

# APPENDIX 1

## YourHR: Driver Information Management DVLA Licence Summary

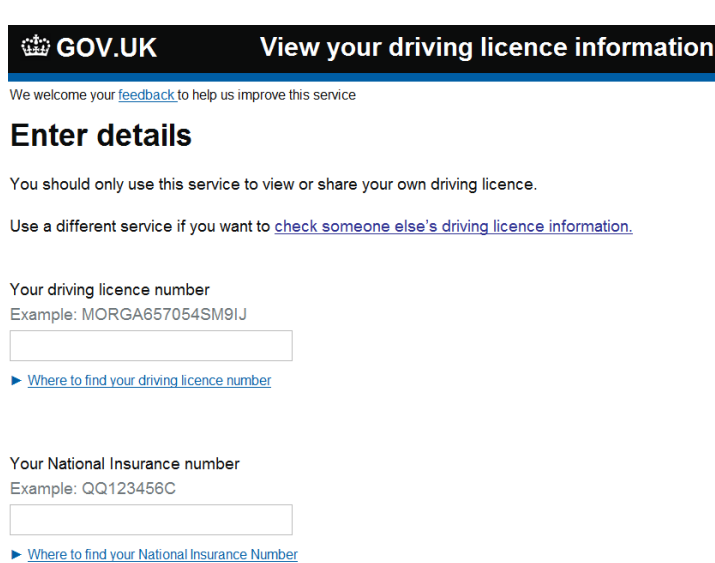
Effective Date: 3<sup>rd</sup> April, 2017

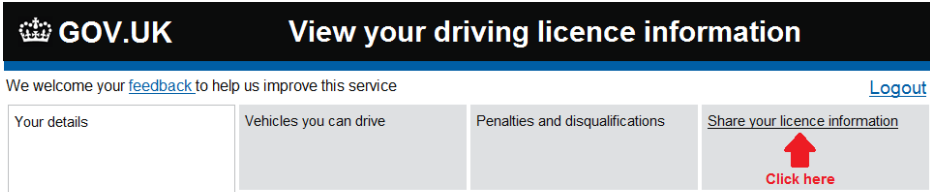
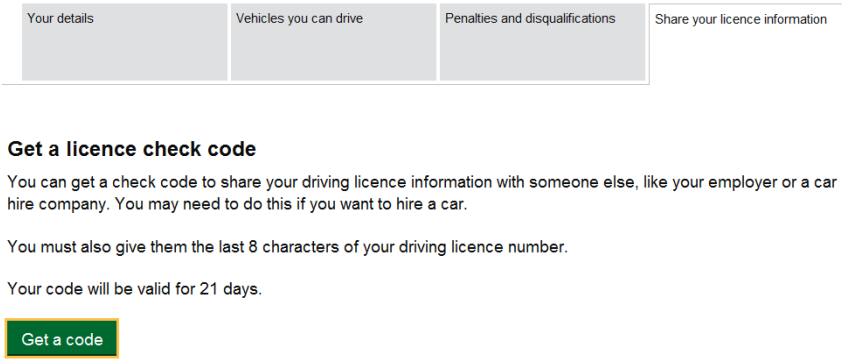
The Driving and Vehicle Licensing Agency (DVLA) provides a service which allows you to view an up to date Licence Summary of your Driving Licence record and share with anyone who requires to check that you have a current valid licence, such as your employer or a vehicle lease/hire company.

To do this you will need the following before you start:

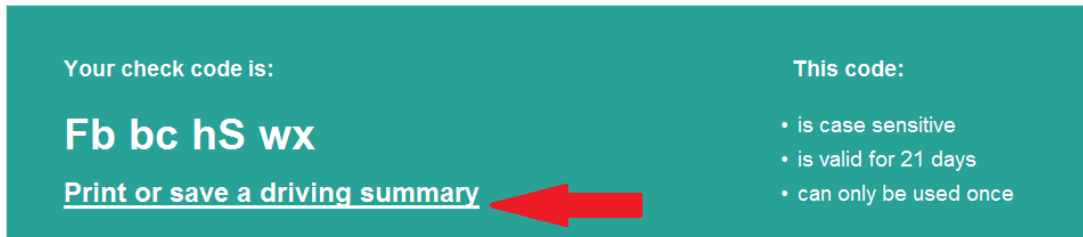
- your Driving Licence number
- your National Insurance number
- the postcode on your Driving Licence

Note that you can find your National Insurance number on your payslip.

