

Driving licence details that will be requested by NHS Greater Glasgow and Clyde

Background:

If you drive on work business you will be requested to provide your driving licence details on an annual basis.

If you claim expenses through the e-expenses system you will be asked to send in your licence details when you are asked for your car insurance certificate. You will now be asked to submit your insurance certificate and your licence details together at the same time. If you do not claim expenses you will be requested to provide your licence details by your line manager on an annual basis.

Question 1: Why I am being asked to provide my driving licence details?

Answer: NHS GGC requires to ensure that everyone who drives on work business – that includes driving between sites -is eligible to drive i.e. has a valid driving licence

Question 2: When will I be asked?

Answer: From 1st June 2019 staff will be requested to provide their driving licence details either to the expenses department or through their line manager. This is part of the revised Driving at Work Policy 2018.

Question 3: Where do I get my driving licence details?

Answer: You will need to retrieve this information from the DVLA website as information is no longer printed on your driving licence. The process below takes you through how to get your licence details when you are asked to provide it.

How to get your information from the DVLA website:

You can access your driving licence details by following the process as below;

You will need:

1. *Driving licence number from your licence*
2. *National Insurance Number*
3. *Postcode from your licence*

Step 1 - Go to the DVLA website (www.gov.uk)

Step 2 - Go to the driving and transport section – driving licences

Step 3 -Go to 'view or share your driving licence information'.

Step 4 - 'Start now' → 'Enter details' → 'View now'

Step 5 - Go to the tab 'Get your code checked'

Step 6 - Go to 'print or save a driving summary'

Step 7 - Print this off for e-expenses or your manager