



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: Head of Driving Standards.

To be reviewed by: June 2018

Document Status: FINAL

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
30/01/17	2.1	IG Manager	Minor correction and Document Profile and Control update
23/11/16	1.10	General Manager Central Operations	Minor Amendments
31/10/16	1.9	General Manager Central Operations	Minor amendments following staffside review
05/10/16	1.8	Head of Driving Standards	Minor amendments
04/10/16	1.7	General Manager Central Operations	Minor amendments
28/09/16	1.6	General Manager Central Operations	Minor amendments following HR comments
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23/08/16	1.4	Head of Driving Standards	Update regarding Licence Checks, NDS and Medical Requirements
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27/07/10	0.4	Staff Officer to the DDO	Minor
21/07/10	0.3	DDO	Minor
12/07/10	0.2	Staff Officer to the DDO	Minor – addition of management of revoked licences
18/06/10	0.1	Staff Officer to the DDO	Major – first draft

***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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31/10/16	Eddie Brand Clive Tombs

1. Introduction

- 1.1 The London Ambulance Service NHS Trust (LAS) employs a large number of staff that are required to undertake 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.
- 1.2 The LAS must also demonstrate due diligence when investigating incidents and ensuring a high standard of driving is maintained.

2. Scope

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

3. Objectives

- 3.1 To provide guidance to staff on their responsibilities in relation to maintaining their driving record and licence.
- 3.2 To provide guidance to managers on the process they must follow when checking driving licences.
- 3.3 To provide guidance to managers as to what actions may be both appropriate and necessary when endorsements, disqualifications and revocations of driving licences occur.
- 3.4 To ensure 100% Trust wide compliance with regards to Driving Licence checks.

4. Responsibilities

Line managers

- 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 recorded within GRS. Appropriate action must be

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taken to manage and if necessary escalate individuals that are in receipt of penalty point endorsements.

- 4.2 The Line Manager should assess any sickness absence incurred against medical fitness to drive. Further advice is available via DVLA and/or the Trust's Occupational Health provider.

Service Drivers

- 4.3 Service Drivers are required 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. Staff should keep their licence available for inspection at all times and where required by a manager or designated person, should produce this on request and normally within 24 hours.
- 4.4 Prior to driving any Trust vehicle (outside of the training environment), a Service Driver must have completed a Familiarisation/Check Drive with an Authorised Driving Instructor (DI). This is to ensure that all drivers of our vehicles have demonstrated a sufficient ability.
- 4.5 Drivers must notify 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. Failure to declare any convictions, points on their Licence, medical conditions or any other driving related matters can be considered a disciplinary offence.

5. Definitions

The term license check throughout this document refers specifically to the review of both the photo card and the electronic driver record held by DVLA.

The term designated person refers to anyone who the line manager designates to carry out an action on his/her behalf.

DVLA:	Driver and Vehicle Licensing Agency
GRS :	Global Rostering System
IDM:	Incident and Delivery Manager
IRO:	Incident Response Officer
GSM:	Group Station Manager
HoDS:	Head of Driving Standards
SCI:	Senior Collision Investigator
CI:	Collision Investigator
DI:	Driving Instructor

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 designated person 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 in writing that unless their licence is produced for inspection within seven calendar 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 GRS; any licence that has not been checked in the previous 6 months can be shown via a report in GRS.
- 6.7 It is the responsibility of the appropriate manager or management team to regularly monitor GRS 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 that 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 driving licence is made up of two parts, a photo card and an electronic driver record held by the DVLA. Both parts are required to be examined and a driver should keep their licence available for inspection at all times and where required by a manager or designated person, should produce this on request and normally within 24 hours.
- 7.2 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 driver's responsibility to ensure that their licence remains valid. Line managers must make licence checks, with the permission of the licence holder, using the "[DVLA Share Driving Licence Service](#)"

Authorised Drivers

- 7.3 The licence holder will need to log on to the DVLA website <https://www.gov.uk/view-driving-licence> to create a licence check code to enable their driving record to be shared with their line manager. Drivers will need their driving licence number, home postcode (as shown on their licence) and National Insurance number. Click the appropriate link to generate a 'Share' code which is valid for 21 days. The driver should then provide the code and the last eight digits of their licence to their line manager.

