

Unit 9 of the Firefighter role map (FF9)

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Old instruction number:	
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Owner:	Assistant Director, People Services
Responsible work team:	Policy, Pay and Reward

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1 Introduction

- 1.1 This policy sets out the arrangements for firefighters who are required to drive but are reasonably unable to.
- 1.2 This policy should be applied in line with the Brigade's values:
 - Service – We put the public first.
 - Courage – We step up to the challenge.
 - Learning – We listen so that we can improve.
 - Teamwork – We work together and include everyone.
 - Equity – We treat everyone fairly according to their needs.
 - Integrity – We act with honesty.

2 Unit 9 of the Firefighter role map (FF9)

Unit 9 of the firefighter role map (FF9) is:

'Drive, manoeuvre and re-deploy fire service vehicles', comprising:

- 9.1: Drive vehicles to incidents
- 9.2: Manoeuvre, site and re-deploy vehicles

- 2.1 The Grey Book, section 2, para. 7 states:

"As with all other units in a role map, a fire and rescue authority can require an employee to carry out driving duties. Where the fire and rescue authority does not require an employee to drive or, for genuine reasons, the employee is unable to drive he or she shall be regarded as competent in the role subject to having demonstrated competence in all other applicable functions in the role map."
- 2.2 Firefighters, in particular those employed since 2003, nevertheless remain contractually required to carry out driving duties, and to maintain the Motor Driver (MD) attribute, unless they are not required to carry out driving duties as set out within this policy.
- 2.3 Policy number 813 - Authority to drive Brigade vehicles includes the process for firefighters to complete FF9.

3 'Genuine' reason

- 3.1 If you (firefighters) have a 'genuine reason' as to why you are unable to drive then you will be exempt from completing/maintaining FF9 and you will not be required to undertake an alternative to FF9. A 'genuine reason' is normally a long-term medical-related reason precluding you from driving fire service vehicles. If you believe you have a genuine reason they you should submit your reason to your Deputy Assistant Commissioner for consideration and a decision, in consultation with the Assistant Director, People Services. The Brigade will seek the advice from the Occupational Health Service (OHS) in relation to medical-related 'genuine' reasons.

4 Availability of emergency fire appliance driver (EFAD) courses

- 4.1 The Brigade's aspiration is to provide you with the opportunity to complete the LGV practical, Driver Development Module and EFAD within 18 months of you starting your development

phase on station. To ensure this aspiration is achievable the line manager is to contact the 'Training Programming' team at the earliest opportunity and confirm that you have been registered on the LGV practical eligibility list.

- 4.2 Where you are unable to undertake the LGV practical due to your age (under 18), and/or you do not hold a full car licence upon joining the Brigade, you will be required to inform your line manager as soon as you become eligible to apply for the LGV (age 18 and hold a full car driving licence). The line manager is to contact the Training Programming Team after satisfying themselves that you have met the necessary requirements to be put forward for an LGV practical. If you have passed your car driving test the line manager will be responsible for updating the Brigade's driving licence database.
- 4.3 Line managers of those firefighters who join already holding an LGV licence must contact the Training Programming Team to arrange for you to undertake a LGV driving assessment before you are placed on the Driver Development Module.

5 Alternative to FF9

- 5.1 If you experience difficulty in completing FF9 then you will be offered an alternative to FF9 where you have failed the LGV test (or been withdrawn from the test having completed the LGV course) at least twice.
- 5.2 The alternative to FF9 is for you to commit to spending two weeks on day duties each year undertaking Community Fire Safety activities assisting the Area Admin Team. The type of work would potentially include a range of community safety initiatives, e.g. Junior Citizen events, home fire safety visits (HFSV).
- 5.3 The activities to be undertaken by you in undertaking the alternative to FF9 will be agreed with line management. An agreement will be drawn up and signed by the parties which sets out these activities. A template agreement is available in the templates and resources app > Leave & Working Arrangements > Community safety commitment (FF9 alternative).
- 5.4 Undertaking the alternative will remain an indefinite commitment unless you either:
 - (a) complete FF9; or
 - (b) no longer remain in the firefighter role, however if you subsequently return to the firefighter role, undertaking the alternative will need to be resumed.
- 5.5 Where the Brigade has previously agreed that undertaking an alternative to FF9 is time-limited, this will remain the case.
- 5.6 Where you do undertake the alternative to FF9 then you will have the tag 'CS' on StARS whilst this commitment remains in place.
- 5.7 You can record this workplace adjustment on your Workplace Adjustment Passport. Please see details on Hotwire how to record this here.

