

## Driver Licence Checking Service

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

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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**

At point of employment and regularly thereafter.

### **Employee Audit**

Confirms health, policy and 'Driving at work' compliance.

### **Driver Risk Assessments**

Online assessment and e-learning.

### **Grey Fleet Management**

Owner driver vehicle document checks.

### **Permit to Drive**

A free service providing exception reporting.

### **Right to Work Checks**

Entitlement to work in the UK.

### **Online portal**

Licence Bureau's Compliance Managed Services (CMS).

### **Vision**

Logistics UK's driver and fleet compliance platform.

Provided in conjunction with



01442 430988



## Driver Licence Checking

Licence Bureau provides a number of Driver Licence Checking services to customers using services provided by the DVLA (Driver and Vehicle Licensing Agency) and has the ability within **1 minute** to provide you with the results of a licence check for all your drivers holding a DVLA issued licence. Results are also obtained from Driver and Vehicle Agency Northern Ireland (DVANI) records and checks made against non-UK licence holders.

### 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.



### ***Provides peace of mind***

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



### ***Gives the 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.

We feel secure in the knowledge that Logistics UK'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 Logistics UK service is a great benefit to XL Video as it ensures 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, XL Video



## 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.

This is where Logistics UK'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 Logistics UK'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."





## Employee Audit

### Why do I need to audit my employees?

It is essential that you establish your risks and, more importantly, who is driving. Once that is established the audit confirms health, understanding of company policies and also poses other relevant questions in line with the Health and Safety Executive's (HSE) – *Driving at Work* guidelines. You can also add in specific company questions.

### Benefits



#### **Manages risk**

Assists in understanding your risk and ensuring every employee is aware of your requirements and policies. The audit is online and can be actioned by the employee directly or their line manager.



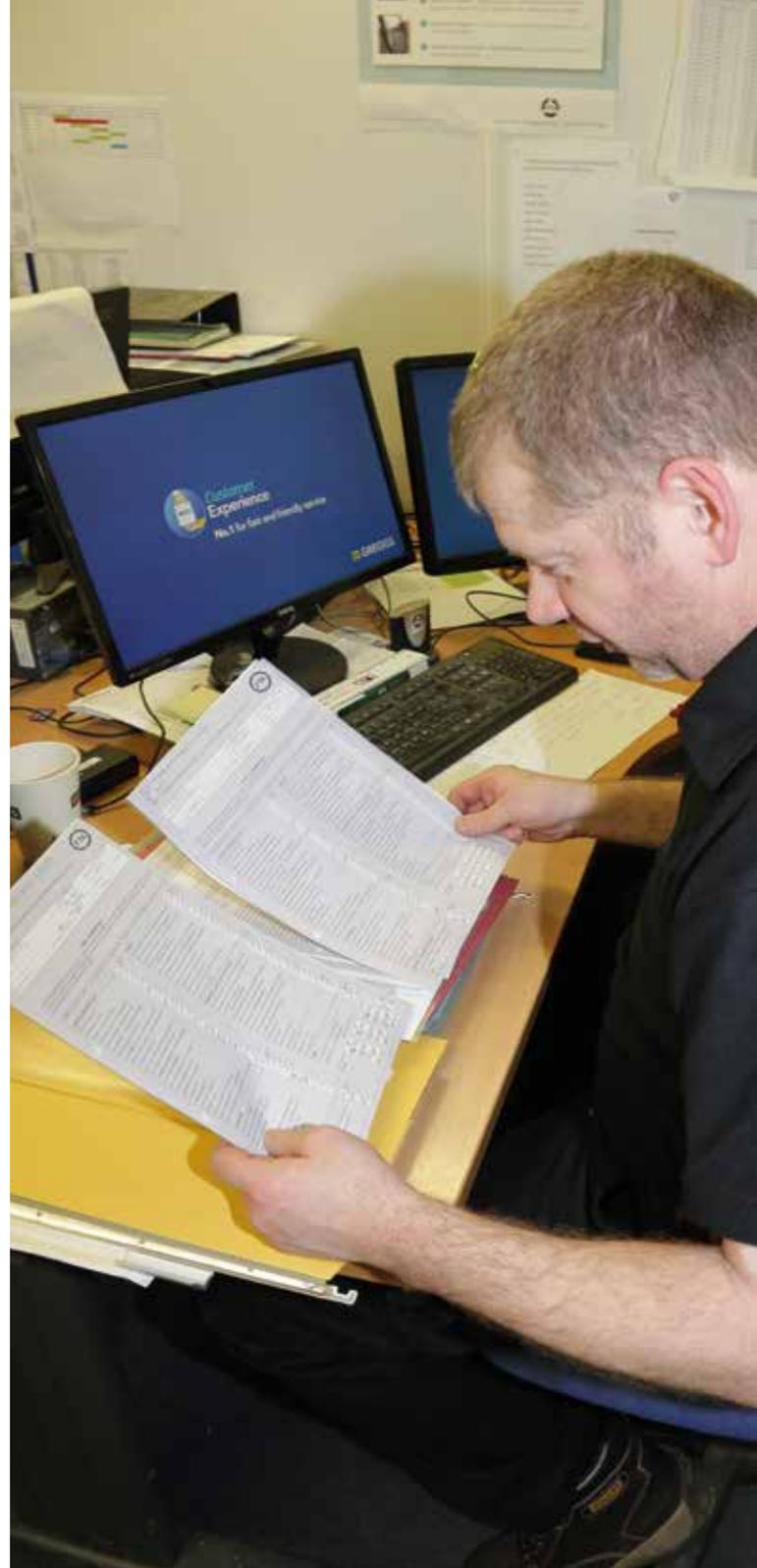
#### **Provides control**

Our online portal allows you to set up alerts and actions.



