



Automated Driver Licence Checking



The Management of Health and Safety at Work Regulations 1999 require every employer to carry out a regular risk assessment of risks that may affect the health and safety of their employees while they are at work. This includes any driving activity on the road.

With this legislation, a key aspect of compliance is that any employees or sub-contractors that drive on company business must hold a valid driving licence. This includes any drivers paid expenses to use their own vehicles.

Using ODO your Fleet Provider can now give you the ability to manage this compliance with almost zero effort.

How does it work?

To get started you need to load your vehicles and drivers into ODO. You don't need much information, the minimum is:

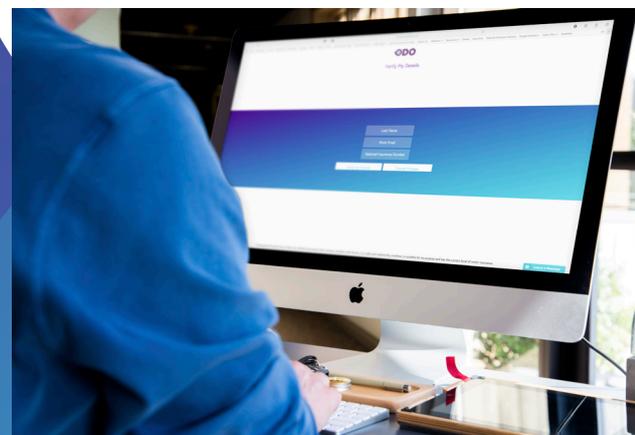
- 👁️ **Vehicles** - Registration number
- 👁️ **Drivers** - Name, email address, driving licence number, home address and National Insurance number

You can load this information individually, from a spreadsheet or ask your Fleet Provider to load them for you.

Your Fleet Provider will switch on the service for you, from then on ODO takes care of it:

- 👁️ The drivers are emailed with a link to the online consent process
- 👁️ The driver enters their information to validate who they are

continued overleaf

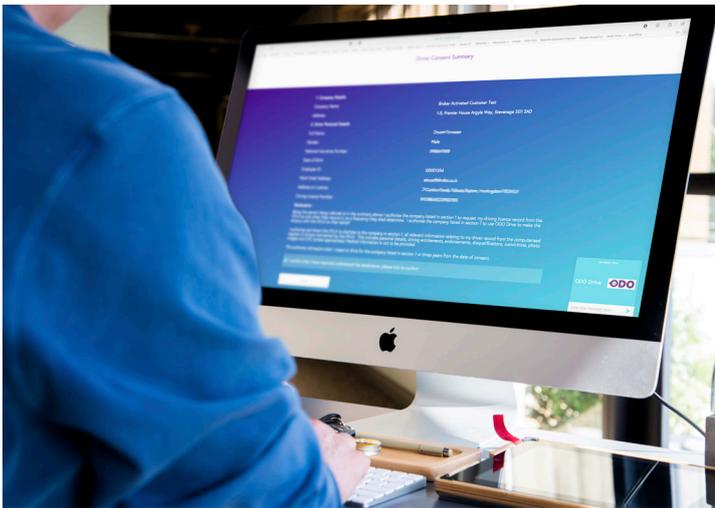


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How does it work continued?

- Once verified the driver is emailed a check code to confirm
- The driver electronically signs the mandate giving you the legal authority to check their licence - valid for 3 years



- ODO electronically checks the licence with the DVLA and updates ODO with the details of the check. You get an alert if the driver has gained penalties or disqualifications

Disqualifications							Disqualifications: 1
Category	Start Date	End Date	Conviction Date	Removal Date	Period	Fine	
Driving under the influence of alcohol	28/10/2018	27/10/2019	28/10/2018		12	600.00	

Penalties							Penalties: 1
Type	Description	Received	Expires	Offence Date	Removal Date	Points	Fine
SP30	Exceeding statutor...	17/12/2015	16/12/2018			3	0.00

You can view the history of checks for a driver, any penalties/disqualifications they have received, the vehicle groups their licence is valid for and any medical conditions.

Groups				Groups: 13
Group	Description	Start Date	End Date	
A_76-86	A 1976 - 1986			
B4E_13-	B4E from 2013			
B1_90-86	B1 June 1990 - Dec 1996			
B_76-86	B 1976 - 1986			

FAQs

What happens if the driver does not sign the mandate?

After 2 weeks you get an alert that the specific driver has not signed.

How often is the driver licence checked?

Every 6 months.

Can I change the frequency?

Drivers default to medium risk, you can set individual drivers to high risk (checks every 3 months) or low risk (checks every 12 months).

What happens if the driver has a foreign driver's licence?

The DVLA only checks UK driving licences, you can exclude a driver from automated checking and record this manually in ODO.

Will ODO alert me immediately if a driver gets disqualified?

Yes, you will be alerted if the driver has been disqualified.

What happens if I put the wrong information into ODO?

The licence check will fail, and you will get an error message. Once you have corrected the data ODO will try again.

What happens if the licence check fails or does not return any data?

You will receive an alert, this may be because the data held against the driver does not match that held at the DVLA. The driver is able to provide you with a manual licence check code which can be obtained directly from the DVLA and you can check the details on the DVLA website.