<b>How to generate a DVLA Licence Summary</b>	
1.	<p>Click on this link to go to the DVLA website using this link:</p> <p style="text-align: center;"><a href="https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number">https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number</a></p> <p>Or copy and paste into your browser. Please use Chrome to do this as using Internet Explorer may cause issues later when uploading the summary document.</p>
2.	<p>You will now see this:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p><b>GOV.UK</b>      <b>View your driving licence information</b></p> <p><small>We welcome your <a href="#">feedback</a> to help us improve this service</small></p> <p><b>Enter details</b></p> <p><small>You should only use this service to view or share your own driving licence.</small></p> <p><small>Use a different service if you want to <a href="#">check someone else's driving licence information</a>.</small></p> <p>Your driving licence number  <small>Example: MORGA657054SM91J</small>  <input style="width: 100%;" type="text"/></p> <p><small>▶ <a href="#">Where to find your driving licence number</a></small></p> <p>Your National Insurance number  <small>Example: QQ123456C</small>  <input style="width: 100%;" type="text"/></p> <p><small>▶ <a href="#">Where to find your National Insurance Number</a></small></p> </div>

3.	<p>Type in your:</p> <ul style="list-style-type: none"> <li>• Driving Licence number.</li> <li>• National Insurance number.</li> <li>• Your postcode as shown on your Driving Licence.</li> </ul>
4.	<p>Now click on the box to agree with the privacy statement at the bottom of the page. Then click on the green [View Now] button to continue.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p>To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our <a href="#">privacy policy</a>.</p> <p>I would like to use this service and understand that my data will be shared as explained above.</p> <p><input checked="" type="checkbox"/> I agree</p> </div> <p style="text-align: center;"><a href="#" style="background-color: #007040; color: white; padding: 5px 10px; text-decoration: none;">View now</a></p>
5.	<p>Once you have successfully logged in, you will see an overview of your Driving Licence details. To download a copy of your Licence Summary or share your licence details with Aberdeen City Council, please select the tab <b>Share your licence information</b> at the top of the page on the right side.</p> 
6.	<p>You will now see this page. To generate the Licence Summary PDF that we require, you will first need to get a licence check code by clicking on the green button [Get a code].</p>  <p><b>Get a licence check code</b></p> <p>You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.</p> <p>You must also give them the last 8 characters of your driving licence number.</p> <p>Your code will be valid for 21 days.</p> <p style="text-align: center;"><a href="#" style="background-color: #007040; color: white; padding: 5px 10px; text-decoration: none;">Get a code</a></p>

7 Once you have clicked on [Get a code], a licence check code will be generated and underneath this code you will find a link – View, print or save you licence information. If you click on this link you will be presented with the Licence Summary PDF.



**What to do with your code**

To share your licence information you need to provide the check code and last 8 characters of your driving licence number to the person you want to share it with.

Your code will be valid for 21 days.

You can have up to 15 active check codes at any given time


[Get another code](#)

If you do not have access to YourHR to upload the Driving Licence PDF yourself you can provide the code plus the last 8 characters of your driving licence number to the Business Support Admin Team in your directorate. Do not use the code. It can only be seen once and you will need to generate another code using the green [Get another code] button.

8 Please save a copy of the Licence Summary PDF



9 Your Licence Summary PDF will look similar to this example:


Driver & Vehicle Licensing Agency

Licence summary You can share this licence information summary with someone else like your employer or a car hire firm.

**Mr JAMES TIMOTHY KIRK**

Driving licence number:  
**XXXXXXXX12JT09TF**

Licence issue number:  
**42**

Licence valid from:  
**16 April 2014**

Licence valid to:  
**15 April 2024**

Check code:  
**Fb bc hS wx**

This code

- is case sensitive
- is valid for 21 days
- can only be used once

Date summary generated: 20 March 2017 14:43

**Driving Status**

Current full licence

**Endorsements**

0      0

Offences      Points

**Can drive**

Category	Start date	End date	Codes
AM	16 April 2014	31 August 2032	
A	19 January 2013	31 August 2032	79
B1	22 March 1984	31 August 2032	
B	22 March 1984	31 August 2032	
BE	22 March 1984	31 August 2032	
C1	22 March 1984	31 August 2032	
C1E	22 March 1984	31 August 2032	107
D1	22 March 1984	31 August 2032	101
D1E	22 March 1984	31 August 2032	101, 119
F	22 March 1984	31 August 2032	
K	22 March 1984	31 August 2032	
L	22 March 1984	31 August 2032	
N	22 March 1984	31 August 2032	
P	22 March 1984	31 August 2032	
Q	16 April 2014	31 August 2032	

**Provisionally drive**

Category	Start date	End date	Codes
A	27 November 1980	31 August 2032	
G	27 November 1980	31 August 2032	
H	27 November 1980	31 August 2032	

**What to do next**

**How to share your licence summary**


Give the check code or this licence summary to someone else, like your employer or a car hire firm. They'll also need the last 8 characters of your driving licence number.

