

Driving licence Checking Policy

Before a driver is allowed to use a company vehicle they will be required to log into the DVLA licence checking service every six months, create an employer code and give it to the Compliance / Transport manager so that their licence can be reviewed and used as evidence that they are properly qualified to drive a particular vehicle. They will be required to do this every 6 months or on demand. If any drivers are struggling with Internet access, they should arrange to speak with the Compliance / Transport manager so that the check can be done in the office with the driver present,

- Drivers with three points will stay on six monthly checks
- Drivers with six points will have three monthly checks
- Drivers with nine points will have monthly checks

A checklist will be kept in the office with reminder dates and reminders to drivers to generate their employer codes.

When driver's points drop off their licence, they will be moved to the relevant check frequency.

All drivers will also have to undergo a simple eye test every six months for insurance purposes. The H&S Manager on Dowse premises will carry out this simple test. You will be required to wear any prescribed optical enhancement for the test.

Drivers must report any convictions involving licence endorsement or disqualification to the Compliance / Transport Manager immediately. Failure to do so could result in disciplinary action.

Dowse Haulage will check with the DVLA to confirm your licence corresponds to the licence submitted.

You must inform your manager about:

- Change of address
- Endorsements
- Bans
- Medical conditions
- Any accidents in non Dowse vehicles

Drivers do not have to carry their licence with them. However if you are asked by the Police or a VOSA examiner to produce your licence, you can

- Nominate a Police station at which you must produce it within 7 days or
- Produce it to VOSA office or specified traffic office within 10 days

If you lose your driving licence, it will affect your job. If there's any fine, you pay.

Drivers that lose their licence through too many points or other court orders may be liable to dismissal.

Dowse haulage may not be able to offer alternative employment within the company.