



Guidance for drivers: Passenger Carrying Vehicles



This guidance will help you understand and comply with a few important rules and regulations around driver conduct and licensing in the bus and coach (PCV) industry. It provides links to sources of more detailed information.

As a bus or coach driver, you should follow employer and government guidance to ensure the safety of yourself, your passengers, other road users and pedestrians.

For more information on lorry, bus and coach driving go to:

www.gov.uk/browse/driving
and
www.gov.uk/browse/driving/drivers-lorries-buses

Simpler | Better | Safer



Fold here

Driver conduct

Driver conduct refers to drivers' behaviour and actions, both during work and outside of it.

You should be aware of the role of the **Traffic Commissioners**. Their responsibilities include:

- considering the conduct of PCV licence holders and licence applicants to hold the entitlement
- suspending or revoking drivers' licences where appropriate.

As well as motoring, drivers' hours and tachograph offences, a PCV driver's entitlement can be suspended or revoked for other, wider criminal offences.

In particular, serious convictions for assault, theft or supplying drugs will cause the Traffic Commissioner to consider whether that person is suitable to be driving a bus or coach, given the opportunities such work provides for close contact with the public.

Drink driving, drug driving, speeding and hand-held mobile phone use pose particular risks to road safety. Traffic Commissioners can suspend or revoke a driver's entitlement, and also disqualify, if they have been reported for these offences. You should notify your employer immediately if you are found guilty of any new motoring offence. Operators have a duty to report all motoring offences committed in any vehicle to the Traffic Commissioner.

Remember: just one offence and you could lose your entitlement to drive a bus.

Detailed information on how Traffic Commissioners deal with vocational drivers can be found at:
www.gov.uk/government/publications/traffic-commissioners-vocational-driver-conduct-january-2016

Driver CPC and tachograph card

You must always carry your Driver Qualification Card (for the Driver Certificate of Professional Competence) when driving a bus or coach.

You must complete 35 hours of periodic training every 5 years towards your Driver Certificate of Professional Competence to drive a bus or coach. Further information on this can be found at:
www.gov.uk/driver-cpc-training

You must carry a digital driver card if you have been issued with one, even if you are driving a vehicle with an analogue tachograph.

If your work is covered by EU Drivers' Hours regulations and your vehicle is equipped with a digital tachograph, it is a legal requirement for you to use a driver card. If a vehicle fitted with a digital tachograph is being used on work covered by British Domestic Regulations, it must be set to 'out of scope'. More information can be found at:
www.gov.uk/tachographs

For more information on how many hours you can drive and the breaks that you need to take, please go to:
www.gov.uk/drivers-hours

35 hours

of periodic training every 5 years...

In partnership with:



Driver licensing and medical conditions

Drivers who have restricted licences due to medical conditions or who drive abroad should apply to renew their driving licence entitlement at the earliest opportunity, generally 60 days before expiry. This will ensure that the DVLA has enough time to investigate any medical conditions.

You should be aware that when you renew your vocational entitlement on your licence, the entitlement is valid from the date it is issued from DVLA, which might not correspond with the expiry date of the previous entitlement.



Drivers who have restricted licences due to medical conditions or who drive abroad should apply to renew their driving licence entitlement at the earliest opportunity, generally 60 days before expiry.



You don't need to return your current driving licence when renewing your entitlement.



You don't need to return your driver card when renewing your tachograph entitlement.

It is your responsibility to know when your driving licence, driver card and CPC card expires.

You can check what vehicles you can drive, how many penalty points you have, and when your current licence expires, at any time using DVLA's View Driving Licence service.

You will need your driving licence number and National Insurance number to use it. This is a free service and is available at: www.gov.uk/view-driving-licence

You must tell the DVLA and your employer about a notifiable medical condition. 90% of the drivers that notify DVLA of a medical condition still keep their entitlement.

Those that don't tell the DVLA are committing an offence and might be a danger to their passengers, other road users and pedestrians.

Details of notifiable conditions can be found at www.gov.uk/health-conditions-and-driving or ask your GP whether an existing or new condition could affect your ability to drive safely.

If you have notified the DVLA of a medical condition, you should maintain close contact with your GP to ensure that any request for information from the DVLA is handled promptly.

Application forms are available online at www.gov.uk/dvlaforms or you can pick them up from your nearest Post Office® that deals with driving licence applications.

Go to: www.postoffice.co.uk/branch-finder to find your nearest applicable Post Office®.

90%

of the drivers that notify DVLA of a medical condition still keep their entitlement.



PCV drivers should carry out daily checks to maintain safety standards for their vehicles, see link for workaround check:

www.gov.uk/government/publications/public-service-vehicle-drivers-daily-walkaround-check