6 Driving and potentially treatable conditions

- 6.1 There are firefighters who have previously completed FF9 but who are subsequently taken off driving, e.g. for anxiety reasons following an accident. In the first instance the Brigade will provide appropriate support with a view to you recommencing driving (e.g. Counselling & Trauma Service referral; OHS advice; an action plan).
- 6.2 When there is little prospect of the you being in a position to resume driving in the short-term, as confirmed by OHS, you will be given two options:

- To continue with treatment, regular OHS reviews, and an action plan, on an on-going basis, until you are in position to resume driving; or
 - To undertake the alternative to FF9, as set out at paragraph 4.2 above, and to continue undertaking this until you either (a) resume driving, or (b) no longer remain in the firefighter role, however if you subsequently return to the firefighter role, undertaking the alternative will need to be resumed. If you select this option, and continue undertaking the alternative, there is no requirement for you to resume driving, and no requirement for you to have, or continue, treatment in respect of your condition.
- 6.3 Where you opt not to undertake the alternative to FF9, but do not actively engage with the proposed treatment and action plan designed to enable you to resume driving, then you may be subject to managerial performance action which may lead to withdrawal of competent pay.
- 6.4 The provisions of paragraphs 5.1-5.3 above apply to all firefighters.
- 6.5 For long-term medical conditions which preclude the firefighter from driving, see section 2 of this policy.

7 Records

- 7.1 Please send records by email to RecordsServices@london-fire.gov.uk. Records will be kept on your electronic personal record file (e-PRF) and retained in accordance with Policy number 788 - Electronic personal record file (e-PRF) policy. Personal data shall be processed in accordance with Policy number 351 – Data protection and privacy policy.

8 Help and support

- 8.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk.
- 8.2 This policy may also be available on request in other alternative accessible formats as set out in Policy number 290 – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to communications.team@london-fire.gov.uk to discuss your needs and options.
- 8.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the Staff Suggestion Scheme on Hotwire as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	30/04/24	SDIA	H - 09/06/23	HSWIA	09/06/23	RA	N/A
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 14	SDIA date added.	19/02/2015
Page 14	EIA date added.	06/03/2015
Throughout Page 3, para 4	This policy has been reviewed as current with changes made to department names. This is to reflect the replacement of the London Fire and Emergency Authority to London Fire Commissioner. New 4.2 (b) paragraph added.	18/05/2018
Throughout Pages 2, para 3.1 Page 3, para 3.2-3.3 Page 3, para 4.1	This policy has been reviewed as current with changes made. New paragraphs added. New paragraphs added. New subsections added to paragraphs 4.1(a) and 4.1(b).	13/08/2018
Throughout	Role to rank changes made to content.	15/10/2019
Page 2, para 1.4 Appendix 1, page 6 Throughout Appendix 3, page 12	Hyperlink to PN813 updated. 'London Fire and Emergency Planning Authority' replaced with 'London Fire Commissioner'. All references to 'Authority' replaced with 'Brigade'. 'Head of Human Resource Management' updated to 'Assistant Director, People Services'.	25/08/2020
Throughout Para. 3.2	This policy has been reviewed as current. Changes to reflect that unit FF9 was detached from FF competency/competent pay in 2019. These include deletion of (previous) section 4, and appendices 1 and 3. Change made to policy title. Change from '21' to '18' as the earliest age an LGV licence can be held. Please re-read to familiarise yourself with the content.	16/02/2021
Page 2 Page 4	Reference to FF9 removed and replaced with 'carry out driving duties'. Paragraph 5.5 added	09/03/2021
Appendix 1	Form removed and Hotwire updated. SDIA and HSWIA updated.	08/08/2023
Page 2, Para 1 Page 4, Para 7 and 8	Introduction, Records, Help and support added.	23/10/2023

Page/para nos.	Brief description of change	Date
Page 2, para 1.2 Page 3, para 5.7 Page 3, para 5.3 Page 4, para 7.1 Page 4, para 8.2	Values included. Workplace Adjustment Passport details added. Link to Templates and Resources App updated. Data protection details added. Access to alternative policy format details added.	22/04/2024
Page 5	Equality impact assessment date updated.	30/04/2024
Page 4, para 7.1 Page 4, para 8.3	Records Services details added. Staff Suggestion scheme access details added	21/05/2024
Throughout	Reviewed and updated against 2025 Grey Book 7 th edition.	15/05/2025

Subject list

You can find this policy under the following subjects.

Driving	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification