



Driver & Vehicle  
Standards  
Agency

# New Operator Seminar

PSV Operator Licences

Keeping **Britain** moving, **safely** and **sustainably**

# Agenda

- Traffic Commissioner
- Operator Licences, Local Bus Services, Private Hire & Limousine
- Vehicle Management
- Driver Management
- DVSA
- How we can help you – further guidance

# The Traffic Commissioners

Traffic Commissioners have responsibility in their region within GB:

- the licensing of the operators of heavy goods vehicles (HGVs) and of buses and coaches (public service vehicles or PSVs)
- the registration of local bus services
- granting vocational licences and taking action against drivers of goods vehicles and PSVs
- the environmental suitability of centres designated as parking locations for HGVs



# My promises as a licence holder

- to keep vehicles taxed, insured and in MOT
- to check that drivers have the right licence to drive
- to keep vehicles and trailers roadworthy and not overload them
- to comply drivers' hours and tachograph rules (so I will need to know what they are)
- that drivers will do a daily walk-round check of the vehicle before starting to drive and record this
- to keep vehicle maintenance and driver check records for 15 months
- not to operate more than the maximum number of vehicles on the licence
- to operate only from the operating centre(s) on the licence
- to tell the Traffic Commissioner about any changes within 28 days – self service

# Transport Managers

Standard licence holders need a qualified transport manager:

## **Internal**

Genuine link to the licence holder i.e. the TM is the licence holder or is a full-time or part-time employee.

## **External**

Hired-in under contract which specifies the duties they will perform.

Maximum 4 operators (not licences) Maximum 50 vehicles in total

- Effectively and continuously manages the passenger transport activities
- Must be of good repute & professionally competent (has knowledge of regulations and requirements for drivers' hours, working time, vehicle maintenance and record keeping)
- Must keep up to date with passenger transport related legislation - continuous professional development (CPD)
- Needs to show leadership to those in the passenger transport operation

# Traffic Commissioner's Publications



[Home](#) > [Business and industry](#) > [Business regulation](#)

Guidance

## Goods vehicle operator licensing guide

Overview of the vehicle operator licensing system.

From: [Traffic Commissioners for Great Britain](#)  
Published 12 July 2022  
Last updated 23 June 2023 — [See all updates](#)

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[Home](#) > [Transport](#) > [Local transport](#) > [Buses](#) > [Bus operators](#)

Guidance

## Public service vehicle operator licensing guide

Overview of the public service vehicle operator licensing system.

From: [Traffic Commissioners for Great Britain](#)  
Published 15 March 2023

 [Get emails about this page](#)

# Any Questions?

Q - What is the maximum number of operators and vehicles an external TM can have?

A - Maximum 4 operators (not licences) Maximum 50 vehicles in total

Q – How long do you need to keep vehicle maintenance and driver check records for?

A – 15 months

Q – How long do you have to notify the TC of most changes to your licence?

A – 28 days

# Operator Licences

## Local Bus Services, Private Hire, Limousine & PSVAR



# Licences and Permits

**You need to ensure you obtain the correct licence or permit for your business.**

- Standard National & International Operator Licences
- Restricted PSV Operator Licence
- Special Restricted PSV Operator Licence
- PHV, PHC (Scotland) Licence

*All issued by the Local Authorities*

The law can be quite complex! Take advice on what type of licence **you** need.

## **Do you need a licence?**

If your vehicle is designed or adapted to carry nine or more passengers and payment is taken for carrying passengers, you'll probably need a PSV Licence.

If you operate smaller vehicles for hire or reward, you will usually be licensed by a local authority, under a private hire or taxi regime.

However, there are certain circumstances where these vehicles must be licensed as a PSV.



# Restricted Operator Licence



Authorises the use of a maximum of 2 vehicles (UK or abroad)



The size of vehicle is restricted to vehicles carrying eight or fewer passengers



However, you can operate vehicles carrying nine to sixteen passengers, providing that the operation of the PSV is:

- otherwise than in the course of a business of carrying passengers; or
- by a person whose main occupation is NOT the operation of PSV's adapted to carry more than nine passengers

# Standard Operator Licence



A Standard National Licence allows you to operate vehicles in the UK, up to your authorised amount.



A Standard International Licence allows you to operate vehicles both in the UK and abroad (including Eire).



Operators with Standard International Licences will also receive a PSV Certified Copy which allow them to travel to, from or through EU Member States.

# Special Restricted PSV licence



A special restricted licence can only be granted to someone who already holds:

- a taxi licence, a PHV licence or PHC licence. Its only use is to let a licensed taxi, PHV or PHC operate on a local service.

# Limousine Operators

Three main groups – All need to be licensed. Vehicles designed & constructed for carriage of passengers;

- **M1** - Comprising no more than 8 seats **in addition** to the driver's seat – Usually a PHV/PHC Licence required
- **M2** - Comprising more than 8 seats **in addition** to the driver's seat, and having a maximum mass not exceeding 5 tonnes (essentially minibuses) - PSV Operator Licence required
- **M3** – Comprising more than 8 seats **in addition** to the driver's seat, and having a maximum mass exceeding 5 tonnes (large coaches & buses) - PSV Operator Licence required

**Take note:** It is essential if you are considering using a large limousine that it has been built and approved to full COIF, IVA, ECWVTA, or approval requirements, otherwise you will be committing an offence.

Once a vehicle has obtained the relevant approval, it can be licensed in exactly the same way as any traditional bus or coach. Any physical modification to the vehicle after it has been approved must be notified to DVSA before it can be used.



# Private hire Vehicle Licence (PHV,PHC)

A motor vehicle constructed or adapted to seat fewer than nine passengers, other than a hackney carriage or public service vehicle or a London cab or tramcar, which is provided for hire with the services of a driver for the purpose of carrying passengers”

- Charge a fare at a commercial rate that will generate a profit or commercial benefit
- Carrying passengers is main part of overall service
- Driver's main activity is driving the vehicle
- Licence issued by local authority



# Running a Regular Local Bus Service

A local service is one where passengers are carried at separate fares over short distances.

The route can be of any overall length, as long as throughout its length passengers can get off within 15 miles (24.15 km) (measured in a straight line) of the place at which they were picked up.

It should be the overriding aim of operators to run their registered services to their published times.

Must have a PSV Operators Licence, Community Bus Permit or be a Local Education Authority.



# Electronic Bus Service Registration (EBSR)



electronic business system to register a bus service with the Traffic Commissioners



A formal transaction between

Operators  
DVSA (on behalf of the Traffic Commissioners)  
Local Authorities



A system that also carries the full information required by Local Authorities, Traveline, Transport Direct and other information systems



# BOD (Bus Open Data)

**Opening up bus data will allow bus passengers to plan their journeys with increased confidence.**



The Department for Transport (DfT) wants to make it easier to travel by bus wherever you are in England.

The scope of the open data encompasses:

- timetable data
- fares data
- vehicle location (real-time) data
- historic performance (punctuality) data.

This will enable passengers to:

- plan their journeys with confidence
- spend less time waiting
- find the best value tickets

# BOAM Role (Bus Operator Account Management)



## To build relationship with operators and

- Confirm operator is managing punctuality levels
- Understand issues in achieving punctuality levels
- Promote partnership working with Local Authorities  
Check other aspects of the operation if necessary, e.g. drivers' hours or maintenance systems
- Operators should audit their own performance against schedules and service reliability issues should be reported on at board meetings.



# Bus Service Operator Grant



Grant paid by DfT to help towards fuel



Known as BSOG



Investigations are carried out at request of BSOG team



Reports made go back to BSOG team

# What will the Examiner need from the Operator ?



To produce records in support of a BSOG claim



To provide details of any 'in house' monitoring of his registered services; this could be at roadside or from electronic records



Confirm that they have a system for checking that the registered timetables are still achievable



Provide information on other aspects of the operation where necessary.

# What will the BOAM / BSOG Compliance Visit entail?



Examiner will be looking to confirm that operator can;



Demonstrate management of punctuality



Provide information on how issues or complaints are managed



Show a system for managing  
resources –

i.e., Cover if driver off sick, or vehicle breaks  
down etc.



Agree improvement plans where appropriate

# Traffic Commissioner Sanctions



Traffic Commissioners have set a target whereby 95% of services should depart from the Timing Points within the bracket of up to 1 minute early and up to 5 minutes late.



Traffic commissioners have powers to take regulatory action against operators who do not operate services in accordance with the registered particulars.



Each case would be considered on its merits, but it is unlikely that the full penalty would be ordered unless the operator is found to have failed to achieve even 70% of the services running.

# Traffic Commissioner Sanctions England and Wales

In addition to the financial penalty, Traffic Commissioners may also impose the following sanctions:-



Order the operator to expend the financial penalty on the provision or improvement of local services or facilities used in connection with such services;



Compensate passengers either in the form of money or such other form as free travel.



Should an operator not have a “reasonable excuse” for failing to operate local bus services the Traffic Commissioner may attach a condition to the licence prohibiting the operator from running certain local services or local services of any description.

The Public Service Vehicles (PSV) Accessibility Regulations apply to any Public Service Vehicle with a capacity exceeding 22 passengers used to provide a scheduled service or local service. These vehicles are referred by regulation as 'regulated public service vehicles'.

The schedules within these regulations are:

Schedule 1– Wheelchair Accessibility Requirements

Schedule 2– General Accessibility Requirements for Single Deck and Double Deck Buses

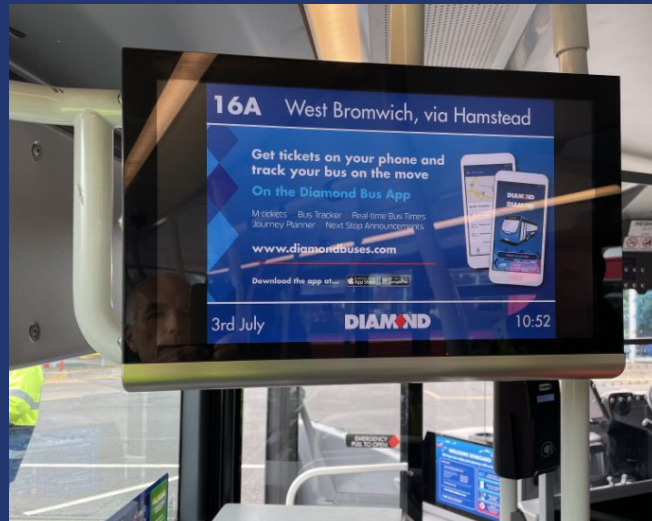
Schedule 3– General Accessibility Requirements for Single Deck and Double Deck Coaches.





# PSV(AI) Regulations

**Public Service Vehicle (Accessible Information) Regulation (PSV(AI)) -**  
Allows people with health conditions or impairments to know where they are on their journey and where to get off the bus.



Guidance

**Providing accessible information onboard  
local bus and coach services**

Updated 17 October 2024

# Any Questions?

Q – What is the maximum number of vehicles authorised on a restricted licence?

A – 2

Q – What will the examiner expect to see during a BSOG Compliance Visit?

A – Demonstrate management of punctuality, provide information on how issues or complaints are managed, show a system for managing resources & agree improvement plans where appropriate

Q – PSVAR applies to a vehicle with a seating capacity exceeding?

A – The Public Service Vehicles (PSV) Accessibility Regulations apply to any Public Service Vehicle with a capacity exceeding 22 passengers used to provide a scheduled service or local service.