#### **Provides peace of mind**

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





## 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 may be 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.



### 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.



## 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.

### 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.



#### ***Provides peace of mind***

Individual driver knowledge ensures you can act accordingly to reduce business risk.

### 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.



## 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.

### We check

- Appropriate business use insurance.
- Valid MOT for the vehicle.
- VED (car tax) expiry detail.

### Provide information

- Make Model and type of vehicle.
- CO<sub>2</sub>.



## 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.



### **Provides 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.



### **Provides 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.



## Permit to Drive

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### Why do I need these checks?

The basic concern has to be who has the right to drive depending on your rules. The permit allows you to immediately identify those who are not compliant.

Permit for a company car driver = Audit + full driving licence.

Permit for an owner driver = As company car + valid Insurance + MOT.

Permit for lorry or bus driver = As company car plus relevant categories + CPC.



## Online portal

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### 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.



## Vision

Vision is the leading driver and fleet compliance platform, developed by the industry experts in compliance.

Logistics UK has developed a powerful platform that allows users to manage their fleet and driver compliance via a single log in. Born from decades of experience leading the industry and our clients' fleet and driver compliance, Vision has been specifically designed to leverage insights to **drive efficiency, cut costs, increase performance and reduce risk.**

Our services include Tachograph Analysis, Vehicle Inspection Service, Training, PCN Administration and Driver Licence Checking, integrated with Licence Bureau, the country's leading provider of secure driver licence checks, minimising time and risk associated with checking whether your drivers are safe and legally compliant.



### CLICK THROUGH

Click on the Licence Bureau via the Homepage to reach this bespoke licence alerts page.



### MANAGE MY DRIVERS

A coloured icon against each driver's name highlights whether or not the driver's licence information is satisfactory (shown in green) or requires attention (shown in amber, red or magenta).



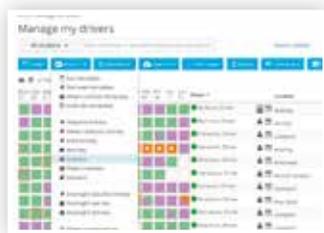
### LICENCE PROFILE

Each driver profile includes detailed licence information for that driver.



Join over 430,000 registered drivers and 1 million vehicles and assets already benefiting from Vision – call 0371 711 2222\* or visit [www.logistics.org.uk/vision](http://www.logistics.org.uk/vision)

## Industry leading services under one roof



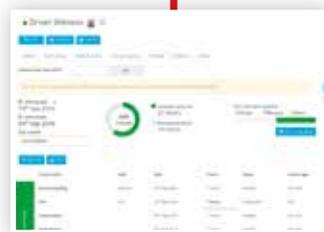
### *Tachograph Analysis*

Logistics UK's best in class tachograph analysis service has been baked into the core of Vision. Analysing over 18 million driver days each year, we crunch the data, letting you see what matters in our fast, intuitive cloud-based platform. Through Vision, users can access critical tachograph services and data, keeping them up to date with the latest regulations.



### *Vehicle Inspection Service*

Ensure your vehicles, related equipment and maintenance arrangements are safe, efficient and legally compliant with our industry leading Vehicle Inspection Service. Vision allows you to benchmark your fleet against like-for-like operators, internally, regionally and nationally; provide effective auditing procedures through system audits and interactive reporting through both grid and graphically led reports, making it easier to identify potential issues.



### *Training*

Automatically record driver training records and benefit from handy alerts set up to track your Driver CPC programme.



### *PCN Administration*

Logistics UK's PCN Administration Service monitors, administers and challenges PCNs issued to your company. The individual driver profiles reduce administration time and influence related services within Vision such as Driver CPC Training.



## Price breakdown

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### Driver Licence Checking

Annual Management Fee per driver – Prices reduce from £5 dependent on numbers + cost per check

<b>DVLA</b>	Online – 60p per check <sup>†</sup>
<b>DVANI</b>	£8.00 <sup>†</sup>
<b>Non UK</b>	£8.00 <sup>†</sup>
<b>DVLA paper check</b>	£5.25 <i>(number not known or record blocked)</i>

<sup>†</sup>The fees provided are at cost and will automatically change with fees from the relevant authorities.

### Audit

**Fee per person.** Prices reduce from £5 dependent on numbers

### Right to Work Checks

<b>Photo check</b>	£5.00 per check
<b>Document check</b>	£15.00 per document

### Driver Risk Assessments

<b>1 to 20 drivers</b>	£25.00 per driver per annum
<b>21–99 drivers</b>	£20.00 per driver per annum
<b>100–499 drivers</b>	£15.00 per driver per annum

+ POA

### Grey Fleet Management

<b>Per vehicle per annum</b>	£9.00
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### Permit to Drive

Free

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Logistics UK is a trading name of Freight Transport Association Limited  
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\*Calls may be recorded for training purposes  
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