

Professional Police Driver Programme (PPDP)

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Policy statement and principles

What

Operating a Police vehicle is a key enabler of Police community safety, prevention and investigative activity.

Why

Prioritising safety by driving with a high standard of care to minimise exposure to risk is critical to reducing road trauma, and ensuring trust and confidence in Police vehicle operation.

How

Police will:

- 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
- comply with the requirements of the [Health and Safety at Work Act 2015](#)
- ensure professionalism in Police driving and decision making skills
- deploy drivers and vehicles according to their capabilities, and
- address driving related risks requiring systematic and ongoing management, i.e., culpable driving incident or poorly managed/driven pursuit of a fleeing driver.

Overview

Purpose

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

- applies to all employees and approved volunteers who operate a Police vehicle; and
- should be read in conjunction with the '[Police vehicle management](#)', '[Police Deployability](#)', '[Fleeing driver](#)', '[Urgent duty driving](#)' and '[Traffic crashes](#)' chapters.

Driver classifications

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

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

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.

Assessment records

PPDP assessors and employee supervisors must ensure driver classifications, where they change, are updated on the training database in a timely fashion.

Workforce Management

Workforce Management will monitor driver classifications, PPDP assessments, PPDP bookings and compliance for deployment planning. This does not however, negate an individuals, supervisors, or managers responsibilities in relation to maintaining the required driver classification for their role.

Approved notification processes and forms

| PDP forms/purpose | Responsibility/action |
|---|---|
| <p>Initial notification to driver (POL1185)</p> <p>Advises driver that incident is being considered by PDP.</p> | <p>PDP chair.</p> <p>Manager or Supervisor.</p> |
| <p>PPDP driver classification change - driver notification (POL1190)</p> <p>Advises driver and RNZPC that driver classification has changed. This could be an increase or decrease in driver rating.</p> | <p>PDP chair, Head of School: Response. 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>PDP chair and PPDP assessor.</p> |

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

More information

For more information on the PPDP and other Police driving related issues contact the Head of School: Response, at the RNZPC.

PPDP Driver Classification

Who does the PPDP apply to?

The PPDP applies to all Police employees and approved volunteers who operate a Police vehicle.

Who can operate a Police vehicle?

Only Police employees who hold a full, current and valid driver licence for the class of vehicle being operated and have completed the relevant online driver safety programme, within the prior 12 months, can operate a Police vehicle.

All Constables, some Authorised Officers and some Police employees must also complete an on-road driver assessment with a PPDP driver assessor, prior to operating a vehicle.

The use of Police vehicles by volunteers may be authorised by a District Commander, National Manager or Service Centre Manager. Volunteers must comply with this chapter of the Police Manual, and any other conditions imposed by the approver, as well as all applicable Health and Safety policies.

Vehicle class

Police employees without constabulary powers may only drive an unmarked vehicle, or a marked vehicle with an out of service sign and **must** be approved to do so.

Driver classification system

The PPDP provides for a Gold, Silver, Bronze or Police Driver classifications.

Different PPDP classifications provide different levels of driver training to match an employee's role. This ensures staff are appropriately trained, whether driving to a meeting, transporting prisoners or responding to a call for service.

Note: No Police PPDP driver classification supersedes statue, i.e., if a Police employee is suspended, disqualified or their driver licence has lapsed, they cannot operate a motor vehicle. This restriction may be specific to a particular class of motor vehicle.

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

This table outlines the criteria that must be met to achieve a PPDP driver classification and operational driving capability that the classification allows the employee to undertake, under normal operational situations.

| Criteria | Fleeing Driver | UDD | Restrictions* |
|----------|-------------------|-----|---------------|
| | | | |

