



transportenergy >

BestPractice

Fleet support tool: Procedure for checking employees' driving licences and entitlement to drive

This document is intended to provide basic guidance for driving licence checks within the corporate fleet environment. If you have any concerns over the eligibility of an employee to drive a vehicle in the UK, contact the Driver and Vehicle Licensing Agency (DVLA) via the website at www.dvla.gov.uk, call the DVLA customer enquiries line on 0870 240 0009, or seek legal or professional advice.

The rules and regulations governing eligibility for driving in the UK are changed periodically. Therefore, it is important to review your checking procedures regularly and take into account any changes. Details of the current situation can be found on the DVLA website at www.dvla.gov.uk

The Association of Car Fleet Operators (ACFO) endorses this publication.

The Institute of Car Fleet Management (ICFM) endorses this publication and will be including it as reference material in its training courses.

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About this guide

This guide provides guidance on policy and procedures for driving licence verification within a fleet environment, and reflects current best practice risk management. It is not intended to provide a simple 'fit and forget' policy amendment and should be used to ensure the on-going management and monitoring of employees' eligibility to drive specific vehicles on company business.

The guidance is applicable to any size and form of fleet. However, all fleets operate under different conditions, with different driver profiles and locations. The advice, therefore, requires tailoring and adapting to meet the specific needs of your individual fleet.

This guide is intended to be used in conjunction with, and complement, your fleet policy documentation and driver handbooks. Use the information to evaluate your current driving licence verification policy and highlight any potential deficiencies in your policies and procedures.

Companies have an explicit Duty of Care to all other road users while their employees are driving on company business: ensuring that employees are both able and eligible to drive is of fundamental importance. This guide is primarily concerned with helping you to achieve this. By adopting the best practice techniques outlined in this guide, you will effectively reduce risk exposure and provide protection to:

- employees, as they will be driving legally and within their capabilities
- the employer, as they will be taking all reasonable actions to meet basic Duty of Care responsibilities
- shareholders/stakeholders, by reducing the likelihood of legal action against the company
- other road users, by removing the possibility of them becoming an accident victim of a driver who is neither competent nor qualified to drive a vehicle (and, therefore, not insured)

Complying with the law

In the UK, the laws governing driving activities are clear in the Road Traffic Acts and the Road Vehicles (Construction and Use) Regulations. These laws relate to the type of vehicle a driver may operate, the condition and roadworthiness of the vehicle, the ability and qualifications needed to drive the vehicle, and issues of adequate

insurance cover. The same laws apply to drivers whether on private or business journeys.

The requirements for all fleets are essentially similar, regardless of fleet size or business sector. In the UK, the legal minimum requirement is for the driver of a vehicle to hold a full and valid driving licence for that vehicle category. Under this requirement, drivers will be unable to carry out their business duties on a provisional licence, unless using a moped, as this would necessitate a qualified driver accompanying them in the vehicle at all times.

So, as a fleet operator, how can you ensure that the minimum legal requirement is being met? By the strict letter of the law, there is no specific requirement for fleet managers to carry out driving licence checks. Relying on employees themselves to ensure they have a current and valid driving licence can, however, leave a company severely exposed to legal action through negligence and failing to meet Duty of Care obligations.

This guide is, therefore, intended to provide practical guidance to any type of business - whether large or small, and operating in the private or public sector - to help it meet its responsibility of ensuring drivers are qualified to drive a vehicle on company business. It will enable you to gain an understanding of the many different licence types, vehicle categories, and driving licence restrictions/caveats, all of which need careful consideration when assessing driver eligibility. The guidance will prove of great value not only to fleet managers and administrators, but also to company secretaries, human resource managers and company directors, because:

- often smaller businesses (those operating only a few dozen vehicles) may not have dedicated fleet personnel
- where there are dedicated fleet personnel and an employee is involved in a serious accident and is subsequently found not to possess a full, valid and appropriate driving licence, the courts may find that the responsibility for this failing does not lie solely with the driver and fleet manager, but also rests with company directors

With central Government's increasing focus on Duty of Care and corporate manslaughter, it is predicted that fleet operators will need to take action to ensure that their policies and monitoring systems will stand up to external scrutiny in the event of a serious accident involving employees on company business.

The legal aspects of motoring in the UK

The legal aspects of driving a vehicle in the UK are quite clear, whether driving for pleasure or on business.

The Driver and Vehicle Licensing Agency (DVLA) requires that a vehicle owner or driver must fulfil certain duties before taking a vehicle on the public road.

The vehicle must:

- > be registered with the DVLA
- > display a valid vehicle licence disc (according to the appropriate vehicle excise duty (VED))
- > be appropriately insured (for private and/or business purposes)
- > hold a valid MOT certificate (if required)

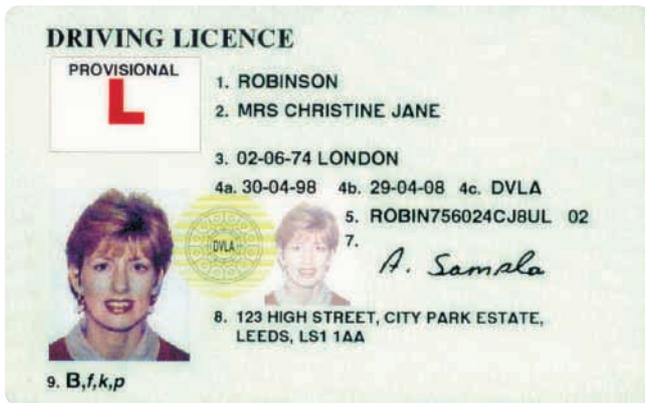
The vehicle driver must:

- > hold the appropriate driving licence for the vehicle being driven
- > meet the minimum age requirements
- > meet the legal eyesight and appropriate medical standards

In addition, the DVLA must be informed if:

- > the vehicle's registered keeper changes name and/or address
- > the driving licence holder changes name and/or address
- > any alterations are made to the vehicle
- > the vehicle is sold to a third party
- > the driver has any notifiable medical conditions (see Appendix C for details of DVLA medical regulations)

Failure to notify the DVLA of any of these changes can result in a fine of up to £1,000. Full details of vehicle owner and driver obligations can be found on the DVLA website at www.dvla.gov.uk



Counterpart Driving Licence 7967824 D740

CHARLES GARDNER
122 BURNS CRESCENT
EDINBURGH
EH1 9GP 13111

08307142660

GARDN 605109 C99LY 60A

A Sample

Provisional Entitlement (see Section 3 for category details)				Entitlement History (see Section 3 for details)		
Category	From	To	Code	Category	From	On
A	28 05 86	09 05 99				
D	28 05 86	09 05 94				
DE	28 05 96	09 05 94				
DE	18 05 86	09 05 99				

Endorsements (as supplied by connecting Court) (see Section 3 for offence codes)											
Existing Court code	Date of conviction			Offence code	Date of offence			Fine	Disqual period	Other	Penalty points
	Day	Month	Year		Day	Month	Year				

Changes: to your permanent address, please enter clearly in the boxes using CAPITAL LETTERS IN BLACK INK. (See Section 3 for details)

New town/city: New Post Code:

New address:

This document must not be used for change of name. For change of name please refer to the D736, which can be obtained from most post offices.

