



## Joint Statement between Royal Mail and CWU Regarding the 'New Safe Driver Checks' Process

### Background

Being a safe and qualified driver is a key part of many of the job roles at Royal Mail. Part of Royal Mail's regulatory compliance is to conduct licence checks for all drivers and ensure they complete health and other employment declarations.

Previously this has been done via a manual, paper-based process twice a year which could be complicated and time consuming. As part of an ongoing effort to simplify Royal Mail policies and make compliance tasks easier to achieve, it has been agreed that Royal Mail will introduce the new Safe Driver Process. The new Safe Driver Policy has moved licence checks and health declarations for drivers of small vehicles (below 3.5T) to an annual check and the process will support compliance to that.

### How will the new Safe Driver Check process work?

- The Safe Driver App will reduce the amount of time drivers and managers currently spend providing and submitting this information.
- Importantly, the new process means that driver data will be stored securely, centrally and electronically on PSP rather than in paper form.
- The Safe Driver App allows Royal Mail drivers to input their Driver Licence details (without the need for the driver to obtain a DVLA code), Health, Other Employment and Training Declarations directly into their PDA.
- This information will be automatically transferred into the People Systems Portal (PSP). This will allow automatic licence checking with the DVLA database and ensure secure, centralised, digital storage of the individual's information.
- Individual mandates are valid for 3 years and will be securely held centrally within PSP. The licence data will be automatically checked with the DVLA database once a year.
- Health & Other Employment Declarations are still required to be made and submitted by Royal Mail drivers on an annual basis.
- Managers will not have access to the DVLA database, instead they will view a relevant PSP report sent to them that only includes the people within their direct line of management.
- The PSP report will highlight anyone within the unit who has not yet submitted their information, any anomalies with the DVLA database, the expiry date of individual licences, or where an individual's declaration necessitates a further discussion.
- Only the line manager of an individual will have sight of their relevant information. Individual data sourced from either the PDA/PSP or the DVLA database will not be published or shared with a wider audience.
- Outside of this annual activity, all Royal Mail drivers will still have a responsibility to make their manager aware of any relevant changes to their driving licence provision or the onset of a health condition.

- All data will be destroyed at an agreed point of an individual leaving Royal Mail employment.

### **Deploying the new process**

This process will have a phased deployment commencing 11<sup>th</sup> March 2019 and should take no more than three weeks for each unit to complete. People may have further questions relating to the data gathering process. These will be addressed in forthcoming communications; the Work Time Listening & Learning sessions for w/c 11<sup>th</sup> and 18<sup>th</sup> March 2019 have been set aside both to explain the new policy and process and to undertake the data gathering activity.

Frontline operational colleagues will submit their information via their PDA during these Worktime Listening & Learning sessions. For desk-based colleagues who drive for work, an email will be sent to them with a link to the form requiring completion. Full instructions will be provided over the course of the next few weeks.


### **Who is and isn't covered by this process?**

- All drivers of vans and cars within Royal Mail Deliveries & Collections (excluding Northern Ireland residents).
- Professional drivers (LGV and MGV 3.5t vehicles) including any currently working in the Delivery or Collections operations will continue to have their licences checked as they currently do on a six-monthly basis.
- Drivers with a licence issued by the DVA (Northern Ireland) will complete the health declaration via the PDA but will still complete an annual paper-based licence check – this is due to the DVA having a different licence checking process. Separate deployment instructions regarding these specific checks will be sent in due course.

### **Involvement**

Operational Managers, CWU Divisional, Area and Local IR Representatives will all be made aware of this new process prior to its roll-out, along with the timescales for completion and the associated learning materials. A National Joint Review will take place approximately 6 weeks following the introduction of the Safe Driver Checks process to understand or identify any process or technical difficulties that may be encountered. The review will involve and be conducted by the signatories of this Joint Statement or their nominated parties.

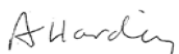
Any questions of interpretation, implementation or application of this Joint Statement shall be referred to the respective Headquarters for resolution.



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Anton Harding  
**Royal Mail Royal Mail National Delivery Director**

8<sup>th</sup> March 2019