



## Process 2.2

### Driver licence/DVLA process

**Purpose of this process is to effectively manage and monitor drivers for point and endorsement**

#### General Requirements

Drivers licence checks will be conducted every quarter.

The process is that the compliance manager will request all the current licence information from the operational sites and will, record the licence type held.

For all None UK licence holder the EU/NONE EU licence declaration is required to be completed this is so that the driver is declaring they have no known convictions or offences in relation to the matrix below, these documents are placed in the induction pack.

A check of the licence is carried out to confirm the drivers details are correct,

For all UK licence holders, the process is applied the Compliance manager will carry out a DVLA check.

1, Any penalty point identified on a licence check will be documented on the document inserted, a live version is held in google drive -management- driver licence checks.

A link to all points and an explanation is below

<https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points>



DVLA CHECK Q1  
(1).xlsx

Any driver identified with any of these point in the table below will be removed from the contract and the compliance manager will inform, the OSM, who will give the explanation to the driver as to why they will be removed, also inform the Fleet Manager/Area Managers/General Manager/Directors.

CD40, CD50, CD60, CD70, CD80 or CD90
DD40, DD60, DD80, DD90
DR10, DR20, DR30, DR40, DR50, DR60, DR70, DR80, DR90
IN10, MS50 or UT50
TT90 more than 6 points