



London Ambulance Service **NHS**  
NHS Trust

## Procedure for Checking Driving Licences

## **DOCUMENT PROFILE and CONTROL.**

**Purpose of the document:** To provide a process which ensures staff with driving duties and responsibilities maintain a current and updated driving licence as required.

**Sponsor Department:** Operations

**Author/Reviewer:** Staff Officer to the Deputy Director of Operations. To be reviewed by: August 2012

**Document Status:** FINAL

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
18/06/10	0.1	Staff Officer to the DDO	Major – first draft
12/07/10	0.2	Staff Officer to the DDO	Minor – addition of management of revoked licences
21/07/10	0.3	DDO	Minor
27/07/10	0.4	Staff Officer to the DDO	Minor
28/07/10	0.5	Staff Officer to the DDO	Minor – rewrite of section relating to endorsements, and comments from HR
18/02/11	0.6	DDO	Minor amendments
26/05/11	1.1	SO to DDO	Minor amendments post ADG

**\*Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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## 1. Introduction

The London Ambulance Service NHS Trust (LAS) employs a large number of staff that are required to undertaking driving duties in their roles and in many cases, as part of the staff member's contractual duties. The Trust must satisfy itself that these drivers have a valid and current driving licence and that there are no restrictions or endorsements that limit their ability to undertake their contractual role within the LAS.

## 2. Scope

This procedure applies to all staff and contractors that undertake driving duties as part of their roles within the Service.

## 3. Objectives

1. To provide guidance to staff on their responsibilities in relation to maintaining their driving record and licence.
2. To provide guidance to managers on the process they must follow when checking driving licences.
3. To provide guidance to managers as to what actions may be both appropriate and necessary when endorsements, disqualifications and revocations of driving licences occur.

## 4. Responsibilities

- 4.1 **Line managers** are responsible for ensuring they check the driving licences of all relevant staff that report to them every six months and report any variances appropriately. The findings of the driving licence checks must be appropriately recorded. Appropriate action must be taken to manage and if necessary escalate individuals that are in receipt of penalty point endorsements.
- 4.2 **Service Drivers** are required by law to hold a licence for the class of vehicle they drive. There are no circumstances where they are absolved from their responsibility in this regard. They are also responsible for maintaining, as far as is practicable, a clean driving licence, informing their line manager of any endorsements, disqualifications, revocation or convictions, carrying their driving licence with them at all times whilst on duty, and notifying their line manager of any condition or illness that may affect their ability to drive. Service Drivers must also advise the DVLA and their manager of any medical conditions which may affect their qualification to hold a licence or any class of licence.

## 5. Definitions

DVLA: Driver and Vehicle Licensing Agency  
ProMis: LAS Staff Records and Resource Program

## 6. Principles

- 6.1 Prior to appointment, all staff that are recruited to a position where there is a requirement to drive on duty regularly will have had their driving licence checked.
- 6.2 Following appointment, driving licences must subsequently be checked by the appropriate manager or management team every six months thereafter.
- 6.3 All Service Drivers, including drivers acting on behalf of the LAS, must carry their driving licence at all times whilst on duty and present it for checking when requested by a manager of the Trust.
- 6.4 Any member of staff who fails to present their licence for inspection during this time must be personally advised and issued a memo stating that unless their licence is produced for inspection within seven days they will be removed from LAS driving duties.
- 6.5 Failure to present the licence when requested could result in disciplinary action. This sanction remains effective until the individual's driving licence is produced for inspection or some other acceptable action has been taken in order to revoke the sanction, e.g., consider contacting DVLA to verify.
- 6.6 To assist in identifying when checks are due, the result of each check will be recorded on ProMis (or other similar system), any licence that has not been checked in the previous 6 months can be shown at log-on.
- 6.7 It is the responsibility of the appropriate manager or management team to regularly monitor ProMis to establish if and when an individual's driving licence needs to be checked.
- 6.8 It is the responsibility of the appropriate management team to ensure that the licences of staff within their management sphere of responsibility who drive service vehicles including bank and agency staff, contractors and Ambulance Car Service Drivers are checked according to the guidance.
- 6.9 It is explicit that drivers of Trust vehicles operating on behalf of the LAS including the voluntary services, will have satisfied their own

organisational driving licence checks and therefore will be in compliance with these guidance notes.

## 7. Checking a Licence

7.1 A photo card driving licence is made up of two parts, the ID card and a paper counterpart (D740). Both parts are needed to carry out an inspection. Those individuals that still hold a paper version, must carry that alone.

7.2 It is important that when a photo card licence is presented that the expiry dates on BOTH parts of the licence are checked. The photo card element is only valid for 10 years. DVLA will send a reminder of the need to renew the photo card 2 months prior to the expiry date. It is the drivers' responsibility to ensure that BOTH parts of the licence remain valid.

7.3 There is no need to remove the staff member from driving if the photo card only is out of date. They must however be advised of the requirement to renew the photo card element without delay and re-present it within a reasonable time frame (no more than 28 days after it was confirmed that the photo card licence was out of date).