Sign in the white box to confirm changes

Date:

7967824 Send the completed form with your photocard licence to DVLA, Swansea, SA99 1BN July 04

UK driving licences – classes and categories

This section highlights the main classes and categories of UK driving licences.

Vehicle classification codes

Five main categories of vehicle are listed on the standard UK driving licence, covering a range of vehicles from motorbikes and cars, to heavy goods vehicles and trailer combinations. These main categories are designated 'A' to 'E', and have sub-categories defining particular vehicle types. There is also an additional set of vehicle types designated 'F' to 'P', covering miscellaneous vehicles such as electric vehicles, mopeds, agricultural tractors, etc.

This guide is concerned only with vehicles under 3,500 kg.¹ Appendix A contains an extract from DVLA literature detailing all the vehicle categories listed on a current UK driving licence, along with a brief explanation of the vehicle types covered. This will enable you to use the category coding on a driver's licence, say 'B' or 'B+E', to determine which type(s) of vehicle they are eligible to drive.

It is crucial that you check a driver's eligibility to drive the type(s) of vehicle expected of them for business purposes. This will prevent a situation arising where, for example, an employee is allowed to drive a manual car, although their licence shows a 'B Automatic' code. In this case, the driver would be driving illegally and would also be uninsured.²

Standard driving licences for passenger cars

To drive a passenger car on the public road, a driver must hold a valid and appropriate driving licence. This is a legal requirement. The licence confirms that a driver is physically able to operate a car and has demonstrated an adequate level of competence by passing a driving test.

¹ Organisations operating heavy goods vehicles (HGV) must apply for an HGV operating licence, which is outside the scope of this guide. Further details can be found on the Vehicle and Operator Services Agency (VOSA) website at www.vosa.gov.uk

² Ensuring eligibility to drive manual cars should be a particular concern if your company frequently has visitors from the USA who wish to drive in the UK. In the USA, the majority of drivers are only qualified, or experienced, in driving automatic cars.

There are currently two main types of licence: the old paper licence, and the new photocard licence (introduced in 1998) that has a paper counterpart. When checking a driver's licence, you need to check the paper counterpart as well as the photocard, as it is here that any convictions and endorsements will be recorded. Appendix B gives details of the new licence.

Anyone wishing to learn to drive a car in the UK needs to apply for a provisional licence. To be granted a provisional licence, the person must:

- be at least 17 years old (16 years old for a moped)
- not already be disqualified from driving
- meet all relevant medical requirements (see Appendix C), including passing an eyesight test which requires that they can read a vehicle number plate from 20.5 metres (or 20 metres if the number plate is set out in the narrower font)

People holding a provisional licence are not allowed to drive a car unaccompanied and must display 'L' plates on the vehicle. The person who accompanies them must be over 21 and must have held a current full UK or European Community/European Economic Area (EC/EEA) licence valid for that category of vehicle for at least three years. This restriction of an accompanying driver tends to rule out the practical use of drivers with provisional licences in the fleet environment.

To advance to a full car licence that allows solo driving, learner drivers need to satisfy the residency requirements (see page 10) before applying for and successfully completing a theory test and a practical driving test. Tests are conducted by the Driving Standards Agency (DSA).

When a driver obtains a full driving licence, they will be eligible to drive a number of other vehicle categories, including light goods vehicles. However, if the driving test was taken in an automatic vehicle, the 'B Automatic' code will be indicated on the licence and the driver is only entitled to drive vehicles with an automatic gear box. Drivers with a 'B' code are entitled to drive vehicles with either manual or automatic gearboxes.

Under the 1997 Licence Provision, drivers enter a two-year probationary period after passing their driving tests. If they acquire six penalty points during this time, the licence will be revoked and the driver will be downgraded to a provisional licence until both a theory and a practical test have been retaken and passed. Appendix D lists the penalty points awarded for various offences.

Motorcycle/moped licences

The minimum age for applying for a provisional driving licence is 16, although at this age, entitlement is restricted to riding a moped.

Since January 1997, all moped riders must complete Compulsory Basic Training (CBT), unless:

- they have taken a moped test since 1st December 1990
- they passed a car test prior to 1st February 2001 and, therefore, have a full car licence that gives automatic entitlement to drive a moped, although it is still recommended that training is sought. Since 1st February 2001, passing a car test does not provide automatic entitlement and a moped riding course must be completed through the DSA

Current CBT certificates (DL196) are valid for two years.

To ride a motorcycle, the minimum age is 17, and all motorcycle riders must complete CBT. There are two classes of motorcycle licence:

- sub-category A1 (light motorcycles) which restricts the holder to motorcycles up to 125cc, with a power output not exceeding 11 kW (14.6 bhp)
- category A which includes all motorcycles, and entitles the holder to ride motorcycles over 125cc engine capacity

To gain a full sub-category A1 licence, a practical test must be taken on a motorcycle with an engine capacity between 75cc and 125cc. This type of licence also provides entitlement to ride a moped.

The route to a full category A licence is dependent on age. Riders under 21 years old must take a category A test on a motorcycle with an engine capacity between 120cc and 125cc, and the motorcycle must be capable of 100 kph. The full licence awarded will have a two-year restriction placed on it, permitting the holder to ride motorcycles with a power output of up to 25 kW (33 bhp) only. After two years, the holder can legally ride any size of motorcycle.

Riders over 25 years old may take the category A test on a larger motorcycle, with a power output of up to 35 kW (46.6 bhp), under the Direct Access Scheme (DAS). This scheme allows learners to ride a larger motorcycle when accompanied by a certified DAS instructor. In these cases, the full licence awarded will be unrestricted.

Whichever test is taken, a full Category A licence provides the holder with the entitlement to ride all category A1 motorcycles and mopeds.

Where mopeds or motorcycles are being driven in a fleet or corporate environment, best practice would be to ensure that all riders take a CBT test or receive suitable alternative training, whether or not they are required to by law.

Minibuses and commercial vehicles

Changes to the regulations in January 1997 affected the entitlement to drive a minibus.

Holders of full car licences obtained before 1st January 1997 (showing entitlement to drive groups 'A' and 'B Automatic' on old licences, and groups 'B' and 'D1 not for hire or reward' on new licences), can drive a minibus with a maximum of 17 seats as long as they are at least 21 years old. In addition, the vehicle must not be driven for hire or reward. To drive a minibus with nine or more seats for hire or reward, a Passenger-Carrying Vehicle (PCV) category D1 or D licence is required. An additional driving test is required for a category D1 or D licence and higher medical standards must be met.

