



Annual Driving Licence Check Procedure



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Initiated by	Date	Author (s)
Andy Reid		
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Part of Trust's publication scheme	Yes / No? YES
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1. Procedure Statement

- 1.1 This document outlines the Driving Licence Procedure for the East of England Ambulance Service NHS Trust (the Trust). Initial checks are carried out in line with the Trusts Recruitment and Selection Policy. This Procedure outlines employees' on-going obligations to the Trust in regard to the requirement for annual driving licence checks and the need for employees to notify the Trust of a Notice of Intended Prosecution regarding driving offences or other changes in driving status.

2. Scope

- 2.1 This procedure applies to all eligible employees of the Trust. It also applies to bank workers, volunteers or those who are authorised to drive a vehicle belonging to or on behalf of the Trust (including leased and hired). All should comply with driving licence checks including employees who use their private vehicle on Trust business claiming mileage expenses.
- 2.2 Any organisation who is working on behalf of the Trust should have their own procedures in place for these checks which are auditable and agreed at the point of approval of contract.

3. Access to the Procedure

- 3.1 All employees are entitled to access to this procedure which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet.
- 3.2 To ensure accessibility to external applicants, this procedure will also be located on the Trust's internet site (www.eastamb.nhs.uk).
- 3.3 Employees and Managers may wish to consult the Driving and Vehicle Licensing Agency (DVLA) at a glance guide to the current medical standards of fitness to drive that are reviewed every 6 months (www.dvla.gov.uk).

4. Roles and Responsibilities

- 4.1 The Human Resources Department is responsible for keeping the provisions within this procedure in line with employment legislation, best practice people management principles and NHS guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this procedure and procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this procedure to the attention of the Trust.
- 4.4 It is the responsibility of the Line Manager to ensure driving licence checks are completed for all individuals who they are responsible for.
- 4.5 It is the responsibility of staff employed by the Trust, bank workers, volunteers or those who are authorised to drive a vehicle belonging to or on behalf of the Trust to:
 - Produce their driving licence as and when required.
 - Inform their line manager of any Notice of intended prosecutions in writing.
 - Inform their line manager of any outcome from prosecution including fixed penalty notices (i.e. SP30).
 - Inform their line manager of any medical condition (including medication), deterioration of a previous known medical condition or any other reason why their driving capabilities may be affected.

5. Medical Fitness to Drive

- 5.1 The Trust refers to the DVLA Medical Standards of Fitness to Drive to determine the criteria required to undertake driving on behalf of the Trust. Group 1 medical standards apply to car drivers (category B) while the higher medical standards contained in group 2 applies to medium sized vehicles 3,500kg (category C1). The Trust therefore requires all employees who drive ambulance vehicles that are classified (C1) or who drive vehicles under emergency conditions, to meet the DVLA Group 2 medical standards.
- 5.2 The Trust has also decided that DVLA Group 2 medical standards apply to any employees or volunteers driving a patient carrying vehicle because of the same risks

that are inherent to passengers should there be a medical condition that may impact upon the ability of the driver to drive safely.

5.3 You must inform the DVLA and your manager if any of the following medical conditions or events apply to you:

- Had an epileptic event (seizure or fit);
- Had sudden attacks or disabling giddiness, fainting or blackouts;
- Severe mental handicap;
- Any cardiac event;
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted;
- Diabetes controlled by insulin;
- Parkinson's disease;
- Any other chronic neurological condition;
- Any severe psychiatric illness or mental disorder;
- Dependence on or misuse of alcohol, drugs or chemical substances in the past 3 years (do not include drink/driving offences).

This is a non-exhaustive list and full details of medical conditions where this applies can be found from the DVLA's at a glance guide to the current Medical Standards of Fitness to Drive. (www.dvla.gov.uk)

5.4 If you have a medical condition previously reported to the DVLA that has become worse since your licence was issued or you develop a new medical condition as above, you **must** write and inform the DVLA of the change in your condition, as it may affect your fitness to drive. NB Failure to do so is a criminal offence.

6. General Principles

6.1 Failure to inform the Trust of any circumstances that may affect their driving status could result in action being taken under the Trust's Disciplinary Policy (Managing Conduct and Performance).

