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

**NATIONAL DRIVER OFFENDER  
RE-TRAINING SCHEMES**

**PILOT NATIONAL DRIVER ALERTNESS SCHEME  
GUIDANCE NOTES**

**Status:** This Uniformed Operations Business Area Guidance is to replace in those pilot areas, the National Driver Improvement Course and has been agreed at ACPO Cabinet. This Guidance is Not Protectively Marked and is fully disclosable Under the FOIA 2000 has been registered and audited in line with the ACPO requirements and is subject to Copyright.

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**V1.3**  
**Version 1.2**

**THE NATIONAL DRIVER ALERTNESS SCHEME (PILOT)**

**INTRODUCTION AND INFORMATION**

**1. A CONSTRUCTIVE ALTERNATIVE TO PROSECUTION**

- 1.1 ACPO favour education over punishment for suitable offences, with the need for a mixture of statutory and non statutory retraining schemes. The Police have been operating the National Driver Offender Retraining Scheme (NDORS) as a pre Criminal Justice disposal option for minor moving road Traffic Offences since 1991. This was developed from the recommendations in the Road Traffic Law Review of 1988. They are run entirely by the Police to a corporate arrangement, and the course provision is usually procured from a mixture of Private and Public sector contractors from the Road Safety/Driver Training Professions. Evidence would support they are very popular with the public. The offender pays for the cost of the course in lieu of the penalty that is in place for the offence and an incentive is that no penalty is recorded against them on completing the course. It is enforced by the sanction of reverting to the original offence process in default of an offender not completing a course. An offender can only access a course once in 3 years; further offences of a similar nature will be dealt with via the Criminal Justice system. To enforce this regime ACPO maintains a national register of offender data of those attending these courses.

There is emerging evidence the current National Driver Improvement Course is in need of a critical review, it is too costly in both terms of time and expense and the take up rates are falling. It was imperative that there was a fresh look at this area of driver offender retraining.

The recent review of the National Driver Improvement Course was driven by many factors including research, contemporary developments in road safety but primarily the business of widening the availability and attractiveness of robust driver offender retraining. There is a suggestion that the offences under Section 3 RTA 1988 may be at some stage brought into the list of offences that can be dealt with by fixed penalty. That being the case there is a possibility the demand on places will proliferate. The cost of the course has to be attractive so an offender, when offered a course as an alternative to a punishment has the financial incentive to be attracted to taking the course. If not they will take the penalty and the potential road safety benefit is lost on that occasion.

The NDORS Strategic Course Development Group has been commissioned to look at an alternative course that will replace the National Driver Improvement Course and is in keeping with the demands of the business. They have produced a fresh course of one day's duration that will be known as the National Driver Alertness Course. (NDAC)

This course will be rolled out as an evaluated pilot in the following forces with effect from September 1 2010. It will replace the National Driver Improvement Course in these forces at least for the duration of the pilot.

<b>Police Force</b>	<b>Course Provider</b>
Met	Drivetech
GMP	GMP Provider Group
Gwent	PDS
TVP	Drivetech
Humberside	Hull CC
Devon and Cornwall	Devon CC & PDS
Lancashire	Lancs CC
Staffordshire	Staffs CC
S Yorks	TTC
Staffordshire	Staff CC
S Wales	PDS

With effect from 1 September courses offered by these forces will be the pilot National Driver Alertness Course. They will not offer National Driver Improvement and therefore any offender offered a Driver Alertness Course will only be able to take their course at a venue in one of those pilot areas. Similarly any offender offered a National Driver Improvement Course by a force not involved in a pilot, will only be able to take their course in an area that is offering National Driver Improvement Courses.

Should this pilot prove to be a suitable replacement for the National Driver Improvement Course, it is planned to remove the National Driver Improvement Course and replace it with the new one day National Driver Alertness Course effective from April 1 2010. An announcement will be made early in 2010 to that effect.