# Vehicle Management

# Operator Responsibilities

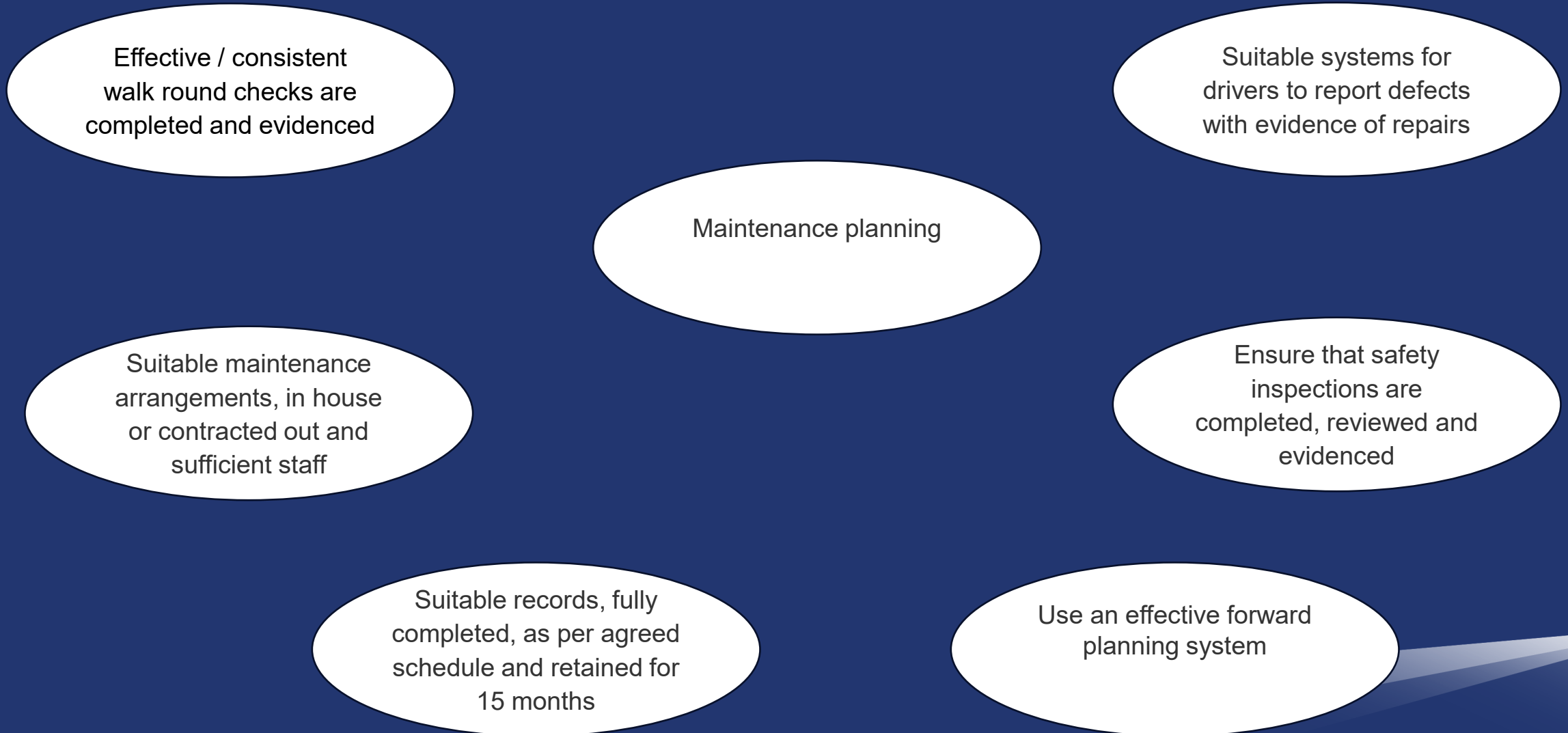
- The term 'user' of a vehicle applies to the driver and the person paying the driver to act for them
- It is an offence to use an unroadworthy vehicle on the road
- It is your responsibility to ensure that the vehicles you use are roadworthy
- You are responsible for the roadworthiness of a trailer even if it does not belong to you
- You are responsible for the roadworthiness of a hire vehicle
- Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects
- Operators must ensure that all drivers are adequately trained to perform this function

# Risk based approach?



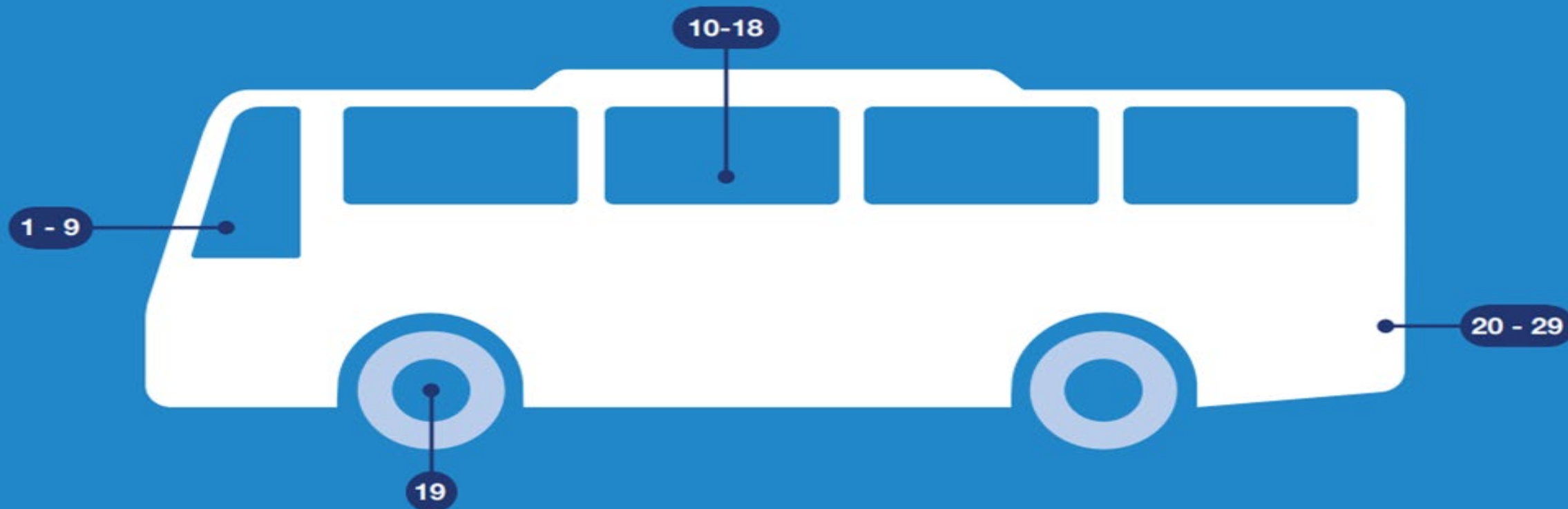
- Can someone please tell me what the legal minimum tyre tread depth is for a large PSV?  
1mm
- Can everyone tell me (if you have one) your company policy on the minimum tyre tread depth that the tyre is replaced?
- Why do you think a company policy exists in the case of tyre tread depth

