

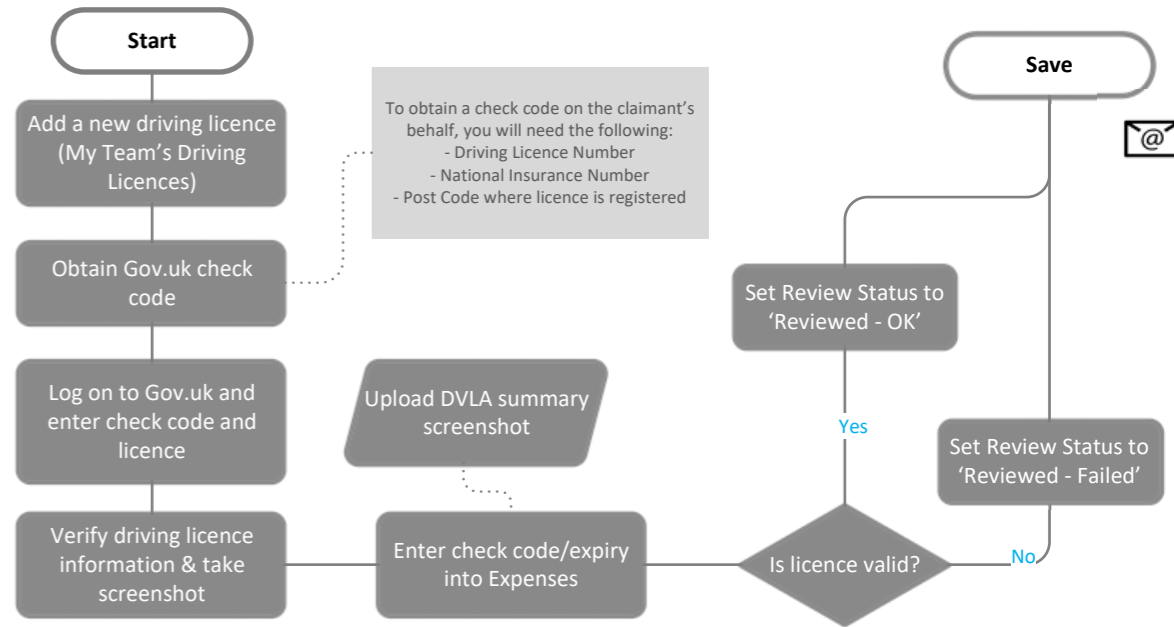
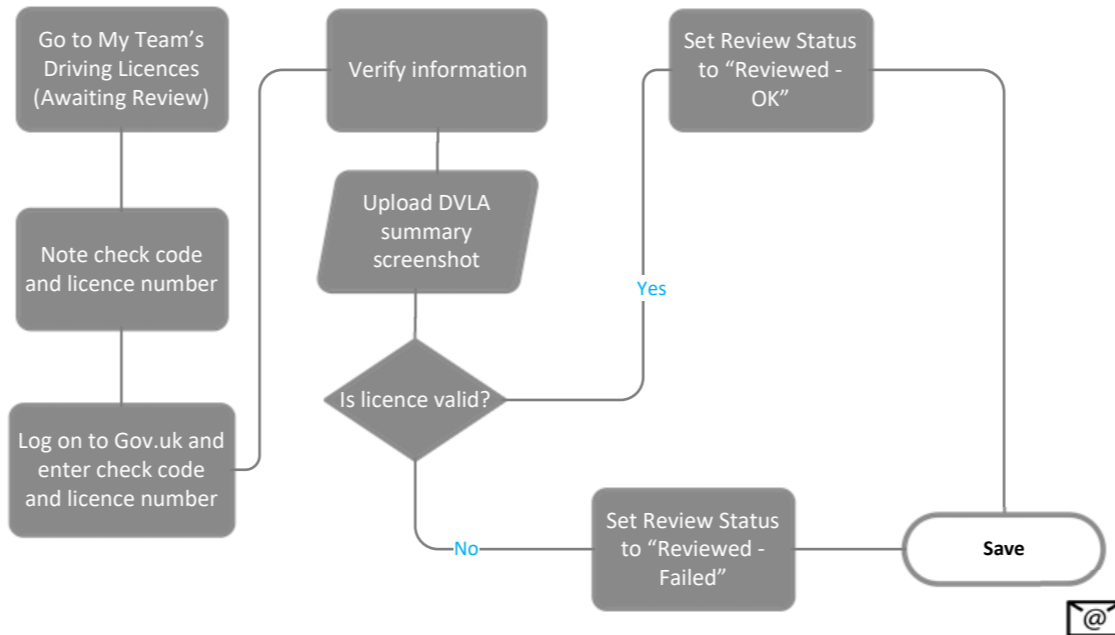
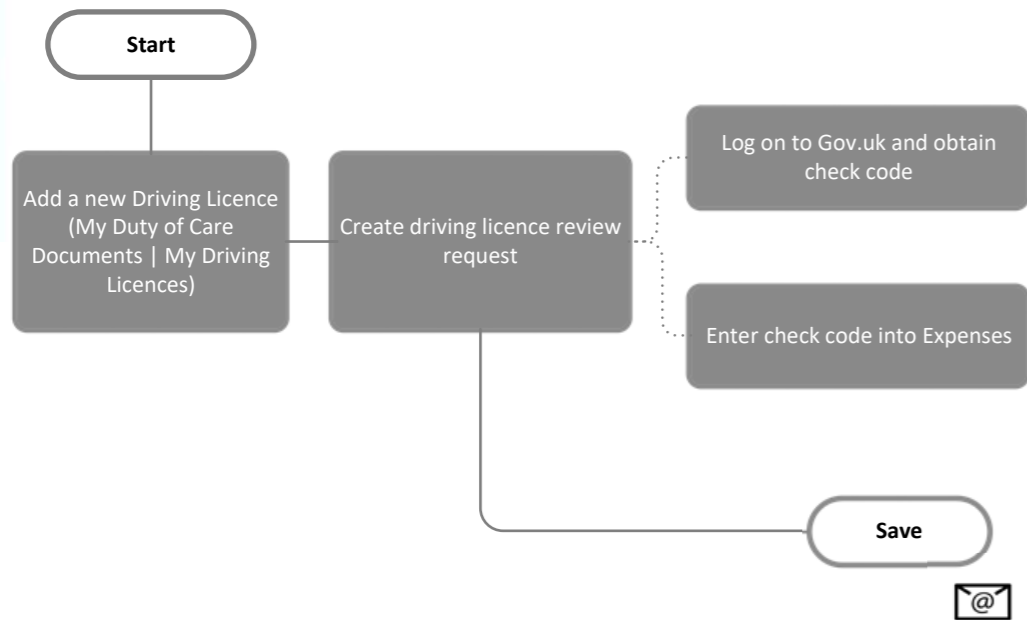
Duty of Care – Driving Licence

Claimant

Reviewer

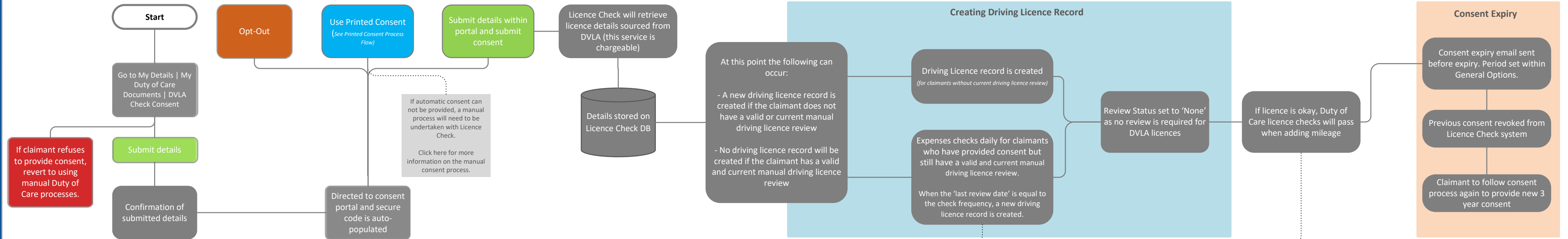
Reviewer on behalf of Claimant

Driving Licence (Manual Entry)



Driver & Vehicle Check Process

Claimant



After initial automatic driving licence creation

The check from the DVLA database will depend on the frequency which has been set. For example, if the frequency is set to 3 months, Expenses will determine if consent is still valid and whether a check has been performed in the last 3 months. If not, a check will be performed from DVLA.

Each check from the DVLA is chargeable.

If the licence has a status of Expired, Disqualified or Banned, the licence check will fail and restrict the claimant from claiming mileage.

An email will be sent informing the claimant and the Duty of Care approver.

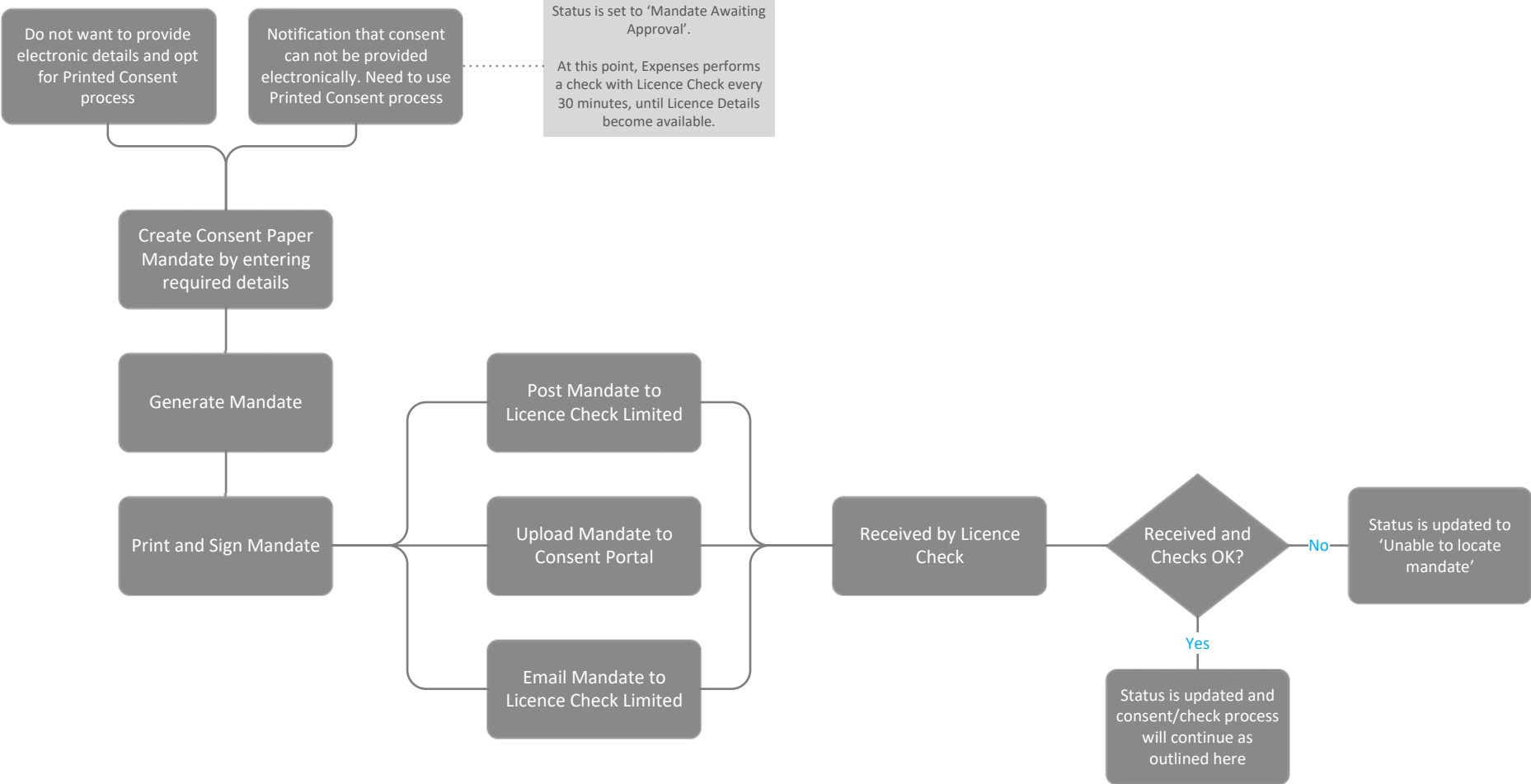
If the 'Use date of expense for duty of care checks' option is active, this check will be based on the date of the expense, with regards to validity of the claimant's driving licence. If this option is disabled, this check will be based on the licence status today.

Depending upon which information is returned from the DVLA/Licence Check, multiple updates can be made against a Driving Licence or a new Driving Licence can be created. The following applies:

- If there is any change to Driving Licence/Entitlement then a new Driving Licence record is created. This is dependant on the issue number.
- If there is any change to Endorsements but Driving Licence/Entitlement is not changed, then the Endorsement details will be updated as well as the check date.
- If there is no change to Driving Licence, Entitlement or Endorsement then the check date will be updated.

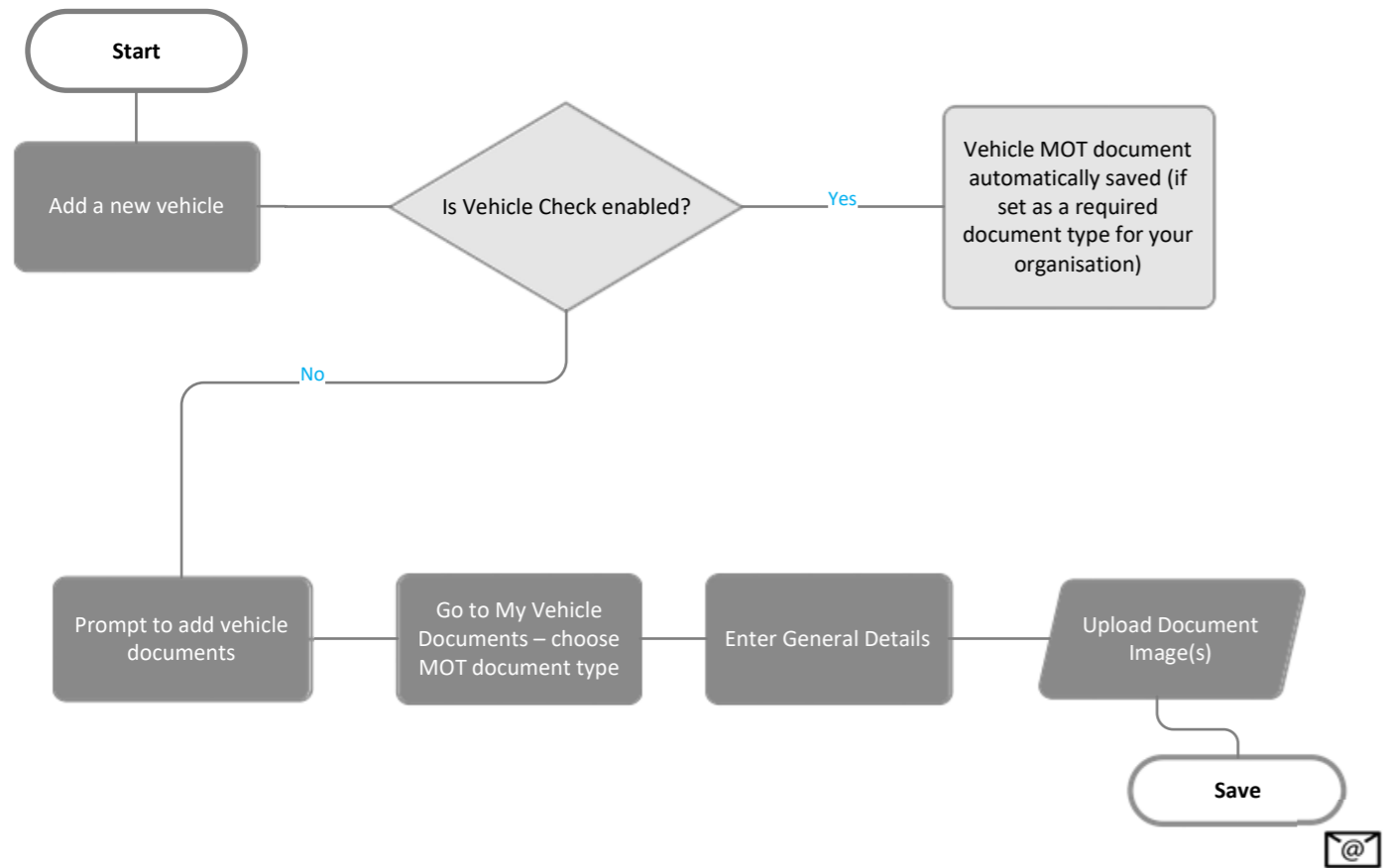
Driver & Vehicle Check Printed Consent Process