Line Managers or Designated Person(s)

- 7.4 Using the generated code, the first line manager (or where locally arranged, designated person) should log on to the DVLA website <https://www.gov.uk/check-driving-information> and check the following sections of the driver record:
- driving licence number;
 - name and current address;
 - issue number and date of issue;
 - expiry date of photo card that the photograph is of the staff member;
 - group of vehicles entitled to drive;
 - any endorsements or convictions.

- 7.5 Where a photo card licence has expired the driver is to be suspended from driving until a valid licence can be verified.

- 7.6 For further information click on the following DVLA links

<https://www.gov.uk/government/news/driving-licence-changes>

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<https://www.gov.uk/government/publications/how-to-share-your-driving-licence-information>

- 7.7 When presented with a licence, the Line Manager (or subject to local arrangement Station Administrators) should ensure the details have been recorded on GRS correctly. If any variations are found, form LA358 'Driving Licence Details' (see Appendix 1) should be completed by the relevant driver and updated on GRS accordingly. The original form should be retained on file and held on station.

Non GB Licence Holders

- 7.8 In recognition of an increasingly expanding and diverse workforce, it has been agreed that staff wishing to drive for the Trust may possess a Non GB driving licence. The requirement to adhere with current legislation around the exchange of a non GB licence (except EU Licence Holders) for a DVLA equivalent must be adhered to (see *Section 9 - Motoring Offences, Endorsements and Exchange Licences*)
- 7.9 Non GB and EU licence holders must obtain information from the DVLA regarding their driver licence record whether or not one has been previously applied for or recorded by the DVLA. This request must be in writing, providing full name and address, driver licence number or date of birth if the driver licence number isn't known.
- 7.10 There is a small fee for this service and requests should be sent to DCS (Data Subject Enquiries) D4, DVLA, Swansea SA6 7JL. Claims for reimbursement of the fee should be made through ESS.
- 7.11 To satisfy twice yearly verification requirements non GB and EU Licence holders will be required to submit this information twice yearly as part of the Drivers Licence check.
- 7.12 Failure to comply with the above will mean that authorisation to drive for the Trust will be suspended/removed and consideration given to disciplinary action and temporary redeployment.
- 7.13 Line Managers must record the inspection using form LA359 'Driving Licence Holder Declaration' (see Appendix 2) which should be signed by both the Line Manager and licence holder. The original form should be retained on file and held on station. It is at this point that GRS must be updated with the relevant details of the check that has taken place. There is no need to take a photocopy of the licence.

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- 7.14 On occasion spot checks will be undertaken across the Trust to provide assurance. These spot checks must be recorded on GRS in the normal way. The spot check will be in addition to the twice yearly check.
- 7.15 If any discrepancies or serious motoring offences are found, the relevant line manager must be notified at the earliest opportunity if they are not the one who undertook the licence check.

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 on frontline duties to include (though not limited to) those engaged on A&E, NETS, PTS and Fleet and Logistics duties to undertake driving duties must be able to do so.
- 8.2 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 be fulfilled and the maximum workforce flexibility that is required of such staff will be restricted.
- 8.3 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. This will be recorded on LA359.

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.

- 8.4 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. The Trust, at the time of authoring this Policy, takes the view that in some cases insulin controlled diabetics may drive in Emergency Response mode, subject to specific criteria. This will be assessed on a case-by-

case basis. It must be noted that guidance on this matter is subject to change based on medical guidance. For the avoidance of doubt OH should always be consulted in the case of a diabetic driver.

- 8.5 The Trust has developed a process of individual assessment for staff affected. But essentially, if a member of staff with insulin controlled diabetes has been prevented from driving on blue lights but has retained their C1 DVLA category licence, the Trust will permit these staff to drive ambulances and cars, in non-emergency situations.
- 8.6 For those staff whose licence is revoked for any reason, they will be prevented from driving that category of vehicle for the Trust. Guidance can be sought directly from the DVLA in regards retest and/or reapplication for that member of staff's domestic licence.
- 8.7 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-instated 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. This should be done via the electronic licence check.
- 8.8 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 Trust's ability to deliver its core services.
- 8.9 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

9. Motoring Offences, Endorsements and Exchange Licences

- 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 Should a driver's licence be endorsed with penalty points they must report this to their line manager immediately.
- 9.3 Should a driver's licence be endorsed with penalty points which result in it being revoked through disqualification **or** by any other means, they must stop driving immediately and report this to their line manager at the earliest opportunity.

