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**Association of Chief Police Officer of England,
Wales & Northern Ireland**

**NATIONAL DRIVER OFFENDER
RE-TRAINING SCHEMES**

**NATIONAL SPEED AWARENESS COURSE
GUIDANCE NOTES**

Status:

This Guidance is published by the Uniformed Operations Business Area and has been agreed at ACPO Chief Constables' Council. It is the intention of the Speed Awareness Scheme to remove from the Criminal Justice System those drivers who by driving error have offended against the speed limits contained within the Road Traffic Regulations Act 1984, and offer them an educational course at an approved centre. It has been audited in line with ACPO requirements, is disclosable under the FOIA 2000 and is subject to Copyright.

Implementation

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SECTION 1 - PREFACE

INTRODUCTION

The Speed Awareness Scheme has been born out of the success of the National Driver Improvement Scheme (NDIS). The fundamental point of any course is that education, as an alternative to prosecution must be based on a driver's mistake, rather than a reckless or intentional act, with the objective that the offender benefits from the course and from thereon ultimately contributing to road and community safety, with potential environmental benefits also.

It is in the same vein that the Speed Awareness Courses are to be run involving low-end speed offenders. Safety Camera Partnerships can not operate Speed Awareness Courses alone. They must be for individual Chief Constables to run within these guidelines published by ACPO.

The Speed Awareness Scheme finds its legal authority in the discretion entrusted to the Police, who decide whether to instigate proceedings for offences. The Scheme is not intended to usurp the Courts authority, but is intended to broach drivers' attitude and behaviour towards inappropriate driving speeds, which in turn leads to a reduction in re-offending and ultimately contributes towards road safety and a better quality of life.

The Dept for Transport sponsored a significant research project into the methodology of re-educating speeding motorists. This culminated in the publication of the DFT's report No 66 of 2006 entitled "Effective Interventions for Speeding Motorists".

The Association of National Driver Improvement Service Providers (ANDISP) has developed this National Speed Awareness Model

It is recommended that Forces procure the services of an ANDISP member by way of the ACPO approved tendering and contract process.

The course is an alternative to prosecution, for all speed bands and classes of vehicle speeds except **20 mph zones**. Previous driving history will not be taken into account when making this offer.

The course is no soft option for the offender. Attendance on the course attracts a fee payable by the offender, as well as the time and effort involved. The course may vary from force to force, as some forces will adopt the theory only element of four hours duration. There is an option to add the practical element that involves of up to another 90 minutes to accommodate the on-road session. The course will cater for all classes of drivers and there will be no discrimination regarding age, ability, language, ethnic origin or ability

The National Speed Awareness Scheme will allow offenders who admit the offence of speeding to be offered a course in the area of their choice, providing the County or Force in question has adopted the National Scheme arrangements.

The thresholds under which the Scheme will operate have been laid down by ACPO.

Speed Limit	ACPO bottom level threshold [10%+2]	Speed Awareness level not more than [10%+6]	Summons after
20	25	Nil	35
30	35	39	50
40	46	50	66
50	57	61	76
60	68	72	86
70	79	83	96

(This will not prohibit prosecution below the limit of 10%+6.)

These guidelines are for forces to consider. It is permissible to have some minor variation on these guidance notes, as administrative practice will vary from force to force and there is scope for more detailed local arrangements to be made provided the referral criteria, exchange of offenders, use of the database and compliance with the minimum core content of the ANDISP course model are adhered to.

SECTION 2 - GUIDANCE, ADVICE AND PROCEDURES

2.1 Intention

2.1.1 It is the intention of the Speed Awareness Scheme to remove from the Criminal Justice System those drivers who by driving error have offended against the speed limits contained within the Road Traffic Regulations Act 1984, and offer them an educational course at an approved centre. Where there is evidence that the person's driving amounts to more than an error of judgement, the case should be referred for prosecution. The course will cater for all classes of drivers and there will be no discrimination regarding age, ability, language, ethnic origin or ability

2.2 The Speed Awareness Course

2.2.1 There are two different types of speed awareness courses, a theory only and a theory and practical course.

2.2.2 It will be the decision of individual forces whether to engage the theory or the theory and practical elements of the course.

2.3 Charges for the Course

2.3.1 This Scheme is not primarily commercial, but it has been recognised that there will be variations in the amount charged across each Police Force. On financial considerations it should always be a more viable option than a court appearance, as this may attract an unnecessary refusal of the offer of the course.

