

DVLA MEDICAL EXAMINATIONS AND ASSESSMENTS OF FITNESS TO DRIVE

Who does this apply to

This guidance applies to any council employee whose role is designated as being a *required* driver and the vehicle to be driven is used to carry passengers and/or work equipment or materials **BUT IS NOT** a pool car or a private car or motorcycle i.e. gritters, mobile libraries, minibuses, coaches, vans.

1. In effect this is any employee who drives any council vehicle other than a motor car on the public highway or private land in order to fulfil work duties.
2. It does not apply to those who are designated as a required driver (such as some social workers) but who only drive a private or pool motor car or a motorcycle.
3. It does not apply to school employees or to staff provided by an agency and does not include employees whose role description includes the designation of being a *regular* driver i.e., an employee driving their own car or a pool car.

What is required?

4. There are two standards:
 - a) **DVLA medical examination** - All employees who are required to hold a current Heavy Goods Vehicle (HGV) or a Large Goods Vehicle (LGV) or a Passenger Carrying Vehicle (PCV) licence in order to fulfil their job role are required by law to have a DVLA medical examination at set intervals in order to retain eligibility for that licence.
 - b) **General fitness to drive health screening** – All employees whose role is designated as a *required* driver and who drives any council vehicle in order to fulfil their work duties, is required to be subject to routine fitness to drive health screening. This includes those employees required to hold a HGV/LGV/PCV licence as above. From January 1st 2024, it will be a standard feature of the new starter health clearance procedure for all new starters, who are designated as a required driver, to mandatorily be added to the health screening schedule. This will form part of their overall health clearance to commence employment.
5. Both the DVLA medical examination and the general health screening are provided through the Occupational Health Service.

The DVLA Medical Examination procedure

6. A prerequisite of holding a valid HGV/LGV/PCV licence, which is required to drive some of the larger council vehicles, is for the licence holder to be subject to a medical examination by a physician at intervals determined by the age of the driver.
7. In line with DVLA guidelines, examinations will be required for relevant employees on reaching 45 years old and at 5 yearly intervals thereafter. From the age of 65 this alters to an annual requirement.
8. The duty to obtain the medical examination rests with the licence holder (not the employer) and licence holders may choose to seek this through their GP. There is often a fee associated with this GP service and so to support this group of employees,

the Occupational Health Service offers a suitable alternative route of a free medical examination undertaken by the Occupational Health Physician.

9. Employees who decline the opportunity to have a medical examination from the Occupational Health Service, preferring to have the examination done by their GP, will not be entitled to reclaim the cost of the GP examination from their employer.

What will the DVLA medical examination involve?

10. The licence holder will receive notification by the DVLA that an assessment is due and should contact the OH service to make an appointment if they wish to have their examination via the Occupational Health clinicians. The driver will be expected to attend an occupational health appointment at a council venue.
11. The medical examination is conducted in part by an Occupational Health Specialist Nurse but also includes a mandatory assessment from the Occupational Health Physician.
12. The medical examination will follow the [DVLA D4 driver medical examination form](#)
13. A blood pressure reading will be taken, and a vision test will be applied as part of the examination.
14. Relevant results will be communicated to the employee at the time of the appointment, and the physician will complete the D4 Medical Examination Report. The D4 will be scanned and uploaded onto the employee's occupational health record. The original is returned to the employee to provide to the DVLA.
15. It is the responsibility of the employee to ensure that the form is sent on to the DVLA for the licence to be renewed.
16. It will be for the DVLA to make relevant decisions about fitness to hold the relevant driving licence based on the information provided on the D4 Medical Examination Report. The council operates no appeal procedure regarding the OH assessment. All appeals must be through the DVLA directly.
17. The Occupational Health Service will inform the employee and their manager in the event that any concerns are identified that could impact on the individual's ability to undertake HGV driving activities. Advice will also be given to the manager and the employee regarding any reasonable adjustments that might be needed during interim periods in the event that further medical reports are required. The manager should contact HR advisory for further advice about available options as detailed within the [sickness absence management policy](#).
18. Anyone else operating a current HGV/LGV/PCV licence on behalf of the council, such as an agency driver, is also required to have a medical assessment at the same set intervals in order to retain eligibility for that licence but this is the responsibility of that person and/or their employer to arrange.
19. An employee who is a HGV/LGV/PCV licence holder but does not use it in connection with their employment with Wiltshire Council is still bound by the duty to have medical examinations but this is a personal responsibility and outside of the remit of this guidance.

