



## Driving Licences and Checking – General Notes

It is agreed with our insurers to perform annual checks of driving licences (paper and photo card parts) to ensure that all drivers of our/our customer's vehicles have current valid licences.

Any employee/sub-contractor who doesn't hold a valid UK or EC/EEA driving licence (or meet the DVLA criteria for other countries), including those that are under a current ban/maximum endorsements, **must not drive** our/our customer's vehicles either on the road or on our sites.

Any employee who loses their licence through a ban/endorsements, **must** notify their management immediately, who should ensure our insurers are also informed.

Licences where the driving test was passed pre 1<sup>st</sup> January 97 automatically include categories A, BE, C1, C1E, D1, D1E covering vehicles up to 7500kg and towing. Licences where the test was passed after 1<sup>st</sup> January 97 **do not automatically cover** these categories. The licences must be checked to confirm validity of your staff for the specific role (e.g. drivers trailering vehicles etc). See pdf file INF45 in this Desktop library.

Although we are not responsible for individuals' licences and informing DVLA of changes (e.g. address, name, medical etc), it is a requirement of your driving licence that DVLA are notified of any change as soon as possible after the change occurs, and you can incur a fine of £1000 not to do so.

If planning to take a Listers vehicle abroad, you must ensure you have the correct valid style of licence for the country (many do not now accept old style licences), and adhere to the other Listers requirements. See "Driving Listers company vehicles abroad" in this Desktop library.

### Photo Cards

The photo card part of the licence only lasts for 10 years and you should check that this part of the licence is not out of date. It can be considered an offence under section 99(5) of the Road Traffic Act 1988 – section 99(2A), not to renew upon expiry.

**"Listers Policy is that individuals will not be allowed to drive under our insurance with an expired photo card"**

DVLA send out photo card expiry reminders approx 2 months before expiry, to the address they have on file. If the Police check, besides not accepting the photo card licence if expired, they will also have another reason to fine the individual £1000 for not notifying DVLA of a change. They will not accept forgot etc.