2.3.2 A Condition on attending is that the offender pays for the course.

2.4 Method

2.4.1 Offenders for the Scheme may come to notice through the Safety Camera Partnership or by officer roadside enforcement using traditional means.

2.4.2 Offenders caught on camera at the agreed Scheme speeds will be offered a Speed Awareness Course, provided certain criteria are met. The decision to offer an offender a course will be the responsibility of the decision maker.

2.4.3 It is inappropriate to insist on an offender undertaking the theory and practical element if a client elects to take the course elsewhere than the force area where the offence was committed. If a client elects to undertake the course at a venue where the course comprises of the theory and practical, the client must undertake both elements of the course and pay the appropriate fee.

2.4.4 The service providers must guarantee to process all offenders who have been referred by their contracting force as a matter of priority. Offenders from outside the contracting force must also be accommodated. All offenders must be accommodated on a course so it can be completed within a maximum time of 4 months of the date of the offence. Where the driver has not accepted or been identified within 4 months of the date of the offence then the offer of a speed awareness course is not appropriate and normal process shall be applied.

2.4.5 Police Officers engaged in specific road safety initiatives can also refer offenders to the Scheme. Police Officer enforcement must be planned and justifiable, ie a tasking following a complaint from the public or enforcement at a particular accident hot spot. The criteria will be exactly the same for Police Officers as it is for Safety Cameras.

2.5 Operational Considerations

2.5.1 Below 10%+6 a police force can implement national speed awareness at any level (**enforcement level**¹) that is below their agreed **prosecution level**². Nothing in this document will stop a prosecution under 10%+6, or no action, if the situation is appropriate

2.5.2 Speed awareness - Police officer enforcement. A police officer who witnesses an offence is in a much better position to decide whether a course of instruction is appropriate than is a decision-maker viewing camera photograph. For this reason it is accepted that:

- Any offender could be offered speed diversion if the speed was within the criteria 10%+2 to 10%+6 (same as speed camera). The officer could be using a speed detection device or a safety camera in this circumstance; the important issue is the witnessing of the offence and surrounding conditions.

2.5.3 Speed awareness – Safety Camera Enforcement. Cases not witnessed by an officer who can use discretion to decide on the appropriateness of a speed awareness course, automatic enforcement.

2.5.4 Speed awareness must not be given to a driver if the offence is committed in a 20mph limit.

2.6 Decision Making Process

2.6.1 Decision makers should consider the following before recommending an offender for a place on a Speed Awareness Course:

- That the offender is exceeding the speed limits as defined in the Road Traffic Regulations Act 1984 and other regulations that are appropriate.
- There is a reasonable chance of a successful prosecution.
- There are no other offences being dealt with by way of prosecution.
- The driver may be the holder of a full or provisional driving licence.
- A course can only be offered if it can be taken up and completed within the time limits set by the referring force, normally no more than 4 months from the date of the offence.
- A course cannot be offered within 3 years of any previous offence that was dealt with by a National Speed Awareness Course.

2.6.2 *There will be occasions where an offender is considered for an offer of a speed awareness course within the life of an existing uncompleted course. If this is the case the second offer will be regarded as inappropriate and the conditional offer or summons process will deal with the second offence.*

2.7 Mitigating Circumstances

2.7.1 There may be occasions when due to extreme mitigating circumstances that a Speed Awareness Course may be offered albeit it is outside of the normal 10% plus 6 miles per hour parameters.

2.7.2 In such circumstances, and by exception, the mitigation must be corroborated by strong evidence. Additionally, the decision maker must apply several tests:

¹ *Enforcement level – the level set, above which all drivers who are found committing a speed violation will be enforced against in some way or another – warning, caution, speed awareness, fixed penalty and summons.*

² *Prosecution level – Level above the enforcement level, assuming speed awareness has been adopted, after which a driver will be prosecuted by fixed penalty or summons.*

- possible discretion any police officer would have used had the offence been detected by an officer present at the time, and;
- The code for the Crown Prosecution Service³ (particularly the public interest factor) must also be considered when deciding whether or not to use a Speed Awareness Course as an appropriate intervention other than no further action, conditional offer or summons.

