

Driver Licence Checking Service



	W	D	U	EE
	Class	From	To	Notes
U	Car	24-12-96	20-05-99	
BF	Bus	24-12-96	20-05-99	
C1	Motorcycle	24-12-96	20-05-99	
C1E	Motorcycle	24-12-96	20-05-99	127
G1	Motorcycle	24-12-96	20-05-99	127, 118
D1C	Motorcycle	24-12-96	20-05-99	127
Driving		24-12-96	20-05-99	
ST4				

DRIVING COMPLIANCE AND RISK REDUCTION

- ✓ Reduce your business risk
- ✓ Save time and resource
- ✓ Gain peace of mind
- ✓ Keep control of your compliance

Driver Licence Checking Service

Our Driver Licence Checking Service has been developed in conjunction with Licence Bureau™, the country's leading provider of secure driver licence checks. The service is designed to minimise the hassle and risk associated with checking whether your drivers are safe and legally compliant to operate your vehicles.

What services are available?

Driver Licence Checking



Right to Work Checks



Driver Risk Assessments



Grey Fleet Management



01442 430988

www.fta.co.uk/driverlicence

Provided in conjunction with



Driver Licence Checking

As a directly licensed Driver and Vehicle Licensing Agency (DVLA) authorised licence checking service, Licence Bureau has the ability to quickly perform driver licence checks for all your drivers against current DVLA and Driver and Vehicle Agency Northern Ireland (DVANI) records.

Why do I need to check my drivers' licences?

The legal minimum requirement in the UK is for the driver of a vehicle to hold a full and valid driving licence for that vehicle category. If this driver is an employee and driving on company time, for business purposes, you as the employer have a duty of care to ensure that the employee acts within the law and this means having a robust procedure and audit trail when it comes to driver licence checks. This duty of care extends not only to your full and part time staff, but temporary drivers and contractors that you may use and covers all vehicles driven including heavy goods vehicles, vans and cars (even if the car is their own, but driven for business purposes, on company time).

What could happen if these checks are not carried out correctly?

There are a range of legislative acts that cover the need for checking your drivers' licences which include the Health and Safety at Work Act, the Immigration, Asylum and Nationality Act 2006, the Corporate Manslaughter Act and the Road Traffic Act 1988. Failing to comply with these laws can lead to fines and, in the worst case, the loss of your operator licence and even imprisonment.

Benefits



Reduces risk

Keeps you compliant with your legal obligations and helps protect against fines

Saves time and resource

Letting us do the work minimises the hassle of doing it yourself or of finding alternative resource within your own company

Peace of mind

You can be assured that the checks are being carried out correctly, by experts

Control and information

Our online portal enables you to be kept fully up-to-date and informed and also gives you control over your reports and next steps

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Case Study

Pimlico Plumbers



Pimlico Plumbers is the country's largest independent plumbing and service company, based within Greater and Central London. It takes pride in providing excellent, no nonsense service at a great value. This can only be delivered through its fleet of 160 Volkswagen Transporter vans and Golf cars navigating the streets of the capital 24 hours a day from their riverside headquarters in Lambeth.

Operating a large number of vehicles and drivers in London, not to mention providing service of the highest quality, is a constant challenge, therefore, Pimlico needs a proven approach to ensure all of its 160 drivers are compliant when covering a collective annual mileage of approximately 260,000 miles.

...continued on page 5

Driver Licence Checking Package Breakdown

There are two packages available – the FTA Basic and the FTA Standard Package. To help you decide which the most preferable option is, please see the matrix below, which details the features of each.