| | | | |
|--|-------------------|-----|---|
| <p>Gold</p> <p>To attain a Gold classification, an employee must 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. Also</p> <ul style="list-style-type: none"> • annually complete the relevant online Driver Safety training package, • have completed any relevant policy or legislative update training package(s), • have a driving record of 12 months which is considered by a PDP 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 PPDP assessor. | YES | YES | Duties or vehicles requiring specific training, licensing or other classification, such as motorcycles. |
| <p>Criteria</p> | Fleeing Driver | UDD | Restrictions* |
| <p>Silver</p> <p>To attain a Silver classification, an employee must meet Silver level competency requirements and any provisional requirements during driver assessment, including demonstrating the knowledge, skills and attitude required to pursue a fleeing driver. Also</p> <ul style="list-style-type: none"> • annually complete the relevant online Driver Safety training package, • have completed any relevant policy or legislative update training package(s), • have a driving record of 6 months which is considered by a PDP 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 Silver classification by a PPDP assessor (or Driver Trainer). | NO | YES | <p>A constable or authorised officer holding a Silver classification must not pursue a fleeing driver unless a Gold driver provides direct supervision, or in exceptional circumstances.</p> <p>Duties or vehicles requiring specific training, licensing or other classification, such as motorcycles.</p> |
| <p>Criteria</p> | Fleeing Driver | UDD | 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, • annually complete the relevant online Driver Safety training package, • have completed any relevant policy or legislative update training package(s), • be recommended for Bronze classification by a PPDP assessor (or Driver Trainer) | NO ^{1,2} | <p>NO^{1,2}^{1*} A constable holding a Bronze classification may drive in accordance with the Land Transport (Road User Rule) 2004 only if their TENR risk assessment necessitates an immediate response due to a Level 1 responder not being immediately available.</p> <p>²An authorised officer holding a Bronze classification must not undertake urgent duty driving or pursue a fleeing driver.</p> <p>Duties or vehicles requiring specific training, licensing or other classification, such as motorcycles.</p> |
| Criteria | Fleeing UDD Driver | Restrictions* |
| <p>Police Driver</p> <p>Employees who are not constables or authorised officers who wish to drive a Police vehicle must do so in accordance with the Road User Rule and any additional requirements placed on them by their National Manager.</p> | NO | <p>NO</p> <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, licensing or other classification.</p> |

Once a Police employee has successfully completed an initial on-road PPDP assessment, they will be assigned a Bronze driver classification without an expiry date. Some employees **will also** be assigned a Gold or Silver classification, if attained, with an expiry date.

When a Gold or Silver driver classification expires, it reverts to a Bronze driver classification until the driver has been reassessed.

PPDP Driver Classification attainable and assessment periods

All Police drivers must successfully complete any required training sessions, and if required an on-road driving assessment, to achieve a driver classification. This PPDP driver classification enables you to operate a Police vehicle.

This table outlines the minimum PPDP re-assessment periods and maximum PPDP driver classification that may be attained for your role.

| Police Role | Maximum Driver Classification | On-road assessment frequency | Online Training frequency |
|---|-------------------------------|------------------------------|---------------------------|
| Constable: Level 1 trained and certified | Gold | 3 Years | 12 months |
| Constable: Level 2 trained and certified | Bronze ¹ | Once | 12 months |
| Authorised Officer | Bronze ² | As required | 12 months |
| Non-Sworn | Police Driver | As required | As required |

^{1*}A constable holding a Bronze classification may drive in accordance with the Land Transport (Road User Rule) 2004 only if their TENR risk assessment necessitates an immediate response due to a Level 1 responder not being immediately

available.

2 Authorised Officers may, by way of powers conferred on them by warrant, seek a Silver PPDP driver classification, with Manager's approval.

Note: Employees (including those who are not constables or authorised officers) **may** be nominated for regular PPDP assessment by a District Commander, National Manager or Service Centre Manager as and when required. These employees must meet competency requirements and any provisional requirements during driver assessment.

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 General Manager: Training and Development, in consultation with the recruits' District Commanders may allow recruits to graduate without meeting this standard, but with alternative conditions. Recruits must then achieve a Silver driver 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 Head of School: Response 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.

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, i.e. 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 |
|--|--|
| Police drivers (constables, authorised officers, other employees and approved volunteers) | <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 their manager or supervisor. |
| Managers and supervisors | <ul style="list-style-type: none"> • 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. <p>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.</p> |
| PPDP Assessor | <ul style="list-style-type: none"> • 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 Head of School: Response, PDPs, District Commanders and National Managers on driving related issues. |
| Driver Training Unit | <ul style="list-style-type: none"> • 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. |

| | |
|--|--|
| Professional Driving Panel (PDP) | <ul style="list-style-type: none"> • 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 Head of School: Response to ensure national consistency. • Supply the Head of School: Response minutes of all PDP meetings and outcomes. • Notifying the Head of School: Response of any issues that need escalation, e.g. 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. |
| District Commanders and Service Centre Managers | <ul style="list-style-type: none"> • 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 s24(1)(a) Policing act 2008 or s208 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 Head of School: Response. • Delegate any of their responsibilities set out in this chapter, with the exception of considering appeals. |
| Head of School: Response | <ul style="list-style-type: none"> • 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. • Liaise, 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 General 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 Police policy) 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 Head of School: Response 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 Head of School: Response.

