

DRIVING ON COUNCIL BUSINESS

(Managing Work-Related Road Safety)

(Version: Final - June 2010)



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Hyperlink to E-expenses System Notes of Guidance

<http://rctinform/stellent/groups/Public/documents/RelatedDocuments/020012.pdf>



1. POLICY STATEMENT

- 1.1 The Rhondda Cynon Taf CBC (the Council) and its recognised Trade Unions are committed to reducing the risk of work-related road traffic crashes and collisions. As an employer, the Council recognises its duty under the Road Traffic Act 1988 and the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health and safety of all employees while at work and to safeguard others who may be put at risk from the employees' work activities. This duty extends to include work-related driving activities. The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks to employees and others who may be affected by driving at work and put in place control measures to minimise such risks.
- 1.2 This policy applies to all Council employees who drive in connection with their employment whether in their own vehicle, a Council fleet vehicle or any other vehicle used for Council business, for example leased and hired vehicles.

2. GENERAL PRINCIPLES

2.1 What is the purpose of this policy?

Implementation of this policy will ensure that risks associated with driving on Council business are properly managed. The policy applies to:

- Anyone who drives a Council owned/hired/leased vehicle
- All employees who use their own vehicle for work purposes

2.2 Why does the Council have requirements relating to driving at work?

The Council has legal duties under the various Acts to ensure the safety of employees, the service users that we transport and other road users by ensuring that employees' involved in driving on council business meet their legal obligations

2.3 What are the main requirements?

The Council's requirements are:

- Employees who drive on Council business are competent, appropriately licensed and insured, ***'It is an offence to cause or permit anyone to drive a motor vehicle unless that person holds a licence to drive such a vehicle'***
- Employees who drive specialist vehicles shall be competent by holding the relevant licence and/or qualification for that type of vehicle. Where specific Nationally recognised standards are available these will be adopted by the Council,
- Use of any vehicles (whether owned/hired by the Council or privately owned) and driving in relation to Council business is risk assessed by the manager in control of the activity.

2.4 What qualifies as 'business use'?

There can be confusion over what constitutes business use in relation to employees who use their own vehicles for work purposes.

Business use is **NOT**:

- Driving to and from your normal place of work in your own vehicle i.e. commuting.

Business use **IS**:

- Driving any vehicle owned, hired or leased by the Council
- Driving any vehicle to attend a training course away from your normal place of work
- Driving any vehicle to and from other offices and sites away from your normal base

- Carrying service users
- Any journey for which you would normally be able to claim a mileage allowance, including standby and callout from home.

Failure to comply with the Managerial / Employee requirements of this policy could result in the Council taking disciplinary action against the individual.

3. COUNCIL RESPONSIBILITIES

3.1 Managers' Responsibilities

Managers are responsible for implementing this procedure in their areas of control and MUST

- 1) Consider driving as part of a risk assessment for the job role or activity and implementing steps to minimise any risks to a low level,
- 2) Any concerns about an employee's ability to drive, for example because of accident or illness, must be referred to the Occupational Health Unit for advice. In the meantime, the employee should be taken off driving activities until you are satisfied as to their fitness to drive,
- 3) Ensure that appropriate risk assessments are undertaken prior to transporting service users or carers,
- 4) Ensuring that work schedules include realistic times for travelling and necessary breaks,
- 5) Ensuring that the employee holds an appropriate current driving licence (See **Appendix 2** and '**Licence Checklist**'),
- 6) Check periodically at least once per annum (or in accordance with the frequency table in the **Checklist** attached) that employees who drive on business have a current valid driving licence and MOT for any private vehicle they use for work,
- 7) Check annually that employees who drive on business using their own vehicle have insurance **which includes cover for Class 1 business use**,
- 8) Update Envoy Drive with the appropriate expiry dates for all documents i.e. Driver Licence, MOT and Motor Insurance for business use (<http://rctinform/stellent/groups/Public/documents/RelatedDocuments/020012.pdf>). Retain the Licence Checklist for review by the Council's Fleet Manager if necessary.
- 9) Ensure that employees who drive minibuses or other specialist vehicles are competent (appropriately trained and qualified),
- 10) Keep records of specialist training or qualifications,
- 11) Be able to produce on request by the Fleet Manager, evidence that the necessary checks have been made and associated records are being maintained appropriately,
- 12) Communicate corporate Health and Safety policies (e.g. "Alcohol at Work", "Drug Misuse at Work", "Smoking in the Workplace" and "Advice on use of mobile phone").

