

## HSP 06A Permit to Drive

### Introduction

A Permit to drive is authorisation from EFHL that a driver can drive for company business. It should be issued annually by General Managers for staff that drive. The following process should be followed: -

1. Employee obtains authorisation code to check licence and completes Permit to drive.
2. General Manager reviews Permit to drive and checks licence details on line.
3. Permit issued / declined. GM should keep record of Permits.

### 1. Obtaining authorisation code.

Employees will need

- Driving licence number
- National Insurance number
- Postcode on your driving licence

Go to <https://www.gov.uk/view-driving-licence> and follow instructions. At the end of the process a check code will be generated.

Complete the Permit to drive and submit to General Manager.

### 2. General Manager reviews Permit to drive.

Using the information supplied on the Permit to drive, go to <https://www.gov.uk/check-driving-information> and follow instructions.

The General Manager will check the details and issue the Permit.

**SECTION 1 – Complete for all drivers**

Drivers name:			
Type of vehicle	Company		
	Private		
Employee status	Employee		
	Volunteer		
Driving Licence Check	Last 8 characters of Driving Licence		
	Check code		
	Licence OK	Yes	No

**SECTION 2 – Complete for drivers using private vehicles**

<p>I _____ (drivers name) declare that the  <b>personal vehicle that I use for EFHL business, vehicle registration  number</b> _____</p>		
1.	Is insured for business / voluntary use.	
2.	Has a valid road fund licence and MOT certificate (where applicable)	
3.	Will be legally roadworthy at all times.	
4.	Is safe and maintained in accordance with manufacturer's instructions.	

**SECTION 3 – Complete for all drivers**

<p>I confirm that I have read and understood driving for work and will notify my Manager of any circumstances that will prevent me from driving safely (see overleaf).</p>			
Employee signature		Date:	
Managers signature		Date:	
Permit valid until			

## **What circumstances could result in me not being able to drive safely and / or legally?**

### Medical

- A medical condition or disability that affects your ability to drive.
- Taking of medication (prescribed or over the counter) that affects your ability to drive.
- The taking of any other drugs or substance.
- Eyesight defects that cannot be corrected with the aid of glasses or contact lenses.

### Driving documentation

- Personal car used for company business not insured for business use.
- Personal car used for voluntary purposes not insured for voluntary use.
- Penalty points for driving.
- Nil or expired insurance.
- No valid MoT for personal vehicle used for company business.
- No valid road fund licence (tax disc) for the personal vehicle being used for company business.
- Not holding a valid driving licence for the class of vehicle being driven (minibus).