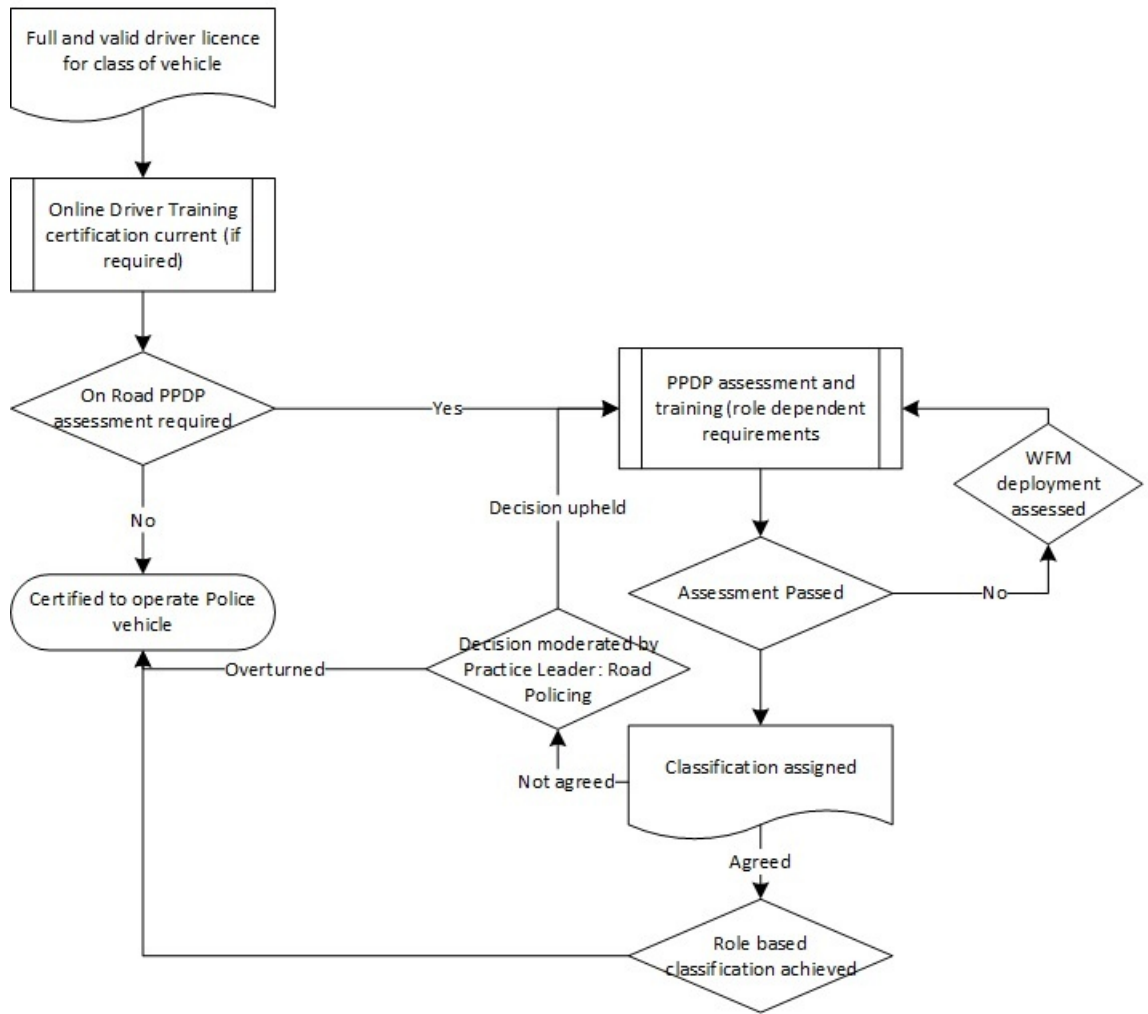
The Head of School: Response must:

