

Professional Police Driver Programme (PPDP)

Summary

Introduction

Police introduced the Professional Police Driver Programme (PPDP ()) in 2004 to:

- ensure Police employees (employees) and public safety when driving
- develop a professional driving culture
- formally recognise employee driving ability
- enhance public confidence in the driving conduct of Police
- reduce the number and severity of Police vehicle crashes, and
- to comply with the requirements of ACC () Workplace Safety Management Practices and Health and Safety in Employment Act 1992.

Principles

PPDP () principles are to:

- address driving related risks requiring systematic and ongoing management, i.e., culpable driving incident or poorly managed/driven pursuit of a fleeing driver
- deploy drivers and vehicles according to their capabilities, and
- ensure professionalism in Police driving and decision making skills.

Driver classifications

Police employees can gain a Gold, Silver, Bronze or employee driver classification that permits them to undertake different driving situations. These classifications can change at the direction of:

- a Professional Driving Panel in considering an incident or driving assessment, or
- a driver's supervisor or manager who may reduce the driver classification to minimise any health and safety risks until a PDP () is convened.

Professional Driving Panels

Each district and the Royal New Zealand Police College (RNZPC ()) must have a Professional Driving Panel (PDP) to assess driving incidents that occur in 'their' area. In cases where a service centre driver is being assessed in a district, the service centre manager must be on the PDP for that particular assessment.

Purpose

Police seek to provide a safe working environment for all its employees and members of the public.

This chapter:

- applies to all employees that drive Police vehicles; and
- should be read in conjunction with the 'Police vehicle management', 'Fleeing driver policy', and 'Urgent duty driving' chapters.

More information

For more information on the PPDP () and other Police driving related issues contact the Practice Leader: Road Policing, at the RNZPC ().

Driver assessments

Who must have an assessment?

The PPDP () assessment programme, applies to all constables and authorised officers. Other employees are considered competent to drive a Police vehicle under normal conditions if they hold a valid driver licence. However, District Commanders or Service Centre Managers may nominate **any** employee (including those who are not constables or authorised officers) for assessment as and when required.

Assessment periods

This table outlines the re-assessment periods for specific response groups.

Re-assessment period	Response group
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Re-assessment period	Response group
Three Years	General Duties Rural Policing Team Policing Dog Section Commercial Vehicle Investigation Unit Highway Patrol Motorways Group Strategic Traffic Unit Traffic Alcohol Group
Five Years	Criminal Investigation Branch (CIB ()) Law Enforcement Team Uniform Attachment to CIB () Area Commander/OC () Station Community Policing Court/Escort Family Violence Forensics/Scene of Crime Officers Operations Support Specialist Teams Surveillance Diplomatic Protection Squad Youth Services

No regular re-assessment is required, unless an employee transfers or moves into a response group listed in the table above.

Once an initial PPDP () assessment has been completed, PeopleSoft will show a Bronze driver classification (without an expiry date) **and** a Gold or Silver level if attained.

Note: When a Gold or Silver driver classification expires, it reverts to a Bronze classification until the driver has been reassessed. This could impact on their operational capabilities.

Important: Constables and authorised officers who have not had an initial assessment **cannot** drive a Police vehicle (Refer to [Appendix one](#) for the assessment and classification process).

Recruit graduation requirements

Recruits undergo assessment as part of driver training at the [RNZPC \(\)](#), and must achieve a Silver classification in order to graduate. However, in cases where recruits have otherwise met all the standards, the National Manager: Training and Development, in consultation with the recruits' District Commanders may allow recruits to graduate with a Bronze classification. Recruits then must achieve a Silver classification in district under an assessment and training plan as soon as practicable.

Note: Silver is the maximum classification attainable by recruits.

Failure to gain required classification

Where an employee does not gain a classification after an assessment, or does not gain the classification they sought, the PPDP assessor must advise them what is required to gain the classification - refer to [Appendix one](#).

Driving assessment appeals

Employees may appeal the result of a driving assessment by written submission through their supervisor or district [PPDP \(\)](#) assessor for the Practice Leader: Road Policing to moderate - refer to [Appendix one](#).