Feature	Basic	Standard	Benefit of Standard Package
Account manager	✗	✓	Dedicated support to your account
Helpdesk	✓	✓	
Alerts	✓	✓	
DVLA licence holders only (number must be supplied)	✓	✗	No licence number enables quicker compliance
DVANI plus foreign driver verification*	✗	✓	Details all licence issues whatever nationality
Unique consent form	✓	✓	
Unique consent form for nominated drivers	✓	✓	
Consent form distributed by client only	✓	✓	
Consent form distributed by account manager	✗	✓	Control of compliance by experts
Consent form – driver failed to respond chased via email	✓	✓	
Consent form – driver failed to respond chased by letter	✗	✓	For drivers without email
Freepost for returning consent form	✗	✓	Encourages quick response
Expired consent form – driver chased via email	✓	✓	
Expired consent form – driver chased by letter	✗	✓	For drivers without email
Consent form – manage non-processed forms as initially returned to driver	✓	✓	
Consent form issue initially returned to driver	✗	✓	Saving you time and money
Authorise rechecks prior to automatic process	✗	✓	Prevents checks for leavers or sick staff

Feature	Basic	Standard	Benefit of Standard Package
Automatic processing of rechecks when due without referral	✓	✓	
Unscheduled rechecks	✓	✓	
Verbal checks with DVLA	✗	✓	When you need an urgent response
Bespoke recheck schedules	✓	✓	
Driver record locked or not available at DVLA paper resolution	✓	✓	
Initial set up and download of driver list onto database	✓	✓	
Initial consent form distributed by email	✓	✓	
Initial consent form prepopulated and sent to partner	✓	✓	
Initial download and regular data cleanse	✗	✓	We assist your data accuracy
Non-driver recording	✓	✓	
Online web portal	✓	✓	
Queries from DVLA referred back to client to manage via website	✓	✓	
Queries resolved using paper service	✗	✓	Less admin when the driver number is wrong
Standard reporting included	✓	✓	
Starters and leavers added via download**	✓	✓	
Records updated automatically via download**	✓	✓	
Queries from DVLA referred back to client via download**	✓	✓	
Starters and leavers added via account manager	✗	✓	Your personal expert
Starters and leavers added via website by client	✓	✓	
Grey fleet document management	✗	✓	Saving you time and money
Grey fleet document checking	✓	✓	

* This service can be added to the basic package for an additional fee

** Download = xml feed or web services to client system

This is where FTA's Driver Licence Checking Service provided by Licence Bureau comes in. Pimlico uses the interactive online portal to successfully manage its fleet.

An ever-expanding list of clients has inevitably necessitated a demanding recruitment drive in London, meaning licence checks on any future additions to its 160 drivers will be quickly carried out by Licence Bureau's portal.

George Lusham, Transport Manager at Pimlico Plumbers, said "The FTA's system provided by Licence Bureau is an extremely helpful, efficient and resourceful tool that ensures our drivers remain compliant. Our reputation is built on the quick and proficient service delivered by our engineers, and with Licence Bureau's easy-to-use licence checking portal, we can focus on providing our clients with the high quality work they can depend on."



Benefits



Reduces risk

Keeps you compliant with your legal obligations and helps protect against fines

Saves time and resource

Letting us do the work minimises the hassle in finding alternative resource within your own company. Results are also back within 24 hours and can be accessed at any time via our portal

Peace of mind

You can be assured that the checks are being carried out correctly, by experts and the documents are correct for the actual job that the individual is applying for

Control and information

Our online portal enables you to be kept fully up-to-date and informed and also gives you control over your reports and next steps

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Right to Work Checks

Why do I need these checks?

As an employer, you have a duty under the Immigration, Asylum and Nationality Act 2006 to ensure that your employees have a right to work in the UK before you employ them. Failure to comply with this legislation will leave you liable to paying heavy fines.

If you ensure these document checks are carried out effectively you will have a legal excuse, known as a statutory excuse, against payment of a fine. To ensure you have an excuse there are three things to remember:

- Correct checks on acceptable documents must be carried out before a person starts working
- If a person has a time limit on their right to work, you will only keep your excuse if you carry out repeat document checks at least once every 12 months
- If a person has a restriction on the type of work they can do and/or the amount of hours they can work for you, then you should make sure that you do not employ them in breach of these work conditions



What are Right to Work Checks?

