

# Driver Licence Checking

## Background

This service ensures that you can demonstrate that you have met the terms of both the HSE Guidelines, 'Driving at Work' and S.87 (2) of the Road Traffic Act 1988 which states:-

'It is an offence for a person to cause or permit another person to drive on a road a motor vehicle of any class if that other person is not the holder of a licence authorising him to drive a motor vehicle of that class.'

The liability is personal, not corporate, and the offence carries a fine of up to £1,000 and three penalty points for the person responsible for licence checks within the company.

## Objectives

This programme enables accurate checking of the validity of a driver licence, direct with the DVLA. The result, which would include a record of convictions, would form part of the Driver Risk Assessment and therefore produce both an accurate documented record that is risk related. This innovative programme enables employers to check the licences of employees who drive on company business in order to confirm:-

- That it is valid.
- The employee is licenced to drive the vehicle allocated to them.
- Awareness of any endorsement that could place either the individual or the company at risk.

## Frequency

We recommend the following re-check frequency based on previous convictions reported, although we can generate checks at whatever intervals you wish.

Up to 4 Points – Annual Checks

5-8 Points – 6-Monthly Checks

9+ Points & Prior Disqualifications - 3-Monthly Checks

## Topics

The service operates using a Data Protection Act Release Form or 'Mandate' that is valid for three years and which grants us permission to obtain a copy of the drivers' record from the Driver & Vehicle Licence Agency (DVLA) at any time and as often as required over the three year term of the Mandate. Once enrolled, there is no further referral to the driver for the term of the mandate.

Catlin will check the points record of each driver within a fleet directly with the DVLA and produce detailed, accurate reporting and interpretation of data via secured website access. For drivers deemed most at risk, Catlin will make recommendations to help improve safety.

The reports produced for the company covers six key areas:

1. Executive Summary – details the number of driving licences checked.
2. Audit Summary - provides a summary showing the numbers of drivers that have points on their licences.
3. Licence Results – provides a breakdown of the licence categories held by individual drivers.
4. Licence Category – information as defined by DVLA on licence categories.
5. Endorsement Results – provides a breakdown of the endorsement held by individual drivers.
6. Endorsement Information – provides details of endorsement codes and the range of penalty points associated with each offence.

## Cost

Please contact Catlin for a quote.