

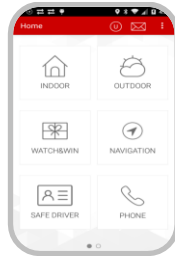
# Safe Driver Checks

## PDA Input Guide for Professional Drivers (MGV & LGV)

**Before Starting:** Make sure you have your Driving Licence and PDA log ins

### Step 1

#### Accessing the Safe Driver Checks Application



- ❖ Log in to the PDA using your unique log in number
  - If you do not use your own unique login number, your details will not be correctly recorded.
- ❖ Access the Safe Driver Checks Application by clicking on the “Safe Driver” icon on the Frontline App on the PDA home screen.

### Step 2

#### Entering Your Driving Details

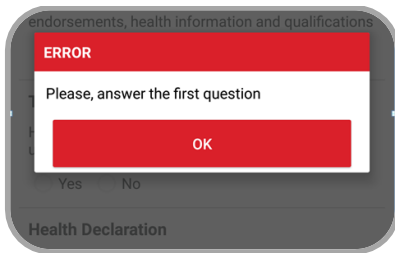
- Tick to confirm if you drive as part of your Royal Mail job.
  - If you tick No, you need to click submit. The application submits your information and returns you to the home screen.
  - If you tick Yes, the application will ask you for further details.
- ❖ Tick to confirm if you work for any other employer.
  - If you tick Yes, your line manager will speak to you to confirm your hours of work are compliant with Drivers Hours regulations.
  - If you tick No, Royal Mail already ensures you are compliant with Drivers Hours regulations
- ❖ Tick to confirm the agency that issued your Driving Licence
  - DVLA issues licences for England, Scotland & Wales. This agency allows you to provide Royal Mail with an electronic mandate to check your licence details with them
  - DVA issues licences for Northern Ireland. After all the questions on the Safe Driver App have been submitted, the current manual checking process should be followed
  - If your licence was issued by any other agency, the current manual checking process should be followed
- ❖ Input your Driving Licence number
- ❖ Tick to confirm if you have a valid DQC (Driver Qualification Card) and/or Tachograph.
  - This is to determine if you qualified to drive vehicles over 3.5t. If so, you will still need to have your details checked every six months.

#### Possible PDA Error Messages

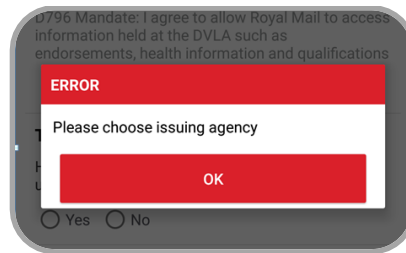
- ❖ If a mistake is made whilst inputting data, one of the following error messages may appear. To rectify, click okay and re-enter the relevant data.

# Safe Driver Checks

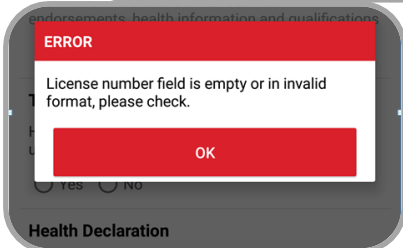
## PDA Input Guide for Professional Drivers (MGV & LGV)



Displays if you do not confirm if you drive for Royal Mail

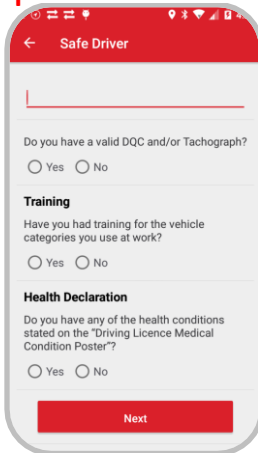


Displays if a licence issuing agency is not selected



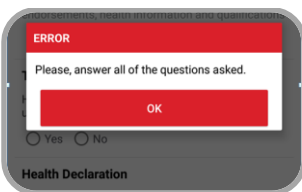
Displays if the licence number is input incorrectly

### Step 3



#### Enter Your Training & Health Declarations

- ❖ Tick to confirm you have had the appropriate training for the vehicles you drive for Royal Mail
  - If you tick No, you cannot drive until you have had the appropriate training – please make your manager aware immediately.
- ❖ Tick to confirm if you have any of the health conditions stated on the Driving Licence Medical Conditions handout.
  - If you tick yes, please make your manager aware immediately. Your manager will talk to you to understand your personal situation.



