

No. 254/26

24th September 2026

For the Immediate Attention of All:

Postal Branches
Divisional Representatives
Area Distribution Representatives
LGV Representatives

Dear Colleague

Updated Joint Statement – Licence Checks for Professional Drivers 2026

Branches and Representatives will be aware in 2019 the department shared via LTB 192/19 a Joint Statement between Royal Mail and CWU On Safe Driver Checks' Process for Logistics and Area Distribution Professional Drivers.

Recently the business has made contact seeking to update the policy for Professional Driver Grade licence checks proposing moving away from the Robin App and towards the Vision platform used for Professional Drivers within the business. These discussions have now concluded in a revised agreed policy which will apply to licence checks for Professional Drivers only.

The attached Joint Statement outlines the amended process and ensures that the drivers and the business remain fully compliant with legislation.

Licence checks for Professional Drivers will now entail the collection of declarations through Vision rather than the Robin App. Drivers will have the option either to sign up to the Vision Driver App or they can complete an electronic declaration within Vision with the support of their line manager. Professional Drivers with a licence issued by the DVA (Northern Ireland) or holding non-GB licences may complete the health declaration via the People App but will still complete paper-based license checks.

Under this revised process, going forward the frequency of licence checks will change from yearly to 3 yearly and the requirement for the driver to request a DVLA code prior to the licence check is no longer necessary. The business has also confirmed that the licence data will be stored securely on Vision and can only be accessed by the driver and authorised managers.

All Health and other work declarations will still need to be submitted in line with the business policy, and drivers will still need to make their manager aware of any changes to their licence provision and any new health conditions which may come up between licence checks.

Impacted Drivers:

- All employees who fall into the Professional Driver classification (LGV & MGV) will be asked to complete a submission.
- Drivers with a licence issued by the DVA (Northern Ireland) or holding non-GB licences may complete the health declaration via the People App but will still complete paper-based licence checks – this is due to the DVA having a different licence checking process. Should electronic processes be made available, a further update in comms will be issued to support moving over to a digital process.
- Drivers who opt not to use the Vision Driver App will complete an electronic declaration with the support of their line manager.

Due to the change, it is noted the gap between the frequency of licence checks has increased, therefore, additional safeguards have been secured, to ensure the continued support of Advanced Driver Coaches (ADCs). The joint aim with these additional safeguards is to support the driver, aid in improving driving standards, and help to avoid or reduce endorsements.

Pilot activity will commence on Monday 28th September in the offices identified below:

- SEDC
- Gatwick

The Pilot offices will be monitored throughout the activity, however, as the change is only to the process rather than the requirement it is not envisaged there will be any significant issues. Any issues/feedback from the drivers on the new process will be welcomed and reviewed.

Branches and representatives are requested to ensure that all impacted members are made aware of the contents of this LTB at the earliest opportunity.

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, email: jrodrigues@cwu.org or jmansell@cwu.org quoting reference LTB 254/26.

Yours sincerely,

Davie Robertson
Assistant Secretary

Updated Joint Statement – Licence checks for Professional Drivers 2026

Background

Being a safe and qualified driver is a key part of many of the job roles at Royal Mail. Part of Royal Mail's regulatory compliance is to conduct licence checks for all drivers and ensure they complete health and other employment declarations.

In 2019, for drivers holding GB licences issued through DVLA, we started doing this by collecting declarations and consents through the Safe Driver process and applications on PSP and PDA devices. Later this was collected by using the People App. This made the process more efficient and meant that data was held more securely, however some issues did remain. It has been agreed that we will now make some further changes which will address these issues, ensure that we are fully compliant with DVLA and regulatory compliance requirements, and make the process even more efficient for drivers and managers.

Licence checks for Professional Drivers will continue to follow the collection of declarations through Vision rather than the People App. Drivers will have the option to sign up to the Vision Driver App or complete an electronic declaration within Vision with the support of their line manager.

Licence checks will still have to be completed for drivers who hold non-GB licences, licences issued by DVA (Northern Ireland). These checks will be completed using existing paper processes, until such times as electronic processes are available.

Following the changes above, new declarations will have to be collected for all drivers.

How will the new Safe Driver Check process on Vision work?

- The new process will further reduce the amount of time drivers and managers currently spend providing and submitting this information.
- Driver data will be stored securely, centrally and electronically on Vision rather than in paper form.
- Use of the Vision Driver App allows Professional drivers to submit their Driver Licence details (without the need for the driver to obtain a DVLA code). For those drivers who do not wish to use the Vision Driver App, an electronic declaration can be completed on Vision with the support of the line manager.
- Once a driver has completed the declaration this will allow electronic transfer of licence data from the DVLA database to Vision and ensure secure, digital storage of the individual's information.
- Individual mandates are valid for 3 years and will be securely held within Vision.
- Health & Other Employment Declarations are still required to be made and submitted by Royal Mail drivers in line with policy.

- Managers will not have access to the DVLA database but will view a Vision dashboard.
- The report will show the information submitted by colleagues, and licence information returned by DVLA. Managers will use this information to ensure entitlement to drive.
- Only authorised managers and other people with a specific requirement eg. audit purposes will have sight of personal information who will be subject to the process contained within the agreed GDPR principles. Individual data sourced from, Vision or the DVLA database must not be published or shared with a wider audience. RM & CWU
- Outside of this activity, all Royal Mail drivers will still have a responsibility to make their manager aware of any relevant changes to their driving licence provision or the onset of a health condition.
- All data will be destroyed at an agreed point of an individual leaving Royal Mail employment.
- Driver check frequency will move to a “risk-based” model. The greater number of endorsements on a drivers’ licence will mean that the system will perform more regular checks as opposed to the current quarterly check. This will support early intervention for drivers with multiple endorsements, which could include a referral to an ADC. The aim being to support the driving standards and to reduce the risk of further endorsements.

Deploying the new process

- This process will commence from 28th September and will be rolled out by office and function.
- Communications will be issued through appropriate communication channels, explaining the requirement and the change in process.
- Supporting instructional materials will be shared with management teams and ADCs in advance to assist drivers at launch.

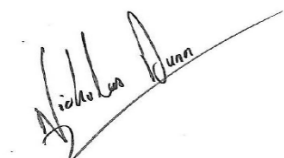
Who is and isn’t covered by this process?

- All employees who fall into the Professional Driver classification will be asked to complete a submission.
- Drivers with a licence issued by the DVA (Northern Ireland) or holding non-GB licences may complete the health declaration via the People App but will still complete paper-based licence checks – this is due to the DVA having a different licence checking process. Should electronic processes be made available, a further update in comms will be issued to support moving over to a digital process.
- Drivers who opt not to use the Vision Driver App will complete an electronic declaration with the support of their line manager.

Involvement

Operational Managers, CWU Divisional, Area and Local IR and H&S Representatives will all be made aware of this new process prior to its roll-out, along with the timescales for completion and the associated learning materials. A National Joint Review will take place approximately 1 month after the first round of checks to understand or identify any process or technical difficulties that may be encountered. The review will involve and be conducted by the signatories of this Joint Statement or their nominated parties.

Any questions of interpretation, implementation or application of this Joint Statement shall be referred to the respective Headquarters for resolution.

A handwritten signature in black ink, appearing to read 'Nick Dunn', with a long horizontal stroke extending to the right.

Nick Dunn
Network Director
Royal Mail

A handwritten signature in black ink, appearing to read 'Davie Robertson', with a long horizontal stroke extending to the right.

Davie Robertson
Assistant Secretary
CWU

Date: 22nd September 2026