# Vehicle Management - What is an effective vehicle management system?





# Annex 9 - PSV Walkaround



## Checks from driver's seat

1. Front view (mirrors, cameras, glass, and visibility)
2. Windscreen wipers, and washers
3. Warning lamps (inc ADAS, ABS, EBS)
4. Steering and Electronic Stability Control
5. Horn
6. Brakes and air build-up  
(be sure to listen for air leaks)
7. Height marker
8. Electronic ticket machine (ETM)
9. Drivers seat belt and cab interior

## Checks inside the vehicle

10. Doors and exits
11. Accessibility equipment/operation
12. Seats and seat belts
13. Communication with the driver
14. Heating/ventilation
15. Emergency exit device
16. Fire extinguisher
17. First aid kit
18. Body interior

## Checks outside the vehicle

19. Tyre and wheel fixing
20. Lights, indicators, side repeaters, and reflectors
21. Number plate
22. Body exterior
23. Fuel/oil/waste leaks
24. Excessive engine exhaust smoke
25. Diesel exhaust fluid (AdBlue)
26. Battery (if easily accessible)
27. Ancillary equipment
28. High Voltage Emergency cut-off switch
29. Alternative fuel systems and isolation

# Defect Reporting

- Daily defect checks are vital and must be recorded as part of the maintenance system.
- It is important that enough time is allowed for the completion of walkaround checks and that staff are trained to complete them
- Ensure appropriate rectification action is taken for reported defects
- Driver defect reports and rectification records must be retained for at least 15 months – this applies to digital or hard copies

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### Annex 3A - Example of a driver's vehicle defect report (goods vehicles)

Driver's name: \_\_\_\_\_ Date: \_\_\_\_\_  
Vehicle no: \_\_\_\_\_  
Trailer no: \_\_\_\_\_ Odometer reading: \_\_\_\_\_

Daily or shift check (tick or cross)		Items refer to vehicle and trailer combinations	
Fuel system / oil leaks		Lights / Reflectors / Markers	Brake lines
Battery security (condition)		Wipers / Washers / Horn	Coupling security
Tyres / wheel and wheel fixing		Indicators / Side repeaters	Electrical connections (inc. ISO cable)
Spray suppression / Wings		Warning Lamps / MIL	Brakes (inc. ABS/EBD)
Steering (inc. ESC)		ADAS	Security / Condition of body
Security of load / Vehicle height			
Mirrors / Cameras / Glass / Visibility			
Air build-up / Leaks			
Auxiliary equipment			

Report defects here: \_\_\_\_\_

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### Annex 3C - Example of a driver's vehicle defect report (light goods vehicles)

Driver's name: \_\_\_\_\_ Date: \_\_\_\_\_  
Vehicle no: \_\_\_\_\_ Time: \_\_\_\_\_  
Reel/trailer no: \_\_\_\_\_ Odometer reading: \_\_\_\_\_

Daily or shift check (tick or cross)		Items refer to vehicle and trailer combinations	
Fuel system / oil leaks		Lights / Reflectors / Markers	Brakes (inc. ABS/EBD)
Battery security (condition)		Wipers / Washers / Horn	Security / condition of body
Tyres / wheel and wheel fixing		Indicators / Side repeaters	Registration plates
Steering (inc. EPS / ESC)		Warning Lamps / MIL	Cab interior / Seat belts
Security of load		Exhaustive engine exhaust smoke	Cab steps / Doors
Mirrors / Cameras / Glass / Visibility		AdBlue/DEF if required	Coupling security / Inc. towbar/couplers
Auxiliary equipment		Alternative fuel isolation	Electrical connections

Report defects here: \_\_\_\_\_ Defect Assessment and Rectification: \_\_\_\_\_

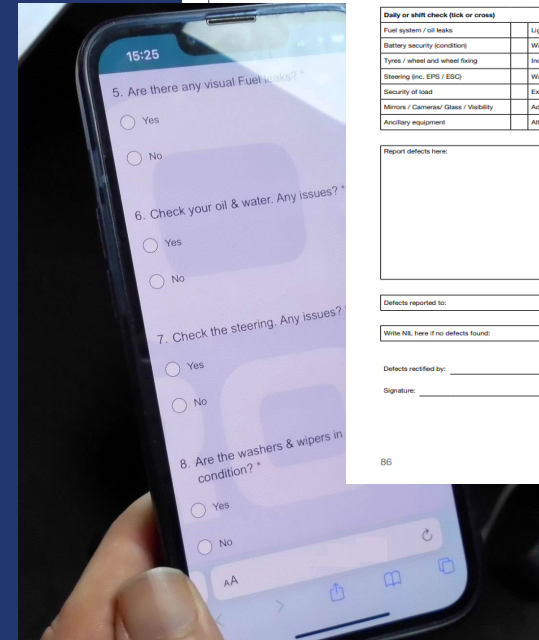
Defects reported to: \_\_\_\_\_

Write NIL here if no defects found: \_\_\_\_\_ Driver's signature: \_\_\_\_\_

Defects rectified by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Vehicle Maintenance Arrangements

You must decide whether to undertake your own safety inspection and maintenance work in-house or to contract out

You must ensure that you have adequate maintenance facilities or arrangements in place for the fleet.