Drivers who obtained full car licences after 1st January 2001 are restricted to driving vehicles with up to eight passenger seats, and would need to take an additional driving test and meet higher medical standards before driving higher capacity vehicles. Information on the necessary medical standards and additional testing can be obtained from Traffic Area Offices or the DVLA.

In certain circumstances, however, drivers may be allowed to drive a minibus with up to 16 seats without having category D1 entitlement, where the following criteria are met:

- the minibus is being driven for a non-commercial body (i.e. a charity) for social purposes, and not for hire or reward
- the driver is over 21 (if over 70, they must meet Group 2 health standards)
- the driver has held a full car licence (category B on the new licences) for at least two years
- the service is provided voluntarily
- the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if fitted with specialist equipment for the disabled)

Within the UK, Minibus and Community Bus Permits³ can also enable drivers with a standard car licence to drive minibuses with up to 16 seats where a charge is made for carrying passengers. This is as long as the organisation that runs the minibus is concerned with education, religion or other services that benefit the community. In all other cases, if a minibus is operated for hire or reward, a PCV category D1 or D licence is required.

There are many more factors to consider when driving a minibus, and you need to take extra care when evaluating eligibility for PCV licences, the towing of trailers, etc. Carefully check the employee's eligibility against the types of vehicle they are expected to drive, and make sure you fully understand the financial arrangements under which the minibus will be operating. Consult the DVLA or Traffic Area Offices if you are in any doubt over eligibility.

Where Local Authorities are operating minibuses, they will have additional operational requirements. Refer to the local Transport Manager or Vehicle and Operator Services Agency (VOSA) to ensure compliance.

Best practice within the fleet industry dictates that all employees driving minibuses should undergo some form of appropriate driver training. This is the case even if they are permitted to drive the vehicle by virtue of holding a car licence issued before January 1997, or under a Minibus and Community Bus Permit. Many fleets obtain training through the Minibus Driver Awareness Scheme (MiDAS) operated by the Community Transport Association. In addition, some fleets impose minimum age (e.g. 25 years of age) limits and minimum driving experience (e.g. three years) on their drivers. These extra safety measures highlight the high risk associated with driving minibuses and buses, where the potential for personal injury or fatalities is greatly increased.

Towing trailers

The area of towing is a fairly complex one, and a significant number of sub-categories and weight restrictions apply to this element of driving in the UK. If an employee is required to tow a trailer on business, it is essential that you view the driver's licence and identify the vehicle and trailer combinations that they are entitled to drive, and that you also check the operational limits of the vehicle and trailer themselves.

³ Note: These permits are not recognised in other EU countries, and a PCV licence would be required whenever a charge is made for carrying passengers.

Driving licences will state the maximum authorised mass (MAM) for towing vehicles and trailers, which is the maximum permissible weight or gross vehicle weight (gvw) that the holder is entitled to drive. In addition, you will need to check the manufacturer's handbook supplied with the vehicle to ensure that the trailer does not exceed the vehicle's maximum permissible towing weight.

Restrictions on towing entitlements have been in place since 1st January 1997. Drivers with a full car licence issued before this date are entitled to drive a vehicle/trailer combination up to 8.25 tonnes MAM, and a minibus towing a trailer over 750 kg MAM. Drivers who passed their car test after this date, however, are restricted to driving vehicle/light trailer combinations up to 3.5 tonnes in combined weight, as long as the MAM of the trailer does not exceed the unladen weight of the vehicle.

Towing a trailer involves a wider skills set than merely driving a car or light van, especially when reversing. This was recognised by the introduction of an additional test and weight restrictions in 1997. Best practice within the fleet industry would suggest that employees be given some form of appropriate driver training, even where they are legally entitled to drive the vehicle and trailer combination without it. Training would reduce risks to both employee and employer.

Licence duration

Under normal circumstances, a full driving licence is issued following the completion of the relevant theory and practical tests, and remains valid until the holder's 70th birthday. After this, the licence needs to be renewed every three years. If a licence holder has a specific medical condition, the licence may need to be renewed every one to three years. The DVLA medical standards are covered in Appendix C.

New photocard licences are issued every ten years, to ensure that the photograph on the licence remains a true likeness of the holder.

Endorsement offence codes

When you carry out driving licence checks, you need to find out any endorsements that may be present on the driving licence⁴ to enable you to assess the level of risk that the licence holder presents, and their ability to carry out your business safely.

A vast array of offences may be committed, which will result in a fixed fine as well as points being added to a licence. Minor offences may attract two penalty points, while the more severe could attract up to 11 points or even disqualification. Appendix D details the endorsement codes that are recorded on a licence, along with a brief description of the offence and the number of points that it would normally attract. Once a driver has amassed 12 points, the licence is usually withdrawn and a driving ban imposed. For very serious offences, such as drink driving, a ban may be imposed following a single offence.

It is vital that you know why any points are on a licence. With the increasing number of automated speed detection devices (primarily fixed and mobile speed cameras), it is regrettable, but increasingly accepted, that drivers may have three points on their licence. You need to be able to compare these points with those obtained through driving without due care and attention or dangerous driving, as these offences have very different levels of risk associated with them.

Many fleet operators set a maximum number of points that a driver may amass (perhaps six or nine) before they have to undergo driver training, or a driving assessment by a qualified driver training company. Some companies even take disciplinary action before 12 points are reached, especially where driving is a core activity for that employee.

The majority of offences remain on a licence for four years (although they only remain valid for three years), after which time the driver can apply to have them removed. For the most serious offences, i.e. driving under the influence of drink or drugs, causing death by careless driving while under the influence of drink or drugs, or causing death by careless driving then failing to provide a specimen, the endorsements remain on the licence for 11 years (although they only remain valid for 10 years).

Since 1974, endorsements have remained on the driving licence for one year longer than the actual validity. This change was made to prevent timely applications for the removal of existing endorsements before a subsequent court appearance, when there was a real prospect of further endorsements being added and an increased penalty. Retaining endorsements on the driving licence for an extra year has prevented such abuse, but does not affect the length of time for which endorsements remain valid for totting-up purposes.

⁴ Note: With the new photocard licences, any endorsements will be on the paper counterpart.

Holders of overseas licences

Checking the driving licences of drivers from outside the UK is very important, as different restrictions apply to different countries, and further caveats and restrictions exist in addition to those outlined in this section. The best policy is to check all foreign licences very carefully and seek assistance from the DVLA where necessary. The DVLA's website at www.dvla.gov.uk contains a lot of information about driving in the UK on foreign licences and will provide you with a good starting-point for checking drivers' eligibility. You may also find it useful to contact the UK-based embassy of the country in which the licence was issued, to check that the licence is still current and valid. Often, embassies can supply official translations of licences, if needed.

Defining residency

The rules governing eligibility for driving in the UK for visitors or new residents depend upon their country of origin and the type of vehicle they wish to drive.

The term 'resident' is not, in fact, explicitly defined for the purposes of driving licences. However, it is a prerequisite for obtaining a UK licence that the applicant 'meets the relevant residency requirement' highlighted in Section 89(1a) of the 1988 Road Traffic Act (as amended).