The appealing employee must be notified of the outcome of the appeal (whether or not the appeal is upheld) with reasons for the conclusion within 14 days of the appeal decision. If the appeal is not upheld, the original assessment outcome stands.

Driver Classification System

Driver classification

The [PPDP \(\)](#) provides for Gold, Silver and Bronze classifications which end on:

- the re-assessment period expiry date

- the suspension or lapse of a driver licence or driver classification,
or
- on disqualification from driving.

See the process map in [Appendix one](#).

Driver Classification System

This table outlines the criteria and restrictions for Police drivers.

Criteria	Fleeing	UDD	Restrictions*
	Driver	0	
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Criteria	Fleeing Driver	UDD 0	Restrictions*
<p>Gold</p> <p>To attain a Gold classification, an employee must:</p> <ul style="list-style-type: none"> • complete the Fleeing Driver training package • meet Gold level competency requirements and any provisional requirements during driver assessment, including demonstrating the knowledge, skills and attitude required to pursue a fleeing driver • have a driving record of 12 months considered by a <u>PDP 0</u> to be free from incidents where they were at fault, or where any issues of driving conduct are deemed to have been satisfactorily addressed • be recommended for Gold classification by a <u>PPDP 0</u> assessor • hold a full New Zealand driver licence appropriate to the type of vehicle driven. 	✓	✓	Duties or vehicles requiring specific training or other classification, such as motorcycles.

Criteria	Fleeing Driver	UDD 0	Restrictions*
<p>Silver</p> <p>To attain a Silver classification, an employee must:</p> <ul style="list-style-type: none"> • meet Silver level competency requirements and any provisional requirements during driver assessment • have a driving record of 6 months which is considered by a <u>PDP 0</u> to either be free from incidents where they were at fault, or where any issues of driving conduct are deemed to have been satisfactorily addressed • be recommended for Silver classification by a <u>PPDP 0</u> assessor (or Driver Trainer) • hold a full New Zealand driver licence appropriate to the type of vehicle driven. 	✘	✔	<p>An employee holding a Silver classification must not pursue a fleeing driver unless a Gold driver provides direct supervision, or in exceptional circumstances.</p> <p>Communications controllers must replace employees holding a Silver classification who are pursuing a fleeing driver as soon as a Gold classified driver is available.</p> <p>Duties or vehicles requiring specific training or other classification, such as motorcycles.</p>

Criteria	Fleeing Driver	UDD 0	Restrictions*
<p>Bronze</p> <p>To attain a Bronze classification, an employee must:</p> <ul style="list-style-type: none"> • meet Bronze level competency requirements and any provisional requirements during driver assessment • be recommended for Bronze classification by a <u>PPDP ()</u> assessor (or Driver Trainer) • hold a full New Zealand driver licence appropriate to the type of vehicle driven. 	x	x	<p>An employee holding a Bronze classification must not undertake urgent duty driving unless a Gold driver provides direct supervision or in exceptional circumstances.</p> <p>An employee holding a Bronze classification must not pursue a fleeing driver.</p> <p>Duties or vehicles requiring specific training or other classification, such as motorcycles.</p>

Criteria	Fleeing Driver	UDD O	Restrictions*
<p>Police Employee</p> <p>Employees who are not constables or authorised officers must:</p> <ul style="list-style-type: none"> • be nominated for classification by a District Commander or National Manager • be recommended for a Police employee classification by a PPDP () assessor (or driver trainer) • meet competency requirements and any provisional requirements during driver assessment • hold a full NZ driver licence appropriate to the type of vehicle driven. 	x	x	<p>Employees who are not constables or authorised officers must drive a Police vehicle according to the normal conditions of their driver licence.</p> <p>Duties or vehicles requiring specific training or other classification.</p>

Special vehicle requirements

In addition to obtaining an appropriate licence (if required), drivers and riders are required to have successfully completed an approved driving qualification course before driving vehicles requiring specific training, ie, motorcycles.

In situations where there is a threat to public or employee safety and no other vehicle is available, employees may drive vehicles for which they are not classified but for which they hold a current driver's licence. Employees must report these incidents to their supervisor and the relevant PDP ().