2.7.3 In assisting this disposal a decision maker may also take into account the Magistrates' discretion on penalties. If the mitigation is so strong that, were the offender to appear before the Magistrates' as an option of first choice, the Magistrates', who have the power to listen to special reasons as to why the offender should not receive a fine and penalty points, would be likely to accept the special reasons and,

- not endorse the person's licence or award penalty points,
- potentially offer an absolute discharge to a guilty plea,

then a Speed Awareness Course offer must be an appropriate intervention before consideration of a conditional offer or court appearance.

2.8 Action Chart For Speed Awareness Disposals

	Band 1 10%+2 to 10%+6		Band 2 10%+7 to 25mph over limit		Band 3 >25mph over limit
	Situation	Action	Situation	Action	Action
National Speed Diversion Accepted	a) No previous Speed Diversion	Speed Diversion Notify DORS	a) all situations except (b) below	Fixed Penalty Notice	Summons
	b) Previous Speed Diversion within 3 years.	Fixed Penalty Notice	b) If inappropriate speed	Summons	
			c) Police officer witnesses offence and decides training is appropriate	DIS	
Other Conditions	Fixed Penalty if Force policy does not support speed diversion or the severity requires this				
	Speed Diversion course will not be offered if a previous course has been completed within preceding 3 years of the offence date				

2.9 Medical Conditions(including eyesight)

- 2.9.1 From time to time the offer of an invitation to attend a Speed Awareness Course may be declined by an individual on the basis of a "medical condition".
- 2.9.2 The Police are always at liberty to enquire from the offender, ability to prove the alleged condition by supportive medical evidence from a GP or other registered medical practitioner or a disclaimer from the offender for the Police to make reasonable enquiries into that condition which may affect their condition to attend a course. A sample form of words is contained in Appendix B. Should a medical condition be revealed during the course the service provider will complete POLNOT D792 and refer the matter to the originating Police Force.
- 2.9.3 Should that medical condition defined with the definition of prescribed medical conditions under Section 97 of the Road Traffic Act, then notification of that condition should be made by using POLNOT D7 or D792 .
- 2.9.4 For any confirmed medical condition, consideration should be given to making reasonable adjustments to accommodate the individual concerned. Such adjustments could include "One to One" tuition and should generally be given with either no additional or minimal increased costs to the individual. To this end ANDISP have made adjustments to the National DIS / SPEED AWARENESS COURSE Models. Negotiation should take place between the Police and the Service provider to this effect.
- 2.9.5 Following all attempts to make reasonable adjustments that still do not attract the offender to the course, then resort must be made to the original conditional offer and a full audit trail of correspondence and decision making should be made for future reference.

2.10 Internal Process

- 2.10.1 Due to the diverse working practices in each force and the relationships with the Safety Camera Partnerships and variations on processing software, each force must decide on the internal process to be engaged in the administration of the offer.
- 2.10.2 Any negotiations between the offender and the service provider regarding course dates, fees and so forth will not be the responsibility of the police. Any such matters will be addressed to the respective service provider.
- 2.10.3 Whatever administrative process is engaged, there must be no prospect of an offender being able to accept the offer of a speed awareness course and also electing to pay the conditional offer at the same time.

2.11 Driving Licence Validity

- 2.11.1 It is incumbent on the referring Police Force to ensure that the offender is the holder of a valid driving licence prior to referral to the service provider. This responsibility is NOT transferable to the service provider. This includes those offenders who hold a non-UK Licence but have validity to drive the class of vehicle they were detected in at the time of the offence. **A form that may be used in connection with this issue can be found within appendix A**
- 2.11.2 It will be a requirement to produce a photocard driving licence or other photographic material as proof of identification on attending a course. *(For courses with a practical element, It will be a requirement produce a photocard driving licence and the counterpart as proof of identification on attending a course. Service providers will not examine points on any driving licence. If a Photocard driving licence cannot be produced a paper licence will be required together with other photographic identification.)*
- 2.11.3 There may be cases where the offenders licence has elapsed or the offender has become disqualified from holding or obtaining a licence to drive. In these cases it will still be appropriate for the offender to be offered a course but they will not be allowed to drive to achieve the practical element of the course and may sit in the vehicle as an observer.
- 2.11.4 The DVLA produce information to assist decision makers to establish the validity of a driving licence. For further information please visit this link:
<http://www.dvla.gov.uk/media/pdf/leaflets/inf38.pdf>

2.12 Non UK Licence Holders

- 2.12.1 With effect from April 2009, the Road Safety Act 2006 allows for the introduction of Roadside Deposits for offenders who do not furnish the officer with a satisfactory UK address. At the same time the Act opens up the Road Traffic Offenders Act 1988 so as to allow a non-GB licence holder to be given a fixed penalty with penalty points.

The strict statutory limitations on time for the processing of these roadside deposits mitigate against the offer of a Speed Awareness Course.

Speed Awareness will not be used as a disposal option for any offence where there is a requirement for a roadside deposit. These offences will be dealt with by the other processes that are available i.e. Conditional Offer, Endorsable Fixed Penalty Notice or Summons.

- 2.12.1 A valid non UK Licence holder may be offered a speed awareness course and the DORS System will accommodate the details of that non UK Licence holder in the format that the licence is produced. Should a non UK Licence holder decline the offer of a speed awareness course then until legislation is introduced through the allowing a FPN to be issued without a counterpart, the matter should normally be dealt with by way of summons.
- 2.12.2 There is a facility for a non UK Licence holder to apply for a UK counterpart from the DVLA by using Form D9 and it would be possible in conditional offer cases to extend the time to allow for the issue and surrender of a counterpart, however in non-conditional offer cases the counterpart would have to be surrendered with the licence within 7 days making the application and receipt of a counterpart impossible, hence summons. Administrators could consider inviting the offender concerned to apply for a counterpart and the DVLA have pledged to process these applications as quickly as possible.
- 2.12.3 Should the offender notify the speed awareness course administration they are applying for an UK counterpart, then a further time period should be given for the application and return of the counterpart (14 days).
- 2.12.4 If the UK counterpart is returned and the course completed, then no further action need be taken other than updating DORS of the UK Licence number for recording purposes. If the offender later declines or fails to attend the offer of speed awareness, but has surrendered a counterpart, they may still be processed by way of conditional offer and the UK counterpart will be endorsed accordingly

2.13 National Database

- 2.13.1 Pivotal to the development of the speed awareness scheme is the ability to retrieve data in relation to drivers offered the course. The National Police Improvements Agency have developed the Driver Offender Retraining System (DORS) ACPO/RSS are the custodians of this database and before making a formal offer of a speed awareness course a check must be made with this database.
- 2.13.2 On completion of the course DORS must be updated by the service provider with the results of the course for the referring police force. This data is retained in DORS for three and a half years from the date of completion and for a further three and half years by ACPO/RSS for research purposes thereafter de-personalised.

2.14 Emergency Service Drivers

- 2.14.1 Emergency service drivers will be dealt with in exactly the same way as a member of the public unless a Section 87 exemption applies (Road Traffic Regulations Act 1984). If need be the decision maker will make enquiries into the nature of the incident before deciding on the appropriate course of action.

2.15 Mischievous or Non-Compliant Driver

- 2.15.1 Should a driver who has been referred to a Service Provider demonstrate wilful non-compliance or wilful misbehaviour whilst on the course, the Service Provider reserves the right to expel them from the course and refer the issue back to the Police for prosecution. No refund of course fees should be given and the Service Provider will report in writing to the referring police force the reasons for the expulsion. Prosecution for the original offence will normally follow.

2.16 **Grievance Procedures**

2.16.1 Should there be any grievance between the client and the Service Provider it is incumbent upon the Service Provider to operate a grievance procedure and provide to the Police a summary of the investigation. It will be a matter for the Police to decide on any course of action and the decision shall be final and binding on all parties.

APPENDIX A

Examples of correspondence to be used by the Police in the administration of the course

EXAMPLE OFFER LETTER –National Speed Awareness Course

Dear Sir/Madam

PLEASE READ CAREFULLY

YOU MUST ACT ON OR REPLY TO THIS LETTER WITHIN XXX DAYS or by XXXXX (Insert critical date)

You have admitted to being the driver of ABC123 at hrs on The speed recorded was XXX mph in a XXX mph limit. Should you be convicted in a Magistrates' Court of this offence, it carries a maximum penalty of £1,000 and 3-6 penalty points.

XXXXXXX Constabulary is committed to road safety and participates in the National Speed Awareness Course, aiming to improve the education of drivers who have committed a minor infringement of the Road Traffic law.

To this end you are offered the options below.

OPTION 1 - SPEED AWARENESS COURSE

XXXXXXXXXXXXXXXXX Constabulary is seeking to educate and not prosecute drivers who have exceeded the speed limit through a minor error of judgement. Therefore, you are being offered an educational course which you will be expected to pay for. Course fees range from £60 – £125 depending on the location. This charge will cover the Police costs, and the cost of the course.

(*It is advisable to enclose a leaflet, which explains the course and national course venues)

Attendance will last between 4 and 5 ½ hours and:

- will take place in a classroom with some practical elements of on road driving under the tuition of a qualified instructor.

OR

- will take place in a classroom

By completing the course you will not incur any penalty points or be fined in relation to this incident.

This offer is not available if you have previously attended a Speed Awareness Course within the last three years from the date of another speeding offence that led you to attend a course, or if further road traffic offences are being considered against you.

Courses are available in this force area at XXXXX. *(Insert details or leaflet)* You also have the choice of attending a course outside of this force area and a leaflet enclosed gives you details of those venues and how to contact a course provider.

If you elect to take the course and you have access to the internet you may view available courses on line at <https://dors.police.uk> by entering your driving licence number. **Please note: When you access the site you will not have booked a course at that stage. You must contact the course provider either by visiting the course provider's on line booking system or by personally contacting them by**

phone or post. Your place on a course will only be confirmed when you have received an acknowledgement from the course provider and you have paid in full for the cost of the course

If you do not have access to the Internet and wish to take up this offer, and take it at a venue in this force area, please telephone (*Insert Contact name and telephone number*) who will assist you in making the arrangements to attend a course. If you wish to go elsewhere, please refer to the enclosed list of National course providers and contact them directly on the number published in the leaflet.

DO NOT send any money to the Police. Your course fees will be arranged when you book a course and further information will be sent to you by the course provider.

I must stress you will have to complete the course by (XXXXX Date.) Therefore, it is vital you act immediately to book a course. Failure to complete a course as directed will render the offer as invalid and the matter will be dealt with as explained under options 2 and 3 below.

If you accept this offer a condition of attendance and completion will be that you produce a photocard driving licence or other photographic evidence (such as a passport) as proof of identification when you attend the course.

For courses with an on-road element, It will be a requirement to for you to produce a photocard driving licence (we can only accept a photocard licence with an expired photograph if the photograph can still identify the driver (field 4b on your licence gives the expiry date of the photograph) and the counterpart. If a photocard driving licence cannot be produced you will be required to produce your paper licence together with other photographic identification.

Failure to produce a driving licence or photographic identification may disqualify you from participating on the course and the matter may be dealt with as explained under options 2 and 3 below.

If you complete the course you will not be allowed to take another National Speed Awareness Course within 3 years of the date of this offence

Data Protection Act 1998

In deciding to offer you this course we have checked your details against a national database to establish if you have completed a similar course within the last 3 years of this offence.

If you decide to accept the course, the course provider you choose will be given your driving licence number by us and they will ask you to give additional information so they can process the course booking.

If you complete the course, your details relating to this course will remain on file for road safety research purposes for a further 7 years from the date of the offence, after which any personal reference to you will be erased. Your details will not be released to any other parties except a Police Force if they are considering making an offer of a course in the future. YOUR PERSONAL DETAILS WILL NOT AT ANY TIME BE MADE AVAILABLE TO THE PUBLIC.

If you fail to complete the course or if the offer is withdrawn your personal details relating to this matter will be erased from the national database.

OPTION 2 - CONDITIONAL OFFER

Should you decline or fail to attend your course, you have the option of paying the Conditional Offer if you hold a UK driving licence or have a UK Counterpart driving licence*. This involves you paying a fixed fee of £60 and submitting your driving licence for 3 points to be endorsed thereon, provided you do not have more than 8 penalty points already. * For further details please visit this address <http://www.dvla.gov.uk/dvla/~media/pdf/leaflets/INF38.ashx>

OPTION 3 - ATTENDANCE AT COURT

You have the right to have your case heard at Court if you do not agree with the evidence that has been given to you. If you wish to take up this option you will be summonsed to Court at a later date. You will not be offered a Speed Awareness Course if found guilty by the Courts and you may have Court costs added to your fine.

If you do not respond to this letter Options 2 or 3 will be invoked automatically.