## **2. INTENTION**

- 2.1 It is the intention of the Pilot National Driver Alertness Scheme to replace in those pilot areas, the National Driver Improvement Course. It should be used to remove from the criminal justice system those drivers<sup>1</sup> who by a driving error have offended against Section 3 of the Road Traffic Act 1988 and offer them a course of rehabilitation at an approved course venue. Where there is evidence that the person's driving amounts to more than an error of judgement, the case should be referred for prosecution.
- 2.2 This scheme is not primarily commercial, but it has to be 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 a course.

## **3. METHOD**

- 3.1 Where an offender comes to notice because of an incident or collision, the officer reporting must submit the collision/prosecution file as soon as possible. The officer may make comment regarding the driver's suitability for inclusion in the scheme. It must be borne in mind that post traumatic stress may influence any

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<sup>1</sup> Motorcyclists should NOT be referred to this scheme and should be diverted to the National RIDE Scheme.

reply made by an offender to a suggestion that he/she may be offered the option of a course operated by this scheme.

- 3.2 It is important that officers refrain from informing any party in collision or incident that no further action will be taken against them. That decision is the sole responsibility of the decision-maker.

#### 4. **DECISION MAKING PROCESS**

##### 4.1 **Driving without Due Care and Attention – OR without reasonable consideration for other road users: Contrary to Section 3 Road Traffic Act 1988.**

The test to be applied for careless driving is when a driver departs from the standard of driving, which would be exercised by a reasonable, prudent, competent driver in all the circumstances of the particular case. If a person's driving falls far below that standard, charges under Section 2 Road Traffic Act 1988 should follow.

The full wording for "without reasonable consideration" means consideration for other persons using the road.

The test for this mischief is a subjective test that has to be decided by the court on the evidence before it. The other persons can include other drivers, passengers in the vehicle, or pedestrians and cyclists. Examples can include leaving a turn indicator on too long to give a misleading signal, injudicious lane discipline, or a bus driver taking a corner too fast so that passengers are thrown out of their seats and injured.

The above offences are considered to be "catch all" offences and whilst other offences have specific mischief's attached i.e. using a hand held mobile phone, Not being in a position to exercise proper control etc it may be preferable to offer Sec 3 as an alternative charge for the purposes of motivating a motorist to opt for the alternative of a course as against a Conditional Fixed Penalty notice or summons.

**Collision Cases:** The decision to offer an offender a place on a Driver Awareness Course should be based on a subjective test regarding the individual's driving which led to the offence. It is usually unjustified to place an offender before the court mainly because of the consequences and aftermath of a collision or incident. There are, however, exceptions to this rule, especially if the incident causes serious or fatal injury to a third party. It is difficult to be prescriptive regarding a definition of 'serious' but it must include any injuries, which at the time were perceived to be life threatening, or hospitalisation for seventy-two hours. If the person's driving is bordering on dangerous (Section 2 Road Traffic Act 1988) a prosecution should follow.

- 4.2 The following criteria apply in deciding whether to offer a course: -

1. There must be a reasonable chance of a successful prosecution.

2. There must not be any other offences to be dealt with by prosecution, e.g. no insurance.
  3. A course cannot be offered within 3 years of any previous offence that was dealt with by a National Driver Improvement or National Driver Alertness Course.
  4. The driver is the holder of a full current driving licence or possesses a certificate of competence to drive (\* the service providers have agreed to accommodate a diverse range of vehicles and drivers
  5. The driver is prepared to pay the course fee (this condition is a matter between the service provider and the individual. The police will not enter into negotiations regarding an individual's ability to pay nor will the subsequent default of a payment constitute a failure to complete the course).
- 4.3 A decision-maker should not discriminate as to age, ability, or the distance involved for the driver to attend the course. The course venue is a matter of choice for the individual driver.