The term 'normal residence' is defined in relevant European legislation, in Article 9 of the second EC Driving Licence Directive (91/439/EEC), which states:

“For the purposes of this Directive, 'normal' residence means the place where a person usually lives, that is for at least 185 days in each calendar year, because of personal and occupational ties, or, in the case of a person with no occupational ties, because of personal ties which show close links between that person and the place where he is living.

However, the normal residence of a person whose occupational ties are in a different place from his personal ties and who consequently lives in turn in different places situated in two or more Member States shall be regarded as being the place of his personal ties, provided that such person returns there regularly. This last condition need not be met where the person is living in a Member State in order to carry out a task of a definite duration. Attendance at a university or school shall not imply transfer of normal residence.”

While the term 'normally resident' is not defined for drivers who hold non-EC/EEA driving licences, it is possible that a court might take the definition contained in the second EC directive into consideration in determining the individual's status.

The DVLA notice INF 38 states:

“Your country of normal residence is taken to mean the place where you usually live and have personal and/or occupational ties. A visitor's stay in this country must be of a temporary nature and the driver must be normally resident outside the UK.”

European Community/European Economic Area

If a driver comes from the European Community/European Economic Area (which includes all countries in the EU, as well as Liechtenstein, Iceland and Norway), their Community licence has similar eligibility to the UK licence. If they hold a valid Community licence and are visiting Britain, they can drive any vehicle categories/class(es) for which full entitlement is shown on the Community licence, for as long as that licence remains valid.

For new residents, ordinary licence holders may drive on their Community licence until aged 70, or for three years after becoming resident, whichever is the longer period. Alternatively, they can apply to the DVLA to exchange their licence for a UK licence. Exchanging the licence will also give the driver access to the fixed penalty system for road traffic offences, instead of them having to go to court.

Community vocational licence holders, with entitlement to drive minibuses, buses or vehicles over 3,500 kg, who live in Britain must, by law, register their details with the DVLA. Holders of these licences have greater restrictions based on age:

- drivers under 45 can drive on their Community licence up to the age of 45 or for five years after becoming resident, whichever is the longer period
- drivers over 45 but under 65 can drive until their 66th birthday or for five years after becoming resident, whichever is the shorter period
- drivers over 65 can drive for just 12 months after becoming resident

Once an age or time limit is met, the driver must obtain a UK driving licence.

The medical standards for obtaining a Community licence are similar to those that apply for UK licences. Residents must report any change in medical conditions to the DVLA.

Note: If the Community licence was issued on the strength of a licence from a designated country (see below), it will be valid for driving in Britain for 12 months only, but can be exchanged for a UK licence.⁵ If the Community licence was issued on the strength of a licence from a non-designated country (see 'All other countries' below), it will be valid for driving in Britain for 12 months only, but cannot be exchanged for a UK licence.

If you are in any doubt about entitlement to drive, contact the DVLA.

Northern Ireland

Drivers from Northern Ireland⁶ can exchange a full car licence issued on or after 1st January 1976 for a UK licence, or a bus and lorry licence issued on or after 1st April 1986.

Designated countries (non-EC)

There are a number of designated, non-EC countries to which a different set of rules apply. These countries are listed in Appendix E.

Temporary visitors from these designated countries who hold a full ordinary licence from their country of origin, are entitled to drive vehicles up to 3,500 kg, with up to 16 passenger seats, for up to 12 months from the date of entering Britain. If the licence covers medium-sized or large lorries or buses, drivers are only entitled to drive vehicles that have been registered outside of Britain and which they have driven temporarily into the country. However, provided that the full licence remains valid, these employees can drive small vehicles for 12 months from the date of becoming resident.

To ensure a continuous entitlement to drive, visitors must exchange their original licence for a UK one before the 12-month period elapses. If an exchange is not made within 12 months, the individual must not drive, although they may still apply to exchange their licence any time within five years of becoming resident.

For new residents from designated countries, their foreign licence is valid for 12 months for cars, mopeds and motorcycles. To ensure continuous driving entitlement, the original licence must be exchanged for a UK one within this period, otherwise the licence becomes invalid and they cannot drive on public roads.

Holders of vocational driving licences from designated countries must pass the relevant UK driving test before driving medium-sized or large vehicles or passenger-carrying vehicles, with the exception of drivers from Gibraltar. A vocational driving licence from a designated country can be exchanged for a UK licence up to five years after taking up residency, but no driving activity can occur until the full UK licence is obtained.

A number of other caveats apply to certain designated countries, such as the requirement for licences from Japan and the Republic of Korea to be accompanied by an official translation (usually available from the relevant embassy). If you are dealing with employees from designated countries, seek clarification and advice from the DVLA.

All other countries

Drivers from all other countries cannot exchange a foreign licence for a UK licence. However, a visitor with a full, valid licence may drive a vehicle up to 3,500 kg with up to eight passenger seats in Britain for up to 12 months, as long as the licence or International Driving Permit remains valid. Drivers of medium-sized and large vehicles are only entitled to drive vehicles that have been registered outside Britain and which they have driven temporarily into the country.

New residents who hold ordinary vehicle licences may drive on these foreign licences for up to 12 months. To ensure continuous entitlement to drive, they must obtain a provisional UK licence and pass the appropriate driving tests within this 12-month period. During this time, the usual restrictions on the UK provisional licence do not apply (i.e. they do not need to display 'L' plates, may drive on motorways and need not be accompanied by a qualified driver) but, if a full UK licence is not obtained within the 12 months, standard provisional licence conditions will come into effect.

⁵ When this guide was published (March 2005), the DVLA had indicated that further amendments to the regulations governing licences from designated countries were pending. Please contact the DVLA for up-to-date information, or look on the DVLA website at www.dvla.gov.uk

⁶ For driving licences, Northern Ireland is not part of the UK.

If a provisional UK licence is not applied for in the first 12 months, all driving must cease until a provisional licence has been obtained. Again, in these circumstances, provisional licence restrictions will apply.

Vocational licence holders taking up residency may not drive medium-sized or large vehicles until they have passed all the relevant UK driving tests.

Driving licence checking procedures

The importance of instigating the right checking procedure

There are many different categories of driving licence, with variations arising in the level of entitlement, vehicle classifications, and the licence holder's country of origin. All these issues make it very important that you ensure every driver on company business has a full and valid driving licence. Whether or not the company actually provides the vehicle that the employee is to drive on company business is an irrelevance. If an employee is driving on company time, for business purposes, the employer has a Duty of Care over the actions of that individual and, consequently, an absolute responsibility to ensure that the employee acts within the law.

Ensuring that every individual in an organisation is correctly qualified to drive their vehicle clearly presents some very real, practical problems. There is obviously some reliance on employees' honesty. There are also several widely utilised policies within the UK fleet environment that can help employers and fleet operators to ensure compliance with the regulations and that also satisfy an employer's Duty of Care responsibilities.

