Driver training and fatigue management

Standard operating procedure (SOP) | PTR-SOP-011

Document type	Standard operating procedure (SOP)
Title	Driver training and fatigue management
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Prepared by	{{roles.quality_lead.name}}, Quality lead
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Replaces	None (new document)
Standards and criteria supported	System S6 (Patient transfers and referrals), criterion S6.16, S6.17
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Drivers are trained for moving patients safely before they drive a patient vehicle.
2. Long journeys have planned breaks.
3. Drivers and crew report fatigue before the shift.
4. Records of training and rest are kept.

Stop and get help straight away if: a driver without patient-transport training drives a patient, or a long journey runs without a planned break.

1. Purpose

To keep patients and crew safe on the road (S6.16, S6.17).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

A tired driver or crew member makes mistakes that are hard to predict. Long journeys need planned breaks and a rule for when to stop, not a decision made when the driver is already exhausted.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Dispatch lead	Plans breaks and rosters	Trained dispatcher
Driver	Reports fatigue and takes planned breaks	Trained driver

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Train.	• Train each driver in patient moving, safe loading and the vehicle's features before first patient transfer.	Trained before patients.
2	Plan rest.	• Plan breaks on every long journey, set by the distance and time.	Breaks are planned.
3	Report fatigue.	• A driver who is tired reports it before the journey and is replaced if needed.	Fatigue is reported, not hidden.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Drivers trained before first patient transfer	100%	Quarterly	Dispatch lead	Escalate to chief executive
Long journeys with planned break	100%	Monthly	Dispatch lead	Escalate to clinical lead

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
PTR-REG-001	Escort and crew credential and pre-shift register	Register

16. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval