

Driver licence check form

One licence check. The useful output is the next due date, so the check becomes a system rather than an event.

DRIVER NAME	EMPLOYEE NUMBER	DEPOT
DATE OF CHECK	CHECKED BY	NEXT CHECK DUE

LICENCE DETAILS

DRIVER LICENCE NUMBER	CATEGORIES HELD
LICENCE EXPIRY DATE	PHOTOCARD EXPIRY DATE
ISSUING AUTHORITY	DATE OF BIRTH

FINDINGS

ENDORSEMENTS AND CODES	PENALTY POINTS TOTAL
RESTRICTIONS OR CONDITIONS	DISQUALIFICATIONS RECORDED

CHECK CARRIED OUT

	YES	NO
Driver consent obtained and recorded	☐	☐
Entitlement verified against the vehicles driven	☐	☐
Digital tachograph card seen and in date	☐	☐
Driver CPC status confirmed	☐	☐
Any issue escalated to the transport manager	☐	☐

NOTES AND ACTION TAKEN

SIGN-OFF

CHECKED BY	SIGNATURE	DATE
DRIVER SIGNATURE	DATE	NEXT CHECK DUE