policy and Procedure
- D. Procedure – NASOF002 - Vehicle Inventory and Checking
- E. Procedure – NASOF003 - Fleet Management and Maintenance
- F. Procedure – NASOF009 – Vehicle Evacuation Procedure
- G. Procedure – NASOP005 – Garda Statements and Court Issues

## 5.0 GLOSSARY OF TERMS AND DEFINITIONS

- 5.1 The drivers of National Ambulance Service vehicles are exempt from the provisions of certain road traffic laws while engaged on an **AUTHORISED** "Emergency Response", but are not immune from the consequences of being involved in a collision.

## 6.0 ROLES AND RESPONSIBILITIES

- 6.1 Operational Support and Resilience Managers will monitor compliance with this Procedure and ensure any necessary amendments are affected.
- 6.2 Each staff member is responsible for ensuring compliance with these procedures.
- 6.3 Line Supervisors/Line Managers with immediate responsibility for vehicles, are responsible for ensuring that all preventative servicing and maintenance of vehicles is carried out as per manufacturer's instructions and that appropriate, accurate and accessible records of same are maintained.
- 6.4 In the interests of patient and staff safety, Line Supervisors/Line Managers are responsible for monitoring the driving behaviour of any staff member under their supervision and for bringing any concerns expressed directly or indirectly to them to the staff member concerned immediately.
- 6.5 Line Supervisors/Line Managers are responsible for ensuring that all reporting requirements and follow up actions are undertaken in a prompt and timely manner.
- 6.6 The Education and Competency Assurance Team are responsible for ensuring that Driver Training includes Vehicle Collision procedures and that appropriate, accurate and accessible training records are maintained

## 7.0 PROCEDURE

### 7.1 ACTIONS TO BE TAKEN AT THE SCENE OF THE COLLISION

- 7.1.1 **Stop!!!** and advise Ambulance Control
- 7.1.2 Don reflective jackets and ensure scene of Collision is safe
- 7.1.3 Check and treat any injuries
- 7.1.4 If patients are on board, consider the need for evacuation and request immediate backup as necessary
- 7.1.5 Consider the need for a Manager to attend
- 7.1.6 Collect details of witnesses and details of any injured (***Incident/Near Miss Form required for each patient/casualty***).
- 7.1.7 **DO NOT ADMIT LIABILITY**
- 7.1.8 Contact a Manager before making any statement
- 7.1.9 Draw a sketch plan, including approximate measurements and obtain statements from others as appropriate, including insurance details

### 7.2 PROCEDURES TO BE CARRIED OUT AFTER A COLLISION

- 7.2.1 On returning to base, a Collision Report Form **must be** completed with all relevant details **before going off duty**.
- 7.2.2 All staff involved in the collision **must** report the collision to a Supervisor/Operations Resource Manager as soon as possible.
- 7.2.3 An Incident/Near Miss Form should also be completed as soon thereafter as possible in relation to the collision
- 7.2.4 An investigation **must be** carried out and the Collision Report Form must be signed by a Manager.
- 7.2.5 Subject to the prevailing circumstances, discretionary suspension from driving may then take place. This will be confirmed in writing as soon as possible.
- 7.2.6 In the event of suspension (not disciplinary action) from driving duties, an Operations Resource Manager will request a Driving Instructor to conduct an assessment and/or remediation session.

- 7.2.7 An Operations Resource Manager may also request the aid of an outside agency to conduct an assessment session.
- 7.2.8 Following a report from the Driving Instructor or outside agency, any decision to reverse the driving suspension will be confirmed in writing.
- 7.2.9 An Operations Resource Manager should liaise with the Fleet, Logistics and Estate Manager in relation to reporting the collision, arranging assessment and any other follow up issues

**IMPLEMENTATION PLAN**

- 8.1 On approval, this Procedure will be circulated electronically to all Area Operations Managers (AOM)
- 8.2 This Procedure will be circulated electronically to all Managers, Supervisors and Staff
- 8.3 This Procedure will be available electronically in each Ambulance Station for ease of retrieval and reference
- 8.4 Each Operational Support and Resilience Manager will ensure that the Manager/Supervisor responsible for updating Policies and Procedures will return the Confirmation Form to NAS Headquarters to confirm document circulation to all staff.