Claimant

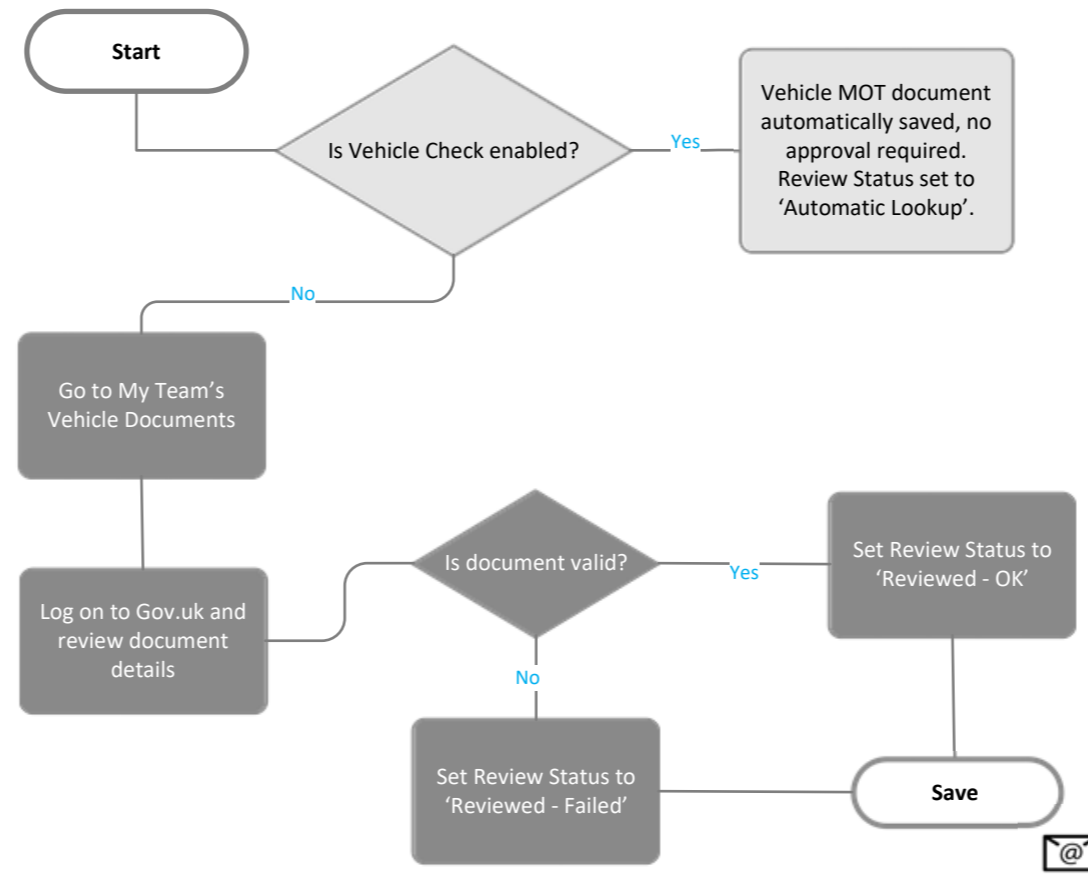


Duty of Care – MOT Documents

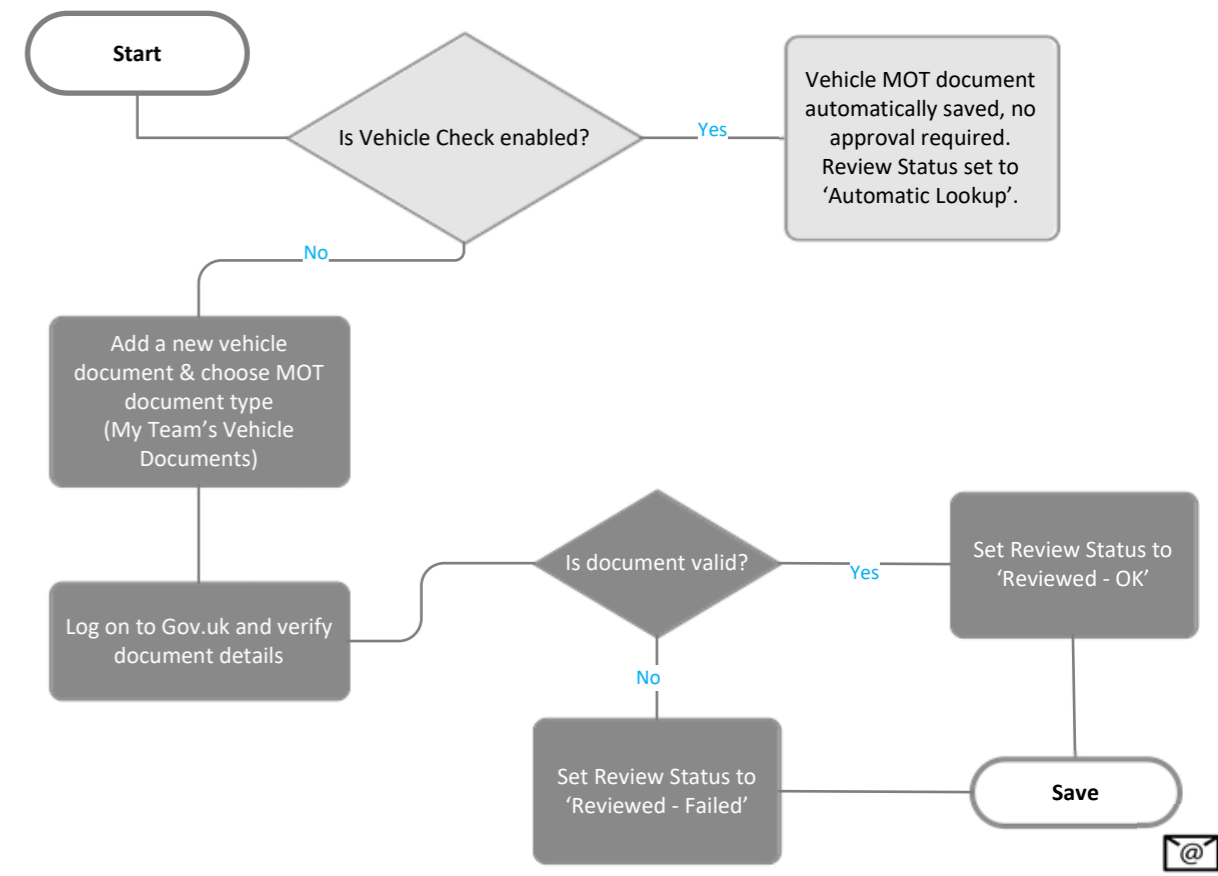
Claimant



Reviewer

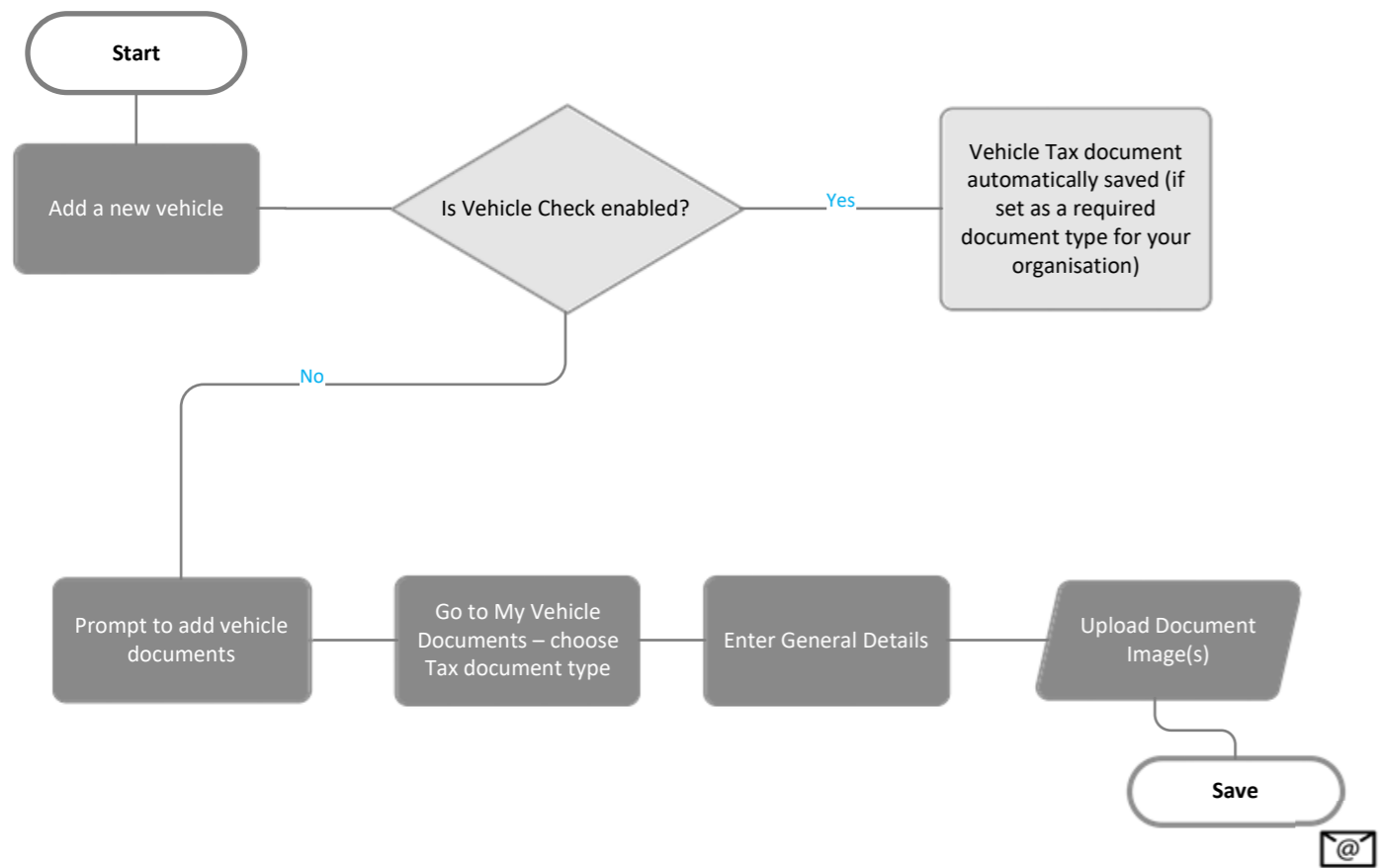


