



DRIVING LICENCE



# FORS driver licence checking service

DRIVING COMPLIANCE AND RISK  
REDUCTION

# FORS driver licence checking service

FORS is working in partnership with Licence Bureau Limited, the country's leading provider of secure driver licence checks, to provide a FORS driver licence checking service.

The service is designed to minimise the hassle and risk associated with checking whether your drivers are safe and legally compliant to operate your vehicles.

## What services are available?

**Driver licence checking** - At point of employment and regularly thereafter

**Employee audit** - Confirms health, policy and 'Driving at work' compliance

**Right to work checks** - Entitlement to work in the UK

**Driver risk assessments** - Online assessment and eLearning

**Grey fleet management** - Owner driver vehicle document checks

**Permit to drive** - A free service providing exception reporting

**Online portal** - Licence Bureau's Compliance Managed Services (CMS)

Provided in conjunction with



## FORS Requirement D1 Licensing and qualifications

Fleet operators shall ensure that licences and qualifications of all drivers (including agency drivers) are checked using a risk-based verification system that directly accesses the DVLA database. This shall be done prior to driving and then at least once every six months.

# FORS driver licence checking

The FORS driver licence checking service will provide you with a check on all your drivers who hold a DVLA licence, within one minute. Records from Northern Ireland can also be checked as well as those with non-UK licences.

## The importance of checking drivers' licences

An employer is legally required to ensure that employees act within the law, meaning a checking system that can be audited is essential. Employees include full and part time staff and also temporary drivers and contractors, vehicles include heavy goods vehicles, vans and cars.

## Risk of incorrect licence checking

There are several legislative acts that cover the need for checking employees' licences, including:

- The Health and Safety at Work Act
- The Immigration, Asylum and Nationality Act 2006
- The Corporate Manslaughter Act and the Road Traffic Act 1988.

Non-compliance can result in fines and eventually the removal of an operator's licence and even imprisonment.

## Benefits

### *Reduces risk*

Help you to maintain compliance with legal obligations and protect against fines.

### *Saves time and resource*

Removes the hassle of completing the checks in-house and also removes the issue of finding alternative resource.

### *Provides peace of mind*

The checks are carried out correctly, by experts, meaning a thorough job can be guaranteed.

### *Provides control and information*

The online portal provides fully up-to-date information and allows for control over reports and next steps.

# Employee audit

It is important to determine who is driving and what the risks are.

The employee audit will confirm the risk by determining the health of your drivers and their understanding of the company policies. It will also suggest relevant questions in line with the Health and Safety Executive's (HSE) – Driving at Work guidelines. Extra specific questions can also be added in.

## Benefits

### *Manages risk*

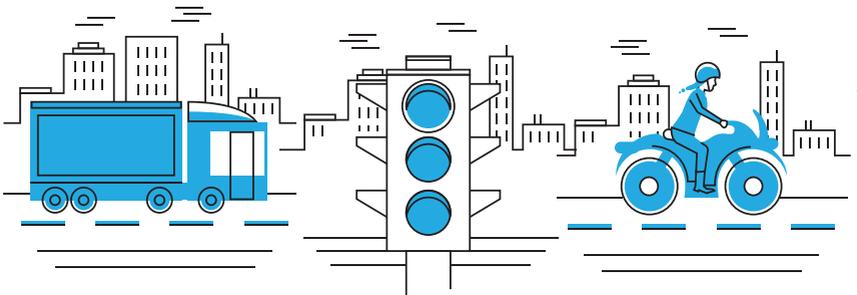
Assists you in understanding the risk and ensuring every employee is aware of the requirements and policies. The audit is online and can be actioned by the employee directly or their line manager.

### *Provides control and information*

The online portal allows you to set up alerts and actions.

### *Provides peace of mind*

Knowledge of individual drivers ensures you can act accordingly to reduce business risk.



# Right to work checks

The Immigration, Asylum and Nationality Act 2006 states that an employer must ensure that all employees have a right to work in the UK. Heavy fines are in place for companies that do not comply and complying with legislation is the only way to avoid fines. To ensure requirements have been met, there are three things you need to remember:

- Before a potential employee starts, the correct checks on relevant documents must be made
- Repeat checks must be made once every 12 months if an employee has a time limit on their right to work
- If an employee has a restriction on the type of work they can do or the amount of hours they can do, then they should not be employed in breach of their work conditions

## What are Right to Work Checks?

Right to Work Checks ensure that individuals have the right to work in the UK before you employ them and checks what work they are legally allowed to do.

The service is available as a standalone service or in addition to the driver licence checking service.

### *Reduces risk*

Helps you to maintain compliance by meeting legal obligations, helping to reduce fines.

### *Saves time and resource*

Minimises the hassle in finding alternative resource. You save time by receiving results in 24 hours which can be access at any time in our portal.

### *Provides peace of mind*

Assurance that the correct documents are in place for the actual job that the individual is applying for.

### *Provides control and information*

The online portal provides fully up-to-date information and allows for control over reports and next steps.

# Driver risk assessments

## The importance of driver risk assessments

Driver risk profiling provides information to enable you to decide whether drivers would benefit from further training or corrective education. These preventative measures result in risk reduction, safer drivers and few accidents. Training has the added benefit of efficiency improvements through better fuel usage and safe driving techniques.

## Risk assessments

Risk assessments can either be set up to be regularly carried out on all your drivers or alternatively, they can be triggered by the online portal. The check can be automatically triggered when a driver reaches a certain amount of penalty points. Alerts to other line managers can be automatically triggered at the same time.