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9.4 In 1995, the Road Traffic (New Drivers) Act was introduced, which legislates that a driver will have their licence revoked if they accumulate 6 or more penalty points within (or before) the first 2 years of passing their first UK, EU or Designated Country test. In addition there are additional requirements placed upon-UK drivers about how long they can drive in the UK, the number of endorsements allowed and when their licence must be exchanged.

- A driver who passed their test in the UK, the date of their first test pass marks the start of the probation period (usually car or motorcycle). If this driver then passes a vocational licence (e.g. C1), then the date of the first pass remains the start of the probation period.
- A driver from a Designated Country must exchange their licence within 12 months of becoming a permanent resident in the UK. A Non EU licence is invalid for driving purposes after this point.
- A Non EU licence holder will be subject to various licence requirements. Further information is available from DVLA
- Residents of the Isle of Man, Jersey and Guernsey must exchange their licence for a GB licence within 5 years of becoming a resident. If the driver holds a vocational licence prior to exchange no UK test is required and the probation period is honoured from the date of first pass. Should a UK vocational test be taken, then the probation period begins at the beginning of the UK test pass.
- Designated Countries (Andorra, Australia, Barbados, British Virgin Islands, Canada, Falkland Islands, Faroe Islands, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, and Zimbabwe) can drive cars and motorcycles *only* in a domestic capacity on their licence with in the UK for *up to* 12 months, and can exchange their licence within 5 years of becoming a resident. Vocational licences *cannot* be exchanged and will require a UK test pass and the probation period will begin from the date of that pass.
- EU Drivers, who have a vocational entitlement to drive in the EU, can drive in the UK, proving they are under the age of 66. If the driver is under 45 they can drive until their 45th birthday or for 5 years from becoming a UK resident – whichever is the *longer*. Drivers between the age of 46 and 65 may continue to drive until their 66th birthday or for 5 years from becoming a UK resident – whichever is the *shorter*. If the driver is over 66 they must apply to exchange their licence. *In any event all EU vocational drivers*

must notify the DVLA of their intention to drive within 12 months of becoming a permanent resident in the UK.

- 9.5 Once in post (or in training), all drivers of Trust vehicles must report all endorsements to their line manager immediately. 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.
- 9.6 Where a total of 8 penalty points (or 3 points in the case of a Driver under the New Driver Scheme) are endorsed against a licence, the service driver's line manager will be expected to manage that individual accordingly, clearly laying out the Trust's expected standards of driving and conduct.
- 9.7 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.
- 9.8 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 up" 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.
- 9.9 A full explanation of endorsement codes and when endorsements and penalty points are removed can be found at:
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, welfare reasons, or whilst a prosecution for a serious driving offence remains outstanding. This is not an exhaustive list and the Trust reserves the right to remove any employee from driving duties at any time.
- 10.2 When dealing with incidents, a driver will be relieved from driving when:
- Involved in a fatal, or serious collision, including vicinity only collision

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- The driver has not been trained in blue light driving, but has been using exemptions
- Where a collision or incident has been referred to an SCI, (or higher) for investigation
- A driver has had 3 or more blameworthy collisions within a 12 month period.
- Where a driving incident has been referred to the CPS for consideration of prosecution for a serious road traffic offence
- Allegation into a serious incident, where any part of the allegation can be substantiated.

10.3 Should any of the above be fulfilled, then an IRO, Collision Investigator, IDM, Head of Driving Standards or higher can relieve the driver from driving duties. When considering relieving a driver from duties, the following must also be considered:

- To ensure the safety of the public and employees of the Trust
- The manner of driving has fallen far below the standard expected by the Trust and it is believed that an intervention is required to ensure the driver is aware of their responsibilities and still has the required relevant skills and attitude
- It is in the interests of the Driver (e.g. Shock)
- It is in the interests of the Trust (e.g. adverse press coverage, community concerns, a Serious Incident)

10.4 It should be noted that relief from driving duties is not normally for a fixed period of time (except in the case of fatigue), and the route to reinstatement under normal circumstances will be done as soon as practicable.

10.5 Relief from driving duties is an internal action applicable to Trust owned and operated vehicles, and as such, the individual concerned retains the authority to drive legally.

10.6 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, except In the case of an external prosecution in which case this period is likely to be extended.

