

## **Driving Licence Checking – Frequently Asked Questions (FAQs)**

### **Is it a legal requirement for my employer to check my driving licence?**

Yes. Network Rail are required to complete driving licence checks to comply with the Health & Safety at Work Act (1974) and the Road Traffic Act (1988). We also have a duty of care towards all Network Rail staff and the general public.

### **What is driving licence checking?**

This is the process of checking with DVLA that your driving licence is current and valid.

### **Can I opt out of having my licence checked?**

In order to drive on company business, you are required to have had your licence checked at the required frequency.

### **How will I be contacted to complete the ADT driving licence checking process?**

You will be contacted by ADT (Applied Driving Techniques (Global Solutions Ltd)) to complete your electronic declaration by email (alternative methods are by SMS or post if required). This declaration will allow your driving licence to be checked.

### **How long is my declaration with ADT valid for?**

Your declaration will last for 3 years.

### **What happens if I don't have a company email address?**

Your Line Manager will receive a notification enabling you to complete the licence checking process.

### **Can I opt out of the ADT process?**

You have the right to remove your declaration at any point, without reason. If you decide to remove the declaration, please contact ADT via any of the below methods:

Email: [networkrail@applied-driving.com](mailto:networkrail@applied-driving.com)

Telephone: +44 (0) 1489 663 781

Post: 25 Barnes Wallis Road, Segensworth East, Fareham, Hampshire, PO15 5TT

### **Can I use another process to have my licence checked?**

Yes, there is a secondary line manager manual check process which is outlined on the [Road Fleet MyConnect Page](#)

### **How often does my driving licence need to be checked?**

The frequency of the driving licence check will depend on the amount of endorsement points:

- 0-6 points = 6 monthly

- 7-9points = 3 monthly
- 10+ points = monthly

The above applies to both processes (ADT and the secondary line manager manual check process).

### **What if I fail to complete my driving licence check?**

If you do not complete a driving licence check via either the ADT or line manager manual check process, you would not be authorised to drive on behalf of Network Rail.

### **What if I don't drive on company business?**

- ADT process – if you don't currently drive on company business log in to the system and complete step one "Establish your Vehicle Use". If you answer 'no' to the first 6 questions you will be recorded as a non-driver
- Secondary process – your line manager will record you as a non-driver

### **What if my driving status changes (e.g. role change etc)?**

- ADT process – login into the ADT portal [here](#) and complete the process
- Secondary process – speak to your line manager will make the necessary changes

### **Will ADT use my data for any other purposes or sell it to any third parties?**

No. For more information on how your data will be used and processed please see the privacy statement which can be found [here](#)

### **How secure is my data with ADT?**

The data held by ADT will be fully compliant with the General Data Protection Regulations (2016) and the Data Protection Act (2018)

### **My spouse or cohabiting partner also drives my personal issue vehicle. Do they need to be checked?**

Cohabiting spouses, permanent partners and children (who are of a legal driving age and have held a full and valid driving licence for at least 1 year) must complete a driving licence check in order to be authorised to drive a personal issue vehicle.

### **I'm not a permanent employee, do I still need to have my driving licence checked?**

Yes, Network Rail is responsible for all employees. You are still required to complete a driving licence check.

### **What happens if I have a non-UK driving licence?**

This can be completed via the ADT process, or in the secondary process which is outlined [here](#)

**How can I find out more information?**

If you would like more information, please contact your Regional Road Fleet Team. Details can be found on the [Road Fleet MyConnect Page](#)