- 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

Police Employee PPDP Driver Classification Procedure



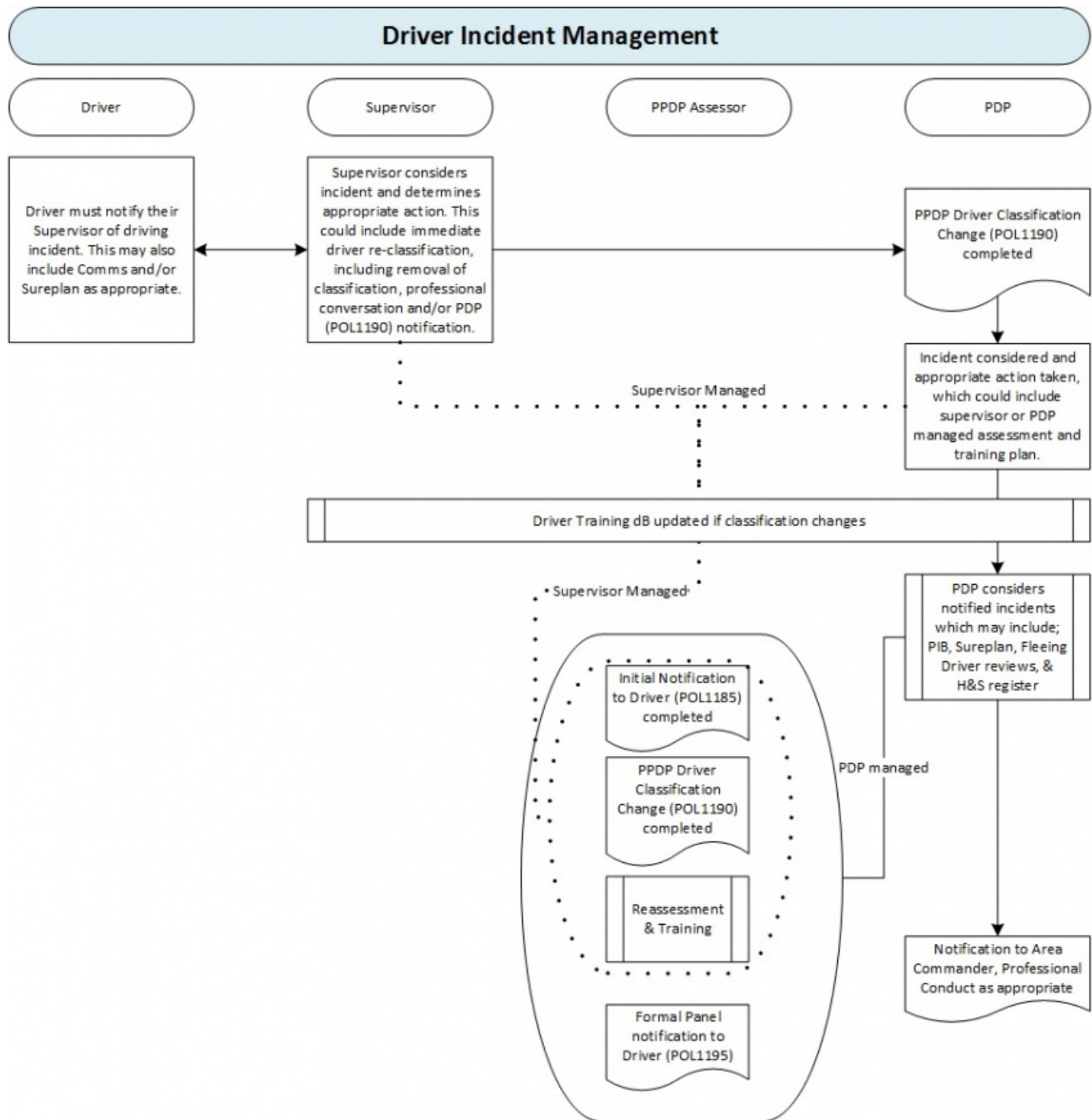
Appendix two - Incident criteria

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

| Incident criteria | Action |
|--|---|
| <p>Unsafe driving behaviour</p> <p>Driving conduct resulting in a crash or other incident.</p> <p>Driving history matters required to be declared for Silver and Gold classifications as per PPDP policy.</p> | <p>Driving capability issues requiring upskilling and/or further knowledge managed by tutorial action (Assessment and training plan).</p> <p>Appropriate driver classification.</p> |
| <p>Insufficient skill</p> <p>Driving capability issues requiring upskilling.</p> | <p>Tutorial action (Assessment and training plan).</p> <p>Appropriate driver classification.</p> |
| <p>Inappropriate decision making</p> <p>Driving capability or behaviour issues requiring upskilling and/or further knowledge.</p> | <p>Tutorial action (Assessment and training plan).</p> <p>Appropriate driver classification.</p> |
| <p>Poor driving attitude</p> | <p>Tutorial action (Assessment and training plan).</p> <p>Appropriate driver classification.</p> |
| <p>Failure to comply with driving policy or lawful orders</p> <p>Driving capability or behaviour issues requiring upskilling and/or further knowledge.</p> | <p>Tutorial action (Assessment and training plan).</p> <p>Appropriate driver classification.</p> |
| <p>Issues considered outside the training and assessment scope</p> | <p>Advise the notifier the incident is considered out of scope.</p> |

Note: Where an employee's driver classification changes, the individual making the change must update the training database in a timely fashion.

Appendix three - Incident management process



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