

Basic Car Authorisations

Basic Authorisation - Supervisor Check List

Check the drivers licence, ensuring all details are correct and the licence is in date. The new driver can print out their licence from the DVSA website. They will need their national insurance and driver numbers to hand.

Check that the driver has got an in-date eye sight test. They will have a card with them, issued by Occupational Health when tested.

Check that the driver has passed the online Highway Code test. They are able to print off a certificate when successful.

If the supervisor has any concerns over the drivers' competence, such as existing penalty points, or impending prosecutions (not an exhaustive list), then consideration should be made for a driving assessment to be done through the Driver Development Unit. In these cases, the supervisor should refer the driver to the Learning & Development Planning and Programming team.

Complete the highlighted sections of a Basic Car Driver Record Card, putting your name as authorising officer, meaning that the above checks have been completed.

Send the completed driver record card to the Driver Development Unit.

The drivers' authority to drive, begins as soon as the driver record card has been signed by the authoriser.

Daily vehicle checks are to be completed in line with guidance provided by Fleet Services.

The following Safer Stopping of Vehicle modules must be completed prior to stopping any vehicles:

Safer Stopping of Vehicles - Module One

Safer Stopping of Vehicles - Module Two