

Medicals, DVLA and DBS

Medicals

Taxi and Private Hire Drivers must undergo a medical examination upon initial application. This examination confirms that you are fit and healthy and able to drive a taxi vehicle. The medical examination is repeated every three years on renewal if you are under 65 years of age, and every year if you are over 65.

You will need to take a copy of the medical form to your doctor for completion. Doctor surgeries usually charge a fee for these examinations. The medical must be completed by your own GP or a suitably qualified medical practitioner that has been provided with a Summary Medical Record obtained by you from your own GP. **The Summary Medical Record should be no more than two months old at the time that it is provided to the medical practitioner undertaking the medical**

Once completed you will be required to send the licensing team a photo of page 7 & 8 of the medical report to attached to your driver record.

DVLA

We need to check your driver's licence with the DVLA every renewal. This will tell us when your licence expires, whether you have any endorsements (or points), and if you've been disqualified. You can share your driving licence details with the Licensing Authority using the following link: <https://www.gov.uk/view-driving-licence>

This service is free of charge and allows you to generate a licence 'check code' for you to share your driving record. The code is valid for **21 days** and can only be used **once**. You will need your driving licence number and national insurance number to create a code.

DBS check

From 1st October 2021 it is a requirement for all drivers to subscribe to the DBS update service. We will then do an online check with the DBS every 6 months. This is to ensure that you have no criminal convictions that would prevent you from operating as a driver. You will need to sign up online at: www.gov.uk/dbs-update-service. It costs £13 per year and you can pay by debit/credit card. You can only register when you are in the process of applying for a new DBS certificate.

IF YOU ARE IN THE PROCESS OF GETTING AN ENHANCED DBS CHECK

You will need your application reference number (starts with an E and is emailed to you). DBS must receive your application form within 28 days.

IF YOU ALREADY HAVE AN ENHANCED DBS CERTIFICATE (ISSUED WITHIN LAST MONTH)

You will need your certificate number (top right hand side of certificate). You must register for the Update Service within 30 days of the certificate being issued.

Please note that if your DBS update service registration lapses you will be required to apply for a new DBS certificate and pay the £54.40 fee.