## **5. NATIONAL DATABASE (PentiP DORS System)**

- 5.1 Pivotal to the development of the National Driver Offender Retraining Schemes (and to further research) is the ability to retrieve data in relation to drivers offered the course. The National Driver Offender Retraining Scheme (NDORS) relies on a central database to record offender's details in order that an offender cannot attend another course within a 3-year period of completing a course. PentiP DORS is a system enabling police forces providing National Driver Offender Retraining, direct access to the NDORS database via CJX. PentiP DORS allows police forces' appointed course providers to record details of their course availability on the system. Additionally there is be a public interface where a member of the public can go online and see course availability and contact their chosen provider to book and pay for a course.

Before making a formal offer of a Driver Alertness Course a check must be made with the PentiP DORS System to ascertain whether or not the driver is eligible for inclusion on a course within the "three year rule" described above.

This data is retained for 7 years from the date of completion and thereafter de-personalised.

## **6. THIRD PARTY NOTIFICATION**

- 6.1 Where a third party has been involved in a collision, they should be made aware of the intention to offer the offender the course.
- 6.2 This is to embrace the spirit of the Victim's Code of Practice and enable the police decision-maker to consider the views of a victim.
- 6.3 A letter attached as Appendix 'A' explains the rationale for this course of action. If there is no response to the letter after seven working days the offer may proceed. In the case of representations being made the decision MUST be

reconsidered and those considerations must be articulated in writing to the victim together with the result of the reconsideration.

- 6.4 It is difficult to prescribe when a decision will have to be changed as a result of a response from the victim. The victim must make it clear from the outset that it is their wish to object to the Driver Alertness Course offer and they wish the offender prosecuted.
- 6.5 A persuasive influence should be where there are exceptional circumstances not known to the decision maker at the time of deciding to offer the course, such as when the victim has or is likely to have suffered substantial long term personal loss or injury or serious financial loss. Mere retribution will not amount to a valid reason to change a decision, nor will consideration to expediting an insurance claim. This process must not be seen as a bargaining tool for the victim. Consideration must always be given to the fact that the offender has committed what amounts to an error of judgement and that rehabilitation will address these shortcomings more effectively than prosecution.
- 6.6 It is emphasised the final decision to place an offender on the Driver Alertness Course still rests with the police decision-maker. Problematic cases will be referred to a senior decision maker who will review the evidence, the attendant circumstances and the representations from the victim before making a final arbitration.

## **7. EMERGENCY SERVICE DRIVERS**

- 7.1 Whilst there is no reason in principle why offers should not be made to emergency service drivers following on-duty incidents, these cases pose a particular dilemma in so far as a higher standard of driving than can be offered by the Driver Alertness Scheme may be trained for and expected.
- 7.2 It may be that in-house remedial driver training is more appropriate under the circumstances than the Driver Alertness Scheme. This is a matter for individual Chief Constable's discretion. It will be appropriate to refer emergency service vehicle drivers to the scheme when the incident occurred in a "Non Emergency" mode. The guidelines must not be a vehicle for unwitting discrimination against emergency service drivers and other professional drivers who too have access to fleet driver training facilities.

## **8. FAST TRACK FILE PROCEDURE**

- 8.1 Experience has shown that the ability to make a decision on an individual's liability in an incident can be made at a very early stage in the decision making process. The facility should exist for a decision-maker to offer this course to an offender commensurate with the evidence available, without the need to interview the individual in relation to his or her part in the incident. In the event that a person contests the offer of a course, disputing his or her liability, a full file can be prepared following the original offer and prior to the matter being referred to the Crown Prosecution Service.
- 8.2 It is important that files are dealt with as quickly as possible because a period of five months from the date of incident is allowed for an offender to complete the course. It is good practice for the police to refer a driver to a service provider within a period of six weeks from the date of the incident to avoid running up against the six months limitation of proceedings.