Reviewer on behalf of Claimant

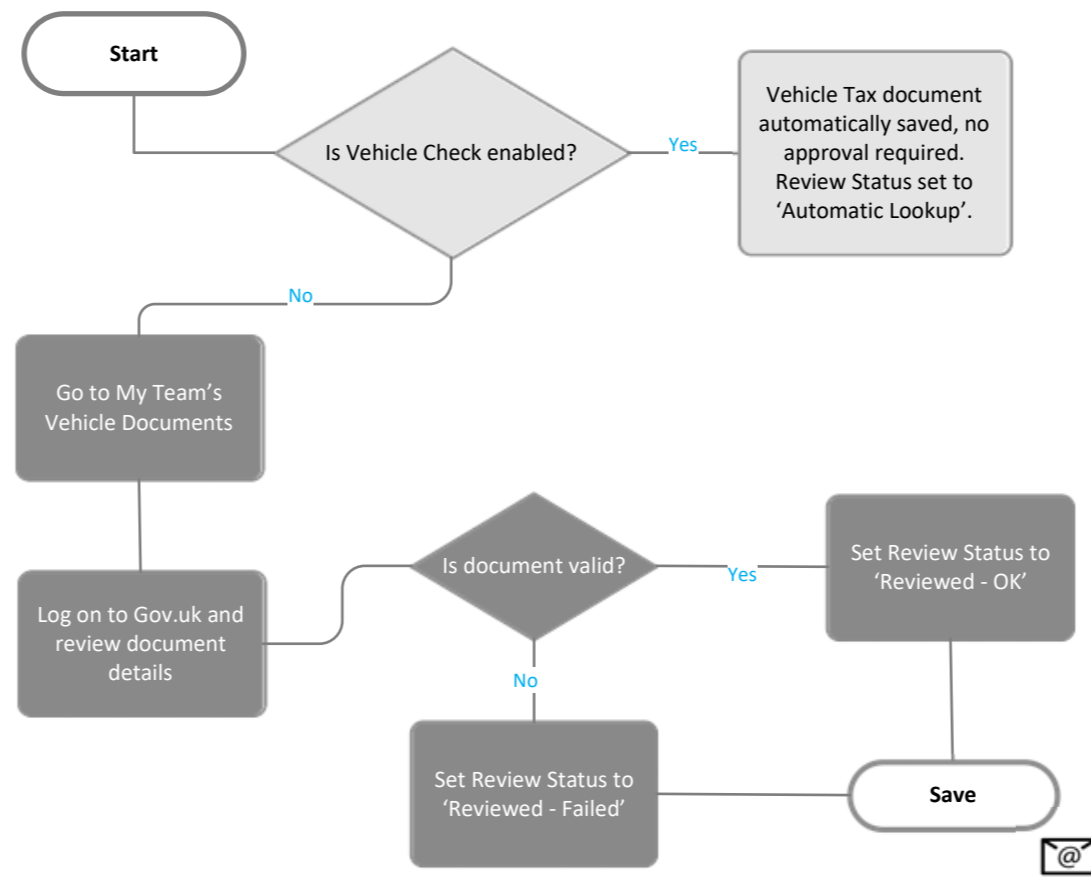


Duty of Care – Tax Documents

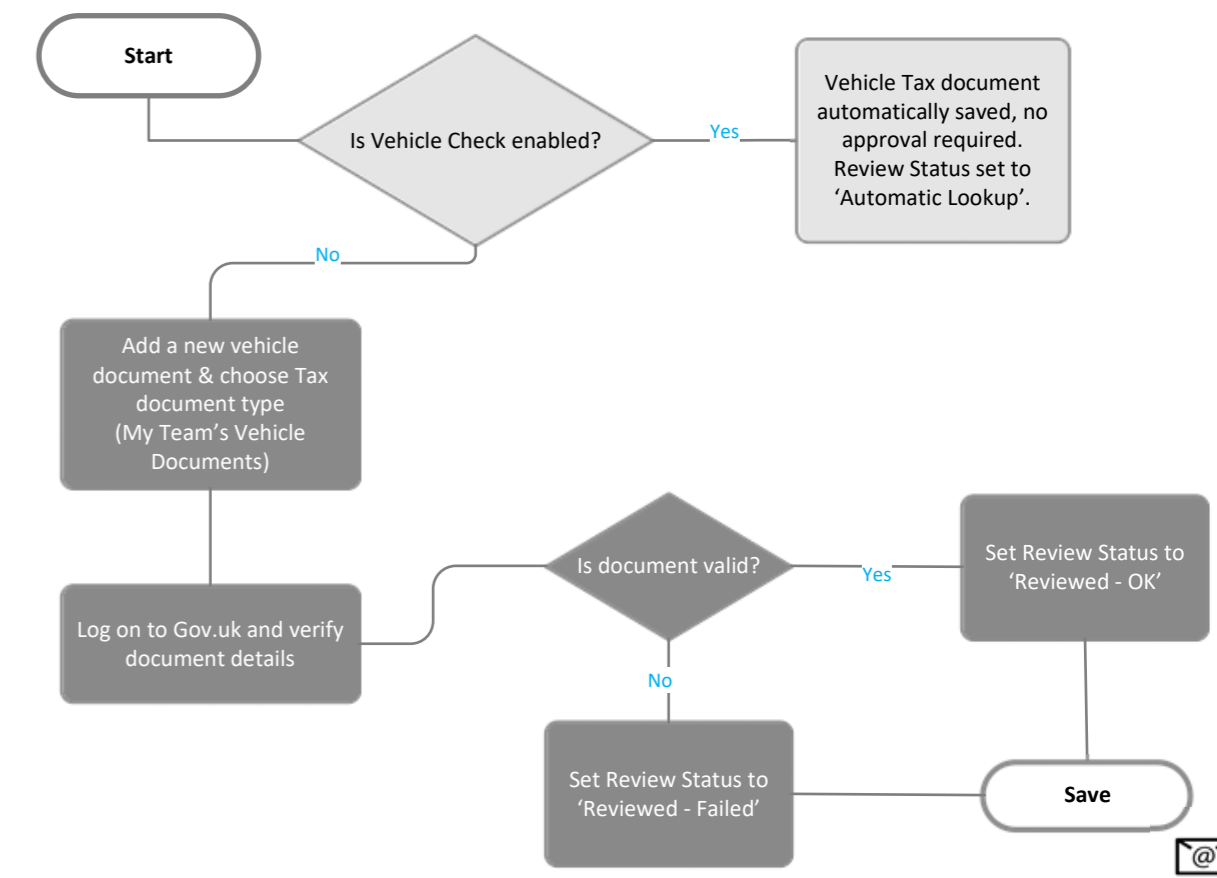
Claimant



Reviewer



