Licence & ID Check Procedure

When instructors join SJP Driver Training they will be given a copy of this procedure for their reference. The Training Manager will conduct drop in checks at random (at no less than quarterly intervals) at the start of courses to ensure the instructors are adhering to this procedure.

The purpose of this procedure is to ensure that all SJP Driver Training instructors are accurately and correctly checking driver ID prior to course attendance.

The following steps will be taken by our instructors at the start of every RTITB Driver CPC Periodic Training course:

1. As each driver enters the room, they will be asked to present their ID to the instructor.
2. The instructor will check the following:

    a) That the ID presented is acceptable in line with the information provided by RTITB. If it is not, the driver will not be allowed on the course.
    b) That the photograph on the ID is the person attending the course. If it is not, the driver will not be allowed to attend the course.
    c) That the passport/photo card presented is in date. If it is not, the driver will not be allowed to attend the course.
    d) That the driver has a suitable licence entitlement to attend the course. If the driver does not, they will not be allowed to attend the course.
    e) That the driver has a DQC card if they obtained their licence entitlement after 10.09.08 (for PCV) and 10.09.09 (for LGV). If the driver does not, they will not be allowed to attend the course.

3. If any drivers are unable to attend the course, a written note will be made of the drivers name only, and the reasons why they were unable to attend on the MDRS Attendance Form.
4. For drivers that do have suitable ID, the ID that was seen and checked by the instructor will be recorded on the MDRS Attendance Form.

Any instructor found to not be following the above guidance will not be used to deliver RTITB Driver CPC Periodic Training until full re-training has been provided and the General Manager is satisfied that there will be no reoccurrence of the problem. RTITB will be notified of any problems internally identified in this regard.