

DRIVING LICENCE CHECK POLICY

The Company operates a risk-based approach to the regular checking of employee driving licences. With recent statutory changes and increases in penalties for such things as mobile phone and device use, smoking and engine idling, points can accumulate quickly and may go unremarked if regular checks are not undertaken.

Upon application for Authorised Company Driver status the employee is requested to sign a consent form granting the Company permission to carry out an initial DVLA licence check. Any licence points from initial discovery will be noted on the Driving Licence Database and reported to the Company's fleet insurer. A licence with 6 points or above may result in non-authorisation depending on insurer's decision and upon Project Manager decision based on assessment of risk (driver age, history, work location, among other factors). Subsequently, monthly checks will take place for all drivers held on the database, with higher frequencies depending on points held, as per the tables below.

Cars and Small Vans

Number of penalty points:	Frequency of licence check:	Drivers to be validated by:
0-5	3-monthly	Roisin Robotham - HR
6 and over	monthly	Roisin Robotham - HR

A driver who receives a driving ban **MUST** inform their line manager and the HR dept. immediately. A banned driver will have their Company Driver Authorisation revoked.

Vans, Pick-ups up to 3.5T, Heavy Goods Vehicles (HGVs), and Large Goods Vehicles (LGVs)

Number of penalty points:	Frequency of licence check:	Drivers to be validated by:
0-5	3-monthly	HR or Dean Hudson (Plant Director)
6 and over	monthly	HR or Dean Hudson (Plant Director)

A driver who receives a driving ban **MUST** inform their line manager, the HR dept. or Dean Hudson (Plant Director) immediately. A banned driver will have their Company Driver Authorisation revoked.

By ensuring a continuous system of checks, accuracy and company integrity and, above all, road safety can be assured. The risk-based approach outlined above will enable the Company to safely manage its driver fleet in accordance with its legal, social and ethical responsibilities and with its ongoing commitment to improving health and safety in all aspects of its operations.

Roisin Robotham, HR Manager
1st January 2024