6.2 No individual should drive any vehicle that their licence category does not cover or where a licence information code(s) indicates any restrictions on driving entitlement.

6.3 The New European Driving Licence Regulations came into effect on 1 January 1997. Implications of these new regulations for the Trust relate to employees who have passed their test after this date and will be required to obtain a C1 driving licence to drive an ambulance in excess of 3,500kg.

6.4 Individuals who have had to undertake a separate test to obtain Category C1 (since 1/1/97) are also required to have a medical undertaken by their General Practitioner (GP) at age 45, then every 5 years up to the age of 65 and annually thereafter, in order to confirm ongoing fitness to undertake C1 driving. This is required in order to retain Category C1 on the driving licence and is the responsibility of the individual. GPs will charge for undertaking the medical and any such fee is not refundable by the Trust.

6.5 Although medicals are not usually required by DVLA for other drivers, individuals are reminded of the need to ensure they are fit to drive within the role they are employed.

6.6 Anyone who has concerns about their fitness to drive should discuss this with their manager who will take advice from Occupational Health (OH).

- 6.7 Under the New Drivers Act 1995 a driving licence is automatically revoked if the driver builds up six or more penalty points within two years of passing their first driving test. This includes any penalty points gained before passing the test, which are still valid. The driver will have to reapply for their driving licence as a learner driver and re-sit another driving test.

7. Licence Checking Process

- 7.1 Driving licences will be checked by the relevant Line Manager, as and when required or at least on an annual basis. Licence checks should be aligned with and carried out during the annual PDR.
- 7.2 A Driving Licence Validation form should be completed for each member of staff and signed (Appendix A). The information on this form should be checked against the detail on the employee's driving licence and in conjunction with an on-line licence check (see guidance notes Appendix C). The driving licence categories required for each role are listed in Appendix B.
- 7.3 The Line Manager should keep a copy of the completed form and details entered on to GRS wherever possible.
- 7.4 As part of this process, if any concerns are highlighted then this should be discussed with the member of staff and, if required, clarified with Human Resources, Occupational Health or Driver Training Unit, or the DVLA.

8. Procedure Review

- 8.1 This procedure will be reviewed on a three yearly basis or more frequently if significant changes to its effective operation are necessary.

DRIVING LICENCE VALIDATION FORM

Licence Presented Y/N

Date Checked:

SURNAME:

First Name:

Date of Birth:

Driving Licence Number:

CATEGORY VALIDITY PERIODS

PLEASE CHECK EXPIRY DATE OF CATEGORY B, C1 AND PHOTOCARD SEPARATELY AS THEY MAY DIFFER. PLEASE INFORM YOUR LINE MANAGER IF ANY OF THE DATES EXPIRE BEFORE THE NEXT LICENCE CHECK DATE. ON OLD STYLE PAPER LICENCES CATEGORY 'A' COVERS BOTH CATEGORIES B AND C1

CATEGORY	VALID FROM	VALID TO	Information Codes
B (cars)			
C1 (ambulances)			
Photo card			

ENDORSEMENTS

CONVICTING COURT CODE	DATE OF CONVICTION	OFFENCE CODE	DATE OF OFFENCE	DISQUALIFICATION PERIOD (IF APPLICABLE)	PENALTY POINTS

PLEASE READ AND CHECK BOXES FOR DECLERATIONS BELOW

"I declare that I have no medical condition which may affect safe driving or my fitness to drive. I understand failure to declare such a medical condition, which is subsequently brought to the Trust's attention, following a conditional offer on completion of the required employment checks, may result in a conditional offer being withdrawn, or, in respect to existing Trust staff, will be dealt with according to the Trusts Disciplinary Policy (Managing Staff Conduct and Performance Procedure)."

"I declare that I have provided the required details and authorised, in my presence the validation of my driving licence on-line."