Refer to the 'Police vehicle management' chapter.

Police 4 wheel drive operation

Operating 4 wheel drive (4WD) vehicles off-road can be a high risk activity that requires specialist skills. Employees operating 4WD vehicles without such skills pose a risk to themselves and members of the public. Employees should not operate 4WD vehicles off-road unless they have successfully completed a 4WD course.

Employees who require off-road 4WD driver training must seek approval to attend a Police approved 4WD course from their supervisor. The supervisor must identify an appropriate course in line with the Police Four Wheel Drive Operation training and assessment programme for course requirements.

Note: Operation of a vehicle winch is not covered by the 4WD programme and tuition should be sought due to the severe consequences of misuse.

PPDP roles and responsibilities

This table outlines the roles and responsibilities under the [PPDP \(\)](#).

Roles	Responsibilities
<p>Police drivers (constables, authorised officers and other employees)</p>	<ul style="list-style-type: none"> • Comply with the law, Police Instructions and drive in a manner that ensures public and employee safety when driving a Police vehicle. • Ensure their PPDP () driver classification remains current and valid for their role in consultation with their supervisor. • Report driving incidents, such as a near miss, non-compliant pursuit or crashes to your manager or supervisor.

Roles**Responsibilities**

Managers and supervisors

- Deploy drivers to duties based on their PPDP () classification and capabilities.
 - Ensure driver classifications are current.
 - Manage employee performance relating to driving behaviour.
 - Identify and manage health and safety risks to employees. This may include an immediate reduction in PPDP () driver classification until a PDP () is convened, by completing a POL1185 and POL1190, if required.
 - Report policy breaches to their supervisor.
 - Investigate and report driving incidents, such as a near miss, non-compliant pursuit or crashes involving Police vehicles to their PDP ().
 - Provide advice and support to District Commanders and Service Centre Managers on driving issues.
 - In serious cases, such as a serious injury or fatality, a manager or supervisor may temporarily suspend an employee from driving, or place restrictions on their driving.
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Roles**Responsibilities**

PPDP () Assessor

- Conduct driver assessments.
- Assign driver classifications.
- Deliver targeted training and guidance to drivers in accordance with national policies approved by the executive.
- Maintain records in relation to driver assessment and training.
- Contribute to the development and implementation of driving related training, policies, procedures, and other documents where required.
- Member of their district PDP ().
- Advise the Practice Leader: Road Policing, PDPs, District Commanders and National Managers on driving related issues.

Driver Training Unit

- Assist in the maintenance of the PPDP ().
- Provide appropriate training to recruits and assist in the development and delivery of driver training.
- Assess recruit driving and assign classifications.
- Contribute to the development and implementation of driving related training, policies, procedures and other documents where required.

Roles**Responsibilities****Professional Driving
Panel (PDP ())**

- Consider matters of driver capability or behaviour for their district (except recruits and employees of the RNZPC () who have their own PDP ()).
- Determine PPDP () assessment and training requirements following incident notification, such as an offence, complaint or crash, in consultation with the driver, their supervisor and/or manager.
- Conduct regular PDP () meetings for prompt resolution of any potential issues to meet good employer obligations, e.g., mitigation of any health and safety risks to employees and public.
- Adjust driver classifications up to reflect professional driving skills operationally demonstrated or assessed.
- Adjust driver classifications down to mitigate any risks or health and safety issues until reassessment and/or training is completed.
- Seek moderation of PDP outcomes from the Practice Leader: Road Policing to ensure national consistency.
- Supply the Practice Leader: Road Policing minutes of all PDP () meetings and outcomes.
- Notifying the Practice Leader: Road Policing of any issues that need escalation, eg, matters relating to PPDP () policy, equipment, or legislation or other policies such as fleeing driver, urgent duty driving.
- Advise appropriate Police personnel of issues potentially requiring further consideration that are outside of the PDPs remit.

