

Proposed Amendments to Guidance Notes and Conditions July 2018

DBS Disclosures for Drivers

5.2 Only DBS enhanced disclosures with Bracknell Forest Council as the registered body will be accepted.

amend to

5.2 Only DBS enhanced disclosures processed through West Berkshire Council on behalf of Bracknell Forest Council will be accepted.

[This reflects a change of procedure as all DBS applications for licensed drivers will be made via the West Berkshire DBS portal].

5.17 From 1 April 2017, all new applicants for a driver or operator licence must complete safeguarding training prior to the issue of a licence. Existing drivers and operators must complete the training prior to the next renewal of their licence. Once passed, the training must be retaken by all licensed drivers and operators within a 3 year period.

amend to

5.17 All new applicants for a driver or operator licence must complete safeguarding and disability awareness training prior to the issue of a licence. Existing drivers and operators must complete the training prior to the next renewal of their licence. Once passed, refresher training must be retaken by all licensed drivers and operators within a 3 year period.

[This aims to promote better disability awareness for both drivers and operators to meet their obligations under the Equality Act 2010].

Accidents and Temporary Vehicle Licences

22.1 If a licensed vehicle is involved in an accident, even if there is only minor damage to the vehicle, the proprietor must inform the Licensing Section in writing within **72 hours** to allow the vehicle to be inspected and the damage assessed.

amend to

22.1 If a licensed vehicle is involved in an accident, even if there is only minor damage to the vehicle, the proprietor must inform the Licensing Team within **72 hours (3 days)**. If required by an officer, the vehicle may be required to undergo a vehicle inspection at an authorised garage.

[This reflects a change of procedure as officers are not trained vehicle inspectors].

22.5 A temporary replacement vehicle will usually only be licensed under the original vehicle licence for a maximum of 2 months, to allow for repairs to be carried out on the original vehicle as mentioned previously in this section. The usual application process applies.

amend to

22.5 A temporary replacement vehicle will usually only be licensed under the original vehicle licence for a maximum of 3 months, to allow for repairs to be carried out on the original vehicle as mentioned previously in this section. The usual application process applies.

[This seeks to provide flexibility in cases where a vehicle repair can take a lengthy period to complete].