Ensure that maintenance staff are suitably trained

Ensure sufficient staff resource available to maintain the fleet.



# Roadworthiness Inspections

- When it comes to ensuring the roadworthiness of a vehicle, there are two types of essential inspections. Each type is used for a different purpose and requires different levels of skill to be carried out effectively. The types of inspection are:
- Daily walkaround checks
- First use inspections
  - Vehicle brought into use
  - Vehicles being returned to use
  - Hire, loan or lease vehicles
- Regular Safety Inspections
  - At agreed intervals
  - Stored electronically or paper
  - Tablets can be used



# Annex 4B - Example of a safety inspection record (PSV)

Vehicle Reg Mark:		Odometer Reading:
Make and Model Type:		VIN:
Date of Inspection:	ISO Wk No.:	Inspection organisation:
Operator:		Location of inspection:

Notes	'Serviceable' (col 4) – enter the appropriate code:			
'IM Ref' (col 2) – for more details on each item listed, look under this reference number in the DVSA Inspection Manual  There may be other requirements or Local Authority standards that are not included in this document. E.g. ULEZ	✓	= Satisfactory	R	= Repair Required
	✗	= Safety Item Defect	N/A	= Not Applicable
	M	= Monitor (possible maintenance required before next SI)		

## Part 1 - Inspection

A: Inside vehicle					
Check no.	IM Ref	Item Inspected	Serviceable	Defect Found	Rectified By
1	18	Driver's Seat			
2	3	Seat Belts and Supplementary Restraint Systems			
3	22	Mirrors and Indirect Vision Devices			
4	23	Glass and View of the Road			
5	24	Accessibility Features			
6	25	Windscreen Washers and Wipers			
7	26	Speedometer / Tachograph			
8	27	Horn			
9	28	Driving Controls / Warning Lamps (inc ADAS)			
10	30	Steering Control			
11	37	Service Brake Pedal			
12	38	Service Brake Operation (inc ABS/EBD & ESC)			
13	34	Pressure / Vacuum Warning and Build Up			
14	36	Hand Lever Operating Mechanical Park Brakes and Electronic Park Brake Control			
15	39	Hand Operated Brake Control Valves			
16	17	Driver's Accommodation			

## Part 4 - Declaration

"I consider that the above defects have been rectified satisfactorily and this vehicle or trailer is now in a safe and roadworthy condition."

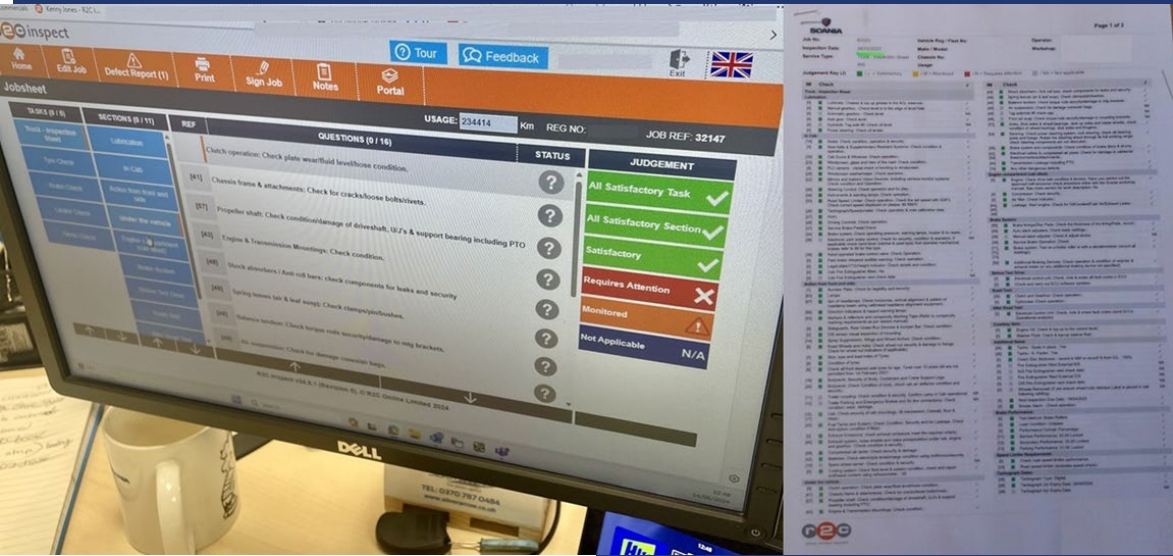
Defects rectified by: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: It is always the responsibility of the operator to ensure that the vehicle or trailer is in a roadworthy condition before being used on the road**



# Maintenance Planning

The frequency at which inspections are undertaken should be planned.

This will depend on such factors as?

- the age and type of vehicle operated
- the recommendations of the vehicle manufacturer
- the type and range of operations on which it is likely to be engaged
- the type of terrain and the nature of the environment in which it operates or is likely to operate
- the distance and speeds at which it travels and the journey times.

# Maintenance Planning

An inspection frequency would normally range between 13 and 4 weeks. See table below for examples of operating conditions.