7.4 When presented with a licence, the managers should ensure the details have been recorded on ProMis correctly. If any variations are found, form LA358 'Driving Licence Details' (see Appendix 1) should be completed by the relevant driver and updated on ProMis accordingly. The original form should be retained on file and held on station.

7.5 The following areas are to be checked:

- driving licence number;
- name and current address;
- issue number and date of issue;
- expiry date of photo card and paper element;
- that the photograph is of the staff member;
- group of vehicles entitled to drive;
- that the licence is signed; and
- any endorsements or convictions (see Appendix 3).

7.6 The driver licence number contains driver details in a coded format for example Mr A B Motorist, Date of Birth: 8 November 1969

<b>MOTOR</b>	<b>6</b>	<b>11</b>	<b>08</b>	<b>9</b>	<b>A B</b>	<b>9 X L</b>
First 5 letters of surname	Year	Month	Day	Year	Initials of 2 Forenames	Other Figures and Letters generated by computer
	Date of Birth					

A female licence holder would have **5** added to the first digit in the month of birth e.g. MOTOR 661089 AB9XL

- 7.7 Record that you have inspected the licence using form LA359 'Driving Licence Holder Declaration' (see Appendix 2) which should be signed by the manager and licence holder. The original form should be retained on file and held on station. It is at this point that ProMis (or alternative as each department may see fit to utilise) should be updated with the relevant details of the check that has taken place. This should negate the need to photocopy licences as is the practice on some complexes currently.
- 7.8 If you are presented with a duplicate licence, the details will need to be verified with DVLA by phone (0870 240 0009) with the driver present. The DVLA will ask to speak to the driver and confirm they give their authorisation for you to check the details.
- 7.9 You must also select and check a random 10% of your staff's driving licence details with DVLA every six months, ensuring that different staff are selected each time and keeping a dated record of the checks.
- 7.10 If any discrepancies or serious motoring offences are found, the relevant line manager must be notified at the earliest opportunity.

## **8. Health**

- 8.1 From time to time, instances will arise whereby an individual member of staff has their driving licence (or a group or class thereof) revoked by the DVLA due to medical grounds. The period for which this applies will vary from case to case. In order for the LAS to deliver a frontline service, those staff employed to undertake driving duties must be able to do so.
- 8.2 In the context of staff employed on frontline duties this includes (though not limited to) those engaged on A&E, A&E Support, Urgent Care, PTS and Fleet and Equipment Support duties.

Examples of why the Trust must maintain maximum flexibility across the entire frontline workforce include:

- the maximisation of clinical care being delivered to patients when being conveyed in an ambulance requiring members of the crew to change from attending to driving at short notice;
- the likely need for staff to work with different colleagues during deployment to a serious or major incident;
- the contractual requirement for all staff to be able to drive and for those joining from May 2008 to undertake solo response duties; and

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- the unpredictable, spontaneous and emergent nature of the work that the Trust is engaged to deliver requires the maximum possible operational flexibility.

8.3 Although the Trust will endeavour to make reasonable adjustments to accommodate short-term or temporary restrictions, permanent or long-term restrictions may lead to a formal capability review as the contractual requirements will not be able to fulfilled and the maximum workforce flexibility that is required of such staff will be restricted.

8.4 Check with the licence holder if there are any temporary or permanent changes in their health status. Many of these must legally be reported to DVLA by the licence holder. These may influence the category of vehicle an individual is entitled to drive including those in use by the Service.

8.5 If you encounter any such health related issues, in the first instance, the individual should be removed from emergency (blue light) driving duties. You should discuss the matter with your HR Manager as a matter of urgency. Depending on the specific situation and Occupational Health advice, adjustments might be possible to allow a return to full driving duties.

8.6 The Secretary of State’s Honorary Medical Advisory Panel on Diabetes and Driving has recommended that drivers with insulin treated diabetes should not drive emergency vehicles. This takes account of the difficulties for an individual, regardless of whether they may appear to have exemplary glycaemic control, in adhering to the monitoring processes required when responding to an emergency situation

8.7 The Trust has developed a process of individual assessment for staff so affected (see Appendix 1). But essentially, if a member of staff with insulin controlled diabetes has retained C1 category licence (but cannot therefore drive under emergency conditions), the Trust will permit these staff to drive ambulances and cars, in non-emergency situations. For those staff whose licence is revoked for any reason guidance can be sought directly from the DVLA in regards retest and/or reapplication.

8.8 If for any reason a licence is suspended or revoked due to ill health, upon reinstatement you must ensure that all original categories of vehicle have been re-instigated on the re-issued licence, specifically category C1 and any others required to drive the class of vehicle in use by the individual member of staff.

8.9 Where an adjustment is made as set out in 8.3 and 8.4 above the LAS insurers must be informed via the Head of Legal Services prior to the staff member being permitted to drive. It will not be normal practice to make an adjustment in cases where the full driving entitlement has been revoked on medical grounds as to do so would restrict the Trusts ability to deliver its core services.