These check whether individuals have the right to work in the UK before you employ them and also check whether they are legally allowed to do the work that you will be asking of them. They are available as a stand-alone service or in addition to our Basic and Standard Driver Licence Checking Service packages.

These checks allow you to:

- add your new employee via our online portal or recheck someone whose documents maybe due for renewal
- simply submit your requests and images by scanning and submitting in easy steps
- analyse your results at any time by accessing the reporting portal

Driver Risk Assessments

Why should I have these?

Drivers can be a big risk. You rely on them to act in the best interest of your business, to drive safely and avoid accidents and to ensure they are acting in accordance with the law. Drivers also have an impact on the efficiency of your operation through fuel usage and safe driving techniques.

Having the ability to risk profile your drivers puts you in a position to decide which would benefit from further training or corrective education, therefore leading to risk reduction, safer drivers and fewer accidents.

How do these risk assessments work?

Risk assessments can either be set up for all your drivers at a regularity to suit you, or they can be triggered by our online portal. If you go for the latter option, then you may set parameters such as when a driver reaches a certain number of penalty points, with this then triggering an automatic online assessment to be sent to your driver. Alerts for other line managers can also be automatically triggered at the same time.

The assessments cover three main themes.

- Knowledge – questions are extracted from the Highway Code
- Attitude – drivers are asked to consider their driving
- Skills – hazard awareness and reflection

Your drivers will receive compulsory e-learning modules where applicable and alerts and actions created for notifications of further classroom or in-cab training.

You may wish to provide a further assessment within the year and this is included in the fee, along with the e-learning modules which the driver has access to for a year and again can be used for additional learning within the fee – putting you in control of the risk and costs.

Benefits



Manages risk

Understanding the level of risk each driver poses allows you to put preventative measures in place, such as driver training, to help avoid non-compliance or accidents

Provides control

Our online portal allows you to set up alerts when drivers fail online assessments and can trigger alerts to line managers to aid in driver management

Peace of mind

Individual driver knowledge ensures it can act accordingly to reduce business risk

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Benefits



Reduces risk

Keeps you compliant with your legal obligations and helps protect against fines

Saves time and resource

Letting us do the work minimises the hassle in finding alternative resource within your own company

Peace of mind

You can rest assured that this often overlooked area of your responsibilities is covered and you have an audit trail available should you need it

Control and information

Our online portal enables you to be kept fully up-to-date and informed and also gives you control over the alerts that you want to set up

Grey Fleet Management

Why do I need these checks?

Are you fully aware of your grey fleet and the risk it poses if not effectively managed?

If any of your employees drive their own vehicles for business use it is you, the employer, who has a duty of care under health and safety law. To 'cause or permit' a person to drive a vehicle that may be in a dangerous condition, or without a valid licence or third party insurance is against the law.



How does Grey Fleet Management help?

Grey Fleet Management covers your risk and keeps you compliant with your obligations by ensuring appropriate checks on the insurance, MOT and roadworthiness of the vehicle are carried out. The service is accessed via our interactive online portal, therefore alerts can easily be set up ahead of document, MOT and tax expiry dates.

Two packages are available, which cover the following checks.

Package 1

Appropriate business use insurance
Valid MOT for the vehicle

Package 2

Appropriate business use insurance
Valid MOT for the vehicle
Last service and mileage date
Business mileage history
VED (car tax) expiry detail
Driver health declaration (optional)

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Online portal



What is this?

All of the services we provide are managed and accessed via our online portal. You will gain a unique logon to the site and you can also enable other managers to gain access and tailor the information and alerts that they see.

A company dashboard lets you see at a glance your headline figures and risks, then from here you are able to easily click through the site to find more detailed reports and management information.

For those taking Driver Risk Assessments, you can also set up driver training actions off the back of the results of the assessments. For example you may decide that any driver that is deemed a medium risk is offered certain classroom courses and any that are a medium to high risk then qualify for on-the-road training.