Operating conditions	Frequency
A. Lightly loaded vehicles - easy operating conditions	10-13 weeks
B. General haulage - Trunking	6-10 weeks
C. Arduous work - constant heavy loads	4-6 weeks
D. Off road - difficult conditions	4 weeks
E. Vehicle/trailer 12 years or older	6 weeks



# Annual Test (MOT)

## Public service vehicle (PSV) inspection manual



Minimum standard

Your safety inspection standards should be at a much higher level

Has a big influence on your Operator Compliance Risk Score (OCRS)

Many classes of vehicles are no longer exempt - [gov.uk](https://www.gov.uk) – [Moving on Blog](#)

# Other Vehicle Management

Arrangements must also include:

- Braking performance testing
- Tyre management
- Re-torque procedures
- Fuel usage and Adblue
- Exhaust emissions
- Accessibility equipment (PSV)
- Vehicle off road dates (VOR)
- Hire vehicles & trailers
- Vehicle safety recalls
- Tachograph Calibration



# Monitoring

Continuous review / monitoring of the quality of the systems in place to ensure they do the intended job.

Checks should reveal any incomplete records and may also show patterns of faults, this could indicate that:

- there are not enough safety inspections
- daily walkaround inspections are not being completed correctly
- defects are not being corrected promptly or effectively.

Checks should also be done on contracted maintenance – you are still responsible



# Bridge Strikes

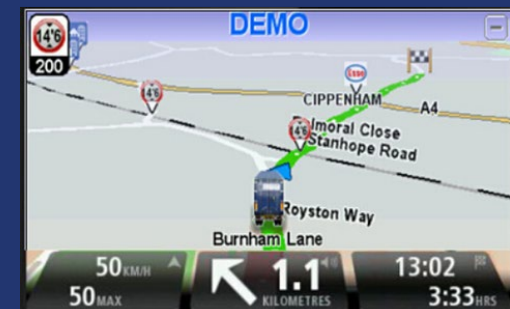
What causes bridge strikes?

- Drivers unaware of vehicle height
- Poor route planning
- Inadequate signage in vehicles
- Poor understanding of signs

How can you prevent this?

- Ensure height of vehicle is visibly displayed to driver
- Use PSV/HGV specific satellite navigation
- Check height and width of vehicle before each journey
- Plan routes in advance to eliminate the risk
- Extra vigilance is required for double decker buses

Further guidance



# Countering Vehicle as a Weapon

PSV vehicles on UK roads could be targeted or stolen by individuals for use in an attack.

The operator should have systems in place to promote a good security culture in their organisations and help keep vehicles secure and employees safe. Further information can be found [here](#)

The system needs to include:

- security culture – including pre-employment checks for staff and drivers
- site security – including vehicle access and operating centres
- vehicle security – including checking vehicles and what to do if a vehicle is taken

Guidance

**Countering vehicle as a weapon: best practice guidance for goods vehicle operators and drivers**

Published 6 August 2019

# Vehicle Management - Summary

- Have an effective forward planning system in use
- Effective / consistent walk round checks are completed and evidenced
- Suitable systems for drivers to report defects
- Reported defects rectified and evidence of completion
- Records that are suitable, fully completed and as per agreed schedule
- Suitable maintenance arrangements, in house or contracted out
- Ensure that safety inspections are reviewed and evidence of this
- Adequate staff or facilities to carry out inspections
- Effective system for storage of all records, paper or electronic – **15 months**
- Report an incident or collision involving a public service vehicle (PSV112)

# Any Questions?

Q – What was the top defect discovered at the roadside by DVSA in 2023/24?

A – Condition of Tyres

Q – What impacts the frequency at which inspections should be planned?

A –

- the age and type of vehicle operated
- the recommendations of the vehicle manufacturer
- the type and range of operations on which it is likely to be engaged
- the type of terrain and the nature of the environment in which it operates or is likely to operate
- the distance and speeds at which it travels and the journey times.

# Driver Management

# Drivers' hours rules

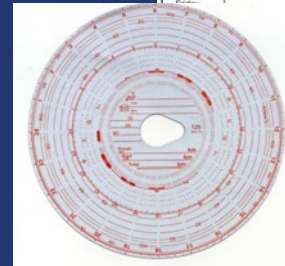
Why do we have Driver's Hours Rules & Regulations?

Regulations on drivers' hours are in place to protect us all – your drivers, other road users, you, and the general public

Which rules do you need to follow?

- Domestic?
- EC 561/2006?
- AETR?
- Working Time Regulations?

Driver's name		Period covered by sheet					
		Week commencing (date) _____					
		To week ending (date) _____					
Day on which duty commenced	Registration no. of vehicle(s)	Place where vehicle(s) based	Time of going on duty	Time of going off duty	Time spent driving	Time spent on duty	Driver's signature
Monday							
Tuesday							
Wednesday							
Thursday							



# Risk based approach

Remember this slide from earlier in the seminar?  
How about a different scenario!



- Can everyone tell me the maximum you can drive under EC rules before a break is required?  
4 ½ hours
- Can everyone tell me your company policy on when a break from driving should be taken?



# What is an effective drivers' hours monitoring system?

Effective tachograph  
analysis system in  
place

System to ensure that  
drivers with repeated  
infringements are  
dealt with  
appropriately

Analyse and compare  
driver card and VU  
records

Discussing  
infringements with  
drivers – not a tick  
box exercise!