**9.0 REVISION AND AUDIT**

- 9.1 This Procedure will remain under constant review and may be subject to change to facilitate any changes/developments in service requirements.
- 9.2 This Procedure will be automatically reviewed following any Collision/incident.
- 9.3 Following any vehicle related collision, the incident review will examine whether or not the procedures were followed and whether or not they were effective or in need of review.
- 9.4 A database of driving licences will be maintained and reviewed on a quarterly basis.
- 9.5 Licences will be automatically reviewed following any Collision/incident.
- 9.6 Operational Support and Resilience Managers will review the effectiveness of this Procedure and propose amendments were deemed necessary.

**10.0 Revision History:** (This captures any changes that are made to a SOP when it has been revised. This may be placed at the back or close to the front of the document according to local preference.)

No	Revision No	Date	Section Amended	Approved by
1	7	01/01/2017	No Amendments	Fleet Logistics & Support Manager

## 11.0 APPENDICES

- 1.1 **Appendix 1 –** Guidance on Driver Suspension
- 1.2 **Appendix 2 & 3 & 4 –** Policy Acknowledgement Forms

**(All forms to be attached to Master Document**

## 12.0 Signatures of Approval

**All persons must sign and date this page after they have read and understood the Standard Operation Procedure/Policy.**



Signed:

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Martin Dunne  
National Ambulance Service Director  
On Behalf of the National Ambulance Service

Date:

**3<sup>rd</sup> January 2017**

## APPENDIX 1

### GUIDANCE ON DRIVER SUSPENSION

The following is a list of guidelines regarding the suspension from driving, of staff following their involvement in a Road Traffic Collision, (the list is not exhaustive):

- There is a fatality
- Serious injury
- Serious vehicle or property damage (where a Garda primarily considers National Ambulance Service driver blameworthy)
- Cautioned by the a Garda
- Failed breathalyzer

Other circumstances:

- Drugs / medication which may affect his / her ability to drive
- Alcohol if smelt on a member of staff 's breath
- Students failing to reach satisfactory standard on a driving course
- If at any time a Driving Instructor deems a member of staff to have fallen below the accepted standard required to drive an ambulance on any particular journey
- If a staff member's license is revoked by a court ruling
- Any member of staff having three Collisions within a six month period (blameworthy or contributory)

The suspension will not be lifted until the member of staff has successfully completed a Driving Assessment. This assessment must not be carried out on the same day as the incident.

**N.B. A suspension from driving duties does not preclude a member of staff from performing other duties as normal and should not be considered a suspension from duty as outlined**

## APPENDIX 2

Document Control No. 1 (to be attached to Master Copy)

### NASOF001 Vehicle Collision

**Reviewer:** The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to a peer reviewer (internal or external), in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have reviewed and agreed the content and recommend the approval of the following Policy, Procedure, Protocol or Guideline:

**Title of Policy, Procedure, Protocol or Guideline:**

### NASOF001 Vehicle Collision

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature (Block Capitals)

\_\_\_\_\_  
Date

**Please return this completed form to:**

**Name:** Niamh Murphy  
**Contact Details:** Corporate Office  
National Ambulance Service  
Rivers Building  
Tallaght Cross  
Dublin 24  
email [niamhf.murphy1@hse.ie](mailto:niamhf.murphy1@hse.ie)



## APPENDIX 3

Document Control No. 2 (to be attached to Master Copy)

### Key Stakeholders Review of Policy, Procedure, Protocol or Guidance Reviewer Statement:

**Reviewer:** The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to Managers of Employees who have a stake in the PPPG, in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have seen and agree to the following Policy, Procedure, Protocol or Guideline:

**Title of Policy, Procedure, Protocol or Guideline:**

#### NASOF001 Vehicle Collision

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature (Block Capitals)

\_\_\_\_\_  
Date

**Please return this completed form to:**

**Name:** Niamh Murphy  
**Contact Details:** Corporate Office  
National Ambulance Service  
Rivers Building  
Tallaght Cross  
Dublin 24  
email [niamhf.murphy1@hse.ie](mailto:niamhf.murphy1@hse.ie)

**APPENDIX 4**

**Document Control No. 3 Signature Sheet:**  
*(to be attached to Master Copy)*  
**Policy, Procedure, Protocol or Guideline:**

**NASOF001 Vehicle Collision**

*I have read, understand and agree to adhere to the attached Policy, Procedure, Protocol or Guideline:*

<b>Print Name</b>	<b>Signature</b>	<b>Area of Work</b>	<b>Date</b>