Roles**Responsibilities****District****Commanders and****Service Centre****Managers**

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- Govern the PPDP () in their district/service centre in line with this policy.
 - Ensure employees comply with the requirements of the PPDP ().
 - Consider appeals from employees in regard to classifications and action following crashes or other incidents.
 - Determine whether their authorised officers warranted by the Commissioner under section 208 of the Land Transport Act 1998, may apply for Bronze, Silver, or Gold classifications, or alternatively, will be restricted to the classification of employees without constabulary powers.
 - Consider whether an employee (who is not a constable or authorised officer) requires classification.
 - Raise issues with the Practice Leader: Road Policing.
 - Delegate any of their responsibilities set out in this chapter, with the exception of considering appeals.
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Roles**Responsibilities****Practice Leader:****Road Policing**

- Implement and manage the programme of assessment and targeted training.
- Coordinate activities of the PPDP () assessors.
- Consider driver assessment appeals.
- Moderate the PPDP to promote national consistency.
- Moderate PDP () decisions and outcomes via direct request from the PDP chair and PDP meeting minutes.
- Monitor driver training records to ensure they are complete and accurate.
- Provide support to the Driver Training Unit.
- Contribute to the development and implementation of driving related training, policies, procedures, and other documents.
- Escalate issues to the Head of School (HoS):
Prevention as required.
- Liase, advise and support PDPs, District Commanders and Service Centre Managers.
- Collect and collate driving related information and statistics, and present these to District Commanders and Service Centre Managers.

Professional Driving Panel

A Professional Driving Panel (PDP ()) has been established in each Police district and at the RNZPC (). Their role is to determine assessment and training requirements for **all employees** involved in **Police vehicle** driving incidents, in-line with the principles and aims of the PPDP (). Issues to be considered may include driving conduct, driving capability, or driving behaviour.

This panel may be part of a larger district committee dealing with other matters.

Dealing with issues of capability or behaviour

Managers and supervisors must refer all issues involving driver capability or behaviour to the appropriate PDP. This may involve unsafe or unprofessional driving behaviour or inappropriate decision making - see [Appendix two](#).

In serious cases, such as an injury, fatality or serious health and safety concerns, a manager or supervisor may temporarily suspend an employee from driving a Police vehicle, or place restrictions on their driving.

PDP action versus other proceedings

PDP () action is **separate from any legal and/or Code of Conduct (CoC) proceedings** that may be relevant in each case. PDP incident assessment and training requirements may take place concurrently, with or in addition to, any other proceedings.

Note: The PDP () is **not** responsible for investigating incidents for the purpose of instigating legal or CoC proceedings that may be relevant in each case.

District PDP assessment and training decisions

District PDP () assessment and training decisions must be decided by:

- the District Road Policing Manager (chair) or in their absence a relieving RPM ()
- the PPDP () assessor, or if they are unavailable a suitable substitute such as an O/C STU () or Highway Patrol may be utilised and
- an employee/s, appointed at the discretion of the District Commander, i.e. Health and Safety representative or district training coordinator.

Driver assessment and training decisions must **not** be made by:

- a Professional Standards Manager,
or
- an Employee Practice Manager.

Driving incidents that occur outside of District

Employees involved in driving incidents outside of their District will be considered by their own District PDP. Local employees must complete all required incident reports (complying with Police Instructions) before transferring the file to the relevant Area Commander for consideration - see [Appendix three](#).

RNZPC PDP membership

Membership of the RNZPC () PDP () must comprise of:

- the Head of School: Prevention or in their absence a relieving HoS
- a PPDP () assessor from the Driver Training Unit, and
- an employee/s at the discretion of the National Manager: Training and Development.

Driving incidents at the RNZPC

Employees attending a RNZPC () course will have driving incidents considered by their own District PDP. The Supervising Instructor, Driver Training, RNZPC will complete and collate all required incident reports (complying with General Instructions) before forwarding to the Head of School: Prevention. After review the file will be forwarded to the officer's Area Commander and PDP chair - see [Appendix three](#).

While at the RNZPC, the Inspector in charge of the course is the officer's supervisor. Therefore, they can make immediate driver classification changes as required to ensure Health and Safety obligations are met.

Note: recruit issues are considered by the RNZPC () PDP (). If the recruit is transferred or qualifies, the new District PDP will complete their assessment and training requirements.