## **9. COURSE ADMINISTRATION**

- 9.1 Examples of correspondence connected with this scheme can be seen at Appendix 'B' and is recommended as a standard template.
- 9.2 Following the victim consultation process the offender will be contacted by post with the standard letter, accompanied by the information leaflets regarding the course offer, choice of venue, aims and objectives of the course and payment of course fees.
- 9.3 The offender has fourteen days to acknowledge receipt of the offer and the intention to accept the course. Should the offender fail to acknowledge receipt or accept the course within fourteen days then prosecution will follow, save for very exceptional circumstances. Ordinarily, no further negotiation will take place outside this period.

## **10.. MEDICAL CONDITIONS (INCLUDING EYESIGHT)**

- 10.1 From time to time the offer of an invitation to attend a course may be declined by an individual on the basis of a "medical condition".
- 10.2 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 C. 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.
- 10.3 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 .
- 10.4 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.
- 10.5 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.

## **11. THE DRIVER ALERTNESS COURSE/SERVICE PROVISION**

- 11.1 As ACPO (RP) have acknowledged the Association of National Driver Improvement Service Providers. It is a requirement that any service provider is a member of that Association. The constitution of ANDISP and its aims and objectives ensure consistency in service delivery, monitoring and evaluation and data transfer. This allows inter-police force referrals in order that an offender in one police area may elect a course in another. It is recommended that any police force participating in the scheme formalises the relationship between the police force and the service provider by a Contract, Memorandum of Understanding, or other formative document.

- 11.2 When a driver accepts a course an offender will be invited to use the Pentip DORS system to locate a course and make contact with the course provider.. The course provider will correspond with the offender and process the course offer through to completion.
- 11.3 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.
- 11.4 On successful completion of the course the course provider will inform the referring force via the Pentip DORS System.

## **12. COURSES NOT COMPLETED WITHIN SIX MONTHS**

- 12.1 Occasionally there will be exceptional circumstances where a course cannot be completed within six months of the offence occurring. One option of ensuring compliance with the offer against prosecution is for summonses to be drawn prior to the expiration of the six-month's limitation on proceedings and an adjournment sought. Each case within this category must be discussed with the Crown Prosecution Service, who will give guidance and advice as the issue of "abuse of process" may arise.

## **13. NON-IMPROVED DRIVER**

- 13.1 There are occasions when a driver has been offered, accepted and undertaken a National Driver Alertness Course at an authorised Course Delivery Centre and upon completion, in the opinion of the service provider, has shown no real improvement in their driving ability upon completion of the course.
- 13.2 If such a driver is considered to be presenting a continuing risk to members of the public and themselves, should they be allowed to drive, the service provider will undertake to give constructive feedback to any such offender, offering various options including the option of further driver training (at the expense of the driver), or suggesting voluntary surrender of their driving licence. Should a service provider terminate the course, other than for mischievous behaviour, then that termination will NOT constitute a failure to complete the course – the matter will be referred back to the police with a full explanation as to why such termination occurred.
- 13.3 It will be the responsibility of the Criminal Justice Unit to contact the driver and clearly reinforce the overall concerns regarding this continuing risk and the likelihood of further incidents. This must be noted on the file.
- 13.4 Should the driver fail to voluntarily surrender their driving licence it will be inappropriate, owing to double jeopardy, to refer the matter for prosecution but the police will have to assess the risk and decide on appropriate action in each case.

#### **14. MISCHIEVOUS OR NON-COMPLIANT DRIVER**

- 14.1 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 police, the reasons for the expulsion. Prosecution for the original offence will normally follow.

#### **15. GRIEVANCE PROCEDURES**

- 15.1 Should there be any grievance between the driver and the Service provider, it is incumbent on 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 any course of action to be taken and the decision shall be final and binding on all parties.

#### **16. CROWN PROSECUTION SERVICE**

- 16.1 It is advisable that in each police force area a member of the Crown Prosecution service, who is familiar with the principle of Driver Offender Retraining Schemes, is identified for liaison purposes.

