

Organisation name Site or unit		STANDARD OPERATING PROCEDURE Driver training and fatigue management	
Document ID	PTR-SOP-011	Version	1.0
Status	Blank form, to adapt	Issue date	
Review date		Replaces	
Owner		Approved by	
Signature			

Standards > **Standard S6** > **Standard operating procedures (SOPs)**

Standard operating procedure (SOP) · PTR-SOP-011 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S6 (Patient transfers and referrals), criterion S6.16, S6.17

At a glance

- Drivers are trained for moving patients safely before they drive a patient vehicle.
- Long journeys have planned breaks.
- Drivers and crew report fatigue before the shift.
- 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. 1. Purpose

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

2. 2. Scope

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

3. 3. Definitions

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

4. 4. Background

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. 5. Responsibilities

Role	Responsibility	Competence
Dispatch lead	Plans breaks and rosters	Trained dispatcher
Driver	Reports fatigue and takes planned breaks	Trained driver

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

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

8. 8. Before you start

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

9. 9. Procedure

Step 1. Train.

- Train each driver in patient moving, safe loading and the vehicle's features before first patient transfer.

Key point: Trained before patients.

Step 2. Plan rest.

- Plan breaks on every long journey, set by the distance and time.

Key point: Breaks are planned.

Step 3. Report fatigue.

- A driver who is tired reports it before the journey and is replaced if needed.

Key point: Fatigue is reported, not hidden.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

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

12. 12. Escalation

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

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
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

14. 14. Records

Record	Kept in	Retention
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Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

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

16. 16. Related documents

ID	Title	Use
<u>PTR-REG-001</u>	Escort and crew credential and pre-shift register	Register

17. 17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- [Standard 7: Emergency Dispatch](#)