These standards should be applied to all employees who drive, whether they are full or part-time, temporary or contract workers or volunteers. It applies to both privately owned and council owned / hired / leased vehicles.

3.2 Employees Responsibilities

The driver must ensure that **any vehicle to be driven** (whether privately owned or council owned) and themselves, are compliant with legal requirements **before** the vehicle is driven on the public highway

3.2.1 Council Fleet Vehicle Drivers

Staff have a responsibility not to put themselves and others at risk and to co-operate with the Council to ensure their own and others safety and to consider how their actions affect others. You **MUST**

- Hold the appropriate driving licence classification
- Present your driving licence on request.
- Ensure a current vehicle excise duty (road fund licence) is displayed on the vehicle
- Plan journeys to ensure adequate opportunity for rest breaks if applicable and/or extra time for poor conditions such as bad weather
- Ensure the safe loading of your vehicle (if applicable)
- Carry out a “walk around safety check” of the vehicle prior to use. Instruction / training in regard to this can be provided by Fleet Management.
- Complete the appropriate vehicle defect reporting form if there is a defect on the vehicle. Inform the supervisor of the problem so that appropriate action can be taken. Instruction / training in regard to this can be provided by Fleet Management.
- Not drive an unsafe vehicle.
- Fill out log book / tachograph correctly for the journey. Instruction / training in regard to this can be provided by Fleet Management.
- Clean the vehicle and ensure that number plates can be read and windows and mirrors are clean for driver’s visibility.
- Only use the vehicle on Council business and ensure that any passengers carried are also for council purpose. The vehicle must not be used for private needs at any time.
- Attend any specialist training identified as necessary for your role or type of vehicle being driven
- Follow the corporate policies designed for increasing safety whilst driving such as those on mobile phone use etc
- Ensure driver and passengers wear seat belts
- Drive in a safe manner and within legal speed limits or to the speed dictated by conditions, or the speed dictated by the vehicle if it is fitted with a speed limiter, either of which might be less than the maximum limit.
- Report to your manager all driving related penalties or convictions you receive. Payment of any fine is the responsibility of the driver.
- Report to your manager, any medical condition that could affect the ability to drive or hold a licence.

- Ensure that you are physically fit to drive.
- Not drive whilst under the influence of alcohol or illegal substances. (Some over the counter medication can affect ability to drive and staff should check with the pharmacist or doctor if any medication being taken will affect ability to drive safely) (See **Appendix 1**).
- Have eye tests regularly and make sure that any corrective eyewear is worn.
- Report any driving accidents while at work using the accident / incident reporting forms. (See **Appendix 1**)
- Be aware that fatigue will be more of a problem at certain times (there is an increased likelihood of falling asleep at the wheel in the early hours of the morning or in the afternoon)
- Stay calm and relaxed while driving and try to avoid situations that could lead to stress or road rage.
- Comply with the UK Health Act 2006 in regard to not smoking in the vehicles (See **Appendix 1**)
- Follow the corporate policies on mobile phones and driving (See **Appendix 1**)

3.2.2 Casual and Essential Car User Responsibilities

If a private vehicle is used for work purposes, the Health and Safety at Work Act 1974 applies. Employees who drive private vehicles on Council business, as a minimum requirement MUST:

- Hold the appropriate driving licence classification
- Present their driving licence on request
- Ensure that they have **Class 1 business use insurance** cover on any private vehicle they use for work. In the case of an accident you will need to inform your insurance company and follow the advice you are given.
- Inform your manager of any driving accidents while at work, some general advice on what to do in an accident is given as **Appendix 1**.
- Present your insurance certificate on request (Annually)
- If using a private vehicle, ensure that the vehicle has a valid MOT certificate and is kept roadworthy. It is best practice to regularly check the vehicle prior to use
- Present the MOT certificate on request (Annually)
- Plan the journeys to ensure adequate opportunity for rest breaks
- Attend any specialist training identified as necessary for their role or type of vehicle they drive
- Follow the corporate policies on mobile phones and driving (See **Appendix 1**)
- Report to their manager all driving related penalties or convictions they receive. Payment of any fine is the responsibility of the driver.
- Report to their manager, any medical condition that could affect the ability to drive or hold a licence.
- Ensure the safe loading of the vehicle (if applicable)

- Drive in a safe manner and within speed limits or to the speed dictated by conditions, which may be less than the maximum limit.
- Not drive at any time whilst their judgment and/or physical ability is impaired by illness, use of alcohol, drugs, medicines or tiredness. (See **Appendix 1**)
- Ensure that appropriate risk assessments are undertaken prior to transporting service users or carers
- Ensure the wearing of seat belts for driver and passengers if applicable.