Keep a written record  
of all actions taken

Card and VU  
download process  
that is risk based and  
appropriate to the  
operation

Flexible effective  
route planning

Effective system for  
storage of records



# Drivers' Hours Records Ensuring Compliance

- Tachograph charts, printouts and manual records returned to the operator within 42 days
- Digital Tachograph Card - download at least every 28 days (minimum requirement – consider risk based approach)
- Digital Tachograph Vehicle Unit (VU) - download at least every 90 days (minimum requirement – consider risk based approach)
- All tachograph charts, printouts, manual records, and digital data must be retained for at least 12 months
- If tachograph records used for WTD keep for 2 years
- You will need a company card to download the VU

## Drivers' hours and tachographs: buses and coaches

From: [Driver and Vehicle Standards Agency](#)

Published 24 September 2015

Updated: 26 June 2024 - [See all updates](#)



## Further Guidance

**European Union (EU) rules on  
drivers' hours and working time**

**Simplified Guidance**

# PSV – Which rules apply?

	8 or less	9-12	13-16	17 or more
<b>Private, non PSV and permit operations</b>				
Police, fire and Armed Forces purposes	None	None	None	None
GB journeys – non-PSV public ‘services’ or utilities purposes*	None	None**	Domestic rules	Domestic rules
GB journeys – non-PSV business use	None	EU/AETR rules	EU/AETR rules	EU/AETR rules
GB journeys - private use	None	EU/AETR*** rules	EU/AETR*** rules	EU/AETR rules
International journeys including private use	None in GB but must obey any domestic rules of country visited	AETR rules	AETR rules	AETR rules
<b>PSV operations</b>				
Regular service on route not exceeding 50 kms	Domestic rules	Domestic rules	Domestic rules	Domestic rules
National or international regular service on route exceeding 50 kms	Domestic rules on journeys in GB****	EU/AETR rules	EU/AETR rules	EU/AETR rules
National or international occasional service e.g. commercial excursions, tours or private hire	Domestic rules on journeys in GB****	EU/AETR rules	EU/AETR rules	EU/AETR rules

# Risk Based Approach

**Reduce occupational road risk and risk to your operator licence by having robust systems in place to monitor:**

- Driver licences & other qualifications
- Assess your drivers
- Consider a permit to drive
- Agency & part time drivers
- Driver fitness
- Alcohol, drugs and medicines
- Driver tiredness & distraction
- Speed
- Emergency procedures
- DBS checks

# Driver Licence and other checks

- Driving licence checks 3 months is the norm, not 6
- This should be increased if drivers have points, or during probation periods
- System must use DVLA facility or similar
- Non-UK licence holders – do you have a process for this once resident in UK
- Consider process for digital tachograph cards, CPC and other vocational qualifications

## Check someone's driving licence information

You can use this service to check someone's driving licence information, for example, vehicles they can drive or any [penalty points](#) or [disqualifications](#).

This service is also available [in Welsh \(Cymraeg\)](#).

# Driver CPC

- Effective monitoring system required for storing/keeping records to ensure driver qualifications are up to date
- Use this regulation to your advantage, ensuring driver training is appropriate to your business
- Select courses based on risk i.e. driver has an issue with loading techniques but then sent on a CPC course for drivers' hours!
- Do any driver CPC exemptions apply to your business?



# Agency & part-time drivers

- Don't rely on the word of the agency, obtain evidence of compliance from driver
- Full internal process required for effective agency driver management with clear contract with provider
- Driving licence - system must use DVLA facility or similar, visual check of licence will not show true picture
- Consider process for CPC
- Consider process for vocational qualifications





# Driver Tiredness and Distraction

It is a concern of all responsible operators that one of their goods or passenger carrying vehicles could be involved in a fatal accident caused by an employed driver falling asleep or being distracted at the wheel.

Of course, operators will do everything they can to avoid such disasters by implementing the monitoring systems detailed earlier in this seminar about drivers' hours and record keeping.

It is your responsibility as operator to be satisfied that your drivers are properly rested when they start work and that they do not become tired in the course of their driving duties.

It is also your responsibility to ensure there is a policy in place for device usage whilst driving. For example, using the SatNav, mobile phone or any in cab device that requires the attention of the driver to be taken away from the road.

# DBS Checks

The Disclosure & Barring Service determine the eligibility for checks.

The DBS have advice about Regulated Activity and eligibility for checks that you may find helpful plus specific guidance for employers considering an application for checks.

**Example** : A bus driver who normally drives a bus open to the public is not eligible for an Enhanced DBS with barred list check. However, a bus driver who regularly drives a “closed service” that is only open to school children would be eligible for an Enhanced DBS with Barred Lists check.

We understand that many Home To School (HTS) transport services are tendered or contracted through schools or LAs who will have their own safeguarding processes in place to ensure that drivers are appropriately vetted.

Where services operate on a commercial basis, operators should familiarise themselves with the government guidance and make sure that, where eligible, drivers undergo the relevant DBS checks.

The Department expects all operators to apply for such checks where a role is eligible, as they form an important part of the effective safeguarding of children.

# Overloading - ANPR/WIMS



Guidance

## HGV overloading: the basics

A guide on how to avoid overloading heavy goods vehicles (HGVs) and the effect it has on vehicles and the road.

Published 16 July 2013

From: [Driver and Vehicle Standards Agency](#)

## Documents



### [HGV overloading: the basics](#)

PDF, 429KB, 5 pages

This file may not be suitable for users of assistive technology. [Request an accessible format.](#)

# Driver Management - Summary

- Operators have an obligation to analyse drivers' records to ensure compliance
- Download card and VU
- Effective analysis - not just what the record says, does it fit with the drivers' duties? Does driver card data match VU data? Has the driver been driving without the card inserted? Has the missing mileage report been analysed and checked against drivers?
- Keep records of actions taken from analysis – repeat offenders dealt with appropriately
- Flexible effective route planning
- Use a risk-based approach to all monitoring systems
- More problems = more checks
- Manage fatigue and distraction issues
- Check vocational licences of all types
- Remember the rules are the maximum permitted, not a target!

# Any Questions?

Q - What is the top drivers' hours offence DVSA found at the roadside in 2023/24?

A – Tachograph charts/records

Q –Why is it important to compare card and VU tachograph data?

A – To identify any periods of driving without a card inserted

Q – How often should you perform driving licence checks with drivers?

