



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description - Driving Licence Check Assistant		
Owner:	Membership Officer	Author:	Barry Bullas
Approved:	29 <sup>th</sup> Oct 2016	By:	Executive Committee
Doc Ref	ROLE2910	Version	1.0

#### **A. Why do we need this guide**

This guide sets out the roles and responsibilities of a Driving Licence Check Assistant.

#### **B. Who is responsible for this guide**

The Membership Officer of the group is responsible for the maintenance of this guide.  
The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Driving Licence Check Assistant role must be familiar with the information in this guide.

#### **C. When will this guide be reviewed**

This guide will be reviewed a maximum of One Year following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Driving Licence Check Assistant role.

## **1. Aims of the Role**

- 1.1.** The Driving Licence Check Assistant will assist the Membership Officer by performing online checks on members driving licences to ensure they have the necessary categories to drive or ride NBB vehicles and that any valid points have been declared.

## **2. Who does this role report to**

- 2.1.** The Driving Licence Check Assistant reports to the Membership Officer.
- 2.2.** The Driving Licence Check Assistant may need to liaise with the Membership Officer, Rota Manager or Fleet Manager.

## **3. Responsibilities and Duties of the role**

- 3.1.** In line with the Driving Licence policy, the Driving Licence Check Assistant will request that members who are required to have their licence checked, provide the necessary 'check code' so the check may be undertaken.
- 3.2.** The Driving Licence Check Assistant may have to provide telephone support to members unfamiliar with the process
- 3.3.** The Driving Licence Check Assistant will use the driving licence 'check code' provided by the member to view the members driving record. This check is to ensure the member:
  - Has the necessary driving licence category required to undertake the operational duty they have volunteered for and has held it for the minimum period (currently 2 years)
  - Has declared any penalty points of disqualifications
- 3.4.** The Driving Licence Check Assistant will record all checks that have been undertaken and report any discrepancies to the Membership Officer and Fleet Manager
- 3.5.** The Driving Licence Check Assistant will make the membership Officer aware of any member who has failed to supply the information necessary to undertake a driving licence check when requested to do so.

## **4. IT System Requirements**

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member
  - Additional requirements for website access:
    - This role does not require access to the Mail to All facility.
    - This role does not need to create website pages.
    - This role does not require access to be able to retrieve data from OLRS and OARS
    - This role does require access to data relating to members driving licence categories and insurance declarations.
    - This role does require the ability to record information about the checks being carried out, such as the date, time and outcome
  - Additional requirements for OLRS access:
    - This role does not require additional access to the OLRS and OARS to be able to view and obtain data.

- Additional requirements for Email access:
  - This role does not require a personal NBB email address
  - This role does require a role-based email address –  
licencechecks@northumbriabloodbikes.org.uk
  - This role does not require access to an email group

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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Oct 2016	1.0	Barry Bullas	First Version