**Where to view a shared licence summary**

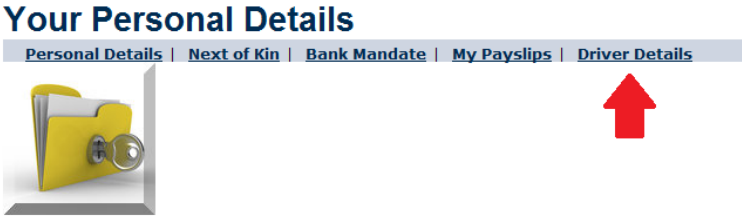
Visit <https://www.gov.uk/check-driving-licence> and enter the last 8 characters of the driving licence number and the check code.

**Check code not working?**

If the code generated is older than 21 days, or the code has been viewed once before, a new code must be created.



© Crown Copyright

How to upload a copy of your DVLA Licence Summary to YourHR	
	<p style="text-align: center;"><b><u>Privacy Notice</u></b></p> <p>To protect your personal details, YourHR will not store any endorsements shown on the Licence Summary in a viewable format in the YourHR database except where you have been disqualified from driving. In this instance, in line with the code of conduct on driving private vehicles at work it will automatically inform your line manager.</p> <p>Information about endorsements gathered from your licence will be collected anonymously for informing future road safety initiatives.</p>
1.	Log onto YourHR
2.	Click on Personal Details
3.	<p>Now click on the new tab called Driver Details</p> <div style="text-align: center;">  <p>The screenshot shows a navigation bar with tabs: Personal Details, Next of Kin, Bank Mandate, My Payslips, and Driver Details. The 'Driver Details' tab is highlighted in blue. A red arrow points to this tab. Below the navigation bar is a yellow folder icon with a magnifying glass.</p> </div>
4.	<p>Click on the blue button called [Upload New Licence Summary]</p> <p style="text-align: center;"><b>Upload New Licence Summary</b></p>
5.	Click on Browse then Search to find where you saved the Summary. Click on the Summary PDF and click on Upload
6.	<p>YourHR will now read the PDF to determine if it is:</p> <ol style="list-style-type: none"> <li>1) a genuine, undoctored DVLA Licence Summary</li> <li>2) a recent DVLA Licence Summary</li> <li>3) readable by YourHR. It may not work if downloaded using Internet explorer. In which case try again with Chrome.</li> </ol>
7.	<p>If the upload is successful then you will be given an opportunity to verify the data captured. If YourHR cannot read the document it will save a copy of the PDF and inform the YourHR team who will review the document to determine if:</p> <ol style="list-style-type: none"> <li>1) it is a genuine, undoctored DVLA Licence Summary</li> <li>2) it is a recent DVLA Licence Summary</li> <li>3) there is a technical issue</li> </ol> <p>If there is a technical issue that cannot be resolved, the YourHR team may ask you for a new Licence Summary check code to upload the Licence Summary for you.</p>
8.	If YourHR determines from your Licence Summary that you have been disqualified or have had your licence revoked, your line manager will be automatically informed.

	<p>Do not wait until this check takes place. The code of conduct on driving private vehicles at work requires you to inform your line manager immediately of disqualification from driving on the public highway.</p> <p>We have provided a form in YourHR which is accessible from the Drivers tab in Personal Details which allows you to inform your line manager confidentially.</p>
<p>Please rest assured that access to your personal information is strictly limited and constantly under review.</p>	

Queries, support requests and informal feedback will be continually monitored and reviewed. Feedback on ease of use and suggestions for improvements or additional functionality are always welcome.

Mark Hannam  
Digital HR Project Manager  
[mhannam@aberdeencity.gov.uk](mailto:mhannam@aberdeencity.gov.uk)  
24/03/17, Version 1.0