

DRIVERS VETTING

All insurers require details of material facts for your drivers. It is your duty of disclosure to advise Insurers of any drivers with convictions, accidents or physical defects, that could affect their driving. Failure to disclose any material facts could affect your Insurance or even fail to provide indemnity. If in doubt please provide information or ask your Insurance advisor

MANAGE YOUR DRIVERS RECORDS



From experience, a typical 'check' of a driving licence is performed by supervisory staff or administrators. This will usually consist of sight of the original driving licence, ensuring that it has 'full' marked on it and a photocopy being taken for recording purposes.

- Do you know what category of licence is required for the vehicle to be driven?
- Do you know if the applicants licence has the correct categories?

To ensure that your vetting procedure is effective consider the following:

- Does the check involve confirmation of drivers address and issue number?
- Do you know what the endorsement codes really mean?
- Are you aware a licence photo-card lasts 10 years!

Important Note

If you receive a driving offence penalty, you now only have 28 days to surrender your licence for the endorsement to be added (it used to be 12 months). If the answer to any of the above questions is no, then you and your company are failing your 'duty of care' obligations and may be increasing the potential for accidents to occur through lack of risk management at the vetting stage.

Like most occupations, there is no substitute for knowledge and experience. If you don't know the meaning of the various endorsement codes, seek help from suitably qualified bodies such as DVLA. **Don't leave it to chance.**

Vetting and Selection Procedures

Driver Vetting is a fundamental part of fleet risk management. All new drivers should undergo a thorough driver vetting process before they are authorised to drive. Effective driver vetting will involve the following:

- ✓ Complete a full driving licence check
- ✓ Look for endorsements and convictions
- ✓ Check and copy the original driving licence at the vetting stage, and date the copy for future reference (do not accept a copy) view the original
- ✓ Contact the DVLA directly if the original licence is not available or in any doubt
- ✓ Obtain and follow up references from previous employers
- ✓ Establish medical condition to drive: As a minimum the completion of medical questions on a driving application form and eyesight should be tested to ensure that it meets the minimum requirement for driving
- ✓ Assess previous driving experience and establish their accident history
- ✓ Complete a driving risk assessment
- ✓ Vetting processes should also include all double shift/main drivers.

Helpful documents

- Drivers Declaration
- Driving licence checker
- Endorsement Codes
- Eyesight Tester
- 6 Monthly Driver & Licence Checks (Excel)

[Click Here](#)

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IMPORTANT INFORMATION

Penalty points (endorsements)

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

Driving disqualifications

<https://www.gov.uk/driving-disqualifications>

HSE

<https://www.hse.gov.uk/aboutus/index.htm>



AscendRisk
Health & Safety | Driving Risk | E-learning
Business Continuity | Human Resources

AscendRisk is a unique combination of cloud based management systems, onsite risk consultancy and engagement support delivered in partnership with BCarm (Business Continuity & Risk Management).

[How businesses use BCarm](#) [Request webinar](#)

Alternative approach that puts you in control

We provide a wide range of solutions that help you improve your fleet management risk day-to-day

ASCENDFLEET	ADD-ON SERVICES
 Fleet Management	 Driver Training
 Driving Risk	 Real-Time Tracking
	 Performance League Tables
	 Telematics Review
	 Unsafe Driving Report
	 Pre-Inspection

Risk Management

By combining modern technology, proactive claims management and innovative risk management solutions with your insurance broker and insurer all in one place, we can make a difference in reducing claims cost and ensuring your workforce are healthy and motivated.

Prevention before the cure

Our main focus is on accident prevention; a proactive rather than reactive way of managing your fleet risks. We will:

- Improve evidence
- Improve procedures and technology to ensure you collect accurate evidence
- Educate your workforce to positively influence driver behaviour
- Introduce award-winning technology to reduce claims frequency
- Improve the way you report claims

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VISIT WEBSITE

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