

The purpose of this policy is to ensure that all employees who operate vehicles on behalf of Thomas Plant Hire hold a valid and appropriate driving licence. Regular licence checks are a key part of our duty of care to ensure compliance with road traffic laws, reduce risk to the business, and uphold the safety of our employees and the public.

Scope

This policy applies to:

- All employees who drive company vehicles
- Any individual expected to operate hired or leased vehicles
- Subcontractors and agency drivers where applicable

Driving Licence Requirements

- All drivers must hold a valid UK driving licence appropriate for the vehicle they operate.
- Any relevant categories or endorsements required for plant machinery or heavy goods vehicles (HGVs) must be present and valid.
- It is the responsibility of the driver to notify management immediately if their licence status changes (e.g., suspensions, endorsements).

Licence Check Frequency

Licences will be checked using a DVLA-approved method according to the following risk-based schedule:

Licence Points	Frequency of Checks
----------------	---------------------

0 – 3 Points	Every 3 months
--------------	----------------

6 Points	Monthly
----------	---------

9 or More Points	Every 2 weeks
------------------	---------------

After a Driving-Related Incident Immediately following the incident

Pre-Driving Checks (Pre-Employment)

Before progressing a candidate to interview for any role requiring the use of company vehicles, a **pre-driving check** must be completed to verify:

- Licence validity and current status
- Correct categories for vehicle use
- Any existing penalty points or disqualifications

Candidates who do not meet legal or company standards for driving eligibility will not proceed further in the recruitment process for driving roles.

Actions Following Licence Check Results

- If an employee accumulates points that change their risk category, the frequency of checks will be adjusted immediately.
- If a licence is found to be expired, suspended, or invalid, the individual will be suspended from driving duties until resolved.
- Continuous high-risk drivers (e.g., 9+ points) may be subject to disciplinary action, up to and including termination of employment.

#

Signed on behalf of Thomas Plant Hire Ltd & Associated Companies:

Signed



Mr Wyn Thomas
Managing Director

10/04/2025