

	<b>Driving Licence Policy</b>	<b>TPL06</b> Issue: 001 Date: 11/03/2021
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## Policy briefing and purpose

This policy outlines and instructs the method of checking driving licence records for all new and existing employees.

## Scope

This policy applies to all our new employees with a valid driving licence regardless of whether they have or use a company vehicle.

## Policy elements

Company employees must provide a valid electronic version of their driving licence that can be checked through the DVLA database. This is to be completed on their main company induction however if this is not possible for any reason it must be completed as soon as the employee can. In the meantime, the employee must be made aware that they cannot drive a company vehicle before it is received. This licence must be made available to the transport department.

- <https://www.gov.uk/view-driving-licence> can be used to view and save licence information.
- The whole process of this policy must be repeated every 6 months.



Signed: .....Managing Director  
Date: March 2021