Licence Holder Signature:**Print Name:****Verifier Signature:****Print Name:****Position:**

EAST OF ENGLAND AMBULANCE SERVICE NHS TRUST**DRIVING LICENCE CHECK FORM (ALL GRADES)****NEW STYLE PHOTO CARD LICENCES**

GRADE	'B' CATEGORY (CAR)	'C1' CATEGORY (A&E AMBULANCE)
ATA (INC PTD)	✓	
EMT	✓	✓
EMP	✓	✓
CP/ECP	✓	✓
OPERATIONAL MANAGER	✓	✓
SENIOR MANAGER	✓	✓ If A&E operational
AFA	✓	✓
COURIER TRANSPORT	✓	✓
MECHANICS	✓	✓
FLEET BANK DRIVER	✓	✓
OOH DRIVER	✓	n/a
ADMIN STAFF	✓	n/a

WITH NEW STYLE LICENCE, THE PAPER COUNTERPART IS NO LONGER VALID. THE PHOTOCARD MUST BE PRODUCED AND ON-LINE CHECKS COMPLETED TO VALIDATE A LICENCE

OLD STYLE PAPER LICENCE

Categories A and E cover the new groups B (car) C1 (A&E ambulances)

Should you have any questions or queries relating to licence validity, offence codes etc then please contact Trust Driver Training Unit on 01638 582212 or via e-mail driver.training@eastamb.nhs.uk

On-Line driving licence checks

To conduct a driving licence check on-line you will need the licence holder to be present throughout the process and in possession of the following;

- Photo card driving licence (For cross referencing against on-line information)
- National Insurance number

Open the web address below using the following link.

<https://www.gov.uk/view-driving-licence>

The screenshot shows the GOV.UK website interface. At the top, there is a search bar and navigation links: Home > Driving and transport > Driving licences. The main heading is "View your driving licence information". Below this, there is a paragraph explaining that the service replaces the paper counterpart of a licence from 8 June 2015. A list of uses for the service is provided, including viewing driving records and creating check codes. A "View now" button is prominently displayed in a green box. To the right, a "You'll need" section lists "your driving licence number".

Click 'View now' to continue.

Enter licence holders details below.

Ensure the licence holder reads and agrees to the consent declaration.

Click the tick box to confirm.

https://www.gov.uk/government/service.gov.uk/... View your driving licence information

File Edit View Favorites Tools Help

GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service

Enter details

You should only use this service to view or share your own driving licence.

Your driving licence number
Example: MORGA657054SM9UJ

[▶ Where to find your driving licence number](#)

Your National Insurance number
Example: QQ123456C

[▶ Where to find your National Insurance Number](#)

Postcode
Example: EH1 9SP

By ticking this box, you are providing the Driver and Vehicle Licensing Agency (DVLA) with your consent to check your personal details including your National Insurance number with the Department for Work and Pensions and Her Majestys Revenue and Customs to help verify your identity. If you do not wish to tick this box, the DVLA will be unable to verify your identity and you will not be able to use this service. For more information on how the DVLA will use your information and the alternative ways of accessing this service please see our [privacy policy](#)

11:12 04/06/2015

Click 'View now' to continue.

The first page shows the licence holders details, confirm details match with those on the photo card, pay particular attention to the photo expiry date and the licence issue number. If the licence issue numbers differ please refer to the Driver Training Unit for further advice.

Record the relevant information on the trust driving licence validation form.

The screenshot shows a web browser window displaying the GOV.UK website. The page title is "View your driving licence information". At the top, there is a navigation bar with the GOV.UK logo and a "Logout" link. Below the navigation bar, there are four tabs: "Your details", "Vehicles you can drive", "Penalties and disqualifications", and "Share your licence information BETA". The "Your details" tab is selected, showing the following information:

Mr JAMES ROBERT MORRISON

Date of birth: **22nd November 1966**
Gender: **Male**
Address: **211 Stockwell Road, London. SW9 9SL**

Licence details

Driving status: **You have a full driving licence**
Licence valid from: **5 Oct 2011**
Licence valid to: **4 Oct 2021**
Driving licence number: **MORRI611226JR9NA**
Licence issue number: **14**

At the bottom of the page, there is a footer with links for "Feedback", "Cookies", "Terms & Conditions", "Privacy Policy", and "Cymraeg". It also states "Built by the Driver and Vehicle Licensing Agency" and features the Royal Coat of Arms. The system tray at the bottom right shows the time as 09:37 on 04/06/2015.

Once completed, click tab at top of page 'Vehicles you can drive'

Scroll down to check Categories' B and C1 end dates.

