



DRIVERCHECK INFORMATION SHEET

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. Drivercheck is registered with the Information Commissioner as Data Controllers under the Data Protection Act 1998. 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 Act 1998 regulations. However, if you have any objection to this information being shared you should put your objection in writing 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 to Friday 09:00 to 17:00 hours).

Why do I need to complete this form?

Under Health and Safety and Duty of Care requirements, we are obliged to check that all employees who carry out any business mileage for the company or who are covered by the company insurance are correctly licensed to drive. We have outsourced the process to Drivercheck Ltd in order to minimise any inconvenience by not requiring you to present your licence when requested. Also, by outsourcing this process to a specialist provider in the field of data management, the opportunity of data fraud is removed.

What if I don't hold a driving licence or will never drive whilst at work?

Enter your surname, first name and date of birth in section 2, tick the appropriate box in section 3 of the mandate, sign, date and return to recruitment. You will not be contacted again regarding licence checking and will be recorded as a 'non driver' with regards to Trust business. You will not be insured to drive Trust vehicles or claim any expenses relating to vehicle fuel against work related travel.

What information will be collected and how will it be used?

Having signed your data protection consent form, your current endorsement and licence category information will be requested from the Driver and Vehicle Licencing Agency (DVLA). The information that is collected and held will be current information only and not out of date, historical data. Under the agreement the data will be loaded into the computer system and reported to us without any recommendations or without DVLA being informed of any incorrect addresses

Can I have access to my personal records?

Yes – under data protection rules, you can request that all information held about you personally is made available. A £10.00 fee is legitimately allowed to be charged for this request.

Do I have to complete and sign the mandate form?

No, you do not have to sign the consent form. In this case your licence details cannot be verified through DVLA. However, we are still required by law to check that all employees who carry out business mileage or drive under the company insurance policy have a valid licence and establish your entitlement to drive. Failure to comply with the request to complete and submit the mandate must be viewed by the Trust as suspicious and will result in further enquiries to establish that the employee holds the appropriate licence and entitlement(s). Manual checking of driving licences is time consuming and the Trust fully supports the use of Drivercheck and reasonably expects all drivers to comply with the mandate completion request in full.

How do I fill in the mandate form?

Appropriate boxes must be filled in using BLACK INK AND BLOCK CAPITAL LETTERS.

It is important that you sign and date the document before returning it to Recruitment. Further guidance for completion can be found above.

Once complete where do I return the form?

Once completed, the data protection mandate form should be returned to Recruitment along with your signed conditional offer letter.

Where do I obtain additional mandate forms?

If you need any additional forms these can be obtained from jon.porter@scas.nhs.uk or contact Drivercheck on 0870 774 7406

What if I hold a foreign licence?

Please call us on 0870 774 7406 for further information.

Who do I contact if I require any further assistance?

Should you have any further questions not covered within this document please contact Drivercheck on 0870 774 7406 or jon.porter@scas.nhs.uk