



A comprehensive online tool
for managing driving licences
and safeguarding your
compliance with regulations

TMS Licence Check will help to keep you **compliant**



TMS SmartLicence is a comprehensive online tool for managing the driving licences of any member of staff driving on behalf of the company. It will help to safeguard compliance with regulations and provides evidence to the authorities that you have effective systems and processes in place to ensure employees are entitled to drive.

TMS SmartLicence provides a secure deposit for driving licences of all employees that have to drive on company business. Licence details can be viewed irrespective of the drivers' home site or depot.

TMS SmartLicence provides you with a tool to assess the risk of licensed drivers and conduct regular checks in accordance with that risk. You can configure risk levels, audit periods and a range of advance warnings to suit your business.

TMS SmartLicence provides a simple overview of licensed drivers by depot with:

- Date of the next licence check.
- Colour coded risk flag based on any endorsements.
- Mandate status, giving you permission from the driver to ask the DVLA for driver record information.
- Licence history.
- Any warning notices.
- Banned drivers - employers can ban drivers independently of DVLA to prevent the highest risk drivers from working on their behalf.

TMS SmartLicence makes it easy for you to see when licence checks and mandates are due.

The search facility enables you to find a specific licence quickly and dive into the licence details. The front and rear of the licence card, paper counterpart and the mandate are all stored in our secure data centre facility.

TMS SmartLicence provides a historical log of licence checks and changes to a licence. This presents clear evidence to the authorities that you are managing your drivers' licences to ensure they are entitled to drive on behalf of the company.

Licence details can be verified by DVLA within 48 hours.

TMS SmartLicence is fully integrated with TMS Smartanalysis:

- Single user name and password.
- Access rights can be controlled through the permissions granted with various roles.
- Details from existing Driver Card Files on our database are used to create driving licence records.
- All licence data is secure, backed up and always available wherever you have internet access.

TMS SmartLicence is free to use for existing users of Smartanalysis. You only pay for verifying details with DVLA.

TMS SmartLicence is fully supported and help is available in the TMS User Guide on the TMS website. Visit the website and look in Help > Support > User Guides.

5 Reasons why you need to **manage** employees' driving licences



1. All employers have a duty of care to ensure any employee that is required to drive on behalf of the company is correctly licensed and entitled to drive.
2. The Corporate Manslaughter Act 2007 – organisations that require employees to drive as part of their work must monitor their employees' entitlement to drive and verify Driving licences.
3. Section 87 (2) of the Road Traffic Act 1988 – makes it an offence for a person to cause or permit another person to drive a motor vehicle of any class on a road if that other person is not the holder of a licence authorising him to drive a motor vehicle of that class.
4. The Health and Safety Executive (HSE) Guidelines on Driving at Work strongly recommend that drivers' licences are checked when they first drive on behalf of the company and periodically thereafter.
5. Employees driving without valid licence may invalidate company insurance.

Just looking at a driving licence **once is not enough**

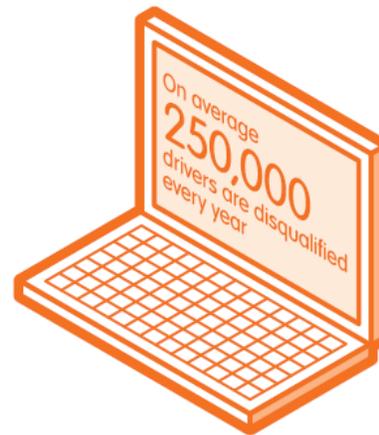
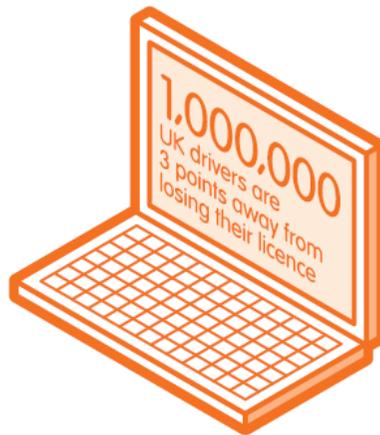
A visual check of a drivers licence provides evidence of entitlement to drive at that point. However things can change very quickly and it is vital that organisations check licences at regular intervals. Drivers with 9 points on their licence may need to be checked every month.

Getting it wrong could be **expensive**

Benchmark fines for those found negligent in their "Duty of Care" responsibilities start at £500,000 – with no upper limit.

Licence verification is essential

It is vital that DVLA issued licences are verified with DVLA regularly. According to statistics from DVLA:



Licence fraud and honest mistakes are **a fact of life.**

Almost 2 million people move home each year. If a driver has failed to inform DVLA of a change of address it is possible for their licence to be revoked without them even knowing about it. If DVLA do not have the correct details for a registered driver they may never receive notifications from them about intended prosecutions or changes to their licence status. Up until 2010, a driver had 12 months to return their licence for penalty points to be added. Now a driver has just 28 days to return their licence to DVLA, after which their licence will be revoked, making it illegal for them to drive.

Features & benefits

-  **Online service**
Access TMS Licence any time or any place you have an internet connection. No need to install software, buy additional hardware or manage any software updates.
-  **Your driving licence data is stored in TMS's data centre facilities**
Driving licence data is secure, backed up and always available.
-  **Fully integrated with TMS Reporting Services**
Single user name and password to manage your tachograph and driving licence compliance.
-  **Driving licence data is pre-populated from digital driver card records via TMS**
Saving time in creating licence records for your drivers.
-  **Licence Admin, Licence Manager and Licence User roles**
Responsibility for checking drivers' licences and managing compliance can be given to specific individuals within your own organisation.
-  **Overview of all licensed drivers by depot**
Visibility of the status of all licensed drivers, when the next licence check is due regardless of the drivers' home depot or site.
-  **Colour coded risk flag**
Visibility of the risk allocated to all drivers based on the points on their licence.
-  **Configurable risk levels, audit periods and warning notices**
Demonstrating that you have assessed the risk of each driver for your business and have set policies in place based on that risk.
-  **Banned licence holder**
Operators can apply bans to the highest risk drivers for any period independently of DVLA to maintain their own internal standards.
-  **Storage of all licence details, copy of both sides of the licence card and paper counterpart**
Dive into the licence details for any employee quickly and easily.
-  **Status and copy of licence mandates**
Maintain proof that the employee has given you permission to ask the DVLA for driver record information.
-  **Historical log of licence checks and any changes to licence details**
Provides evidence and an audit trail to show the authorities that you have systems and processes in place to ensure employees are entitled to drive.
-  **Search facility**
Find specific licences quickly and easily.
-  **Fully supported**
Help and fast resolution to any issues you may have in using the tool.
-  **Fully integrated with DVLA***
Verification of the licence details with DVLA within 48 hours.*

** Users will be required to pay a fee per licence check with the DVLA.*