Where restrictions apply, expand (show information) to check restriction code and meaning – See slide below.

Record the relevant information on the trust driving licence validation form.

The screenshot displays the GOV.UK website interface for viewing driving licence information. The main heading is "View your driving licence information". Below the heading, there are four navigation tabs: "Your details", "Vehicles you can drive", "Penalties and disqualifications", and "Share your licence information BETA". The "Vehicles you can drive" tab is selected. Below the tabs, there is a message: "To find out more visit the [driving licence categories](#) section on GOV.UK".

The "Vehicles you can drive" section lists the following categories:

Category	Start date	End date	Restrictions	Action
Category : A	1 Dec 2006	3 Nov 2037		Show information
Category : B	before 31 Oct 1984	3 Nov 2037		Show information
Category : BE	before 31 Oct 1984	3 Nov 2037		Show information
Category : C1	before 31 Oct 1984	3 Nov 2037		Show information
Category : C1E	before 31 Oct 1984	3 Nov 2037	Restrictions apply	Show information
Category : D1	before 31 Oct 1984	3 Nov 2037	Restrictions apply	Show information
Category : D1E	before 31 Oct 1984	3 Nov 2037	Restrictions apply	Show information
Category : F	31 Oct 1984	3 Nov 2037		Show information

Continue to scroll down page to identify provisional entitlements.

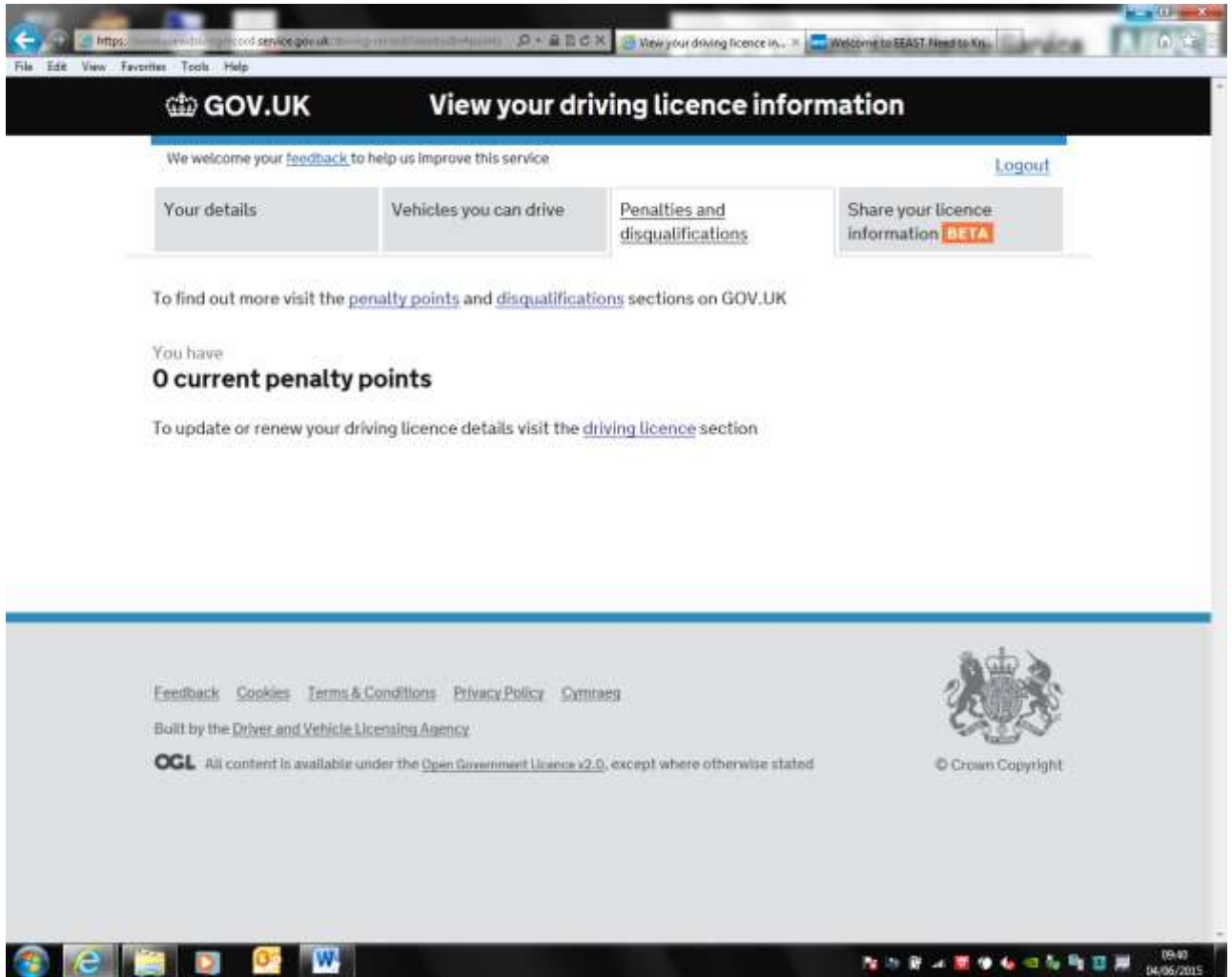
The screenshot shows a web browser window with the URL <https://www.viewdrivinglicence.service.gov.uk>. The page displays driving licence information for a user, including a category 'Q' with a start date of 10 Mar 2013 and an end date of 11 Jul 2058. Below this, a section titled 'Vehicles you can provisionally drive' lists several categories with their respective start and end dates:

- Category : A** Start date: 12 Jul 2005 End date: 11 Jul 2058
- Category : BE** Start date: 2 Jul 2008 End date: 11 Jul 2058
- Category : C1** Start date: 21 Apr 2015 End date: 11 Jul 2033
- Category : C** Start date: 21 Apr 2015 End date: 11 Jul 2033
- Category : D1** Start date: 21 Apr 2015 End date: 11 Jul 2033
- Category : D** Start date: 21 Apr 2015 End date: 11 Jul 2033
- Category : G** Start date: 2 Jul 2008 End date: 11 Jul 2058
- Category : H** Start date: 2 Jul 2008 End date: 11 Jul 2058

Each category entry includes a 'Show information' link. Below the list, a message states: 'To update or renew your driving licence details visit the [driving licence](#) section.'

The footer of the page contains the following text: 'Feedback Cookies Terms & Conditions Privacy Policy Cymraeg', 'Built by the Driver and Vehicle Licensing Agency', 'OGL All content is available under the Open Government Licence v2.0, except where otherwise stated', and '© Crown Copyright'. The Royal Coat of Arms is also visible on the right side of the footer.

Click on next tab 'Penalties and disqualifications.' As indicated below where none apply.



See below where penalty points apply, expand 'show information' for further details.

GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service [Logout](#)

Your details Vehicles you can drive Penalties and disqualifications Share your licence information **BETA**

To find out more visit the [penalty points](#) and [disqualifications](#) sections on GOV.UK

You have
3 current penalty points

SP30 Penalty points: 3 Offence date: 19 Jun 2012	Show information
SP30 Penalty points: 3 Offence date: 13 Jul 2011 Expired	Show information

To update or renew your driving licence details visit the [driving licence](#) section

[Feedback](#) [Cookies](#) [Terms & Conditions](#) [Privacy Policy](#) [Cymraeg](#)

Built by the [Driver and Vehicle Licensing Agency](#)

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12:00 04/06/2015

See picture below showing additional information regarding penalty points.

The first represents active points valid for 3 years. The second represents expired points where the 3 year period has been exceeded yet remain on the licence as 'spent' for a further year.

The screenshot shows the GOV.UK website interface for viewing driving licence information. The page title is "View your driving licence information". Below the title, there are navigation tabs: "Your details", "Vehicles you can drive", "Penalties and disqualifications", and "Share your licence information BETA". A message states: "We welcome your [feedback](#) to help us improve this service." and a "Logout" link is visible.

Below the navigation, a message says: "To find out more visit the [penalty points](#) and [disqualifications](#) sections on GOV.UK."

