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# LICENCECHECK

driving licence verification



**Richard Brown**

**Managing Director**

**Licence Check Ltd**

# Driving Licence Checking

**'Reducing the Risks'**

# Driving Licence Verification

Company  
&  
Grey Fleet  
Drivers

- **Law**
  - Road Traffic Act
- **Compliance**
  - Health & Safety, Duty of Care
- **Robust Process**
  - Policy & Procedures

# Law - Road Traffic Act 1988

"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 them to drive a motor vehicle of that class."

How sure are you that all your drivers hold the correct valid 'Entitlements & Licence' to drive on any type of company business?

# Checking a driver's licence – 3 Options

## 1. Physically inspect the licence

- Counterpart
- Photocard
- Manually record the data

**!** Historical data – is this valid?

Changes 2015

# DVLA Removal of the Paper Counterpart Licence



## 2. Alternative - Use a DVLA Service

- Driver to call DVLA and leave authority, company to call back later
- Call DVLA with driver present
- Open a DVLA Account using a Consent Form

# Options 1 & 2

- Time consuming & costly
- Require systematic processing time
- Subject to human error & misinterpretation
- Potentially inaccurate
- Repetitive process
- Training required

or

# Use Modern Technology

### 3. Use a DVLA Registered EDECS Organisation

(Electronic Driver Entitlement Checking Service)

- Electronic Access to DVLA Licence Records
- Professional Service Provider



Why wouldn't you use  
DVLA Data Source  
if it's available to you ?

# Identifying Assessing & Managing the Risk

“the aim is to make the risk of someone being injured or killed as low as possible”

	<b>Killed</b>	<b>Seriously Injured</b>	<b>Slightly Injured</b>	<b>Total</b>
<b>Driving as Part of Work</b>				
2007	890	6673	58165	65728
2012	539	5231	44819	50589
<b>Commuting to/from Work</b>				
2007	352	3354	27951	31657
2012	169	2936	23098	26203
<b>Commuting to/from School</b>				
2007	21	408	4884	5313
2012	11	374	4488	4873
<b>Total</b>				
2007	1263	10435	91000	102698
2012	719	8541	72405	81665

Source DfT 2012 (RAS 30037)

# Identifying & Assessing the Risk

- ✓ Valid licence
- ✓ Valid categories
- ✓ Short term licence
- ✓ Vocational licence
- ✓ High risk drivers
- ✓ New Drivers Act
- ✓ Pending prosecution

# Managing the Risk

## Policy & Procedures

- ✓ top level commitment
- ✓ company wide
- ✓ systematic – check & recheck
- ✓ evidential
- ✓ training – skill, knowledge, experience
- ✓ stand up to investigation



# Scenario...

- Driver presents licence to employer
- Driver later convicted of an offence
- Licence not returned to DVLA for updating
- Employer not informed of the offence by driver
- Driver involved in serious accident
- Police investigation
- Licence found to be revoked or disqualified
- Potentially uninsured

**What are the consequences?**

# Driving Licence Revocation Procedure

Drivers **must** return their licence to the DVLA for updating following a conviction

within **28 days**

or the DVLA will automatically **revoke** the licence, rendering the driver without the ability to drive until they have returned the licence and it has been updated.

Approx.

**170,000 licences**

**Revoked / Disqualified**

December 2013 - FOIR

**A hazard** is something in your business that can cause harm. **A risk** is the chance, however large or small, that a hazard could cause harm.

Source - Health & Safety Executive - Driving at Work: Managing Work-Related Road Safety – April 2014

# Grey Fleet Drivers...

use a private vehicle for company business

Q: What are your responsibilities?

Q: What is the difference?

- company vehicle driver
- grey fleet driver

A: Your responsibilities are to Identify, Assess and Manage Risk for **all** drivers

There is no significant difference between driver types.

However there are other issues surrounding grey fleet drivers that need to be managed...

- Licence check
- Service & Maintenance & MOT
- Business class insurance
  - Class 1-3
- Health & fitness to drive
  
- Appropriate vehicle types - age, style
- Road Fund Licence
- Vehicle audit inspections
- Co2 emissions – 'green' fleets

# In Summary

- Plan
  - Identify & assess the risk
- Do
  - Implement policy & manage the risk
- Check
  - Monitor, check & frequently recheck
- Act
  - Regularly review policy & systems

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Thank You