I am of the opinion that your attendance at a Speed Awareness Course will be beneficial to you, which is why this option has been offered. I must emphasise that not all drivers caught speeding are offered this opportunity.

Yours faithfully

NON UK LICENCE HOLDER

ONLY COMPLETE THIS FORM IF YOU HAVE COMPLETED PART 1 OF THE NOTICE OF INTENDED PROSECUTION AND YOUR LICENCE WAS NOT ISSUED BY THE UK LICENCING AUTHORITY (IE NOT ISSUED BY THE DVLA). PLEASE COMPLETE ALL RELEVANT SECTIONS AND RETURN WITH THE NOTICE

OFFENCE REFERENCE: C _ _ _ _ _
DRIVING LICENCE NUMBER:
VALID FROM: _ _ / _ _ / _ _ _ _ **TO** _ _ / _ _ / 20 _ _
DATE OF BIRTH: _ _ / _ _ / _ _ _ _
COUNTRY OF ISSUE:

ARE YOU A RESIDENT OF THE UK? YES/NO*
IF YES, PLEASE ENTER DATE OF RESIDENCY _ _ / _ _ / _ _ _ _

ARE YOU A VISITOR TO THE UK? YES/NO*
IF YES, PLEASE CONFIRM DATE OF ENTRY _ _ / _ _ / 20 _ _

NAME: **DATE:** _ _ / _ _ / 20 _ _

SIGNED:

* PLEASE DELETE AS NECESSARY

IT IS AN OFFENCE TO KNOWINGLY OR WILLINGLY MAKE A FALSE OR MISLEADING DECLARATION ON THIS FORM. TO DO SO COULD RESULT IN PROSECUTION FOR THE ORIGINAL OFFENCE AND OTHER CRIMINAL CHARGES.

DISPOSAL LETTER FOLLOWING COMPLETION (optional)

Dear Mr / Mrs

CONFIRMATION OF COMPLETION OF A SPEED AWARENESS COURSE

With reference to your attendance on the XXXXXXXXXXXXXXXX Constabulary Speed Awareness Course on, I am writing to confirm your successful involvement and completion of the course. I can now confirm that your Notice of Intended Prosecution has been cancelled.

We hope that the Course offered a constructive alternative to a fine and penalty points, and that you found it to be interesting and informative.

May I remind you that you can only attend one Speed Awareness Course in a three year period.

Yours sincerely

Appendix B

Medical forms for use when notifying DVLA

SAMPLE WORDING TO ACCOMPANY OFFER LETTER

NATIONAL DRIVER OFFENDER RE-TRAINING SCHEME MEDICAL FITNESS TO DRIVE

You are reminded that it is a legal obligation for you to notify, at any time, the Driver and Vehicle Licensing Agency (DVLA) of any medical condition which may affect your fitness to drive. Failure to inform DVLA is a criminal offence.

If you have a medical condition which may affect your fitness to drive, and have not already informed DVLA, you should speak to your doctor who will be able to advise you whether you need to inform DVLA. You must also inform DVLA if they have already been told about a medical condition affecting your fitness to drive but it has got worse since your last licence was issued

You are also reminded that you must be able to read a standard size number plate (with glasses or corrective lenses if necessary) from 20.5 meters (67 feet) or 20 meters (65 feet) where narrower characters (50mm wide) are displayed.

Further information on medical conditions and driving is available from www.direct.gov.uk/driverhealth .

If you require further advice you can ring the Drivers Medical enquiry line on 0870 6000 301



Driver and Vehicle
Licensing Agency

NATIONAL DRIVER OFFENDER RETRAINING SCHEME
Notification of a possible medical condition in
relation to road safety and driving

D792

A) Personal Details

- 1) Drivers Full Name _____
- 2) Address _____
- 3) Date of Birth _____
- 4) Driver Number (if known) _____
- 5) Licence type: Full Full (with restriction) Provisional LGV/PCV

B) Reason for Referral to the NDORS:

C) Does the driver declare a history of any of the following?