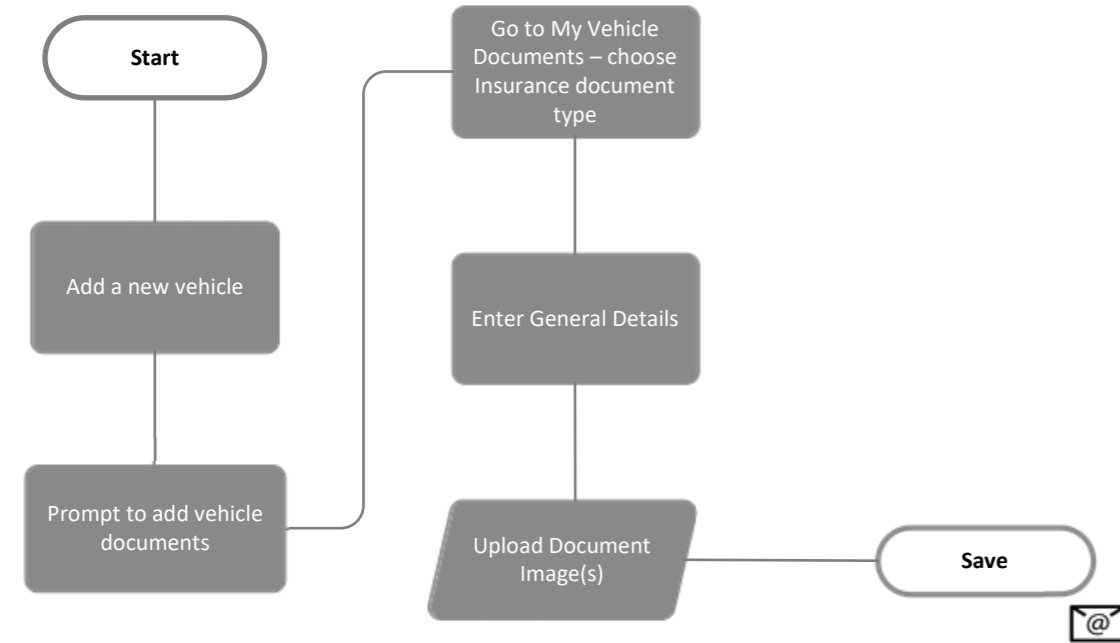
Reviewer on behalf of Claimant



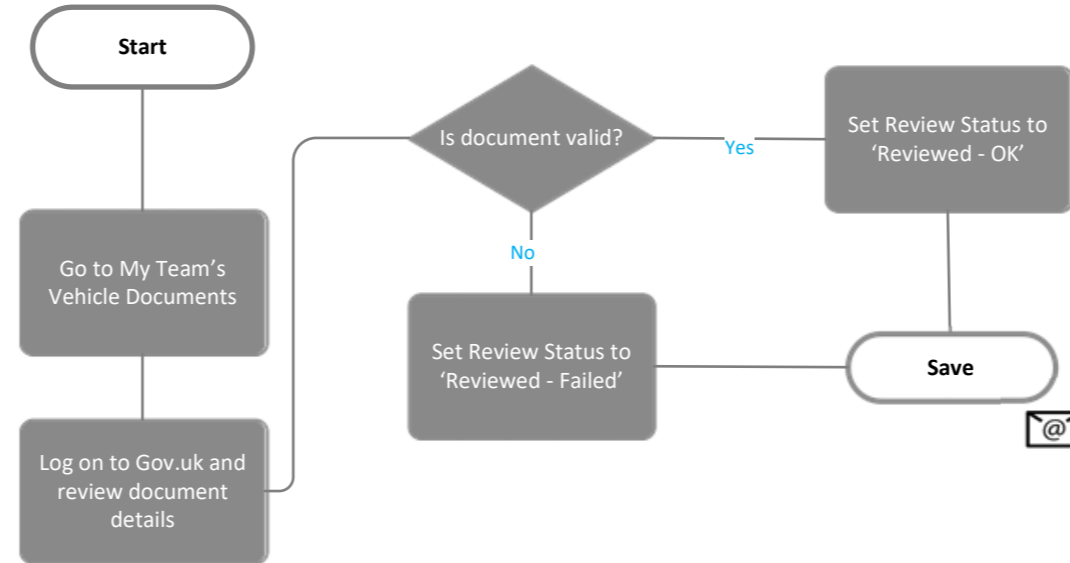
Duty of Care – Insurance Documents

Vehicle Documents

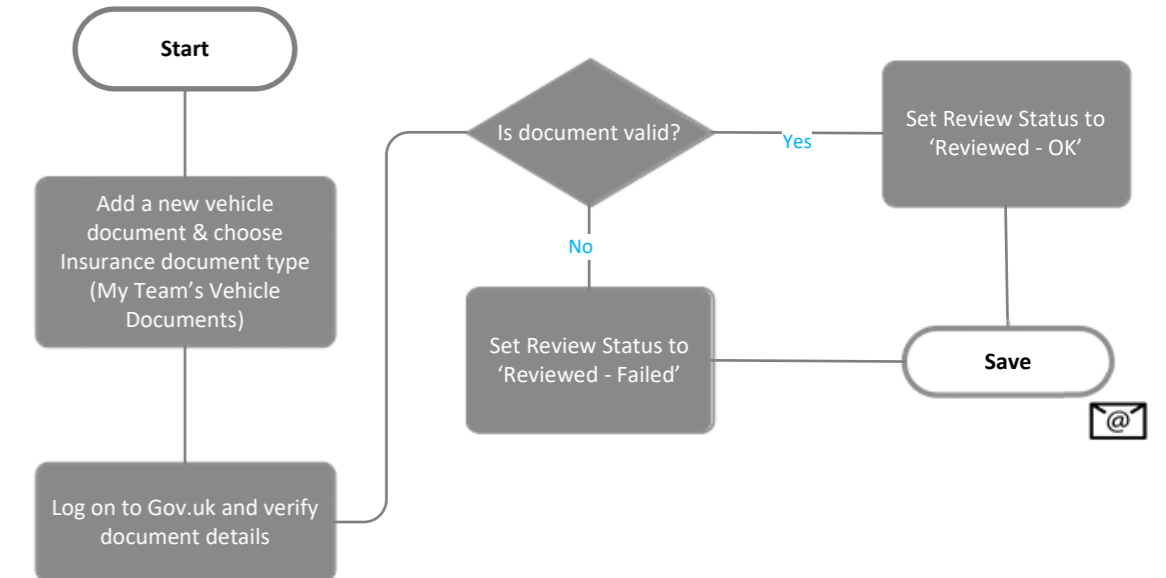