The risk assessments cover:

- **Knowledge** – questions are extracted from the Highway Code
- **Attitude** – drivers are asked to consider their driving style and behaviours
- **Skills** – hazard awareness and reflection

Compulsory eLearning modules can be set up for drivers where applicable and alerts and actions created for notifications of further classroom or in-cab training that is required. Managers may wish to provide a further assessment within the year, which is included in the fee, along with the eLearning modules which the driver has access to for a year. All eLearning modules are also included in the fee.

### Benefits

#### *Manages risk*

Understanding the level of risk each driver poses allows preventative measures to be put in place, such as driver training, to help avoid non-compliance or accidents.

#### *Provides peace of mind*

Knowledge of individual drivers helps to reduce business risk and will enable your business to react quickly and appropriately.

#### *Provides control and information*

The online portal allows the set up of alerts when drivers fail online assessments and can trigger alerts to line managers to aid in driver management.

# Grey fleet management

## The importance of grey fleet checks

It is against the law to cause or permit a person to drive:

- a vehicle that may be in a dangerous condition
- without a valid licence
- without third party insurance

The Grey Fleet Management service covers an employer's risk and compliance. It ensures that appropriate checks on insurance, MOT and roadworthiness of the vehicle are carried out. The service is accessed through a portal, meaning that alerts can easily be set up ahead of document, MOT and tax expiry dates.

The service checks:

- Appropriate business use insurance
- Valid MOT for the vehicle
- VED (car tax) expiry detail

Information you need to provide:

- Make, model and type of vehicle
- CO<sub>2</sub> emissions

## Benefits

### *Reduces risk*

Helps you to maintain compliance and protect against fines.

### *Saves time and resource*

Minimises the hassle in finding alternative resource to carry out these checks.

### *Provides peace of mind*

This often-overlooked area of responsibility is covered and an audit trail is always available.

### *Provides control and information*

The online portal allows fully up-to-date information to be accessed and personalized alerts can be set up.

# Permit to drive

'Permit to Drive' is a newly developed service that allows customers to define their own risk based criteria for company car, lorry, bus and owner drivers, helping you to monitor that mandatory driving requirements set by the company are met by all employees.

Examples of criteria that can be checked based on fleet type are:

|                            | Audit | Full driving licence* | Valid Insurance | MOT | CPC |
|----------------------------|-------|-----------------------|-----------------|-----|-----|
| Company car permit         | ✓     | ✓                     |                 |     |     |
| Owner driver permit        | ✓     | ✓                     | ✓               | ✓   |     |
| Lorry or bus driver permit | ✓     | ✓*                    |                 |     | ✓   |

\*plus relevant categories

## Why do I need these checks?

The Permit to Drive provides you with:

- A simple approach to make sure your drivers have complied with the basic driver requirements specific to your company
- A framework for ensuring compliance which reduces the need to analyse unnecessary management information to establish a drivers suitability

### Benefits

*Reduces risk*

Alerts you as an employer and your driver if their permit has been issued as well as revoked.

*Provides peace of mind*

Basic rules are guaranteed to be complied with.

*Provides control and information*

The online portal enables managers to be kept fully up-to-date and informed.

# Online portal

All services are managed and accessed via the online portal. Users will be issued with a unique login to the site. Other managers can also gain access to the information and change the information and alerts.

The company dashboard shows headline figures and risks. From this more detailed figures can be reached, such as detailed reports and management information.

Those taking Driver Risk Assessments can set up driver actions based on the results of the assessments. For example, you may decide that any driver that is deemed a medium risk is offered certain classroom courses and any that are a medium to high risk then qualify for on-the-road training.

## Benefits

### *Manages risk*

Clear and simple portal design allows for ease of use and quick and easy identification of areas of risk.

### *Provides control and information*

Alerts and actions can be tailored so you can effectively plan in a way that suits your business.

### *Saves time and resource*

All the information and functionality needed is at your fingertips to assist with driver management. Whether you need to get a quick overview or create a management presentation, you can be assured that the information you require is quickly accessible.

### *Security*

Our ISO27001 security accreditation allows peace of mind that your data is safe and secure in our system.

# FORS Driver licence checking service - Enquiry form

For more information please complete and return this form to:

FORS Driver licence checking service  
 Fleet Operator Recognition Scheme  
 AECOM Sunley House  
 4 Bedford Park  
 Croydon  
 CR0 2AP

Alternatively visit: [www.fors-online.org.uk](http://www.fors-online.org.uk), call 08448 09 09 44 or email [enquiries@fors-online.org.uk](mailto:enquiries@fors-online.org.uk)

## Price breakdown



| Number of drivers | Annual driver Fee (per annum) | Fee per Check |
|-------------------|-------------------------------|---------------|
| 1000-4999         | £3.75                         | £0.70         |
| 500-999           | £4.00                         | £0.70         |
| 100-499           | £4.30                         | £0.70         |
| 21-99             | £4.50                         | £0.70         |
| 1-20              | £5.00                         | £0.70         |

Charges in addition to licence check fee:

- Paper licence check £5.25
- Non GB driver licence check £8.00

Name \_\_\_\_\_

Job title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Fleet size \_\_\_\_\_

FORS ID (if known) \_\_\_\_\_

I would like to apply for:

- Employee Audit
- Driver Licence Checking Driver Risk Assessments Grey Fleet Management Permit to Drive
- Right to Work Checks Online Portal
- Please contact me with more information on these services

You will now be contacted by the Licence Bureau™ to complete your application



08448 09 09 44  
enquiries@fors-online.org.uk  
www.fors-online.org.uk



@FORS\_online