

Driving on Council Business

Regardless of whether you claimed mileage as an 'essential' or 'casual' car user, it is a requirement that you have certain key documentation checked on an annual basis.

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.

The basic DVLA requirements are that you:

1. Hold a full and valid UK Driving Licence
2. Meet the legal eyesight and appropriate medical standards
3. Have not been convicted of any motoring offences which have not been declared to your line manager
4. Do not have endorsements which prevent you from driving
5. Are eligible to drive the type(s) of vehicles you may be asked to drive (including minibuses and trailers)
6. Have appropriate insurance including business use

In addition, 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.

All staff with access to YourHR must in the first instance, use the new self service functions to review the details currently held about them and update as necessary through the new self-service function which can be found here:



In addition, a DVLA Licence Summary must be supplied.

The Business Support Team in your directorate will continue to manage driver and private vehicles information for those staff without access to YourHR. Staff without access to YourHR must provide their Business Support Team with a valid DVLA Check Code to allow their DVLA Summary to be uploaded to YourHR.

Regardless of whether the employee has access to YourHR or not, it remains the employee's responsibility to ensure that their driver and vehicle information is current and up to date and has been verified at least once a year.

Automated procedures in YourHR will check the validity of the DVLA Licence Summary. They will also check for expiry dates of the Driving Licence, vehicle codes, motor insurance, vehicle registration/MOT and road tax. The employee will be reminded directly by YourHR or through their Business Support Team where they have no access to YourHR. Automated escalation procedures will inform line managers, senior management and Payroll as required so that the appropriate action can be taken where documentation requirements have not been met, expiry dates have passed or checks have been allowed to lapse.

Annual checks will now be based on the expiry date of the Certificate of Insurance. Line managers must be allowed to see your original Certificate of Insurance (not a copy or scan) once it has been renewed for the private vehicle/s you drive in the course of your work and verify that it has the appropriate business insurance cover.

At the same time your line manager can check that your vehicle registration/MOT and road tax are current on the DVLA website and that you have a DVLA Licence Summary which 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.

IMPORTANT: Mileage Reimbursement

Note that from 1 June, 2017, no business mileage will be reimbursed to any member of staff whose required documentation is not available, expired or who has not had a verification check within the preceding 12 months.