Claimant



Reviewer



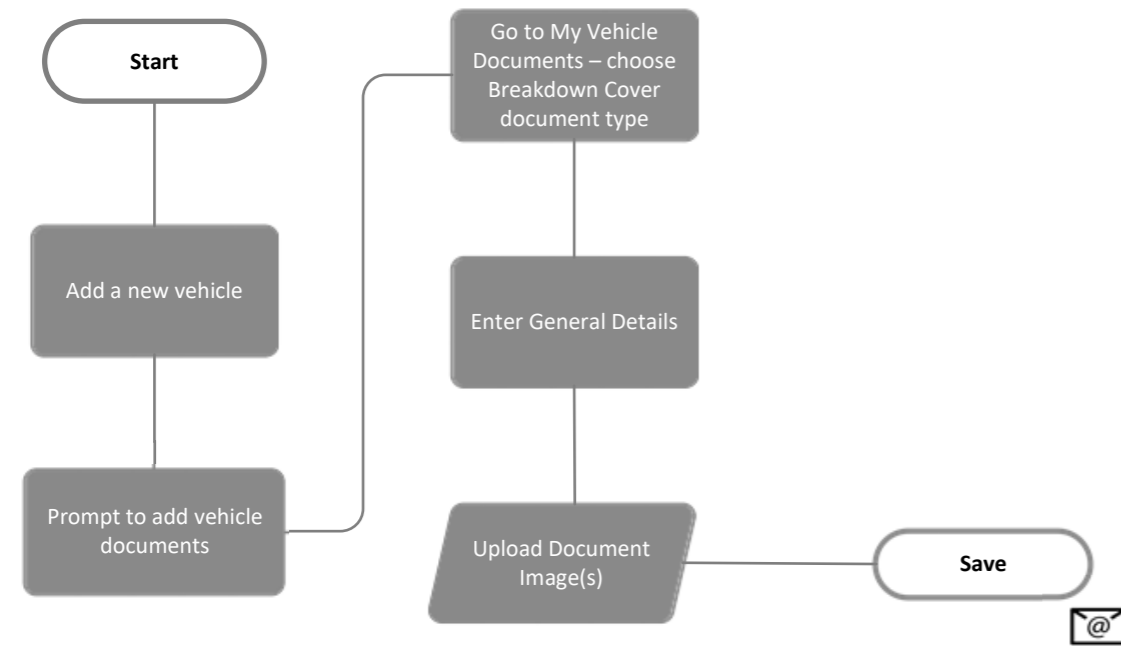
Reviewer on behalf of Claimant



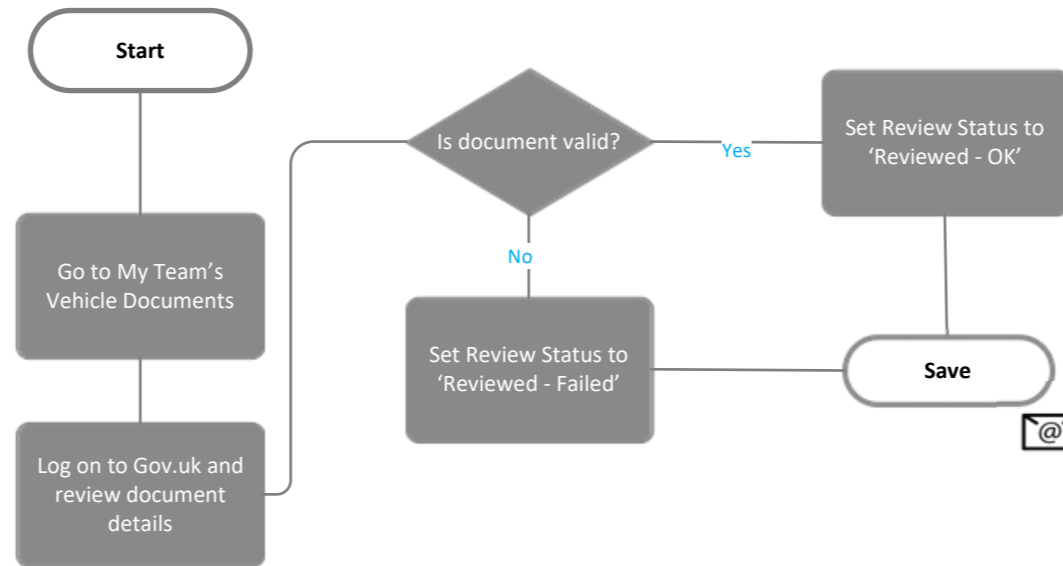
Duty of Care – Breakdown Cover Documents