20. There is no charge from the Occupational Health service for the DVLA medical examination.
21. Paid time off is provided to attend any Occupational Health appointment. Appointments will always be within normal Mon-Fri office working hours.

Preparing for the DVLA Medical Examination appointment

22. For the medical examination, the employee should be aware of the following:
- a) The employee must bring with them the D4 Medical Examination Report that is available from the DVLA <http://www.dft.gov.uk/dvla/forms/onlineforms.aspx> and will normally have been issued directly by the DVLA;
 - b) GP and personal details should be completed clearly on page 8 of the D4 in advance of the appointment;
 - c) The employee will be asked to provide details of the names and dates of any appointment with a medical specialist since the previous medical examination and should remember to bring any copies of relevant medical/specialist reports;
 - d) Spectacles or contact lenses that are worn for driving should be brought to the appointment;
 - e) Details of any prescribed medication should be brought to the appointment.

The Required Driver Health Screening procedure

23. The council also employs other drivers who do not meet the DVLA medical examination requirement threshold but who do drive council vehicles and carry vulnerable young and adult service users as passengers, or heavy payloads, and who are required to drive in weather conditions and during times of the day when accidents may be more likely. These are known as 'required drivers'.
24. Typical examples of required drivers may include directly employed Passenger Transport drivers, FM and IT couriers, Highways Officers and Civil Enforcement Officers
25. The council's duty under the Health and Safety at Work Act 1974 is to reduce workplace risk as far as is reasonably practicable and therefore as this group of employees is at higher risk, they are required to undertake mandatory health screening.
26. Regular screening allows for any deterioration in health or fitness to be highlighted sooner than might otherwise become obvious, and for the scale of any deterioration to be measured over a period of time.
27. Screening will occur as part of the onboarding procedure and at two yearly intervals thereafter. Screening will be mandatory, and the driver will be expected to attend an occupational health appointment at a council venue. Failure to attend will be addressed in line with the disciplinary policy and procedure.
28. All existing postholders who are required drivers as of January 1st 2024, including HGV/LGV/PCV drivers, will be retrospectively and mandatorily added to the health screening schedule in order to create an effective baseline of information and assurance. The general fitness to drive health screening will be repeated at 2 yearly intervals.

What will the health screening involve?

29. The screening will involve a short meeting of the employee with an Occupational Health Nursing Specialist who will use a health questionnaire to identify any health history or any condition/medication/treatment which may have relevance to the fitness to drive. A blood pressure reading will be taken, and a vision test will be completed.
30. The employee will have the opportunity to raise and discuss any health concerns impacting upon their work.
31. After screening, the Occupational Health Specialist Nurse will make an assessment of fitness to drive and report this finding to the employee and manager. The outcome will be either:
- Currently fit to drive;
 - Currently fit to drive with reasonable adjustments;
 - Not currently fit to drive.
32. If not fit to drive, or if reasonable adjustments have been recommended, the manager should contact HR advisory for further advice about available options as detailed within the [sickness absence management policy](#).
33. A record of the health screening will be kept securely and confidentially as part of the employee's occupational health record.
34. If necessary, the Occupational Health Specialist may refer a screening episode onto the Occupational Health Physician for further advice.

Preparing for the Required Driver Health Screening appointment

35. For the health screening, the employee should be aware of the following:
- a) The employee will be asked to provide details of the names and dates of any appointment with a medical specialist since the previous health screening and should remember to bring any copies of relevant medical/specialist reports.
 - b) Spectacles or contact lenses that are worn for driving should be brought to the appointment.
 - c) Details of any prescribed medication should be brought to the appointment.

How much will a medical examination or health screening cost?

36. There is no charge from the Occupational Health service for either the DVLA medical examination or the required driver health screening.
37. Service areas may incur indirect costs associated with operational cover and expenses for drivers attending appointments.
38. Any travel to meet with the Occupational Health Service must be claimed in line with the business travel policy and where possible, pool vehicles should be used. No expenses will be paid for travel to alternative providers.

Will information be kept confidentially?

39. Any disclosure of prescribed medication and other personal health information is retained confidentially within the Occupational Health Service. Employees are only expected to disclose relevant personal and medical information that may affect their own safety at work or the safety of those affected by their actions. Personal details and

health information will never be disclosed to HR or management without the written consent of the employee.

Further help and information

40. Contact the Occupational Health Service using occhealth@wiltshire.gov.uk