

Our ref: HA/NH&ST1/FOI_07_05_2009
Your ref: HAIL Customer Response Form –
Call # 4635907

Tristan Young
[request-11343-bce674xx@xxxxxxxxxxxxxxxx.xxx]

Mr Adam Schwalm
Health & Safety Adviser
1st Floor
Woodlands
Manton Lane
Bedford MK41 7LW

Direct Line: 01234 796283
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13 May 2009

Dear Tristan Young

FREEDOM OF INFORMATION REQUEST - LICENCE CHECKING

I am writing to confirm that we have completed our search for the information which you requested on 7th May 2009.

You requested answers to the following questions;

*Please could you tell me if the Highways Agency checks the driving licences of
(a) those employees who use the Highways Agency's fleet of vehicles; and
(b) those employees who use their own vehicles for Highways Agency business?*

I would also like to know how the licences are checked, (e.g. visual inspection by a more senior member of staff/HR dept or checked with DVLA database) and how often the checks are made?

Answers

All staff who drive on Agency Business, whether it be using their own car or a hire car, have their driving licences (both parts) checked by their Line Manager.

The checks form part of the requirement of our Driving on Agency Business Policy, which are carried out annually.

A copy of our Driving on Agency Business Policy is also enclosed.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. We will, therefore, be simultaneously releasing to the public the information you requested, together with any related information that will provide a key to its wider context via our website:

<http://www.highways.gov.uk/>

Most documents supplied by us will have been produced by government officials so will be Crown Copyright. You can find details on the arrangements for re-using Crown copyright on the Office of Public Sector Information website at:

<http://www.opsi.gov.uk/click-use/index.htm>.

If you are unhappy with the way we have handled your request, you may ask for an internal review. A leaflet detailing our internal review process is available. If you require a copy, please phone the Highways Agency Information Line on 08457 50 40 30; or e-mail xxxxxxx@xxxxxxx.xxx.xxx.xx. You should contact me if you wish to complain.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Mr Adam Schwalm
National Health & Safety Team
Email: adam.schwalm@highways.gsi.gov.uk

cc: HAIL