#### Possible PDA Error Messages

- ❖ If a question is not answered, the following error message will appear. To rectify, click okay and enter the relevant data.

### Step 4

#### Give permission for Royal Mail to check with the DVLA

- ❖ Tick to confirm you agree to allow Royal Mail to check your licence details with the DVLA.

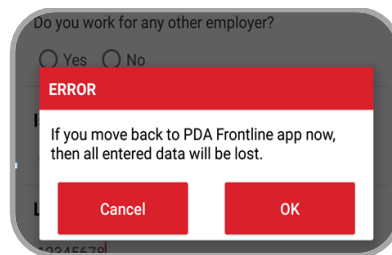
- Without this mandate we cannot check your licence, which is necessary so you can drive for Royal Mail.

# Safe Driver Checks

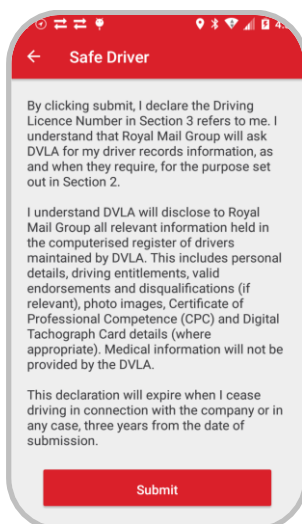
## PDA Input Guide for Professional Drivers (MGV & LGV)

### Possible PDA Error Messages

- ❖ Displays if you attempt to exit the application prior to submitting your data

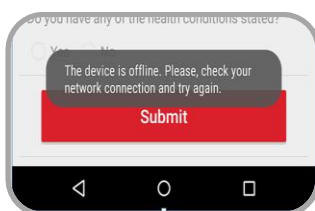


### Step 5



### Submitting Your Information

- ❖ Press the Submit button to transmit your information to PSP.
  - Your information will then be securely stored in the Royal Mail People System Portal (PSP).
  - Following a successful transmission, the Safe Driver Checks application will close and you will be returned to the PDA home screen.

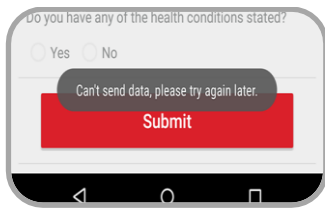


### Possible PDA Error Messages

- ❖ Displays if the PDA is not connected to the network when you press submit. Please try again when the PDA is connected via Wi-Fi to the network
- ❖ Displays if the app is connected but cannot send the data. Please try again. If unsuccessful, use a different PDA

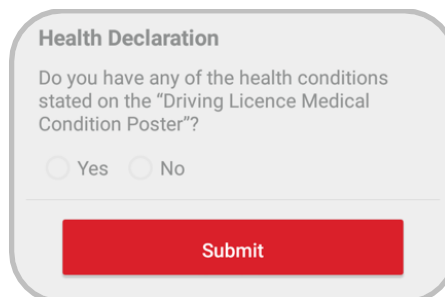
# Safe Driver Checks

## PDA Input Guide for Professional Drivers (MGV & LGV)



## Medical Conditions

The SAFE DRIVER app will ask you the following question:



You should tick yes if you have been diagnosed with or have suffered with any of the following conditions since your last declaration. You should also tick yes if you have previously been diagnosed with any of these conditions and have had a significant change in the condition or treatment.

- Epilepsy or a fit for any cause.
- A blackout
- A chronic neurological disorder such as MS or Motor Neurone Disease.
- Parkinson's Disease.
- Sudden or disabling giddiness.
- A stroke or transient ischaemic attack
- Any illness or injury affecting the brain
- Any condition affecting your heart, including angina, a heart attack, Cardiomyopathy, or a condition disturbance of the rhythm of your heart.
- Uncontrolled high blood pressure.
- Diabetes.
- Anxiety or depression requiring treatment.
- Any other psychological or psychiatric condition.
- Alcohol misuse or dependence
- Drug misuse or dependence.
- Any significant deterioration in your vision including, losing the field of vision or sight from one eye, developing a cataract or double vision.
- Kidney or liver failure
- Any type of cancer.
- Deafness
- Dementia
- Sleep disorder including sleep apnoea.
- Any other medical condition that could impair your ability to control a vehicle.
- Are you newly prescribed any medication that could impair your ability to drive?

# Safe Driver Checks

## PDA Input Guide for Professional Drivers (MGV & LGV)

Drivers are obliged to notify both DVLA and Royal Mail Group if they develop a new medical condition or if an existing condition worsens.