The main content area shows "You have **3 current penalty points**". Two penalty point entries are listed:

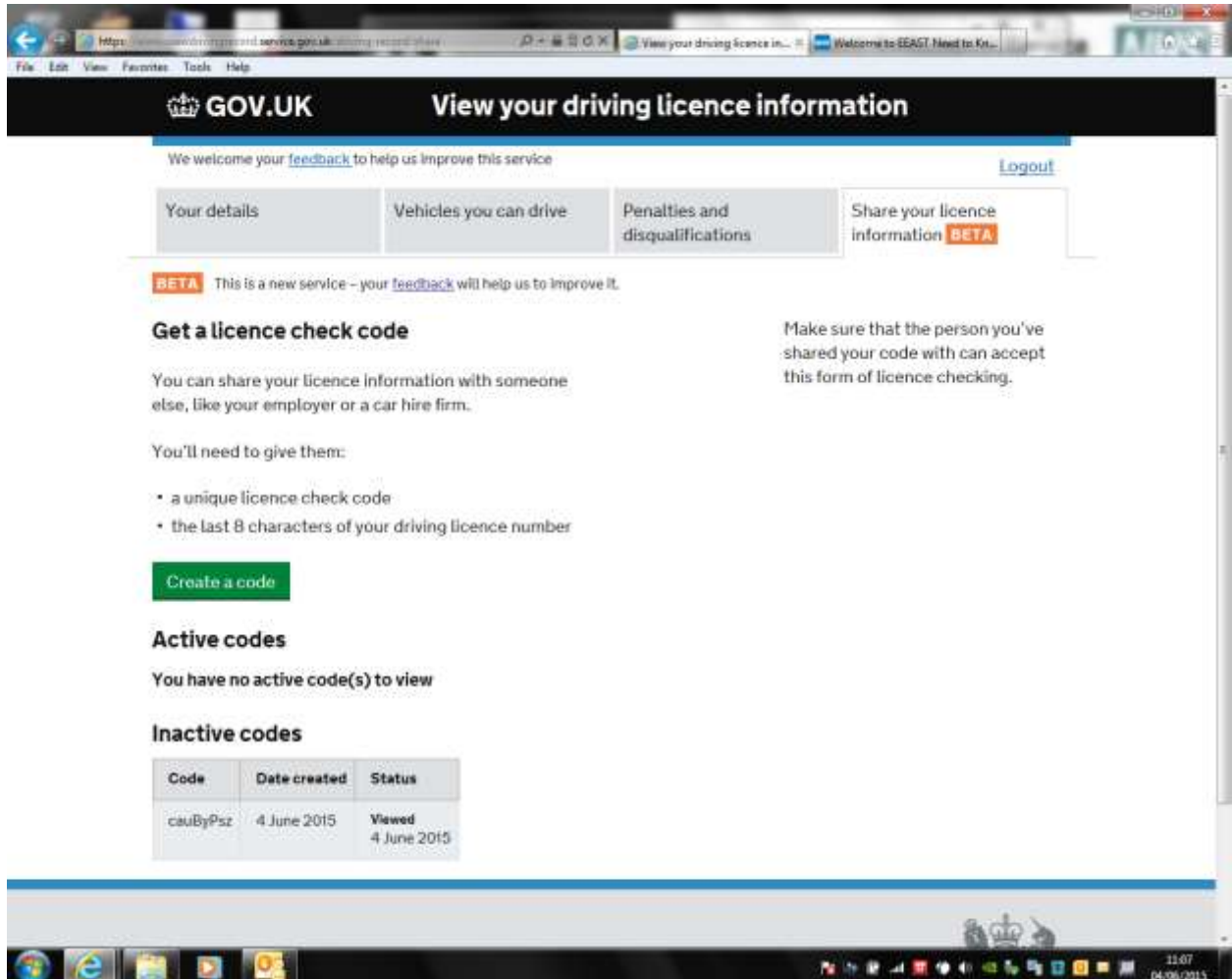
Offence dates	Offence details	Court/Fixed penalty office
Offence date: 19 Jun 2012 Expiry date: 19 Jun 2015 Removal date: 19 Jun 2015	SP30: Exceeding statutory speed limit on a public road Penalty points: 3	2775: Northern Oxfordshire Magistrates' Court
Offence dates	Offence details	Court/Fixed penalty office
Offence date: 13 Jul 2011 Expiry date: 13 Jul 2014 Removal date: 13 Jul 2015	SP30: Exceeding statutory speed limit on a public road Penalty points: 3	2775: Northern Oxfordshire Magistrates' Court

Below the table, a message says: "To update or renew your driving licence details visit the [driving licence](#) section"

The footer contains links for "Feedback", "Cookies", "Terms & Conditions", "Privacy Policy", and "Cymraeg". The Royal Coat of Arms is also visible.