Vehicle Documents

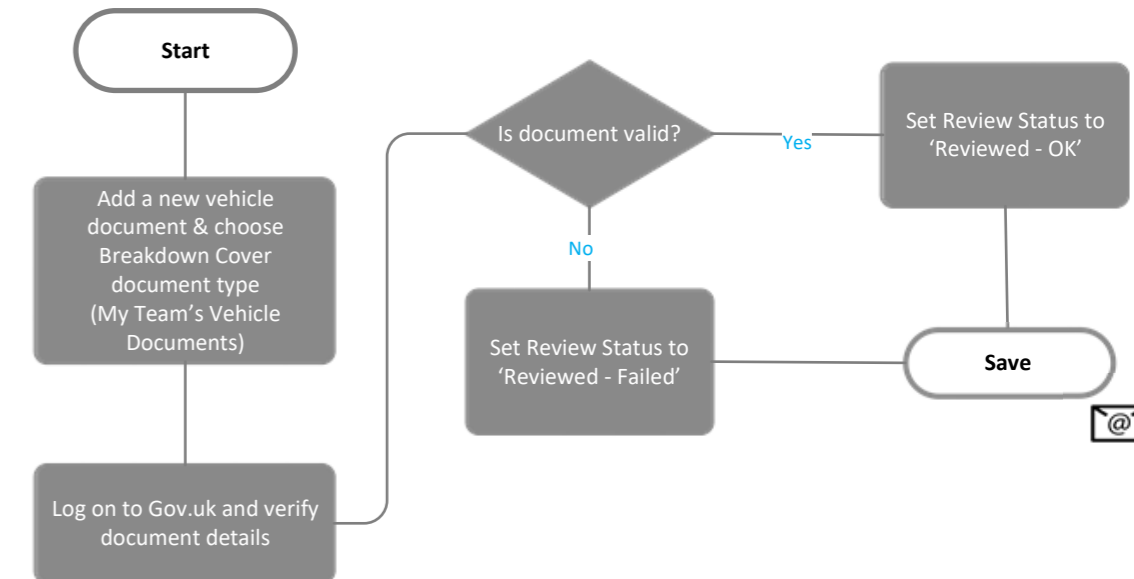
Claimant



Reviewer



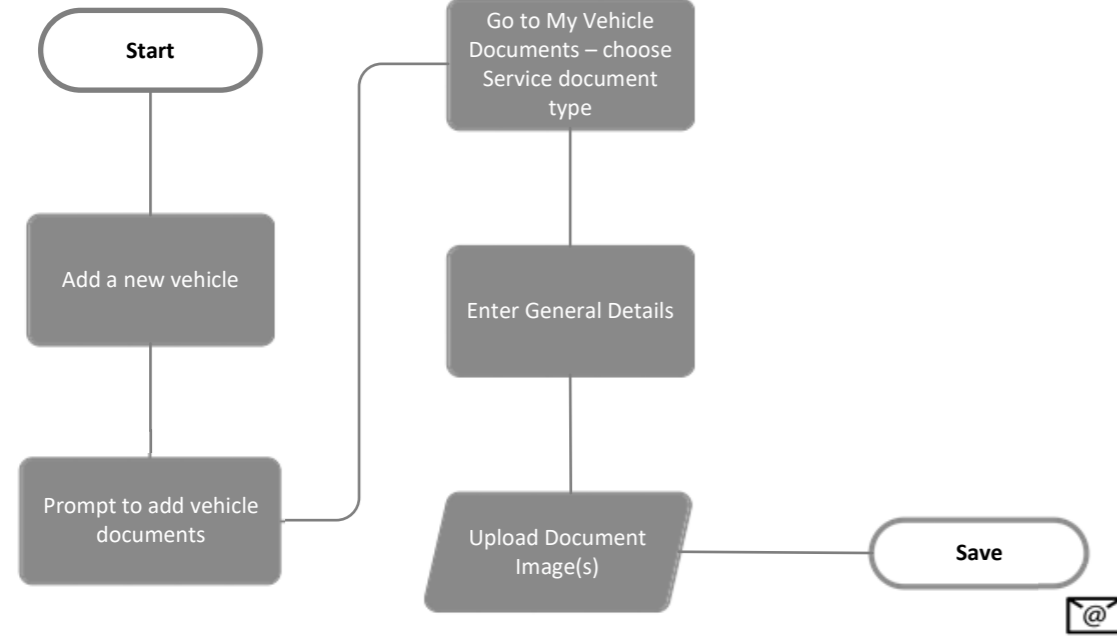
Reviewer on behalf of Claimant



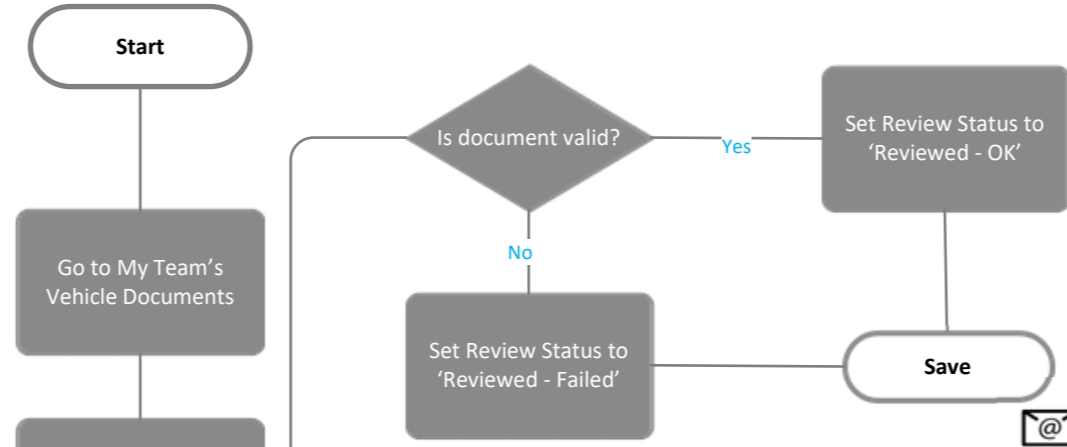
Duty of Care – Service Documents

Vehicle Documents

Claimant



Reviewer



Reviewer on behalf of Claimant