The approach taken to ensure that the employer has taken all reasonable steps to check drivers' eligibility to drive will depend on a company's size, location and management structure.

In the event of a worst-case scenario, where a fatal incident has occurred involving an employee without a valid licence, the employer would be required to provide evidence of the policies and procedures in place to try and prevent such an occurrence. A poor policy or substandard implementation could lead to an element of responsibility falling on the company or its relevant managers/directors under Duty of Care obligations. The best defence is, therefore, a robust and well-managed policy, which checks that all employees hold a valid licence and are eligible to drive the vehicles being used for company business. Such an approach should protect the company and its managers/directors, should the worst happen.

Guidance policies

This section outlines some best practice driving licence checking policies that you can use to check and monitor your employees' eligibility to drive, and suggests appropriate applications for such policies.

The policies are intended to provide guidance only. Selecting the policy that best fits your company will depend to some extent on your company's corporate culture and perceived levels of risk exposure. Companies that employ many drivers or higher risk drivers, such as young drivers within their probationary driving period or overseas workers, may need to increase the level or intensity of the checks. On the other hand, companies with more mature staff, a low staff turnover and low accident rates, may consider a less rigorous policy as satisfactory. Carry out a positive risk assessment to identify the underlying risk levels in your organisation and establish the most suitable policy.

Whichever policy you decide is best suited to your organisation, the first step is to check the original driving licences of all employees who will drive on company business. You will base an employee's eligibility to drive on the findings of this check. Keep a signed, dated copy of the licence on record.

Best practice suggests that driving licence checks are carried out on an annual basis. To help with administering this process, it may be worth timing the checks to coincide with other annual operations, such as issuing VED discs or renewing insurance policies.

Original driver licence checks

A check of the driver's original licence should form the first stage of any driving licence policy, and is the primary step in ensuring driver eligibility. This is probably the most common form of vehicle licence check and a very robust method, usually suitable for both large and small companies alike.

Check an employee's licence as part of the induction process when they first join the company, or when their job description changes such that they are required to drive on business. Examine the employee's original driving licence, check for any problems, and then photocopy it. Get the copy dated, signed and countersigned by the driver and the manager responsible (e.g. fleet manager, HR director), to show that the original licence has been seen.

Keep this copy on record. In the case of employees with the new photocard licence, photocopy both the card and the paper counterpart.

If you work in a larger organisation, with employees spread over several sites, it may be possible to get the employee's line manager to inspect the original licence, photocopy it and obtain signatures and countersignatures. This approach delegates some responsibility to the line manager. Make sure that they are conversant with driving licence types, eligibility, endorsements and vehicle categories.

Repeat these checks each year for all drivers who are expected to carry out regular driving during company time. Do not forget to check the licences of occasional drivers before they are allowed to do any driving for business purposes.

Where practicable and possible, check the driving licences of named drivers who are not employees, such as employees' partners. Even if the named drivers are only going to use a company vehicle for private use, the check will ensure that only qualified drivers use the vehicle and that the vehicle remains properly insured for all users.

Self-declaration

Some very large organisations, where the employees are spread over many sites or a wide geographical area, rarely coming into contact with fleet personnel or senior management, opt for a self-declaration system. Essentially this system depends on drivers completing and returning an annual document, asking them to confirm that, since their licence was last checked, they:

- still hold a full and valid driving licence for the vehicle types they are driving
- have not been convicted of any motoring offences
- have not received any endorsement points on their licence

The written self-declaration should be returned to the relevant fleet manager, where it is kept on file with a copy of the original licence, as evidence that the employee still holds a valid licence. Under this system, employees must be held to be honest in their declarations. Make sure that the necessity to complete the forms accurately is clearly embedded in the terms and conditions of employment, and make it a disciplinary offence to falsify the document.

Where employees are making self-declarations, put a random auditing process in place to ensure that the policy is actually effective. Carry out documented, random sample checks on employees' original driving licences on a regular basis. These spot checks are essential in demonstrating that your organisation has a robust monitoring and enforcement system in place, to minimise the opportunity for false declarations.

Again, do not forget to include named drivers and occasional drivers in this system. Often, named drivers' declarations can be made on the same form as the employee's, saving administrative time and effort.

DVLA checks

DVLA checks offer the most robust and foolproof method of carrying out driving licence checks, and offer a strong and defensible policy. The checks are particularly effective if you suspect that a number of employees may be driving without a valid licence, or may have amassed significant penalty points without declaring them.

Unfortunately, there are a number of ways for employees to beat the system of checking original driving licences. For example, employees may obtain a duplicate licence, claiming that the original has been lost. In reality, it has not been lost, but the employee is about to be convicted of an offence. Once they have a duplicate licence, they send it to the courts to have the points entered onto it, thereby keeping the original licence free from endorsements. This original licence, free from endorsements, is then presented annually to the fleet manager. In this way, in an extreme case the employee may even have their licence revoked via the totting-up system, but can still be presenting an original, clean licence to the company. Ways of tightening these loopholes are currently being investigated by the DVLA.

The only practical way to ensure that no cheating is going on is to deal directly with the DVLA, which can provide details on the employee's current licence and endorsement status. The only potential barrier to this system is that the employee's consent is required, as personal data held by the DVLA are covered by the Data Protection Act. Approaching employees for consent can meet with resistance, as the move implies mistrust.

The DVLA can provide a one to three year mandate system, during which period the employee allows the company unlimited access to the employee's driving records. The three-year mandate was introduced to assist in reducing the administrative burden of this system. A number of other companies provide a similar service via the DVLA's system, providing a fully-administered solution, with associated costs.

You may also want to include occasional and named drivers in these checks.

Combining policies

In some instances, you may be advised to combine more than one of these policies. For example, you may introduce a physical driving licence checking system but, due to concerns over an individual driver or limited group of drivers, may need to make checks directly with the DVLA. Combining policies in this way will result in a robust and defensible policy against potential abuse.

Driver requirements

Regardless of the system you choose to implement, you need to make it an absolute requirement for drivers to inform their employer straightaway if they are convicted of any of the following:

- a driving offence connected with alcohol or drugs
- a driving offence linked to dangerous or reckless driving
- any other offence relating to speeding or driving without due care and attention

This information must be provided for the company to carry out adequate risk management assessments. If employees collect an unacceptable number of points (even before disqualification), the company may wish to instigate one of the following:

- driver training for the employee
- insurance premium/excess loading
- disciplinary action
- withdrawal of access to, or use of, a company vehicle

Monitoring and controlling the system

When evaluating risk under Duty of Care and health and safety legislation, many companies believe that having a detailed written policy is enough in itself. In reality, the policy is merely a guiding principle or statement of intent to address the potential risk, and as such, the existence of a clear policy in itself is not adequate.

A clear and unambiguous monitoring and control system must be implemented, to ensure that policy and practice meet the aims of ensuring that all drivers are checked for eligibility to drive the category of vehicle they operate. There must be demonstrable procedures and records that clearly show that some form of licence check is carried out on a regular basis and that where any checks have been omitted or have brought to light unacceptable risks, action has been taken to address the situation.

If one or two drivers do not submit their driving licences for checking or fail to make self-declarations, company policy must assume that they do not hold valid licences, or have accrued endorsement points. Such cases clearly identify unacceptable risk and action must be taken to secure a copy of the driver's licence, or obtain a DVLA licence check. If the licence cannot be viewed, any business driving (or private use in a company-provided vehicle) must be suspended immediately. The risk associated with any driver driving illegally and without insurance must be deemed great. This applies to any person driving on company business, whether they are administrative staff or directors. An individual's position in a company is no defence for not carrying out a licence check.

Record any cases of unacceptable risk and actions taken as evidence of effective implementation of the company policy. To take no action after a significant risk has been identified could be potentially far worse than doing nothing in the first place.

The cost of implementation versus the cost of negligence

The main costs involved in instigating and maintaining driving eligibility checks are those of administrative time and effort. These costs are usually minor, although this will depend on the policy and procedures implemented, and the size of the company. In the majority of cases, annual checks will be sufficient.

There may be a further associated cost for employees if they are required to bring their original licences to main office sites, but these checks can normally be fitted around business meetings which require their presence at the offices.

The potential costs associated with an accident involving an employee who turns out to be without a valid driving licence, particularly where a fatality has occurred, can be astronomical. In addition to the human tragedy, the company could find members of its management team or board of directors held liable, as well as the company being prosecuted under Duty of Care, and health and safety legislation. In addition, the amount of management time involved in accident investigations would be significant.

Review of policies

The rules and regulations governing eligibility for driving in the UK are changed periodically. Review your checking procedures regularly and make changes as necessary. Details of the current situation can be found on the DVLA website at www.dvla.gov.uk

Driver's licence checklist

- Check name and address on licence (if photocard, on paper counterpart too)
- Check that vehicle category codes provide eligibility for vehicle being driven
- Check licence is full and has no restrictions (e.g. age)
- Check for endorsements. If there are any, are they:
 - For minor offences?
 - For major offences?
 - How many endorsements/points have been collected and does this represent an unacceptable risk?
 - Should driver training or disciplinary action be taken?
- If the employee has to tow a trailer:
 - Does the licence cover this (note post-1997 restrictions)?
 - Is the vehicle suitable for towing (MAM and licence limitations)?
 - Is the trailer suitable for the vehicle towing it (MAM and licence limitations)?
 - Has the employee passed the trailer test (note post-1997 restrictions)?
 - Has the employee received any additional training for towing trailers?
- If the employee is to drive a minibus:
 - Does the licence cover this (note 2001 restrictions)?
 - Number of passenger seats
 - Is driver over 21?
 - Is it for hire or reward (is a PCV category D1 or D required and higher medical standard)?
 - Has the driver passed the minibus test, or had additional training?
 - Does the driver have a Minibus and Community Bus Permit?
 - Is the minibus going to be towing a trailer?
 - Is the vehicle suitable for the trailer it is towing (MAM and licence limitations)?
 - Is the trailer suitable for the vehicle towing it (MAM and licence limitations)?
 - Does the driver's licence allow towing by minibuses?
- Overseas visitors/residents:
 - Is the driver on a visitor's visa or are they a resident in Great Britain (GB)?
 - Do they hold an EC/EEA licence?
 - Minimal restrictions on driving in GB for cars and light vehicles
 - Can be exchanged for a GB licence
 - Some restrictions on heavy vehicles and vocational licences
 - Do they hold a designated country licence?
 - 12-month limitation on existing licence for cars and light vehicles
 - Must exchange driving licence for a GB licence within 12 months
 - Vocational drivers required to pass GB test for medium-sized or large vehicles or passenger vehicles (with some exceptions)
 - Do they hold a licence outside EC/EEA and designated countries?
 - 12-month limitation on existing licence for cars and light vehicles
 - Must take GB driving test within the 12 months but can drive on a GB provisional licence without usual restrictions
 - Vocational drivers required to pass GB test for medium-sized or large vehicles or passenger vehicles (with some exceptions)

If in doubt contact the DVLA on 0870 240 0009 or visit www.dvla.gov.uk

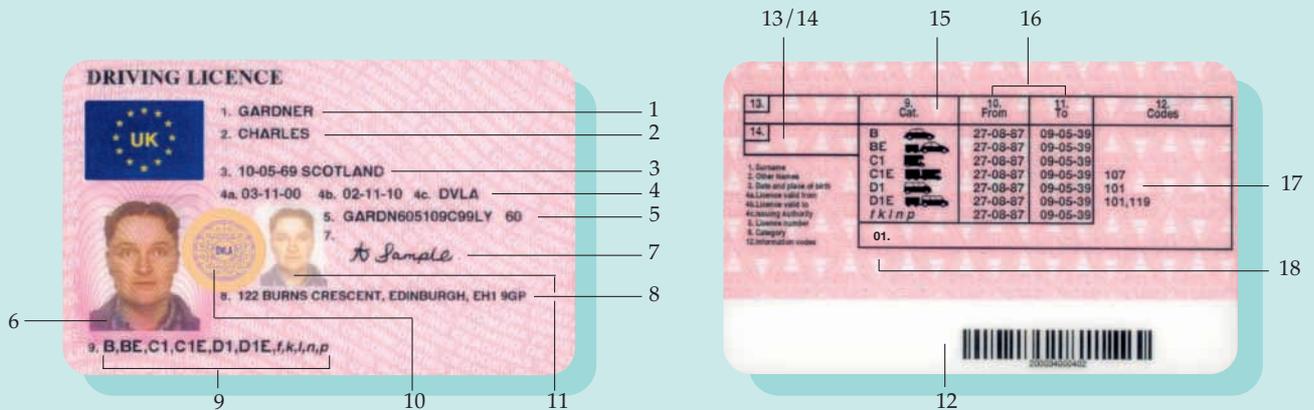
Appendix A – Vehicle classification codes

VEHICLE CATEGORY DESCRIPTIONS			
Description	Category	Min. age	Notes
Motorcycles			
 Light motorcycles with a cubic capacity not exceeding 125cc and of a power output not exceeding 11kW(14.6bhp)	A1	17	
 Motorcycles up to 25kW(33bhp) and a power to mass ratio not exceeding 0.16kW/kg. Motorcycle combination with a power to mass ratio not exceeding 0.16kW/kg	A	17	
 Any size motorcycle with or without a sidecar	A	21	See Note 1
3 or 4 wheeled light vehicles			
 Motor tricycles/quadracycles up to 550kg unladen	B1	17	See Note 2
Cars			
 Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	17	See Note 2
Automatic cars As cars, but with automatic transmission	B Automatic	17	See Note 2
Cars with trailers			
 Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B	B+E	17	See Note 10
Medium sized vehicles			
 Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	18	See Notes 3/8/10
Medium sized vehicles with trailers			
 Combinations of vehicles where the towing vehicle is in subcategory C1 and its trailer has a MAM of over 750kg provided that the MAM of the combination thus formed does not exceed 12000kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	C1+E	21	See Notes 3/10
Large vehicles			
 Vehicles over 3500kg with a trailer up to 750kg	C	21	See Note 4