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**The contents of this document have been audited and comply with the provisions of the Human Rights Act 1998**

**APPENDIX 'A'**

**VICTIM NOTIFICATION LETTER**

## **SAMPLE VICTIM NOTIFICATION LETTER**

Dear

### **INCIDENT AT DATE**

I refer to the recent road traffic incident in which you were involved, and I write to let you know the course of action I intend to take. From a consideration of the facts, I have concluded that Mr/Mrs XXXXXXXXXXXXXXXXXXXXXXXXXXXX was sufficiently blameworthy to justify further police action and in view of this, I intend to make an offer of attendance at a Driver Alertness Course.

If the driver in question chooses this option he/she must agree to:

- Compulsory attendance at an intensive training course over one day
- Payment of a the course fees
- Satisfactory completion of a practical driver assessment.

If the driver refuses the option of a Driver Alertness Course then he/she will usually be prosecuted. At the conclusion of the course, we will issue a warning letter to the driver advising that should he/she be involved in a similar incident within three years of the course, a prosecution will follow.

Experience nationally in recent years has shown these courses to be a positive and productive option, with proven benefits to road safety. While there is sufficient evidence in this case to justify a prosecution, there is no provision in law for a Magistrate to order such retraining and the imposition of a fine and penalty points will not do anything to correct poor driving habits.

I intend to commence this course of action, but wanted to let you know first. If you feel there are any exceptional circumstances or facts, which might not have emerged in the police investigation, which might cause me to reconsider my decision, please let me know immediately. If I have not heard from you within seven days of receipt of this letter, I shall progress with the offer.

Finally, I do hope you have got over the worst effects of the incident.

Yours sincerely

## **APPENDIX 'B'**

## **SAMPLE CORRESPONDENCE IN RELATION**

**TO OFFER AND DISPOSAL**

## **EXAMPLE OFFER LETTER –National Driver Alertness 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)

Incident at (XXXXXX Time Date Location)

You have admitted to being the driver of XXX (insert vehicle details) that was involved in the above incident.

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

On the evidence available to me, I believe that you may have committed an offence contrary to Section 3 of the Road Traffic Act 1988 by:

Driving without due care and attention

Or:

Without reasonable consideration for other road users.

If proceedings were to be brought, it would be a matter for the Magistrates' Court to decide whether or not you have broken the law.

I consider it appropriate to offer you an opportunity to attend a Driver Alertness Course. I am certain you will benefit considerably from your attendance on this course and ultimately be a safer driver. This is an alternative to proceedings against you in the Magistrates' Court for driving without due care and attention or reasonable consideration for other road users. Court proceedings can result in fines, penalty points and possible disqualification from driving. Once a case is placed before the court, the Magistrates will be unable to offer you the opportunity to take a Driver Alertness course.

If you accept this offer, you will be expected to pay to attend a course. The course provider of your choice will notify before you accept. This charge will cover the Police costs and the cost of the course.

Attendance will be for one day and will take place in a classroom with some practical elements of on - road driving under the tuition of a Driving Standards Agency qualified instructor. There is no pass or fail, however, if you comply and complete the course successfully, at the end of the course you will not incur any penalty points or be fined in relation to this incident.

Please do not be offended by this offer; if you consider you are not liable, i.e. not guilty of the offence, you should carefully consider whether to accept this offer.

This offer is not available if you have previously attended a Driver Improvement or Driver Alertness Course within the last three years from the date of another similar 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 the 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 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 below

If you accept this offer, a condition of attendance and completion will be that you produce a photocard driving licence and the counterpart.(if a UK Licence holder) 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 referred to the Crown Prosecution Service for the commencement of criminal proceedings.

If you complete the course you will not be allowed to take another National Driver Alertness or Driver Improvement 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.

### **ATTENDANCE AT COURT**

You have the right to have your case heard at Court if you choose not to accept this offer. If you wish to take up this option you will be summoned to Court at a later date. You will not be offered a Driver Alertness Course if found guilty by the Courts and you may have Court costs added to your fine.

