

JOINT STATEMENT BETWEEN ROYAL MAIL AND THE CWU REGARDING THE DEPLOYMENT OF THE NEW 'SAFE DRIVER CHECKS' PROCESS FOR LOGISTICS AND AREA DISTRIBUTION PROFESSIONAL DRIVERS

Introduction

Royal Mail and the Communication Workers Union are working together in developing key business policies, mutual interest solutions and a new culture, which is at the core of the commitments contained in our National agreements, including the Guiding Principles of Employment Security and Mutual Interest Approach to Future Challenges and Opportunities. These commitments are acknowledged as the key enablers for Royal Mail and the Union to engage and to develop mutual interest solutions that will aid/improve efficiency within the operation while responding to the needs of CWU represented grades.

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 Safe Driver Policy retains the need for twice yearly driving licence checks for individuals who drive for Royal Mail Logistics and Area Distribution.

This process currently involves manually recording people's driver licence details, the driver then having to obtain a code from the DVLA and giving permission for the manager to perform the licence check via the DVLA/DVA system. Drivers are also required to complete paperwork declaring any relevant health issues they may have and whether they undertake work for any other employer. This is a laborious, time consuming process for all those involved and leads to a lot of paperwork having to be stored locally.

The CWU therefore support the new process that is to be adopted and understand that it will simplify the process, keep employee's information safe and secure and ensure Royal Mail conforms to legal requirements.

In addition, the current system whereby the driver sources a code from the DVLA is changing. Due to new laws regarding the security of data, each driver will need to undertake a lengthy process to obtain the code (estimated as 15 minutes). The new approach will eliminate the need for drivers to source a code, as their permission to undertake the twice yearly licence check via the PDA App will be valid for 3 years.

The driver checks will continue to be carried out in March/April and September/October each year, these checks will be done centrally and the outputs will be shared with the local Manager within the unit.

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.
- 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 the PDA.
- To ensure that all individual data is protected drivers will input their data with 2 levels of security, a PIN number and scan of the unique barcode on their RM ID pass.
- 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 twice a year in April and October.
- Health & Other Employment Declarations are still required to be made and submitted by Royal Mail Logistics and Area Distribution drivers on a 6 monthly 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 biannual 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 when an individual leaves Royal Mail employment.

Deploying the New Process

The new Safe Driver Checks approach via the PDA app has been successfully trialled at Swindon MC Area Distribution and Coventry VOC and it has now been agreed that it is suitable for wider deployment to achieve National coverage in time for the September/October 2019 licence checks.

To support the deployment activity Managers and Advanced Driver Coaches will receive the following information directly via email:

- How To Guide
- FAQ sheet
- Standard templates and process guides to complete where individuals declare a Health Issue or Other Employment.

The required data for Professional Drivers (LGV and MGV 3.5t and above vehicles) will therefore be collected during June/July 2019 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 license 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 license checks.

Who is Covered by this Process?

- Professional drivers (LGV and MGV 3.5t and above 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 and other employment declaration via the PDA but will still complete a bi-annual paper-based licence check – this is due to the DVA having a different licence checking process. Therefore separate deployment instructions for Professional Drivers in Northern Ireland will be contained within the guidance documents.

Involvement

A joint robust plan for full deployment will be developed and shared to ensure that all drivers have been captured in readiness for the next scheduled licence check in October 2019.

Operational Managers, CWU Divisional, Area and Local IR Representatives and Advanced Driver Coaches will all be made aware of the new process prior to its deployment, along with the timescales for completion and the associated learning materials.

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

A handwritten signature in black ink, appearing to read 'Nicholas Dunn', written over a diagonal line.

Nicholas Dunn
National Distribution Director
Royal Mail

A handwritten signature in black ink, appearing to read 'Davie Robertson', written over a horizontal line.

Davie Robertson
Assistant Secretary
CWU

Date: 25th June 2019