Description	Category	Min. age	Notes
Large vehicles with trailers			
 Vehicles over 3500kg with a trailer over 750kg	C+E	21	See Note 4
Minibuses			
 Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg	D1	21	See Notes 5/10
Minibuses with trailers			
 Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	D1+E	21	See Note 5/10
Buses			
 Any bus with more than 8 passenger seats with a trailer up to 750kg	D	21	See Notes 5/9
Buses with trailers			
 Any bus with more than 8 passenger seats with a trailer over 750kg	D+E	21	See Note 9
Agricultural tractors	f	17	See Note 6
Road rollers	g	21	See Note 7
Tracked vehicles	h	21	
Mowing machine or vehicle controlled by a pedestrian	k	16	
Electric vehicles	l	17	
Vehicles used for very short distances on public roads			
Mopeds	p	16	
Note 1	Age 21 or 2 years from date of standard A test pass.		
Note 2	Age 16 you may be issued a licence if you are in receipt of the higher rate of disability living allowance. However if the rate is withdrawn, the normal minimum age for driving a car (17 years) applies.		
Note 3	Age 18 if combination weight is under 7500kg.		
Note 4	Age 17 if member of armed forces. Age 18 if member of young drivers scheme.		
Note 5	Age 17 if member of armed forces. Age 18 (i) while learning to drive or taking your passenger carrying vehicle (PCV) test, or; (ii) after passing a PCV test when; <ul style="list-style-type: none"> Driving on a regular service where the route does not exceed 50km; or Driving a PCV constructed to carry no more than 16 passengers, and the vehicle is operated under a PCV Operator's licence or a permit; or (iii) not engaged in the carriage of passengers		
Note 6	Age 16 for tractors less than 2.45m wide. It must only pull trailers less than 2.45m wide with two wheels, or four close coupled.		
Note 7	Age 17 for small road rollers with metal or hard rollers. They must not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads.		
Note 8	Age 21 if combination weight is over 7500kg.		
Note 9	Category D entitlement is required to drive an articulated ('bendi') bus. Further details can be obtained from DVLA.		
Note 10	If you passed your category B or B automatic test before 1 January 1997 your licence will already show C1, C1E (8.25 tonnes), D1, D1E (not for hire or reward) as entitlement flowing from the category B.		

Appendix B – Annotated sample driving licence

Your full driving licence



1 Surname

These are the names recorded on the driver's record.

2 Forenames

These are the forenames recorded on the driver's record.

3 Date of birth; place of birth

These are the details recorded on the driver's record.

4 Date of licence issue, photo expiry, issuing authority

The date shown in 4a is the date the photocard was issued. 4b is the date on which the photocard must be renewed. The authority that issued the licence is shown in 4c. In Great Britain that is DVLA.

5 Driver number

A B C D E
DRIVE / 512185 / YT 9ME **

A= First 5 characters of surname. If the surname is less than 5 characters the remaining spaces will be made up using the figure 9. (e.g. MAN99).

B= First and last numbers are the year of birth. Second and third numbers are month of birth. (Note: in the case of female licence holders '5' is added to the second digit, this means that the second digit will be 5 or 6). The fourth and fifth digits are the day of the month of your birth.

C= The first two initials of your forenames. If you have only one initial then the second character will be a '9'.

D= Computer check digits.

E= Licence numbers.

6 Holder's photograph

This is digitally reproduced from the photograph provided by the applicant.

7 Holder's signature

This is digitally reproduced from the signature provided on the application form.

8 Holder's address

This shows the driver's permanent address in Great Britain.

9 Entitlement categories

The letters in capitals show the categories of entitlement covered by the European Community Directive. National categories are shown in smaller letters.

10 Issuing Authority roundel

This shows the stamp of the EC authority that issued the licence.

11 Ghost image of photograph

This ghosted image of the holder's photograph is a security feature.

12 Production barcode

Used to link a photocard with its counterpart document ready for despatch.

13 14 Not used

15 Pictograms

These illustrations are representations of types of vehicles in those categories shown.

16 Category validity periods

These are the dates when entitlement to drive each category begins and ends.

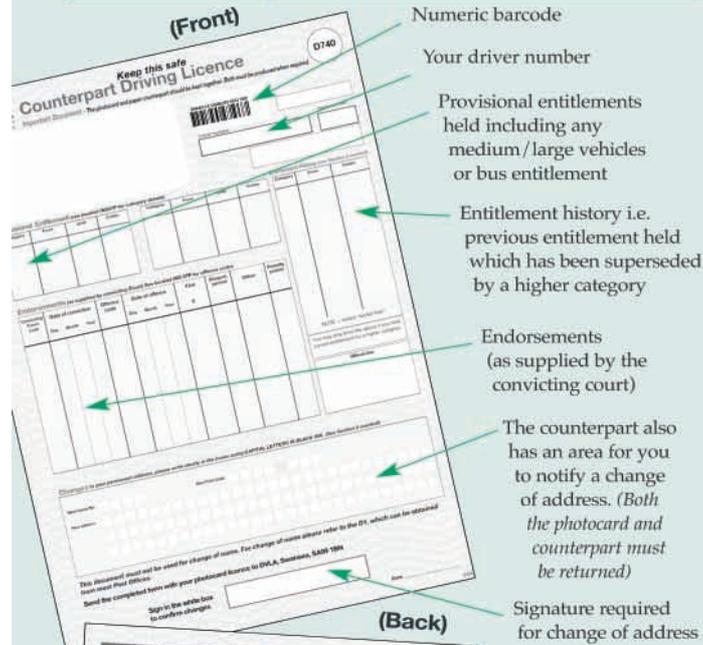
17 Information codes

The code numbers printed in this area indicate what (if any) restrictions the entitlement is subject to.

18 Other information codes

Codes relating to such things as eyesight correction will be shown here.

Your counterpart document



DVLA no longer issues plastic wallets with photocard driving licences. This decision was taken primarily to help minimise the administration costs of issuing licences to the public. The agency has also received numerous complaints from members of the public about the size of the plastic wallet. Consequently many drivers discard the wallet and use a different way of protecting their licence. **PLEASE NOTE: Old plastic wallets sent in to the Agency cannot be returned.**

Your new licence consists of the plastic photocard. It is accompanied by a paper counterpart document. The photocard will display your photograph, signature and your driving entitlements; the paper counterpart will contain your provisional driving entitlements, driving offences and other relevant information. **You must produce both the photocard and the counterpart if requested by the police or a court.** You should also present both parts when taking a driving test. You may also find that other organisations, such as vehicle hire firms and insurance companies will ask to see both parts. You should not cover the photocard or counterpart with any adhesive materials or stickers.

