

Procedure for checking driving licences for Periodic CPC courses

This is the procedure for checking driving licences of individuals attending training courses, either driving a vehicle, taking a driving test or attending CPC sessions.

Our general policy is:

- On arrival at the training centre all individuals must present their driving licence and counterpart if applicable, the two parts must have matching last two digits at the end of the licence number.
- All licences are checked for the hidden logo within the card surface to ensure they are not fakes, and the signature must match that used by the candidate.
- The driving licence should also be checked to ensure the driver has the required driving entitlement, such as category C+E or D, this will be on the reverse of the driving licence card.
- When checking for provisional entitlement this will be found on the counterpart. On the reverse of the driving licence card restriction codes will be printed, ensure ALL DRIVERS WITH 01 ON THE REVERSE WEAR THEIR GLASSES/LENSES FOR DRIVING. If no counterpart is present then this must be checked online at www.gov.uk/check-my-licence.
- Drivers should not be accepted onto a course if they don't have the relevant driving entitlement for that course.
- All licences are photocopied and these copies given to the instructor who will give the paperwork to admin for processing.
- All copies of licences then stored in line with our data protection statement.

Signed - Laurie Moore
Position - Director
Date - 1st January 2015