Incident criteria guidelines

Refer to Incident criteria - see [Appendix two](#).

Incident management

A PDP () must manage incidents in line with approved notification processes and forms -see [Appendix three](#).

Incident review considerations

A PDP () should consider as part of an incident review the:

- circumstances of the incident
- severity of any incident, including actual harm and potential risks
- driver's experience, history, and length of operational service
- shift patterns and travelling requirements
- likelihood of the incident recurring
- occupational safety and health requirements
- the manager or supervisor's recommendation.

Recommended action

Where any action is recommended, it must be discussed with the employee and their supervisor/manager, and should include one or more of the following actions:

- a training and/or development plan
- a reduction of driver classification if training and/or development is not sufficient and/or
- suspension of driver classification.

Where possible, any recommended action must be consistent with occupational safety and health, and Code of Conduct requirements.

Any employee facing a reduction or suspension of their driver classification must be given the opportunity to explain and defend their actions.

Appealing a PDP decision

Employees may appeal a PDP () decision by written submission setting out the basis of the appeal to their District Commander, with hearings in person at the request of the employee of the District Commander. A copy of the appeal must also be submitted to the Practice Leader: Road Policing by the employee.

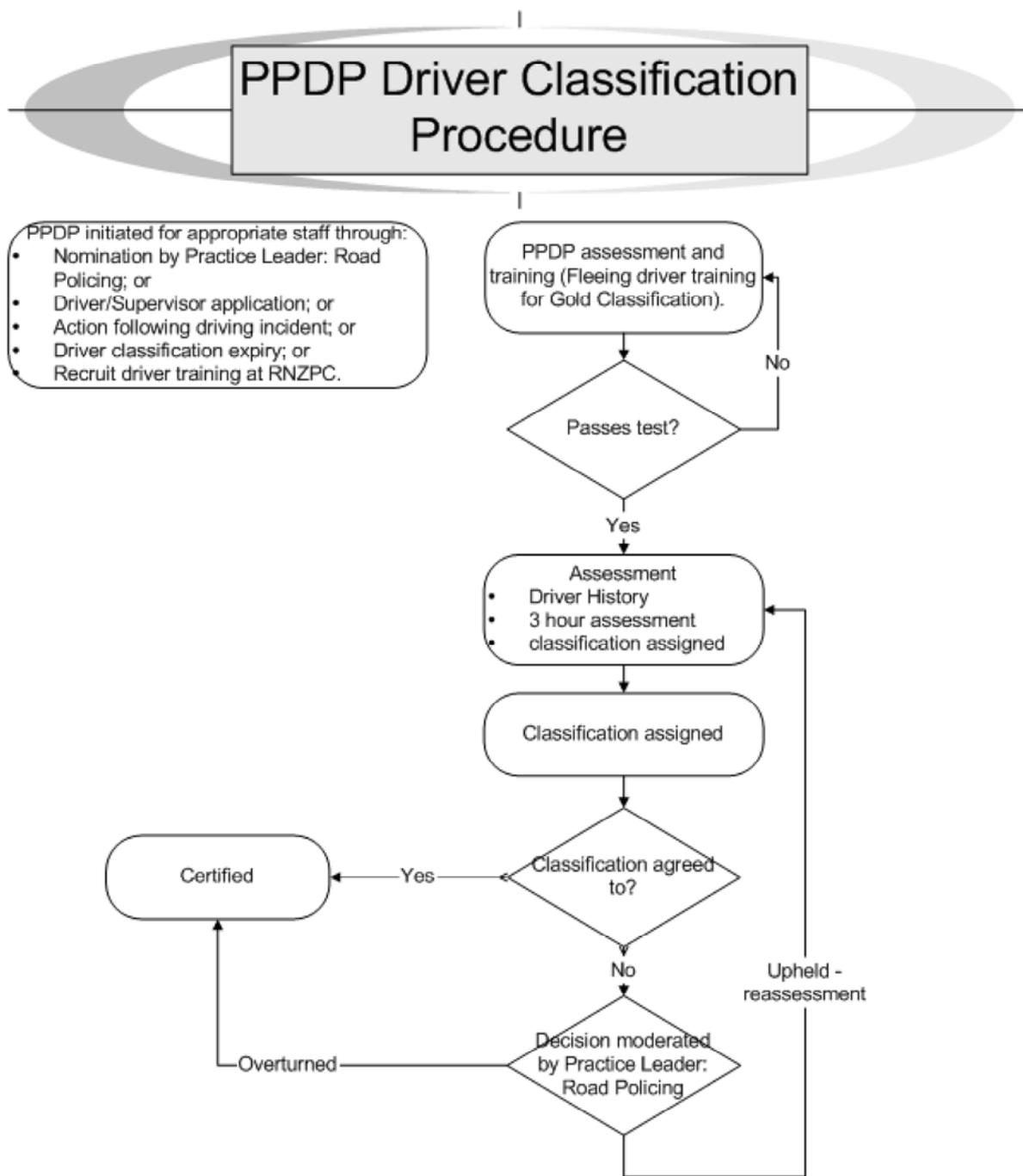
The District Commander must:

- consider the appeal with a hearing in person if requested
- uphold, decline or seek further testimony or advice
- advise the employee the outcome in writing, with a copy to the Practice Leader: Road Policing.

The Practice Leader: Road Policing must:

- note the lodging of the initial appeal
- provide advice to the district commander to promote national consistency
- update driving records if required subsequent to the appeal.

Appendix one - Assessment and classification process



Appendix two - Incident criteria

This table details incident criteria and the required follow-up action.

Incident criteria

Action

Incident criteria	Action
<p data-bbox="156 297 580 331">Unsafe driving behaviour</p> <p data-bbox="156 389 707 483">Driving conduct resulting in a crash or other incident.</p> <p data-bbox="156 542 707 696">Driving history matters required to be declared for Silver and Gold <u>classifications</u> as per <u>PPDP ()</u> policy.</p>	<p data-bbox="742 297 1315 517">Driving capability issues requiring upskilling and/or further knowledge managed by tutorial action (Assessment and training plan).</p> <p data-bbox="742 566 1211 600">Appropriate driver classification.</p>
<p data-bbox="156 779 432 813">Insufficient skill</p> <p data-bbox="156 871 647 969">Driving capability issues requiring upskilling.</p>	<p data-bbox="742 779 1326 880">Tutorial action (Assessment and training plan).</p> <p data-bbox="742 929 1211 963">Appropriate driver classification.</p>
<p data-bbox="156 1052 676 1086">Inappropriate decision making</p> <p data-bbox="156 1144 695 1301">Driving capability or behaviour issues requiring upskilling and/or further knowledge.</p>	<p data-bbox="742 1052 1326 1153">Tutorial action (Assessment and training plan).</p> <p data-bbox="742 1202 1211 1236">Appropriate driver classification.</p>
Poor driving attitude	<p data-bbox="742 1384 1326 1485">Tutorial action (Assessment and training plan).</p> <p data-bbox="742 1534 1211 1568">Appropriate driver classification.</p>
Failure to comply with driving policy or lawful orders	<p data-bbox="742 1657 1326 1758">Tutorial action (Assessment and training plan).</p> <p data-bbox="742 1807 1211 1841">Appropriate driver classification.</p>