Appendix C – DVLA medical standards

You must tell the DVLA if you have ever had, or you currently suffer from, any of these conditions:

- > epilepsy
- > fit(s) or blackouts
- > severe and recurrent disabling giddiness
- > diabetes controlled by insulin
- > diabetes controlled by tablets
- > an implanted cardiac pacemaker
- > angina (heart pain) which is easily provoked by driving
- > persistent alcohol misuse or dependency
- > persistent drug misuse or dependency
- > Parkinson's disease
- > narcolepsy or sleep apnoea syndrome
- > stroke with any symptoms lasting longer than one month, recurrent 'mini-strokes' or TIAs
- > any type of brain surgery, severe head injury involving in-patient treatment or brain tumour
- > any other chronic neurological condition
- > a serious problem with memory or episodes of confusion

- > severe learning disability
- > serious psychiatric illness or mental ill health
- > total loss of sight in one eye
- > any visual condition affecting BOTH eyes, or remaining eye if one eye only (excluding short/long sight or colour blindness)
- > any visual condition affecting your visual field
- > any persistent limb problem which requires your driving to be restricted to certain types of vehicle or those with adapted controls

You must tell the DVLA if you have any of these conditions. Otherwise you are committing an offence that can lead to prosecution and a fine up to £1,000.

A person who knowingly makes a false statement for the purpose of obtaining a driving licence is liable to a fine of up to £2,500.

If in doubt, contact the Drivers Medical Unit, DVLA, Swansea, SA99 1TU or telephone 0870 600 0301.

Appendix D – Endorsement offence codes

Code	Offence	Penalty points
Accident offences		
AC10	Failing to stop after an accident	5-10
AC20	Failing to give particulars or to report an accident within 24 hours	5-10
AC30	Undefined accident offences	4-9
Disqualified driver		
BA10	Driving while disqualified by order of court	6
BA30	Attempting to drive while disqualified by order of court	6
Careless driving		
CD10	Driving without due care and attention	3-9
CD20	Driving without reasonable consideration for other road users	3-9
CD30	Driving without due care and attention or without reasonable consideration for other road users	3-9
CD40	Causing death by careless driving when unfit through drink	3-11
CD50	Causing death by careless driving when unfit through drugs	3-11
CD60	Causing death by careless driving with alcohol level above the limit	3-11
CD70	Causing death by careless driving then failing to supply a specimen for alcohol analysis	3-11
CD71	Causing death by careless driving then failing to supply a specimen for drug analysis	3-11
Construction and use offences		
CU10	Using a vehicle with defective brakes	3
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts/accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30	Using a vehicle with defective tyre(s)	3
CU40	Using a vehicle with defective steering	3
CU50	Causing or likely to cause danger by reason of load/passengers	3
Reckless/dangerous driving		
DD40	Dangerous driving	3-11
DD60	Manslaughter or culpable homicide while driving a vehicle	3-11
DD80	Causing death by dangerous driving	3-11
Drink or drugs		
DR10	Driving or attempting to drive with alcohol level above limit	3-11
DR20	Driving or attempting to drive while unfit through drink	3-11
DR30	Driving or attempting to drive then failing to supply a specimen for alcohol analysis	3-11
DR40	In charge of a vehicle while alcohol level above limit	10
DR50	In charge of a vehicle while unfit through drink	10
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
DR70	Failing to provide a specimen for breath test	4
DR80	Driving or attempting to drive when unfit through drugs	3-11
DR90	In charge of a vehicle when unfit through drugs	10
Insurance offences		
IN10	Using a vehicle uninsured against third party risks	6-8
Licence offences		
LC20	Driving otherwise than in accordance with a licence	3-6
LC30	Driving after making a false declaration about fitness when applying for a licence	3-6
LC40	Driving a vehicle having failed to notify a disability	3-6
LC50	Driving after a licence has been revoked or refused on medical grounds	3-6
Miscellaneous offences		
MS10	Leaving a vehicle in a dangerous position	3
MS20	Unlawful pillion riding	3
MS30	Play street offence	2
MS50	Motor racing on the highway	3-11
MS60	Offence not covered by other codes as appropriate	
MS70	Driving with uncorrected defective eyesight	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc	3

Code	Offence	Penalty points
Motorway offences		
MW10	Contravention of Special Roads Regulations (excluding speed limits)	3
Pedestrian crossings		
PC10	Undefined Contravention of Pedestrian Crossing Regulations	3
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle	3
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle	3
Speed limits		
SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on public road	3-6
SP40	Exceeding passenger vehicle speed limit	3-6
SP50	Exceeding speed limit on a motorway	3-6
SP60	Undefined speed limit offence	3-6
Traffic directions and signs		
TS10	Failing to comply with traffic lights signals	3
TS20	Failing to comply with double white lines	3
TS30	Failing to comply with 'Stop' sign	3
TS40	Failing to comply with direction of a constable/warden	3
TS50	Failing to comply with traffic sign (excluding 'Stop' signs, traffic lights or double white lines)	3
TS60	Failing to comply with a school crossing patrol sign	3
TS70	Undefined failure to comply with a traffic direction sign	3
Totting disqualifications		
TT99	Totting up disqualification (12 penalty points within three years calculated from offence date)	
Theft or unauthorised taking		
UT50	Aggravated taking of a vehicle	3-11
Aiding, abetting, counselling or procuring		
Offences as coded above, but 0 is changed to 2, e.g. LC20 becomes LC22		
Causing or permitting		
Offences as coded above, but 0 is changed to 4, e.g. LC20 becomes LC24		
Inciting		
Offences as coded above, but 0 is changed to 6, e.g. LC20 becomes LC26		
Non-endorsable, disqualifiable offences		
In cases where the offence is a non-endorsable one, i.e. the details do not appear on the driving licence, the following range of NE codes should be used when notifying:		
		a disqualification period
		a reduction in an existing disqualification period
		removal of a disqualification period
NE96	This code should be used to notify non-endorsable disqualifications (maximum period two years) and any amendments/removals under the provisions of the Child Support Pensions and Social Security Act 2000, which came into force on 2nd April 2001.	
NE98	This code should be used to notify non-endorsable disqualifications under the Powers of Criminal Courts (Sentencing) Act 2000, which came into force on 1st January 2004.	
NE99	This code should be used to notify non-endorsable disqualifications under the Theft Act 1968 and any others, which are not already covered by the NE96 and NE98 codes.	

Appendix E – Designated countries (non-EC) and Gibraltar

Australia
Singapore
Gibraltar
Zimbabwe
Canada
Monaco
Japan
Barbados
British Virgin Islands
Switzerland
New Zealand
Hong Kong
South Africa
Republic of Korea
Falkland Islands

To find out more about TransportEnergy BestPractice call our Hotline on **0845 602 1425**.
Alternatively, visit our website at www.transportenergy.org.uk and click on 'Make your fleet more efficient'.

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