- 8.10 A full list of restriction codes placed on a driving licence can be found at:  
[http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_10022623](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_10022623)

## **9. Motoring Offences and Endorsements**

- 9.1 The Trust's Recruitment and Selection Policy (HR/005) states that individuals that are required to drive on duty regularly "may have no more than 3 points on their licence at the point of recruitment" (section 28). The same standard does not apply to staff groups that are not expected to drive regularly on duty.
- 9.2 Once in post (or in training), all drivers of service vehicles must report all endorsement to their line manager within 14 days. In cases where penalty points are endorsed on the driving licence, further managerial action may be required based upon the nature of the offence and severity of endorsement.
- 9.3 Where a total of 8 penalty points or less are endorsed against a licence, the service driver's line manager (AOM or equivalent) will be expected to manage that individual accordingly, clearly laying out the Trust's expected standards of driving and conduct.
- 9.4 Whenever 9 or more penalty points are endorsed on the driving licence of a service driver the relevant Assistant Director (or equivalent) must be informed.
- 9.5 If sufficient points are accumulated that an individual who is required to drive regularly on duty (this is not limited to staff working within A&E operations) is disqualified from driving (either through totting or for a single serious offence), that individual will be in breach of their contract of employment and could be dismissed. For other individuals, the circumstances will be assessed and disciplinary action may follow dependant on the circumstances.
- 9.6 A full explanation of endorsement codes and when endorsements and penalty points can be removed can be found at:  
[http://www.direct.gov.uk/en/Motoring/DriverLicensing/EndorsementsAndDisqualifications/DG\\_10022425](http://www.direct.gov.uk/en/Motoring/DriverLicensing/EndorsementsAndDisqualifications/DG_10022425)

## **10. Staff Relieved from Driving Duties**

- 10.1 It is sometimes appropriate to relieve a member of staff from driving duties, for example whilst under investigation for driving conduct or whilst a prosecution for a serious driving offence remains outstanding.

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- 10.2 Relief from driving duties is an internal action, and as such, whilst the individual concerned does not have their driving licence revoked, they retain the authority to drive legally.
- 10.3 For this reason, for the duration of this period, the Trust must make any necessary adjustments to working practices to accommodate this restriction until the matter has been resolved. In any event these temporary adjustments will be limited to a maximum of six months or until the pending investigation or external prosecution is concluded, whichever is the sooner.

<b>IMPLEMENTATION PLAN</b>	
<b>Intended Audience</b>	For all LAS staff and to be shared with Trust Motor Insurers
<b>Dissemination</b>	Available to all staff on the Pulse
<b>Communications</b>	New procedure to be announced in the RIB and a link provided to the document.
<b>Training</b>	There are no specific training requirements
<b>Monitoring</b>	<p>ProMis reports will identify which, if any staff, have not received a driving licence checked in the last 6 months. This report will be shared with relevant line managers and shared with Assistant Directors (if necessary).</p> <p>The report can be run at any time, but will as a minimum be run every quarter and presented at the MRMG meeting.</p> <p>Directorates that use external contractors will The MRMG are to monitor the checking of driving licences of contractors pursuant to paragraph 6.8 of this procedure.</p> <p>Any exceptions of note will be reported to the Risk Compliance and Assurance Group</p>



Appendix 1

Private and Confidential  
LA358 (rev'd June 2010)

Driver Licence Details

Full Name																	
Address on licence																	
Licence Number																	
Valid From		Valid To				Issue Number											
Duplicate		Y / N	Licence Style				Card		Paper		Both						
Licence Category		Valid From		Valid To		Licence Category		Valid From		Valid To							
A1						D1											
A						D											
B1						D+E											
B						F											
B+E						K											
C1						P											
C1+E																	
C																	
C+E																	
Date of Offence	Date of Conviction	of	Date of Fine	Court Code	Offence Code	Disqual period	Points										
Manager Receiving								Date									
DVLA Check			Yes	No	Passed for Data entry (Date)												
Entered onto ProMis (Date)					By												
Retained on File																	

Please complete and hand to a member of your management team, please ensure that you have your licence with you at the time for verification.

A random sample will be checked against the records held by DVLA

It is a Service requirement that all authorised drivers have their licence checked every six months



**Appendix 2** LA359 Revised June 2010  
**Driving Licence Holder's Declaration**

<b>Driver's Name:</b>	
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I declare that the details of my licence I have presented are correct, and that **I have / do not have\*** any undeclared prosecution or pending prosecutions for driving offences (\*delete as applicable).

I declare that I am NOT an insulin controlled diabetic and have NO health issues which affect my right to hold a driving licence.

I declare that I have had my eyesight checked with in the last 2 years and it meets the required standard for driving.

<b>Signature</b>		<b>Date</b>	
<b>Manager</b>		<b>Signature</b>	

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I declare that the details of my licence I have presented are correct, and that **I have / do not have\*** any undeclared prosecution or pending prosecutions for driving offences (\*delete as applicable).

I declare that I am NOT an insulin controlled diabetic and have NO health issues which affect my right to hold a driving licence.

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<b>Manager</b>		<b>Signature</b>	

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I declare that I have had my eyesight checked with in the last 2 years and it meets the required standard for driving.

<b>Signature</b>		<b>Date</b>	
<b>Manager</b>		<b>Signature</b>	