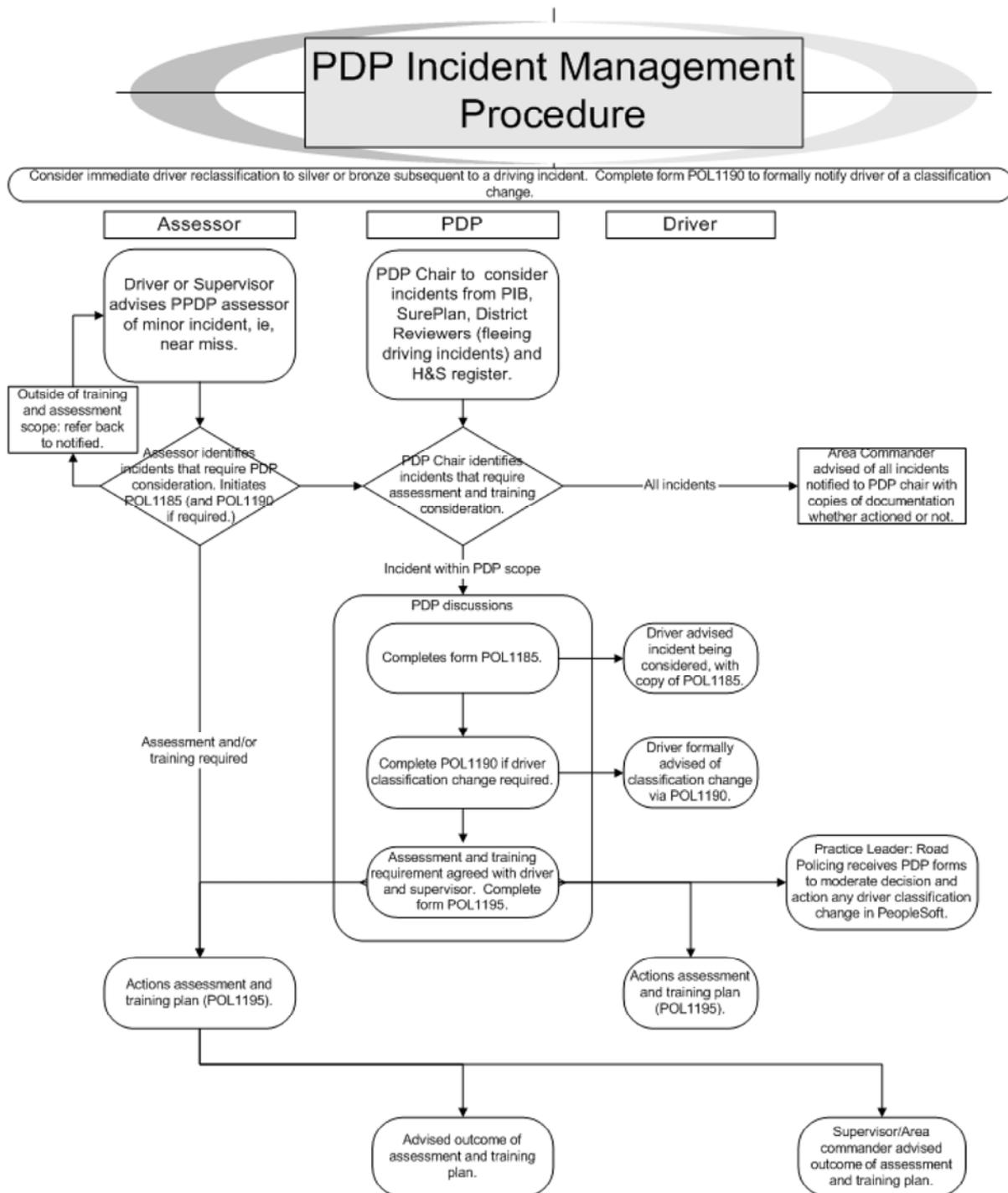
Incident criteria

Action

Issues considered outside the training and assessment scope

Advise the notifier the incident is considered out of scope.

Appendix three - Incident management process



Approved notification processes and forms

<u>PDP () forms/purpose</u>	<u>Responsibility/action</u>
<p>Initial notification to driver (POL1185)</p> <p>Advises driver that incident is being considered by <u>PDP ()</u>.</p>	<p><u>PDP ()</u> chair. Manager or Supervisor.</p>
<p>PPDP driver classification change - driver notification (POL1190)</p> <p>Advises driver and <u>RNZPC ()</u> that driver classification has changed. This could be an 'increase or decrease' in driver rating.</p>	<p><u>PDP ()</u> chair, Practice Leader: Road Policing. The supervisor/manager may temporarily decrease the driver classification until a PDP has convened and assessed the incident.</p>
<p>Formal panel notification to driver (POL1195)</p> <p>Agreed assessment and training plan and outcome.</p>	<p><u>PDP ()</u> chair and <u>PPDP ()</u> assessor.</p>

These forms are available from Police forms in Microsoft® Word, under Road Policing.