If you do not respond to this offer or fail to complete a course the option for your attendance at court may be invoked automatically.

I am of the opinion that your attendance at a Driver Alertness Course will be beneficial to you, which is why this option has been offered. I must emphasise that not all drivers who come to the attention of the police are offered this opportunity.

Yours faithfully

### **SAMPLE WARNING LETTER (OPTIONAL)**

Dear Sir/Madam

We have received notification that you have successfully completed a Driver Alertness Course. Thank you for taking part and I hope that you have benefited from the experience.

As you have now fully complied with the conditions of the National Driver Alertness Scheme, I must advise you that if you are involved in a similar incident or accident within the next three years, we will give serious consideration to placing you before a court. I am now closing the file in relation to this matter and I encourage you to develop your driving skills and have a safe motoring future.

Yours faithfully

**SAMPLE FINAL LETTER TO THIRD PARTY**

Dear Sir/Madam

**INCIDENT AT / ON**

As a result of the involvement of Mr / Ms XXXXXXXXXXXXXXXXXXXX in the above incident, he/she attended a Driver Alertness Course, as an alternative to prosecution of one and a half days duration at their own expense on XXXXXXXXXXXX.

I have been notified that Mr / Ms XXXXXXXXXXXXX successfully completed the course.

As a result their attendance on the course, I am now closing the file. Should they be involved in a similar incident within the next three years, the police would ordinarily refer the matter for automatic prosecution.

You may wish to bring the contents of this letter to the attention of your insurers.

Yours faithfully

## **Appendix C**

### **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](http://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

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**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:**

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**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

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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:

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**D) The Assessment**

Date of Assessment:

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Areas of concern:

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Physical Assessment:

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Behavioural Assessment:

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Understanding: \_\_\_\_\_

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Overall Impression:

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**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

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Contact Name & Address

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Telephone Number \_\_\_\_\_

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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

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**Please tick ✓ relevant box(s)**

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**

<b>C.1.1 Identify the aims and projected outcomes of the guidance/advice:</b>
To provide clear guidance of an alternative disposal option in relation to Minor Speeding Offences
<b>C.1.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the proposal?</b>
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**

<b>C.2.1 What relevant quantitative data has been considered?</b>	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
<b>C.2.2 What relevant qualitative information has been considered?</b>	
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
<b>C.2.4 What consideration has been given to commissioning research?</b>	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A

**C3 Assess likely impact**

<b>C.3.1 From the analysis of data and information has any potential for differential/adverse impact been identified?</b>	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
<b>C.3.2 If yes explain any intentional impact:</b>	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
<b>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:</b>	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A
<b>C.3.4 Are there any other factors that might help to explain differential / adverse impact?</b>	
Age	N/A
Disability	N/A
Gender	N/A
Race	N/A
Religion / Belief	N/A
Sexual Orientation	N/A

#### **C4 Consider alternatives**

<b>C.4.1 Summarise what changes have been made to the proposal to remove or reduce the potential for differential/adverse impact:</b>	
Scheme is prescribed to be non-discriminatory	
<b>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:</b>	
N/A	
<b>C.4.3 If potential for differential/adverse impact remains explain why implementation is justifiable in order to meet the wider proposal aims:</b>	
N/A	

#### **C5 Consult formally**

<b>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:</b>	
Age	N/A
Disability	N/A

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

## **C6 Decide whether to adopt the proposal**

<b>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:</b>
N/A

## **C7 Make Monitoring Arrangements**

<b>C.7.1 What consideration has been given to piloting the proposal?</b>
Pilot currently underway in 3 forces until 31 March 2008
<b>C.7.2 What monitoring will be implemented at a national level by the proposal owning agency and/or other national agency?</b>
Reviewed after 4 months.
<b>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?</b>
N/A

## **C8 Publish Assessment Results**

<b>C.8.1 What form will the publication of the impact assessment take?</b>
<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>