

No: 392/2019

26<sup>th</sup> June 2019

**For the Immediate Attention of All:**

Postal Branches  
Divisional Representatives  
Area Distribution Representatives  
LGV Representatives

Dear Colleagues

**‘SAFE DRIVER CHECKS’ PROCESS – LICENCE CHECKS FOR LOGISTICS AND AREA DISTRIBUTION PROFESSIONAL DRIVERS**

Branches and representatives will be aware that trial activity has been taking place at Swindon Distribution and Coventry VOC in line with the *Joint Statement between Royal Mail and the CWU regarding the New ‘Safe Driver Checks’ Process for Logistics and Area Distribution Professional Drivers* (LTB 192/19 refers).

The trial activity has been considered as very successful with the feedback received being that the process was easy for the drivers to complete, with the average time to complete the licence check greatly reduced to around 2 minutes.

It has therefore been jointly agreed that the process is suitable for further deployment to Logistics and Area Distribution units. Due to legal requirements it will however be necessary to commence collecting the required driver data and have this completed in August 2019, prior to the next licence checks in September.

Discussion has therefore taken place with the business in relation to concluding a Joint Statement for the new process, which has been endorsed by the Postal Executive, a copy of which is attached for your information.

In summary the required data for Professional Drivers (LGV and MGV 3.5t and above vehicles) will be collected using the following PDA process:

- All drivers will receive their own individual PDA log ins – this will take approximately two weeks through IT, be led by the project team and communicated to the individual VOC’s.

- Through June/July the VOC managers will ask drivers to complete the licence check process using the PDA ready for the data to be communicated to the DVLA in August in line with all other functions.
- The licence checks will be conducted by managers and not ADC's.
- Where PDA's are already available to the VOC's on co-located sites, these will be made available to the VOC through local discussion.
- Where we have VOC's with no natural access to PDA's the Special Events Team will organise PDA's for the licence checks.

In addition to the Joint Statement also attached for information is supplementary information in relation to the Safe Driver Check process, which we hope will be of assistance to Branches and representatives in dealing with any enquiries that may be received:

- Annex A – Safe Driver Checks NI – PDA Input
- Annex B – Safe Driver Checks – PDA Input
- Annex C – Safe Driver Checks FAQ's

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, email: [dwyatt@cwu.org](mailto:dwyatt@cwu.org) or [shayman@cwu.org](mailto:shayman@cwu.org) quoting reference numbers: 202.09 & 502.02.

Yours sincerely

**Katrina Quirke**  
Acting Assistant Secretary