- Blackout Fit/Convulsion Diabetes Confusion
 Heart Mobility Problems Mental Health Stroke

Problems with Vision Please specify _____

Could the driver read a car numberplate (with glasses or corrective lenses if necessary) from 20.5 metres (67 feet) or 20 metres (65 feet) where narrower characters (50mm wide) are displayed? YES NO

Does the driver appear to be affected by any other medical condition? If YES, please comment below

D) The Assessment

Date of Assessment: _____

Areas of concern: _____

Physical Assessment: _____

Behavioural Assessment: _____

Understanding: _____

Overall Impression: _____

E) Additional Details

1) Has the option to voluntarily surrender the driving licence been discussed?

YES NO

If "YES" and the driver is willing to undertake this immediately please enclose the completed and signed Declaration of Surrender (Page 3) with the driving licence and this form.

2) Referring Police Force/Constabulary _____

Contact Name & Address _____

Telephone Number _____

NB. These notifications are treated as priority by the DVLA as the individual has legal entitlement to continue driving pending medical enquiries. Please send completed forms immediately back to the referring Police Force.

Enclosure Checklist: Driving Licence

Declaration of Surrender



**Driver and Vehicle
Licensing Agency**

Declaration of Surrender

Please tick ✓ relevant box(es)

I confirm the voluntary surrender of my entitlement to drive.

Ordinary (Group1) Vehicles

Vocational (Group2) Vehicles

You may re-apply for the reinstatement of your driving licence. However before you do so may we suggest you consult your GP, who should be able to advise how the standards of fitness to drive apply in your case.

Full Name (in capitals): _____

Address: _____

Date of Birth: _____

Driver Number: _____

Signature: _____

Date: _____

SECTION C - ACPO EQUALITY IMPACT ASSESSMENT TEMPLATE (DIVERSITY AUDIT) AS AGREED WITH THE CRE

C1 Identify all aims of the guidance/advice

C.1.1 Identify the aims and projected outcomes of the guidance/advice:
To provide clear guidance of an alternative disposal option in relation to Minor Speeding Offences
C.1.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the proposal?
All Police Forces in England & Wales, N Ireland and Scotland. The Association of National Driver Improvement Scheme providers, Department For Transport. Driving Standards Agency. Media Agencies. Road Safety Groups.

C2 Consider the evidence

C.2.1 What relevant quantitative data has been considered?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.2.2 What relevant qualitative information has been considered?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.2.3 What gaps in data/information were identified?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.2.4 What consideration has been given to commissioning research?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A

C3 Assess likely impact

C.3.1 From the analysis of data and information has any potential for differential/adverse impact been identified?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.3.2 If yes explain any intentional impact:	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.3.3 If yes explain what impact was discovered which you feel is justifiable in order to achieve the overall proposal aims. Please provide examples:	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.3.4 Are there any other factors that might help to explain differential / adverse impact?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A

C4 Consider alternatives

C.4.1 Summarise what changes have been made to the proposal to remove or reduce the potential for differential/adverse impact:	
Scheme is prescribed to be non-discriminatory	
C.4.2 Summarise changes to the proposal to remove or reduce the potential for differential/adverse impact that were considered but not implemented and explain why this was the case:	
N/A	
C.4.3 If potential for differential/adverse impact remains explain why implementation is justifiable in order to meet the wider proposal aims:	
N/A	

C5 Consult formally

C.5.1 Has the proposal been subject to consultation? If no, please state why not. If yes, state which individuals and organisations were consulted and what form the consultation took:	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A

Religion / Belief	N/A
Sexual Orientation	N/A
C.5.2 What was the outcome of the consultation?	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
C.5.3 Has the proposal been reviewed and/or amended in light of the outcomes of consultation?	
None	
C.5.4 Have the results of the consultation been fed back to the consultees?	
None	

C6 Decide whether to adopt the proposal

C.6.1 Provide a statement outlining the findings of the impact assessment process. If the proposal has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation:
N/A

C7 Make Monitoring Arrangements

C.7.1 What consideration has been given to piloting the proposal?
Pilot currently underway in 3 forces until 31 March 2008
C.7.2 What monitoring will be implemented at a national level by the proposal owning agency and/or other national agency?
Reviewed after 4 months.
C.7.3 Is this proposal intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so, what monitoring requirements are you placing on that agency?
N/A

C8 Publish Assessment Results

C.8.1 What form will the publication of the impact assessment take?
<i>It is recommended that for publication on the ACPO website, the impact assessment be attached to the completed document as the first appendix. On the ACPO Intranet, the whole workbook will be attached to assist in the preparation of local audits.</i>