Enquire today for a free remote online demonstration.

Benefits

Manages risk

Clear and simple portal design allows for ease of use and quick and easy identification of areas of risk

Provides control

You can tailor the alerts and actions so you can effectively plan in a way that suits your business

Saves time


All the information and functionality you need is at your fingertips to assist with driver management. Whether you need to get a quick overview or create a management presentation, you can be assured that the information you require is quickly accessible

Security

With our ISO27001 security accreditation you can have peace of mind that your data is safe and secure in our system

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www.fta.co.uk/driverlicence



Five in every 1,000 drivers would fail a compliance or licence validation check



DVLA figures show that there are 150,000 disqualified drivers and a further 500,000 licences that have been revoked



Driver Licence Checking Service Enquiry Form

For more information please complete and return this form to
Driver Licence Checking Service, Freight Transport Association, Hermes House,
St John's Road, Tunbridge Wells, Kent, TN4 9UZ or faxback to 01892 552360

Alternatively visit www.fta.co.uk/driverlicence, call 01442 430988 or
email enquiry@fta.co.uk

Name _____

Job title _____

Company _____

Address _____

_____ Postcode _____

Email _____ Telephone _____

Fax _____ FTA member no (if known) _____

I would like to apply for:

- Driver Licence Checking Basic Service
- Driver Licence Checking Standard Service
- Right to Work Checks
- Driver Risk Assessments
- Grey Fleet Management Package 1
- Grey Fleet Management Package 2

Please contact me with more information on these services

You will now be contacted by the Licence Bureau™ to complete your application

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www.fta.co.uk/driverlicence



Price breakdown

Driver Licence Checking – Basic Package

Up to 20 checks per annum	£150.00 Fixed Price (additional checks £4.95 per check)
21 to 499 drivers	£4.25 per driver per check*
21 to 499 drivers	£4.95 per driver per check (based on one check per year)
500+ drivers	£3.75 per driver per check*
500+ drivers	£4.60 per driver per check (based on one check per year)
Driver and Vehicle Agency Northern Ireland	£12.00 per driver per check
Non-UK Driver Licence Check	£12.00 per driver per check

Driver Licence Checking – Standard Package

Up to 20 checks per annum	£150.00 Fixed Price (additional checks £6.50 per check)
21 to 499 drivers	£5.50 per driver per check*
21 to 499 drivers	£6.50 per driver per check (based on one check per year)
500+ drivers	£5.00 per driver per check*
500+ drivers	£6.00 per driver per check (based on one check per year)

Right to Work Checks

Photo Check	£5.00 per check
Document Check	£15.00 per document

Driver Risk Assessments

1 to 25 drivers	£25.00 per driver per year
26 to 499 drivers	£20.00 per driver per year

Grey Fleet Management

Package 1	£9.00 per vehicle
Package 2	£12.00 per vehicle

All prices are exclusive of VAT

*Minimum of two checks per annum required

Apply today and receive:

- a £20 Specsaver voucher for each of your drivers
- a year's free subscription to the Fleet Safety Forum (normally £155+VAT)

More information, including a Driver Licence Checking Service video and customer testimonials, can be found online at

www.fta.co.uk/driverlicence



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www.fta.co.uk/driverlicence

// We feel secure in the knowledge that FTA's Driver Licence Checking Service uses live data from the DVLA so that we are notified straight away if there should be any irregularities on any of the drivers' licence. The FTA service is a great benefit to XLVideo as it ensure that we are more compliant and it provides us with peace of mind and the knowledge that licences are more stringently checked.

Kevin Webb, UK Operations Manager, XLVideo



WANT MORE INFORMATION ON OUR DRIVER LICENCE CHECKING SERVICE

Get in touch today!

Tel: 08717 11 22 22 Fax: 01892 534985 Web: www.fta.co.uk

Freight Transport Association Limited

Delivering safe, efficient, sustainable logistics

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