Health and Safety Guidance for Drivers

Driving and mobile phones

Using a mobile phone whilst driving, increases the chances of having an accident. The law says drivers must have proper control of their vehicles at all times. Drivers could be prosecuted for careless or inconsiderate driving, or even dangerous driving, if using a phone causes you to drive in this way. The penalties include an unlimited fine, disqualification and up to two years imprisonment. It can also be an offence for employers to require their employees to use mobile phones while driving. Council employees are expected to observe the following:

Never use a hand-held phone while driving

- You are not in full control of your vehicle if you are holding a mobile phone while driving.
- Keep the phone switched off. Only use the phone after you have stopped in a safe place.

It is best not to use a hands-free phone while driving

- Using a hands-free phone while driving can distract you.
- Avoid taking calls. But if you must, say you are driving and end the conversation quickly.

Use a message service

- Use voicemail or divert calls so that messages can be left for you while your phone is switched off.
- Find a safe place to park to make a call or receive messages.

Mobile Phones are a useful means of communication and can be an important security asset in the event of an emergency.

Hand Held Mobile Phone

As from 1 December 2003, under the Road Vehicle (Construction and Use) Regulations 1986, the use of hand held mobile phones while driving is banned. Therefore whilst driving on a public highway:

- You must not use a hand held mobile phone.
- If you receive a call on your hand held mobile phone you must not answer it, but park in a safe place and switch the engine off before using it – a hard shoulder is not a safe place and must only be used in an emergency.

Drivers who use hand held mobile phones while driving could be subject to the following punishment:

- If you accept a fixed penalty - 3 points and a £60 fine.
- If you go to court - 3 points. A maximum fine of £1000 for car drivers or £2500 for lorry or bus driver. Disqualification is also a discretionary option to the Courts.
- If you go to Court you face disqualification if the offence takes you to 12 points under the totting rules.
- If you get 6 points on your licence within two years of passing your first qualification test, your licence will be revoked and you will need to re-sit your test
- Penalty points mean higher insurance.
- The points remain valid for totting purposes for 3 years staying on your licence and record for 4 years.
- If you are involved in an accident whilst using a mobile phone you may face more serious charges such as dangerous or careless driving.

Exemptions to the ban

These include

- Hands free phones, which use fixed speakers and are either wired into the vehicle or plugged into a unit, such as a cradle.
- Two way radio microphones e.g. those used by taxi drivers.
- Microphones used by coach and bus drivers to make emergency announcements.
- Receiving data from a hand held phone that is switched on as long as the driver is not holding the phone.

Hands Free Phone

Although the use of hands free phones is exempt from the ban they can still distract a driver's attention. Therefore:

- If you receive a call, tell the caller you are driving and keep the conversation brief.
- If the call needs to be continued, find a safe place to stop.

At all times the responsibility for the safe control of the vehicle rests with the driver. Therefore even with hands free phones, the penalties for careless or dangerous driving include unlimited fines, disqualification and up to two years imprisonment.

Mobile Phones and Health

There have been many reports in the media linking mobile phones with headaches, fatigue, damage to the immune system and cancer. Reliable proof of such links is yet to be established and accepted by authoritative bodies concerned. Until this matter is resolved the use of mobile phones should be limited, as follows

- Use only if absolutely necessary.
- Calls should be as brief as possible.
- Delay call if possible, and use a landline.

Rest breaks and driving hours

All employees who are covered by the EC Driver hours rules and UK Domestic Driver Hours rules, must adhere to them at all times.

For other employees the following guidelines are considered to be good practice:

- a maximum of 8 hours driving in any working day
- a maximum of 2 hours continuous driving without a break and/or 100 miles, whichever comes first, after which at least a 15 minute break must be taken
- a maximum of a 12 hour working day including breaks when it involves up to 8 hours of driving

Smoking in the Workplace, Alcohol and Substance Misuse Policies

All employees are reminded of their obligations in respect of the above Council Policies when driving on Council business.

