

Procedure

DVLA Driver Check

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1. Scope

- 1.1 This procedure applies to all employees and workers who drive a vehicle for work purposes.

2. Purpose

- 2.1 The purpose of this procedure is to ensure that adequate licence checks are undertaken for all employees and workers who drive a motor vehicle for work purposes.

A DVLA check provides an online view of an applicant's driving licence information and will show licence validity, any disqualification, licence expiry date, vehicle types the candidate can drive and any offences or penalty points.

- 2.2 If an employee or worker is involved in an accident and it is proved they were driving as part of their job, failure to show evidence of completed DVLA checks could lead to the organisation facing a large fine.

3. Responsibilities

- 3.1 The HR Department is responsible for the communication, operation and maintenance of this procedure.
- 3.2 The HR Department is responsible for the effective implementation of this procedure.

- 3.3 Employees and workers who drive a motor vehicle for work purposes are responsible for providing a DVLA Check Code and signed copy of their driving licence to the employer when requested.

4. Definitions

- 4.1 **Driver Check:** An online process for checking driving licence information.
- 4.2 **DVLA:** Driver and Vehicle Licensing Agency.
- 4.3 **DVLA Check Code:** An online counterpart of a photo driving licence that allows driving licence information to be viewed or shared.
- 4.4 **GDPR:** General Data Protection Regulations.

5. Associated documents

- 5.1 All associated documents referred to in this procedure are highlighted in bold and underlined.

6. Driver Check

- 6.1 The employee / worker shall obtain a DVLA Check Code using the following procedure:
- 6.1.1 Navigate web browser to <https://www.gov.uk/view-driving-licence>
 - 6.1.2 Click 'Start now >'
 - 6.1.3 Enter your driving licence number, National Insurance number and postcode into the relevant fields, tick the consent box and click 'View Now'.
 - 6.1.4 From the four tabs at the top of the page select 'Get your check code'.
 - 6.1.5 Click on 'Create a code'.
- 6.2 The employee / worker will share the DVLA Check Code with the HR Department along with a signed copy of their driving licence.
- 6.3 By sharing the DVLA Check Code, the employee / worker consents the HR Department to carry out a DVLA Driver Check. This consent is necessary under GDPR requirements.
- 6.4 The HR Department shall undertake a DVLA Driver Check, within 21 days of the Code being generated, using the following procedure:
- 6.4.1 Navigate web browser to <https://www.gov.uk/check-driving-information>
 - 6.4.2 Click 'Start now>'
 - 6.4.3 Enter the last 8 characters of the employee's / worker's driving licence number into the 'Driving licence number' field.

- 6.4.4 Enter the DVLA Check Code into the 'Check code' field.
- 6.4.5 Click on 'Check license'
- 6.5 The HR Department shall review the results of the check and update the details recorded in the **Thanet Health CIC Driver Checks** register.
- 6.6 If the results of the check show that the employee / worker is no longer authorised to drive, a discussion shall be initiated to discuss their continued ability to perform their duties.

7. Frequency of Checks

- 7.1 This procedure shall be followed at least every 12 months to ensure all employees / workers who drive a motor vehicle for work purposes remain authorised to do so.
- 7.2 Should an employee / worker accumulate penalty points on their licence, this frequency may be increased. In this case, the employee / worker will be informed of the frequency and will provide a new DVLA Check Code when requested.