A – 3 months is the requirement

**DVSA**

# How We Target?





# Roadside Enforcement



Your vehicle will be directed into a roadside check by a marked DVSA vehicle

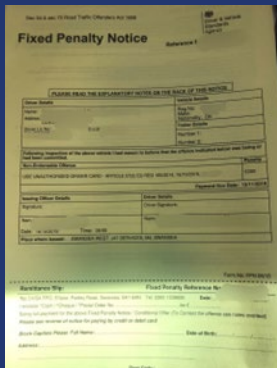


# Enforcement Action

## Types of Prohibition

- Overload prohibition notice
- Roadworthiness prohibition (PG9)
- 'S' marked roadworthiness prohibition
- Variation of roadworthiness prohibition
- Drivers' hours prohibition

A copy of the prohibition notice is sent to the operator of the vehicle.



## Fixed Penalty

Fixed penalties will be issued for any current offences and historical drivers hours offences in the previous 28 days or for mechanical defects

## Immobilisation

Road Safety Act 2006 permits DVSA to immobilise any prohibited vehicle.

Roadworthiness

- Overloading
- Drivers' Hours
- Non-payment of a fixed penalty

The immobilisation release fee is payable in addition to any fixed penalty.

## Prosecution

# Follow Up Enquiries / Investigations

- Why would DVSA examiners visit your operating centre
- DVSA don't normally visit compliant operators
- The triggers will be:
  - your vehicles are stopped and mechanical defects are found
  - vehicle is overloaded
  - drivers' hours infringements discovered.... and so on
- You may be contacted remotely rather than a visit if appropriate
- Alternatively, it could be that the visit has been requested by the Traffic Commissioner

# Any Questions?

Q - What does OCRS stand for?

A – Operator Compliance Risk Score

Q –What are the triggers for DVSA visiting an operator?

A – your vehicles are stopped and mechanical defects are found vehicle is overloaded drivers' hours infringements discovered.... and so on

Q – Do DVSA keep the money received from fixed penalties?

A – No – treasury receive all of this money

Q – How much is the immobilisation release fee?

A – £80

How we can help you – new scheme and  
further guidance

# Earned Recognition



[DVSAER@dvsa.gov.uk](mailto:DVSAER@dvsa.gov.uk) to find out more

# DVSA Road to Earned Recognition (R2ER)



## Journey with us on the Road to Earned Recognition (R2ER)

- ✓ An initiative to help new businesses of all sizes develop and maintain high driver and vehicle standards
- ✓ Promote effective transport management
- ✓ Improve standards - Improve road safety – Improve employee wellbeing
- ✓ Reduce the risk of non-compliance and potential regulatory action from the Traffic Commissioners.
- ✓ Work with DVSA to improve road safety across Britain's roads and improve the outcomes for cities and towns

Find out more via Gov.uk or by emailing [R2ER@DVSA.gov.uk](mailto:R2ER@DVSA.gov.uk)



# DVSA Publications



## Categorisation of vehicle defects



Helping you **stay safe** on Britain's roads



## Heavy goods vehicle (HGV) inspection manual



Helping you **stay safe** on Britain's roads



## Guide to maintaining roadworthiness

Commercial goods and public service vehicles



Keeping Britain moving, **safely** and **sustainably**



## Public service vehicle (PSV) inspection manual



Helping you **stay safe** on Britain's roads



## Enforcement sanctions policy

December 2022



Helping you **stay safe** on Britain's roads

# Continued support

Trade Associations such as



# Continued support



Traffic Commissioners  
for Great Britain

[Senior Traffic Commissioner's statutory guidance and statutory directions](#)

[Office of the Traffic Commissioner email updates](#)

[Key Resource publication](#)

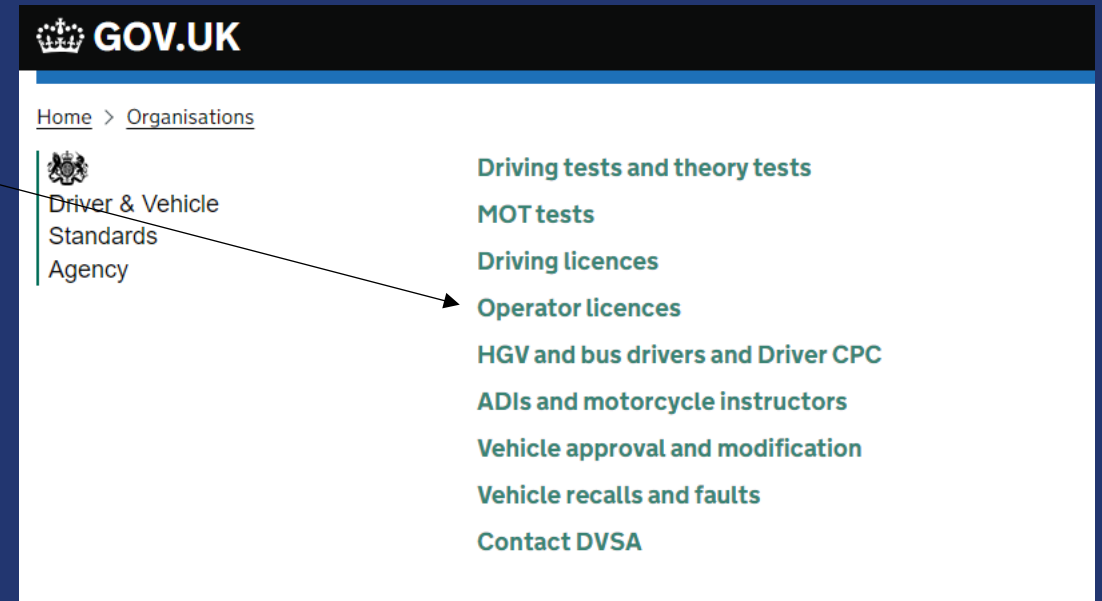
# Continued support – Social Media

## Follow us

- DVSA blogs
- DVSA email alerts
- DVSA on Facebook
- DVSA on X
- DVSA on YouTube
- DVSA on LinkedIn
- DVSA on Instagram

# Continued support

- Vehicle operator licences
- Sign up for email alerts
- Stay up-to-date with 'Moving On'



<https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency>