

## YourHR: Driver Information Management

Effective Date: 3<sup>rd</sup> April, 2017

As your employer, Aberdeen City Council shares responsibility for your health, safety and wellbeing at work with yourself. In addition, the Council also shares with you responsibility to ensure that others are not put at risk by your work-related activities, including driving.

If you are using a private vehicle at all in conjunction with work, you must ensure that:

1. The vehicle is registered with the DVLA
2. You have valid road tax for the vehicle
3. You hold a valid MOT certificate (if required)

In order to ensure your compliance with all these requirements and in doing so, help ensure your safety and that of other road users and pedestrians you may come into contact with, you must ensure before you drive at work, including occasional and one off journeys, regardless of who owns the vehicle, that you have provided the following for verification once a year:

1. DVLA Licence Summary (this replaces the need to check your physical Driving Licence)
2. Certificate of Insurance (which must include business use)
3. Vehicle Registration Certificate (V5C), if the vehicle is less than 3 years old (from date of first registration)

The following will also be checked with the DVLA on an annual basis or as required to ensure the vehicle you are driving is free of known defects and is legally able to drive on the public road:

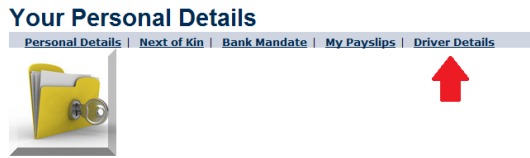
4. The vehicle has a current MOT, (if vehicle is more than 3 years old (from date of first registration))
5. The vehicle has current road tax

The way we record, manage and check your eligibility to drive on Council business has changed. As of 3rd April, 2017, YourHR will replace the various spreadsheets and databases previously held by services to create a centralised driver record for all staff that drive in the course of their duties under a single monitoring and control system.

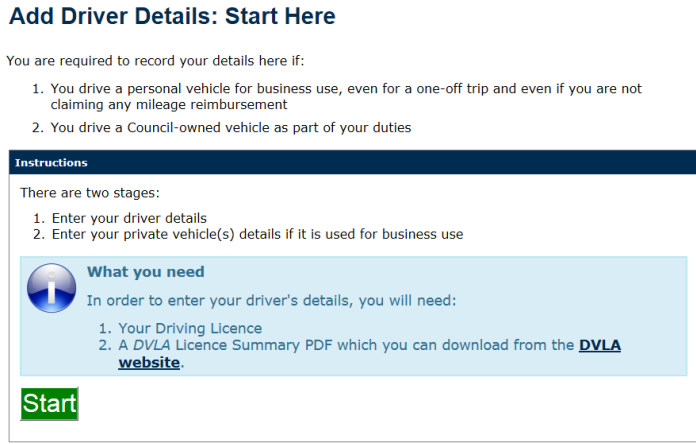
The online forms in yourHR should be self explanatory. Guides are available on the pages to help you. If you are still unsure, the step by step guide below will help you enter your details and amend them when they need to be updated.

## How to add your driver information to YourHR

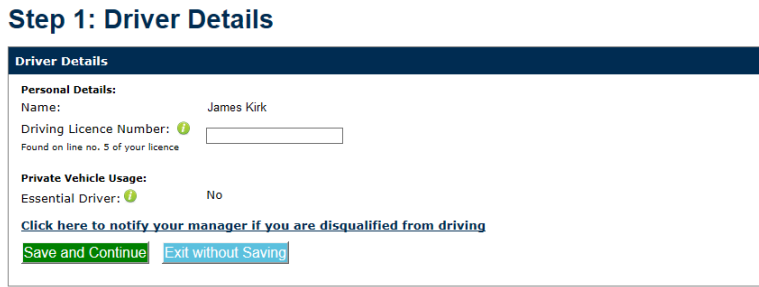
1. Log onto YourHR and then click onto Your Personal Details. Here you will find a new tab called Driver Details.




2. If your driver & vehicle details are not already held in YourHR you will be presented with this page. Please read the instructions on the page and when you are ready, click on Start.



3. Type in your Driving Licence number then click on the green Save and Continue button.



4.	<p>Your Driving Licence number can be found on line 5. of your Driving Licence. At this stage, we don't need any other information from your Driving Licence. We will obtain that from your DVLA Driving Licence Summary.</p>  <p>YourHR will know from the pay and personnel system whether you are a Casual or Essential Driver and display this for your information.</p>
5.	<p>If you have been disqualified from driving. This is the opportunity to let your line manager know confidentially using the link provided.</p>
6.	<p>Now upload your DVLA Licence Summary. You must upload a new Driving Licence Summary annually. You may be asked to upload a new one during the course of the year as part of a random check in line with Department of Transport guidance.</p> <p><b>Step 2: Upload Licence Summary</b></p> <div data-bbox="311 862 1364 1108" style="border: 1px solid black; padding: 5px;"> <p><b>First: upload DVLA Licence Summary PDF</b></p> <p>Select the DVLA Licence Summary PDF generated by the DVLA website and press "Upload" to upload the new details You can download this from the <a href="#">DVLA website</a>.</p> <p>Select file: <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p> </div> <p>If you are unsure, please see our full guide on How to Obtain &amp; Upload a DVLA Licence Summary. This will also answer any questions you might have about how we will use the information on your Licence Summary.</p>

7. You will now be shown how YourHR has captured the information from your DVLA Licence Summary. Please ensure it is correct before submitting.

Driving endorsements including offences and points which do not prevent you from driving will not be visible to others once you submit.

**Second: verify and submit details from summary**

Name: Mr James Timothy Kirk  
 Licence (last 8 characters): 012JT5NF  
 Issue no: 42  
 Generated on: 24/03/2017 12:59:00  
 Licence Type: Current full licence  
 Endorsements: 0 offences, 0 points This information will not be visible to others.  
 DVLA Reference: DVLA-SDL-20150213-V008  
 Check Code: hc j7 RX Qd

Categories:

Category	Start Date	Expiry Date	Codes
<a href="#">AM</a>	16/04/2014	31/08/2032	
<a href="#">A</a>	19/01/2013	31/08/2032	<a href="#">(79)</a>
<a href="#">B1</a>	22/03/1984	31/08/2032	
<a href="#">B</a>	22/03/1984	31/08/2032	
<a href="#">BE</a>	22/03/1984	31/08/2032	
<a href="#">C1</a>	22/03/1984	31/08/2032	
<a href="#">C1E</a>	22/03/1984	31/08/2032	<a href="#">(107)</a>
<a href="#">D1</a>	22/03/1984	31/08/2032	<a href="#">(101)</a>
<a href="#">D1E</a>	22/03/1984	31/08/2032	<a href="#">(101, 119)</a>
<a href="#">F</a>	22/03/1984	31/08/2032	
<a href="#">K</a>	22/03/1984	31/08/2032	
<a href="#">L</a>	22/03/1984	31/08/2032	
<a href="#">N</a>	22/03/1984	31/08/2032	
<a href="#">P</a>	22/03/1984	31/08/2032	
<a href="#">Q</a>	16/04/2014	31/08/2032	
<a href="#">A</a>	27/11/1980	31/08/2032	
<a href="#">G</a>	27/11/1980	31/08/2032	
<a href="#">H</a>	27/11/1980	31/08/2032	

I declare that I have verified the uploaded details and they are correct.  
 I give permission to Aberdeen City Council to use my licence summary details for driver compliance management.

[Submit Details](#)

Before you submit, read the declaration and privacy permission statements. Click in each box to show you accept these and then click on the green Submit Details button.

8. Note that you can click on each of the categories and codes to find out what they mean. Ensure you are eligible to drive the types of vehicle you are required to for work, as this may otherwise be an offence and invalidate your insurance.

Categories:

Category	Start Date	Expiry Date	Codes
<a href="#">AM</a>	16/04/2014	31/08/2032	
<a href="#">A</a>	19/01/2013	31/08/2032	<a href="#">(79)</a>
<a href="#">B1</a>	22/03/1984	31/08/2032	
<a href="#">B</a>	22/03/1984	31/08/2032	
<a href="#">BE</a>	22/03/1984	31/08/2032	
<a href="#">C1</a>	22/03/1984	31/08/2032	
<a href="#">C1E</a>	22/03/1984	31/08/2032	<a href="#">(107)</a>
<a href="#">D1</a>	22/03/1984	31/08/2032	<a href="#">(101)</a>
<a href="#">D1E</a>	22/03/1984	31/08/2032	<a href="#">(101, 119)</a>
<a href="#">F</a>	22/03/1984	31/08/2032	
<a href="#">K</a>	22/03/1984	31/08/2032	
<a href="#">L</a>	22/03/1984	31/08/2032	

Click on the link

Clicking on the link will take you to the relevant information on the DVLA website.

9. At this stage you can choose to 'Finish' if you only drive an Aberdeen City Council vehicle, or continue to add your private vehicle if you use this for business purposes.

**Private Vehicles: Start**

**Information**

If you use a private vehicle for business purposes, including occasional one-off trips where you may not wish to claim mileage reimbursement, click the "Add Vehicle" button now.

**OR**

If you drive a Council-owned vehicle only during the course of your duties, click on "Finish".

**Note**

You can return to the **Driver's Details** page at any time to add private vehicle details. Just select the "Vehicle Details" tab and enter the required data.

**Before You Proceed**

You may find it helpful to know that the DVLA provide a free online service which enables anyone to check whether the MOT and Road Tax of any vehicle is current and up to date. It will also display the vehicle details which we will require. To access the DVLA website [click this link](#).

When registering the motor vehicle we will also details from a valid Certificate of Insurance which covers you for driving the vehicle for business use.

[Add Vehicle](#) [Finish](#)

If you click on the green Finish button, you can return at a later time to add your private vehicle.

If you wish to continue at this time click on the green Add Vehicle button.

10. Your Driver Details will look like this:

### Driver and Private Vehicle Details

[Driver Details](#) | [Private Vehicles](#)

**Driver Details**

**Personal Details:**

Name: JIM KIRK

Driving Licence Number: KIRK601692JT9NF  
Found on line no. 5 of your licence

**Private Vehicle Usage:**

Essential Driver: No

[Click here to notify your manager if you are disqualified from driving](#)

**Current Licence Summary**

Licence Type: FL  
Issue Number: 42  
Valid from: 16/04/2014  
Expires: 15/04/2024  
Last checked: 27/03/2017

Category	Start Date	Expiry Date	Restrictions
A	19/01/2013	31/08/2032	(79)
A	27/11/1980	31/08/2032	
AM	16/04/2014	31/08/2032	
B	22/03/1984	31/08/2032	
BI	22/03/1984	31/08/2032	
BE	22/03/1984	31/08/2032	
CI	22/03/1984	31/08/2032	
CI E	22/03/1984	31/08/2032	(107)
D1	22/03/1984	31/08/2032	(101)
D1 E	22/03/1984	31/08/2032	(101, 119)
E	22/03/1984	31/08/2032	
G	27/11/1980	31/08/2032	
H	27/11/1980	31/08/2032	
K	22/03/1984	31/08/2032	
L	22/03/1984	31/08/2032	
N	22/03/1984	31/08/2032	
P	22/03/1984	31/08/2032	
Q	16/04/2014	31/08/2032	

[Amend Driver Details](#) | [Upload New Licence Summary](#)

As you can see, any endorsements, including offences and points will not be shown. They will only be used anonymously for informing future road safety initiatives. Except where endorsements mean that you are unable to drive on the public roads. Your line manager will be automatically informed of this.

11. You can return to this page at any time by logging into YourHR, clicking on Your Personal Details and then clicking on the Driver Details tab.

**Your Personal Details**

[Personal Details](#) | [Next of Kin](#) | [Bank Mandate](#) | [My Payslips](#) | [Driver Details](#)




## Adding Vehicle Details

1. You will now be able to add and update your private vehicle details using this page.

Driver Details
Private Vehicles

Please select verifier

Enter email address

**Your Saved Private Vehicles**

No vehicles saved. Please add your vehicle(s) using the form below and press "Submit".

**Vehicle Details**

Vehicle type:

Registration number:

Vehicle make/model:

Exact engine CC:

**Vehicle Documentation**

Before completing, please read the supporting information [found here.](#)

Document	Expiry Date	Last Checked	Last Checked By	Additional fields
Certificate of Insurance <small>Ensure there is suitable business insurance cover</small>	<input type="text"/>	--		Insurer name: <input type="text"/>
MOT or Registration Certificate (V5C) <small>V5C: date of first registration + 3 years</small>	<input type="text"/>	--		
<small>MOT: expiry date of MOT Certificate</small>	<input type="text"/>	--		
Road Tax <small>Ensure that there is valid Road Tax for the vehicle</small>	<input type="text"/>	--		

**Declaration:**

I declare that the information provided is accurate and I have insurance cover for business use.

*Note that it may vary on YourHR*

2. If you have no details stored you will see this:

**Your Saved Private Vehicles**

No vehicles saved. Please add your vehicle(s) using the form below and press "Submit".

If you already have information in YourHR or as soon as you add your private vehicle information it will look like this:

**Your Saved Private Vehicles**

Vehicle Type	Registration Number	Vehicle Make	Engine CC	
Car	AB 123 XYZ	Ford Focus	1593	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You can add more than one private vehicle, for instance if you occasionally use your spouse or partner's vehicle which you have permission to drive.

Click on the blue **Edit** button to edit details.

Make sure you use the red **Delete** button to delete vehicles you no longer use. Failure to do so will mean that YourHR will continue to determine if the expiry dates have passed and this may result in your mileage reimbursement being stopped.

3. Note that the vehicle information stored here will be used to populate the online Mileage, Travel and Subsistence Claim forms available on YourHR from summer 2017.

You will not be able to claim mileage reimbursement if there are no vehicle details stored or any of the required DVLA Licence Summary, motor insurance, vehicle Registration/ MOT and Road Tax are missing or have passed their expiry dates.

4. Before you complete this form, or if you are unsure about anything please read the supporting information which can be found by clicking on the link shown below:

### Vehicle Details

Vehicle type:

Registration number:

**Vehicle Documentation**

Before completing, please read the supporting information [found here.](#)

Document	Expiry Date	
Certificate of Insurance <small>Ensure there is suitable business insurance cover</small>	<input type="text"/>	<input type="button" value="ch"/>

5. Once you have added or updated information you must agree to the declaration by ticking in the box beside the declaration statement before clicking on the green Save Changes button.

### Driver and Private Vehicle Details

Driver Details | Private Vehicles

Please select verifier

**Your Saved Private Vehicles**

Vehicle Type	Registration Number	Vehicle Make	Engine CC	
Car	AB123	Ford Ka	987	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Vehicle Details**

Vehicle type:  Vehicle make/model:   
e.g. Ford Focus

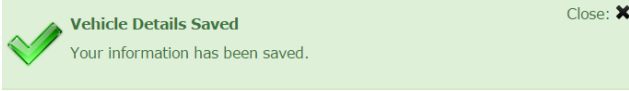


Registration number:  Exact engine CC:  cc

**Vehicle Documentation**

Before completing, please read the supporting information [found here.](#)

Document	Expiry Date	Last Checked	Last Checked By	Additional fields
Certificate of Motor Insurance <small>Ensure there is suitable business insurance cover</small>	<input type="text" value="20/05/2017"/>	31/03/2017	Gordon Test	Insurer name: <input type="text" value="ABC Insurance"/>
MOT or Registration Certificate (VSC) <small>VSC: date of first registration + 3 years</small>	<input type="text" value="20/05/2017"/>	31/03/2017	Gordon Test	
<small>MOT: expiry date of MOT Certificate</small>				
Road Tax <small>Ensure that there is valid Road Tax for the vehicle</small>	<input type="text" value="20/05/2017"/>	31/03/2017	Gordon Test	

**Declaration:**  
 I declare that the information provided is accurate and I have insurance cover for business use.

	<p>You will see this banner to confirm that your vehicle details have been saved to YourHR.</p>  <p>When you add your Certificate of Insurance for the first time or update its Expiry Date. Your line manager will be informed by YourHR and will have to verify that they have seen the original document and that it includes business insurance cover.</p>
6.	<p>You can return to this page at any time by logging into YourHR, clicking on Your Personal Details and then clicking on the Driver Details tab.</p>  <p>Finally select the Private Vehicles tab.</p> 
7.	<p>It is a requirement to conduct annual checks in line with Department of Transport guidance. These checks will be based on the expiry date of the Certificate of Insurance. Your line manager must be allowed to see your original Certificate of Insurance (not a copy or scan) for the private vehicle/s you drive in the course of your work and verify that it has the appropriate business insurance cover, once it has been entered for the first time or renewed.</p> <p>At the same time your line manager will check that your vehicle registration/MOT and road tax are current on the DVLA website and that you have a DVLA Licence Summary that has been checked and uploaded within the last year and that you are currently eligible to drive the type/s of vehicles you are required to use for your work.</p>

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