



Dear Colleague,

As a service, SCAS has a corporate responsibility to manage the occupational road risk of all its employees who drive whilst at work or otherwise on company business. Historically, this process was carried out manually by line managers in accordance with the Trust's Driving and Care of Trust Vehicles policy, CPP19.

In order to ensure that our employees hold the appropriate driving licences and are entitled to drive designated vehicles (including issued cars) in accordance with the law and Trust policy alike, we have employed the services of an approved specialist organisation in this field. The licence checking process will continue to be applicable to all Trust staff and any other person operating a vehicle on the Trust's instructions and behalf. Any employee who is issued a vehicle for work and social, domestic and pleasure purposes, and has an additional driver included on the Trust's insurance, will be required to submit an additional completed mandate to cover this person.

The Trust has appointed Drivercheck Ltd to conduct licence checks on our behalf with effect from March 2014. Drivercheck is registered with the Information Commissioner as Data Controllers under the Data Protection Regulations. Also attached to this communication is a Frequently Asked Questions (FAQ) sheet which will hopefully answer any queries you may have.

The enclosed mandate must be completed as follows:

1. Tick the appropriate box in section 1 'Company Details' that best describes your role within or for SCAS, and enter your base location
2. Complete all of section 2 'Driver Details' and ensure you enter your full 16 digit driver number. If the address on your driving licence is different from your current address, please ensure that you include both addresses on the mandate.
3. If you are a non-licence holder or will not drive any vehicle (including your own private vehicle) whilst at work, tick the appropriate box within section 3.
4. Sign and Date the mandate (please ensure the date is not pre or post-dated).
5. Please return the Data Protection Mandate to Recruitment.

The Trust has a legal responsibility to ensure its staff and those operating on its behalf are doing so legally and in accordance with their licence entitlements, individuals have a legal responsibility to ensure that they hold current and legal driving licences with the appropriate category(s) for the vehicle(s) they are required to drive. As such, failure to complete and return the mandate without good reason may result in suspension from Trust motor insurance and subsequently from driving duties. Any instances of this nature will be viewed on a case by case basis, taking due consideration of the employee's employment contract and job description and in accordance with the Trusts Capability or Disciplinary policy as appropriate.

In order to set up the web-based system, SCAS will be sharing information, currently held on our ESR system, with Drivercheck. This will include salient personal details which are essential for Drivercheck to carry out the process on our behalf.

SCAS have reviewed Drivercheck's information governance arrangements and are assured that this information will be held and maintained in accordance with Data Protection Regulations. However, if you have any objection to this information being shared you should put your objection in to Mr J Porter, Driving Standards Manager, before your advised start date.

If you leave the Trust or cease to drive in connection with Trust business, SCAS having been informed, we will ensure that your details are removed from the system and all requests for information from the DVLA will cease. In cases where an individual does not hold a driving licence or will not drive for work purposes (own private vehicle use included) they will not be required to complete section 1 or 2, but must tick the appropriate box in section 3 and sign and date section 4.

If you have any questions that are not covered on the FAQ sheet, please contact the Drivercheck helpdesk on 0870 774 7406 (Monday-Friday 9-5pm).

Your cooperation in this matter is essential and very much appreciated.