

Driving Licence/Car Insurance Review Policy

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Endorsing Body:	Human Resources Forum
Governance or Assurance Committee	Staff Governance Committee
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i) CONSULTATION AND DISTRIBUTION RECORD

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ii) CHANGE RECORD

Date	Author	Change	Version No.
Nov 23	HRBP	Update to include requirements on Epayroll and car insurance validation.	2

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1. **INTRODUCTION**

NHS Lanarkshire take extremely seriously the health, safety and welfare of all staff. It recognises the risks to staff that need to carry out work-related driving and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents.

Many of the activities undertaken by staff which support the delivery of care and services require particular staff groups and individuals to have a current valid driving licence and appropriate car insurance.

It is the intention of this policy to ensure that the delivery of care and services are undertaken in an environment which minimises risk to both NHS Lanarkshire as an organisation and the employee as an individual.

2. **AIM, PURPOSE AND OUTCOMES**

The policy aims to ensure that all employees required to drive in the performance of their job are legally entitled to do so and that regular checks are undertaken of vital documentation including employees driving licence and car insurance, ensuring that this provides business cover.

3. **SCOPE**

The policy applies to all directly employed staff with NHS Lanarkshire, irrespective of age, sex, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.

3.1 **Who are the Stakeholders**

All directly employed staff of NHS Lanarkshire.

4. **PRINCIPAL CONTENT**

- Any staff member required to use a vehicle as part of their duties must provide their original driving licence and insurance documents to their manager for verification, at least once a year. Details should be recorded using Appendix 1 together with a check undertaken via the [DVLA website](#). Both should be printed and retained in the staff members personal file. Failure to produce an original current and valid driving licence/car insurance documents will impact on the individual employee's ability to commence employment. In circumstances where the employee is employed in a post with a significant driving component i.e. Transport/Distribution, Maintenance, Estates, Community Services etc. consideration must be given to delaying commencement with NHSL until the driving licence and car insurance documents are verified by the manager. In event of this arising, the manager and the employee

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must agree a reasonable period for the production of the original driving licence and car insurance documents

- There may be circumstances where the employee may be permitted to commence employment without delay if alternative duties involving no driving are available.
- If an individual is unable to produce a valid and current licence and car insurance documents, consideration should be given to termination of contract or withdrawing of employment offer. Further advice must be obtained from the Employee Relations Section of the Human Resources Department
- Managers must ensure that whilst checking the valid insurance certificate that it contains cover for business travel and not just commuting. This does not apply to Lease Car Users as they will remain covered under NHSL Insurance Policy.
- Any member of staff applying to enter NHSL's Car Lease Scheme must produce an original current and valid driving licence to their manager when submitting the application form for the scheme. Verification of their current driving licence status should also be obtained from [DVLA website](#)
- The manager authorising the application must take a photocopy of the original driving licence and car insurance documents and return the original to the applicant.
- The manager must initial and date the photocopy to signify he/she has verified the production of an original current and valid driving licence and car insurance documents.
- Managers must update the eExpenses system to record the dates of annual car insurance and annual driving licence check
- eExpenses will prompt employees 2 months prior to the check date.
- Managers will be required to update eExpenses with the new review date which can only be a maximum of one year from the date of the update. Should expenses not be updated by the review date then the system will not allow any claims to be submitted beyond the review date.
- If during the annual review, the Head of Department or Departmental Manager discovers any discrepancy or is advised of any issue impacting on the validity of the driving licence and car insurance documents, he/she must immediately contact the Employee Relations Section to discuss the issue and seek advice. This can be done via the HR Service Now portal.
- If any discrepancy invalidates the employee's driving licence/car insurance, the manager must ensure that the employee immediately refrains from driving their vehicle/NHSL's vehicle/or lease car. Advice on the next appropriate action must be discussed with the Employee Relations Section.

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Individual employees are required to notify their manager on each occasion when they have been charged under the Road Traffic Act or any relevant legislation associated with the use of their vehicle/NHSL's vehicle/Car Lease vehicle.

- The manager must notify the Head of Department /Car Leasing Department (as appropriate) of details, such as nature of offence, Fixed Penalty, Penalty Points issued, fines imposed etc.
- The manager will be required to update and amend the Driving Licence Review Pro-Forma for his/her department.
- In the event that an employee is subject to withdrawal of his/her right to drive through imposition of a driving ban, accumulation of penalty points, or through health reasons, the manager must ensure that the employee is removed from undertaking any driving activities with immediate effect.
- The manager must also immediately notify the Employee Relations Section/Car Lease Department (if a member of the scheme), with the appropriate details for advice.

The manager and Employee Relations Section must consider the approach to be adopted concerning the individual, in the event that the loss of licence prevents the employee from undertaking their contractual duties. Consideration must be given to:

- Ability to continue in post
- Alternative employment options
- Transfer to alternative area/post

All alternatives should be explored with the individual before consideration is given to terminating the individual's contract of employment.

5. ROLES AND RESPONSIBILITIES

Employees must

- Ensure they are familiar with the policy and procedures
- Ensure that their car insurance covers them for business travel
- Comply with the policy
- Attend training as necessary

Managers must

- Ensure they communicate with staff about the policy
- Consistently implement the policy at their local level
- Keep accurate records

Staff Side Representatives must

- Support the principles and procedures in the policy
- Act in accordance with NHS Lanarkshire's Partnership Agreement

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- Undertake training as appropriate

Human Resources Staff must

- Provide awareness training as appropriate
- Provide expert advice and support on the application of the policy
- Monitor and review the policy

6. RESOURCE IMPLICATIONS

None identified.

7. COMMUNICATION PLAN

This policy will be launched using the weekly staff briefing and it will be available on NHS Lanarkshire's public website..

This policy will also be discussed at the appropriate management team meetings and local partnership fora.

8. QUALITY IMPROVEMENT – Monitoring and Review

This policy will be monitored by the Employee Relations and Car Leasing Departments and reviewed by the Joint Policy Forum and Human Resources Forum every three years.

9. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy meets NHS Lanarkshire's EQIA



10. APPENDIX

Appendix 1: Annual Driving Licence & Insurance Review Return

