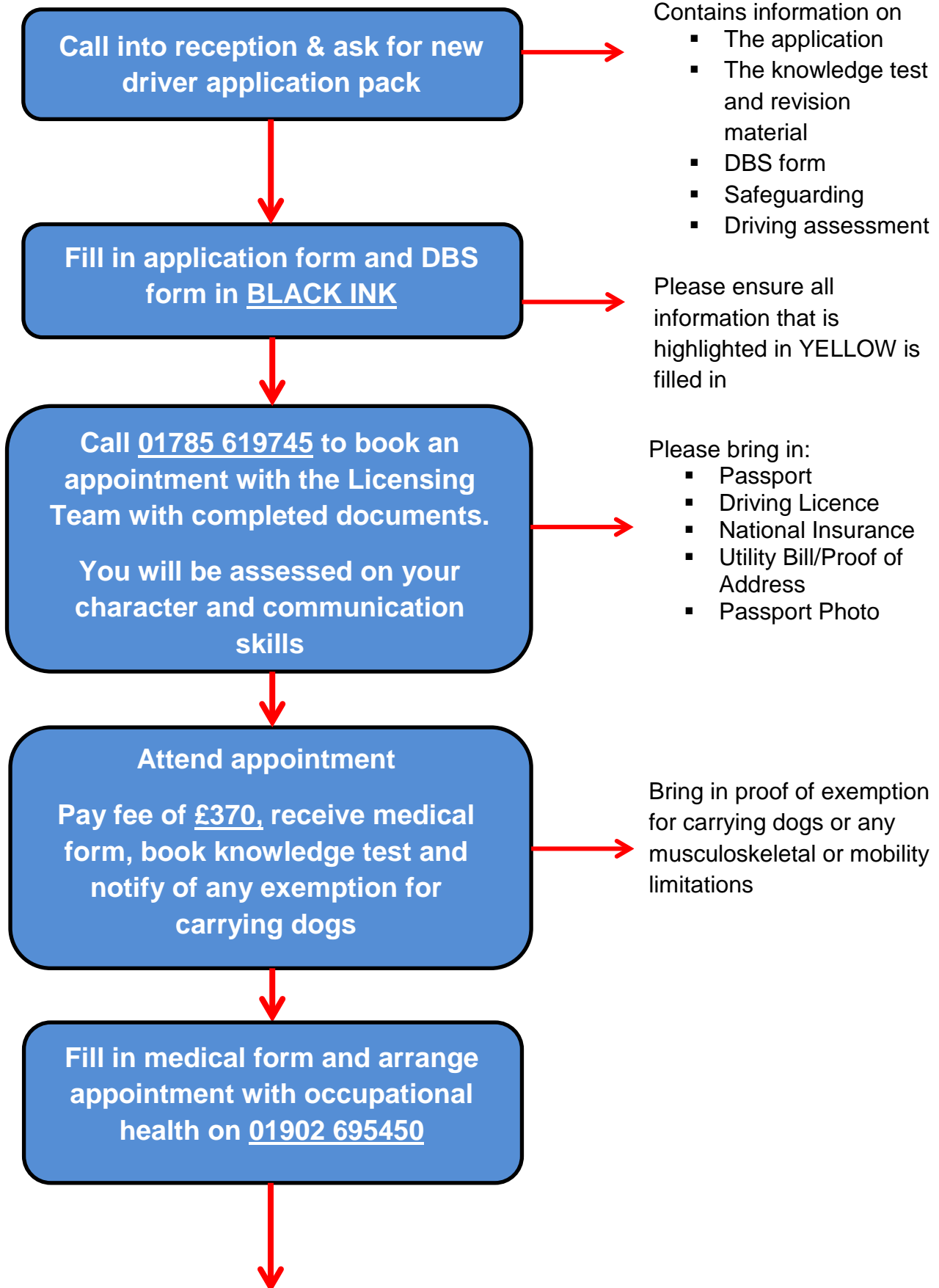


## New Driver Applications



Occupational Health will send the medical report back to Licensing

After completed, you will receive a phone call regarding the result and potential resits.

Attend knowledge test (occurs every two weeks on a Thursday at 2pm) on the date you have booked

You can take **3** knowledge tests in the first instance; if you fail all then you have to wait **ONE MONTH** before you can take a further test. If you fail all four you cannot reapply for **12 months** from the date of the last knowledge test.

When DBS is received by driver, bring original certificate into reception for Licensing Team within 30 days.

Ensure you sign up to the online DBS Update Service within the 30 day time period

Driver to contact David Plant (Driving Assessment assessor) & pay £50 fee

Ensure knowledge test is passed, DBS has no relevant convictions, medical is passed and driving assessment is passed.

If DBS has relevant convictions, licensing officer will call in for an interview and assess situation or send driver to committee to decide whether license can be issued.

License Issued