11.Reinstatement of Driving Duties

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- 11.1 Following the satisfactory completion of all requirements placed upon the driver after an incident, Driving Duties can be reinstated by the Head of Education and Training, SCI, HoDs or higher. Subject to arrangement, reinstatement may be facilitated by a CI or DI.

IMPLEMENTATION PLAN				
Intended Audience	All LAS Staff and shared with Trust Motor Insurers			
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.			
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document. Consideration to be given to appropriate mechanisms for raising awareness amongst staff.			
Training	There are no specific training requirements			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
The regular checking of staff (to include staff not directly employed by the Trust but working for us) maintain their ability and legal right to drive a Trust or lease vehicle. That staff declare any health issues that may affect their ability or legal right to drive a Trust or lease vehicle.	6 monthly checks using DVLA online system. Recording of checks on GRS with reports available to ensure compliance.	Managers responsible for staff checks and compliance.	Risk Compliance and Assurance Group (RCAG) to monitor compliance.	Publication of revised procedure. Signpost in RIB and Pulse. Head of Driving Standards to provide local assistance where required.

How to share your driving licence details

Use this guide to provide information on your driving entitlements and any endorsements. For example, when hiring a vehicle or applying for a job.

1 Go to:
www.gov.uk/view-driving-licence

2 Enter your driver number, National Insurance number and the postcode shown on your current driving licence:

Your driving licence number
Example: MORGA753116SM9IJ

MORGA753116SM9IJ

Your National Insurance number
Example: MQ 12 23 56 C

MQ 12 23 56 C

Postcode
Example: EH1 9GP

EH1 9GP



Tick when you have read the privacy notice and click on the 'View now' button at the bottom of the page.

3 You will now be able to view your driving licence information. To **share** your driving licence with another person, select the "Share your licence information" tab (highlighted in red below).



Further steps are shown over the page >

OOJ/15/22/5 (share)
2/16

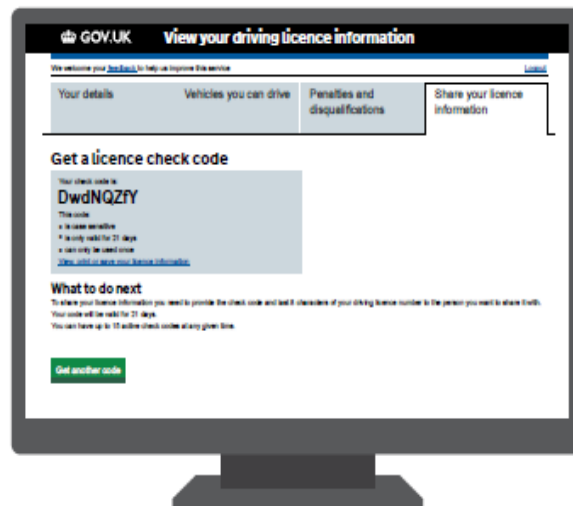
4 Click on the 'Get a code' button.



5 You will now be shown a check code which is case sensitive. Pass this check code onto whoever needs to view your driving licence. You will also need to provide them with the last 8 characters of your driving licence number.

The check code is valid for 21 days and can only be used once.

You can also download a summary of your driving licence by selecting 'View, print or save your licence information'.



For further information, please visit www.gov.uk/dvla/nomorecounterpart

Simpler | Better | Safer



Driver Licence Details

Full Name																			
Address on licence																			
Licence Number																			
Valid From		Valid To				Issue Number													
		Licence Style				Card													
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 GRS (Date)						By													
Retained on File																			

Sample only
Available from the Pulse

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



LA359 Revised June 2016

Appendix 3

Driving Licence Holder's Declaration

Driver's Name:	
Personnel Number:	

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.

I declare that I will assist the London Ambulance Service to submit my details to the DVLA for verification and that the information I provide is accurate.

I declare that I have declared all driving incidents and notified of any current or pending endorsements.

I declare I will assist the Trust in participating in any Substance and Alcohol misuse testing. I am aware of, and have complied with Policy CR15 – Alcohol, Drugs and Solvent Misuse Policy.

If I am the holder of an EU / non - GB licence. I have read and understood the requirements, contained in the Trust policy, regarding EU / non - GB driving licences. I declare that my licence complies with current legislation and I am not currently or have ever been disqualified from driving.

Signature		Date	
Manager		Signature	

Available only from the Pulse