- Smoking in the Workplace Policy HS18 Stage 2 2.3
- Alcohol and Substance Misuse Policy HS17 paragraph 1.6

For further information on Council Health and Safety issues please contact the Health and Safety Adviser, Human Resources, Tŷ Elai, Dinas Isaf Industrial Estate, Williamstown, CF40 1NY (Tel No. 01443 425536).

Involved in a vehicle Incident or Accident

These steps should be followed if you are involved in an incident:

- You must stop and exchange details with any third parties involved. **This is a legal requirement.** If you think you were deliberately hit don't stop, don't go home, keep calm and continue driving until you come to a busy place (a police, fire or ambulance station, pub or garage forecourt) and ask for assistance. If you are afraid to get out of your vehicle on arrival, simply sound your horn and flash your lights repeatedly, you will quickly draw attention to yourself. This occurrence is rare and will often be preceded with other abnormal circumstances.

- If you are involved in an incident resulting in someone being injured, or, if you are unable to exchange particulars with the third party, you **must** inform the police within 24 hours.
- Give your name, and the vehicle owner's name and address, registration number and insurance details to anyone having reasonable grounds to require them.
- No statements admitting fault or liability should be made to third parties. The police should be given all reasonable assistance.
- You should obtain the name and address of the owner/driver of the other vehicle(s) involved along with the registration number(s), and the name(s) of their insurers.
- You should obtain the names and addresses of independent witnesses.
- If the police are involved, you should obtain the police officer's name, number and station.
- Inform your manager and complete the necessary accident form. Try to show in a sketch details of width of road, position of vehicles involved and of any traffic, skid marks, positions of road signs, traffic islands, turnings etc.

Compliance Guidance for Managers
(Licence & Insurance Documents)

Drivers Licence

What to look for on a driving licence?

Useful information about driving licence categories and codes can be found on **Appendix 3** attached, or on the Internet at the DVLA drivers' homepage www.dvla.gov.uk.

The checks to make

1. Only inspect the original licence, never accept a photocopy. Licences from EU countries should be in the same format as UK. If the licence is from outside the EU or you are unsure, refer to Road Safety Unit for help.
2. Holders of photocard must produce **both** the photocard **and** the paper counterpart. The details on the photocard and paper counterpart must match.
3. The style of print should be the same for all the driver's details and entitlements. If the licence has been tampered with, the font may be different.
4. Hold the (paper) licence up to the light to check for the "DVLA" Watermark repeated in rows throughout.
5. A paper licence must be signed in ink by the holder. On a photocard licence and its counterpart the holder's signature and photograph are copied on electronically.
6. The licence must show the holder's correct name and address. The licence normally remains valid until the day before the holder's 70th birthday. Photocards must be renewed every 10 years.
7. The second digit of the holder's unique driver number must be 0 or 1 for a man and 5 or 6 for a woman. The driver number is shown in the following format:

A	B	C	D
DRIVE	512185	YT	9ME

A = First 5 characters of surname. If the surname is less than 5 characters the figure 9 will be added to the gaps (e.g. MAN99).

B = First and last numbers are the *year* of birth. Second and third numbers are the *month* of birth. (Note: in the case of female licence holders '5' is added to the second digit, this means that the second digit will be 5 or 6). The fourth and fifth digits are the *day* of the month of birth.

C = The first two initials of forenames. If the holder has only one initial then the second character will be a '9'.

D = Computer check digits.

The Driver number is followed by an Issue number. It changes each time a licence is issued to the holder. This is to help prevent fraud, such as trying to conceal an endorsement or disqualification. If the issue number has changed since the last

check was made, the driver should be asked why it has changed, e.g. a change of address.

8. Make sure the entitlement is correct for the type of vehicle to be driven. For example, Category D1 = Minibuses. Note the FULL entitlements shown on the back of the card licence (refer to Appendix 3 for the table of vehicle licences categories). Changes from 1st January 1997 mean that drivers passing a car test are restricted to vehicles with up to 8 seats and a maximum weight of 3.5 tonnes, until they pass extra driving tests to get entitlement for larger vehicles.