Record the relevant information on the driving licence validation form.

The final tab 'Share your licence information BETA' is a service not used for the purpose of driving licence validation.



Once all checks are completed and information recorded on the driving licence validation form please ensure the web page is closed by using the 'Logout' function above the tabs.

Ensure both the medical and consent declarations are read, check box ticked and signed by both the licence holder and verifier.

**Equality Impact Assessment
Initial Screening Form**

Please refer to the guidance notes "How to carry out an Equality Impact Assessment"

Document Reference:	Document Title: Procedure For Driving Licences
Assessment Date: 04/11/15	Document Type: HR Agreement
Responsible Director: Ruth McAll	Lead Manager: Karen Barry & Andy Reid

Step 1: Identify main aims of policy

Describe the main aim, objectives and intended outcomes of the proposed project/policy

Aim:

To ensure that anyone that anyone driving any vehicle on behalf of the Trust is licensed to drive that category of vehicle.
To ensure that all staff are aware of their responsibility with regards to keeping their license valid.

Objectives:

Regular license checks are to be carried out at a local level in order to ensure that the individual has not had their license endorsed to the extent that they are no longer legally able to drive.

Intended Outcomes:

Any Endorsements should be noted on the Trust Driving License Check Form. Any member of staff not producing a license for inspection should be advised of the Trust policy and their requirement to produce a valid Driving License.



Equality Impact Assessment
Initial Screening Form

Step 2: Collect and Analyse Information

Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

No

You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained.¹

Gender including transgender	Do you have enough information?	Yes	
	What else do you need to know?		
Race	Do you have enough information?	Yes	
	What else do you need to know?		
Disability	Do you have enough information?	Yes	
	What else do you need to know?		
Sexual Orientation	Do you have enough information?	Yes	
	What else do you need to know?		
Age	Do you have enough information?	Yes	
	What else do you need to know?		
Religion & Belief	Do you have enough information?	Yes	
	What else do you need to know?		

¹ Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated



Equality Impact Assessment
Initial Screening Form

Step 3: Identify the level of impact

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target group	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including transgender)		X			X		No differentiation
Race		X			X		No differentiation
Disability		X			X		No differentiation
Sexual orientation		X			X		No differentiation
Age		X			X		No differentiation
Belief and Religion		x			X		No differentiation

Step 3^a: Decide if policy is equality relevant

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

NO

Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

NO

Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

No. If individuals are identified as not having valid licenses a Trust investigation would have to be conducted.



Equality Impact Assessment
Initial Screening Form

Step 3^b: Record findings and produce action plan

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

Findings	Proposed action	Timescale	Implications on resources	Responsible lead

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

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Equality Impact Assessment
Initial Screening Form

Summary:

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

Positive Impact		Adverse Impact	
Yes			No

Basis for your judgement:
Procedure Document has no bearing on equality.

Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?

		NO
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Name of the project/policy lead completing this assessment:

Name: Antony Vacca	Job Title: Driver Trainer
Signature:	Date: 11/5/2012

**Please email this completed draft document to the Equality & Diversity Lead for quality assurance purposes and record monitoring.
*This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval***



Equality Impact Assessment Initial Screening Form
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Executive Summary Page for Equality Impact Assessment:

Document Reference:	Document Title: Policy
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Assessment Date:	Document Type: HR Agreement
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Responsible Director: Ruth McAll	Lead Manager: Karen Barry
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Conclusion of Equality Impact Assessment:
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Recommendations for Action Plan:

Risks Identified:

Approved by a member of the executive team:
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YES	NO
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Name: Ruth McAll	Position: HR Director
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Signature:	Date: 05/11/2015
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This whole document should be stored with the master document and a final approved copy must be sent to the Equality & Diversity Lead at Bedford Office
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