

POLICY

D1 Licensing

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

GRADEWELL

CONSTRUCTION AND PLANT HIRE

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Requirement

To verify that all drivers hold a valid licence for the category and type of vehicle they are tasked to drive and manage any risks associated with endorsements or restrictions.

Policy

The Company ensures that drivers are licensed to operate vehicles on the public highway and any risks that have been identified are monitored and managed. And check and verify all driver licences, categories, expiry dates, endorsements and restrictions. For drivers licensed in Great Britain, this must be conducted through a service that directly accesses current DVLA data.

For drivers that are not licensed in Great Britain, checks must be conducted through the equivalent licensing authority where such a service is available at no cost.

Where a no-cost licensing check service is unavailable, driving licence checks must be conducted by a person or agent with competence to interpret driving licence:

- Entitlement categories
- Category and photocard expiry dates
- Endorsements, penalty points and their meaning
- Restriction codes, their meaning and the conditions needed to be able to drive

Driving licence checks must be conducted at least every six months. This frequency of checks should be increased for higher risk drivers using an approved risk scale. A typical approved risk scale is:

- 0–5 penalty points on the driving licence – six monthly checks
- 6–8 penalty points on the driving licence – quarterly checks
- 9 or more penalty points on the driving licence – monthly checks

Where relevant, the procedure must include checks on the following:

- Digital tachograph driver cards
- Driver Qualification Cards (DQC) for Driver Certificate of Professional Competence

The procedure must include a requirement for drivers to report licence endorsements, driving infringements and restrictions to the responsible person, whether incurred on or off duty.

The procedure, records and data relevant to driver licensing must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5

Process

Drivers **must show and hand in copies** of their licence (where required) to the office in the prior to starting work for the Company. The licence shown must be an original and not a copy.

Additional information required:

- Driver National Insurance number
- Proof of Driver current address

Go on line to check licences for free www.gov.uk/view-driving-licence
Check

- The driver is entitled to drive the group(s) of vehicle for which they are employed.
- The address is correct

Record any changes:

- Change of address
- Endorsements
- Disqualifications
- Convictions
- Bans
- Change in medical conditions
- Any accidents in non-company vehicles

Log all details and keep on server

Licence Entitlement

- Drivers of company vehicles must be at least 25 years old and have held a licence for at least 2 years for the class of vehicle they are driving
- LGV licence holders over 45 years old must renew their Licence every 5 years, until their 66th birthday

Licence holders over the age of 65 must renew their LGV entitlement annually. A medical is required for every LGV licence renewal.

Licence categories

A	Motor bicycles New licence holders limited to 25kW/33bhp for first 2 years of licence unless large motorcycle test taken on Direct/Accelerated Access scheme
A1	Learner motorcycle (not exceeding 125cc 11kW/14.6bhp) CBT before going on road for learners Motor vehicles not exceeding 3500kg M.A.M. and not exceeding 8 passenger seats (+ driver) towing trailer: - not exceeding 750kg M.A.M (4250kg tot) , OR - trailer ex 750kg M.A.M. if max authorised combination weight does not exceed 3.5 tonnes and trailer M.A.M. does not exceed unladen weight of motor vehicle **
B	Holders of full licence before 1/1/97 retain entitlement to B+E, C1, C1+E (8.25 tonnes), D1 (not for hire or reward), and D1+E (not for hire or reward) ** Exemption - to tow damaged or defective vehicle from position where is likely to represent road safety hazard or obstruction to other road users so far as is reasonably necessary providing no consideration received for driving the vehicle - Regulation 7(7).
B+E	Cat B + trailers exceeding 750 kg M.A.M. New drivers must hold Cat B licence and take a separate test
B1	3 or 4 wheel motor vehicles not exceeding 550 kg unladen (Quadricycles) If they exceed 550kg they fall into Cat B
B1 (invalid carriages)	Motor vehicles in Cat B which are Invalid carriages
P	Moped CBT required before going on road by all provisional licence holders and full licence holders who hold full entitlement as result of passing Cat B test on or after 1/2/2001.
C	Motor vehicles (not falling in Cat D, F, G or H) exceeding 3500 kg M.A.M. + trailer not exceeding 750kg M.A.M. All drivers have to take a separate test and meet higher medical conditions.
C+E	Cat C vehicle + trailer exceeding 750 kg M.A.M. All drivers must hold full Cat C licence, take a further test and meet higher medical conditions.
C1	Motor vehicles 3500 kg - 7500kg + trailer not exceeding 750kg M.A.M. (limited to 7500kg total if under 21yrs). New drivers must hold Cat B licence, take a separate test and meet higher medical conditions.

C1+E	<p>Cat C1 + Trailer exceeding 750 kg M.A.M. providing the total maximum weight of the combination does not exceed 12000 kgs and M.A.M. of trailer does not exceed unladen weight of motor vehicle. (Under 21yrs limited to 7500kg)</p> <p>New drivers must hold Cat C1 licence and take further test. Holders of licence valid prior to 1/1/97 limited C1+E (8.25 tonne) unless new test taken.</p>
C1+E (8.25 tonnes)	<p>Cat C1 + Trailer exceeding 750 kg M.A.M. providing the total maximum weight of the combination does not exceed 8250kg - the M.A.M. of trailer may exceed unladen weight of motor vehicle.</p> <p>Holders of licence valid prior to 1/1/97 limited to 8250kg unless new test taken for C1 + E. Under 21yrs limited to 7500kg.</p>
D	<p>Passenger vehicles over 8 seats (+ driver) + trailer not exceeding 750kg M.A.M.</p> <p>All drivers have to take a separate test and meet higher medical conditions.</p>
D+E	<p>Cat D + trailer exceeding 750 kg M.A.M.</p> <p>All drivers must hold full Cat D licence, take a further test and meet higher medical conditions.</p>
D1	<p>Passenger vehicles with 9 - 16 seats (+driver) + trailer not exceeding 750kg M.A.M.</p> <p>All drivers will have to take a separate test and meet higher medical conditions.</p>
D1+E	<p>Cat D1 + trailer exceeding 750 kg M.A.M. providing the total maximum weight of the combination does not exceed 12000kg s and M.A.M. of trailer does not exceed unladen weight of motor vehicle.</p> <p>All drivers must hold Cat D1 licence, and take a further test. This is a small PSV licence. Passengers must not be carried in a trailer.</p>
D1(not for hire or reward)	<p>Passenger vehicles with 9 - 16 seats (+driver) + trailer not exceeding 750kg M.A.M. driven otherwise than for Hire or Reward.</p> <p>New drivers will have to take a separate test and meet higher medical conditions. Voluntary and Permit vehicle drivers will not require D1 licence if certain conditions are met.</p>
D1+E (not for hire or reward)	<p>Cat D1 + trailer exceeding 750 kg M.A.M. driven otherwise than for Hire or Reward.</p> <p>The M.A.M. of trailer may exceed unladen weight of motor vehicle.</p> <p>New drivers must hold Cat D1 licence, and take a further test.</p>

Other qualifications

Whilst all drivers need a driving licence applicable to the type of vehicle driven by them, additionally some may require specialist licences such as ADR dangerous goods licences and certificates to operate mechanical handling equipment such as lorry-mounted cranes and tail-lifts. Many operations also require drivers to have a Driver CPC qualification. Drivers in contact with vulnerable persons may be required to hold a Criminal Records Bureau certificate.

Check:

- Driver CPC
- Specialist equipment
- ADR
- CRB
- First aid

Thomas Barrett – Director