Types of licence

Four formats of driving licence issued in this country are valid:

1. **Photocards with a paper counterpart.** All licences issued since July 1999 by DVLA are in this format. Provisional licence photocards are **green**. Full licences issued after passing a driving test have a **pink photocard**. Both have a **pink and green paper counterpart**. Full entitlements are shown on the back of the pink photocard; provisional entitlements and endorsements appear on the paper counterpart.

2. **Pink and green** EC model format full paper licences were issued from June 1990 to June 1999. Of these, the early ones had text descriptions of vehicle categories; later ones had small drawings to represent them. Full entitlements appear in the pink section; endorsements and provisional entitlements are in the green section.

3. **All-Pink** EC model format full paper licences were issued from January 1986 to June 1990. Entitlements are shown as Groups.

4. **All-Green** paper licences were issued from the mid-1970's until January 1986, but continued to be issued to provisional-only holders until photocards were introduced.

The licence must be signed by the holder to be valid (Refer to **Inspection Checklist**).

Drivers Insurance Documents

What to look for on an insurance certificate?

An insurance certificate to cover work use of a private vehicle should include:

- The name of the insurance company
- The name of the policy holder – this should be the employee. If the employee's spouse or partner is named then the certificate should either state that the policy holder and spouse are entitled to drive or the employee should be a named driver
- The registration number of the vehicle

- A date of expiry
- Limitations of use: This should say that the employee is covered for business use. This may be along the lines of:
Use by the policy holder (and spouse if applicable) in connection with his/her business or employment excluding commercial traveling
Or
Use for any purpose excluding hiring, racing, rallying competitions or trials

Driver Licence, MOT and Insurance Numbers and Expiry dates must be recorded on the Council's e-Expenses system (see the user guidance for further information)
(<http://rctinform/stellent/groups/Public/documents/RelatedDocuments/020012.pdf>)

DRIVING LICENCE CATEGORIES

Motorcycles

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Mopeds with an engine capacity not exceeding 50cc and a maximum design speed not exceeding 50km/h	P	E	16
Light motorcycles with a cubic capacity not exceeding 125cc and a power output not exceeding 11kW (14.6bhp)	A1	D	17
Motorcycles up to 25kW(33bhp) and a power to weight ratio not exceeding 0.16kW/kg. Motorcycle combination with a power to weight ratio not exceeding 0.16kW/kg	A	D	17
Any size motorcycle with or without a sidecar	A	D	21*

* Age 21 if the rider passed the test for large motorcycles as part of the Direct Access scheme, or two years from the date of test pass if the rider passed the test on a standard A motorcycle (power output up to 25 kW (33 bhp) or a power to weight ratio not exceeding 0.16kW/kg.)

Three or four wheeled light vehicles

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Motor tricycles / quadricycles, three or four wheeled vehicles with an unladen weight not exceeding 550kg	B1	C & J	17*

Cars with and without trailers

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Motor vehicles with a MAM not exceeding 3500kg having not more than eight passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	A	17*
As cars, but with automatic transmission	B	A	17*
Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does	B+E	A	17

not come within category B

*Age 16 if you are currently getting Disability Living Allowance at the higher rate (mobility component)

Medium sized vehicles with or without trailers

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	A	18*
Combinations of vehicles where the towing vehicle is in subcategory C1 and its trailer has a MAM of over 750kg provided that the MAM of the combination thus formed does not exceed 12000kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle. (If you passed your category B test prior to 1.1.1997 you will be restricted to a total weight not more than 8250kg)	C1+E	A	21*

*Age 18 if combination weight is under 7500kg

Large vehicles with or without trailers

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Vehicles over 3500kg with a trailer up to 750kg	C	HGV 2 or 3	21*
Vehicles over 3500kg with a trailer over 750kg	C+E	HGV 1	21*

*Age 17 if member of armed forces

*Age 18 if member of the young drivers scheme

Minibuses with or without trailers

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Vehicles with between nine and sixteen passenger seats with a trailer up to 750kg	D1	A	21*
Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	D1+E	A	21*

Buses with or without trailers

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Any bus with more than eight passenger seats with a trailer up to 750kg	D	PSV 3	21*
Any bus with more than eight passenger seats with a trailer over 750kg	D+E	PSV 1 or 2	21

*Age 17 if member of armed forces

*Age 18 a) while learning to drive or taking a passenger carrying vehicle (PCV) test

b) after passing a PCV test when:

- driving on a regular service where the route does not exceed 50km
- driving a PCV constructed to carry no more than 16 passengers
- the vehicle is operated under a public service vehicle (PSV) operator's licence or permit

c) not engaged in the carriage of passengers

Other categories

Description	Category (1990 -)	Old Group or class (pre- 1990)	Minimum age
Agricultural tractors	F	F	17*
Road rollers	G	G	21**
Tracked vehicles	H	H	21
Mowing machine or vehicle controlled by a pedestrian	K	K	16
Mopeds	P	E	16

*Age 16 for tractors less than 2.45m wide, it must only pull trailers less than 2.45m wide with two wheels, or four close-coupled

**Age 17 for small road-rollers with metal or hard rollers, they must not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads

Driving licence information codes

The licence may include information codes which indicate what (if any) restrictions your driving entitlement is subject to. A list of the full descriptions of the information codes which appear on your driving licence can be found below.

Code	Description
01	eyesight correction
02	hearing/communication aid

10	modified transmission
15	modified clutch
20	modified braking systems
25	modified accelerator systems
30	combined braking and accelerator systems
35	modified control layouts
40	modified steering
42	modified rear - view mirror(s)
43	modified driving seats
44	modifications to motorcycles
45	motorcycle only with sidecar
70	exchange of licence
71	duplicate of licence
78	restricted to vehicles with automatic transmission
79	restricted to vehicles in conformity with the specifications stated in brackets
101	not for hire or reward
102	drawbar trailers only
103	subject to certificate of competence
105	not more than 5.5m long
106	restricted to vehicles with automatic transmission
107	not more than 8250kg
108	subject to minimum age requirements
110	limited to invalid carriages
111	limited to 16 passenger seats
113	limited to 16 passenger seats except for automatics
114	with any special controls required for safe driving
115	organ donor
118	start date is for earliest entitlement
119	weight limit does not apply
120	complies with health standard for category D1
121	restricted to conditions specified in the Secretary of State's notice
122	valid on successful completion: Basic Moped Training Course

CONFIDENTIAL

Rhondda Cynon Taf County Borough Council
Driving Licence Inspection
(Checklist to be completed for each licence inspected)

In completing this form and supplying the documents requested you are consenting to checks being made by the Council to ensure that it's employees are carrying out their duties safely and lawfully. You will be asked to complete this form at least every 12 months. However, any changes to either your driving licence, MOT or motor insurance in between must be reported immediately to your line manager and a new form completed.

Driver's name _____ **Date of check** _____
Establishment / School _____
Pay Number _____

(Refer to Appendix 2 for guidance)

✓ as appropriate

1. Original licence seen, not a photocopy. ☐
(If licence is from outside EU refer to the Fleet Management Officer)

2. If photocard, must see paper counterpart too, details must match. ☐

3. 'Basic' style of print consistent for all of driver's details. ☐

4. Serial number and DVLA watermark repeated throughout document. ☐

5. Licence signed in ink by holder (paper-only licences). ☐

6. Name and Address details correct. ☐

7. Note Driver number here

□□□□□-□□□□□□□-□□□□□□ Issue no □□

↑

2nd digit is 0 or 1 for man, 5 or 6 for woman. ☐

8. Current full entitlement held for type of vehicle to be driven (ref. App 2) ☐
Note FULL entitlements shown on back of (photocard) licence _____

9. Endorsements: note total of penalty points currently in force. □□

Total less than 7 penalty points currently in force. ☐

Total 7 or more penalty points or disqualification, refer to the Fleet Manager ☐
(the frequency of Inspection will increase i.e. see the table below)

Declaration

I certify that the information, which I have provided is correct and I understand that failure to provide accurate information may lead to disciplinary action being taken.

Your full name:

Your signature: Date:/...../.....

for completion by your Line Manager

I have seen the employee's driving licence and current motor insurance documentation and updated Envoy Drive accordingly.

Signature of line manager: Date:/...../.....

Full name: Post title:

When completed this form is to be retained by your line manager and a copy forwarded to the Council's Fleet Manager.

Penalty Points	Action Required
0 to 6	Annual Licence Inspection
7 to 11	Minimum 6 monthly inspection, formal notification to Council's Fleet Manager for risk assessments regarding competency to drive on Council business. (This may include the need for an independent Driver Assessment)
12 points or more within 3 years	Driver likely to be disqualified and therefore 'Must' not be asked to drive on Council business, until internal investigation by the Fleet Management unit is concluded.