

Batch Driving Licence Check report

At a glance

Customer	Sample Customer Ltd	Next checks Know Your Candidate will contact you again on or around the 1 st March 2010 regarding your next batch of checks due for 15 th March 2010. This will be a 6-monthly check on your higher risk drivers.
Date of first batch of checks	15 th September 2008	
Date of the latest batch of checks	13 th September 2009	
This is report number	3	
Employees checked	94	
Report type	Annual – all drivers	

This part of the dashboard report enables customers to see how many employees have been checked and which type of report it is. In this example it is an annual report where all drivers are checked.

The dashboard also highlights when the next checks are due and the category of drivers to be covered.

Number of penalty points	Licence check frequency
0	Every 12 months
1 – 6	Every 12 months
7 – 12	Every 6 months

The frequency of checks can be based on the number of penalty points each driver has on their licence. The programme implement can be bespoke to your requirements.

Date	15/09/2008	16/03/2009	13/09/2009
Number of drivers with 0 penalty points	47 (50%)	0	52 (55%)
Number of drivers with 1 - 6 penalty points	30 (32%)	3 (18%)	29 (31%)
Number of drivers with 7 - 12 penalty points	17 (18%)	14 (82%)	13 (14%)
Total drivers checked	94	17	94

The summary dashboard report allows customers to see at a glance the number and percentage of drivers in each category and the changes over time.

In detail

Employee number	Employee first name	Employee surname	Division	1 st check 15/09/08 Licence validity	1 st check 15/09/08 Points	Check cycle	Next Check due	2 nd Check 16/03/09 (high risk drivers) Points	Check cycle	Next Check due	3 rd Check 13/09/09 Points	Check cycle	Next Check due
401382	John	Robertson	Sales	Valid	0 points	Annual	Sept 09	N/A	Annual	Sept 09	3 points	Annual	Sept 10
357635	Tim	Goldsmith	Service	Valid	3 points	Annual	Sept 09	N/A	Annual	Sept 09	0 points	Annual	Sept 10
213890	Susan	Green	Service	Valid	10 points	6 months	March 09	10 points	6 months	Sept 09	10 points	6 months	March 09
611890	Elizabeth	Hughes	Sales	Valid	6 points	Annual	Sept 09	N/A	Annual	Sept 09	9 points	6 months	March 09
700821	Rob	Potter	Sales	Valid	0 points	Annual	Sept 09	N/A	Annual	Sept 09	0 points	Annual	Sept 10
553200	Hamraaj	Shegill	Service	Valid	0 points	Annual	Sept 09	N/A	Annual	Sept 09	0 points	Annual	Sept 10
477231	Colin	MacDonald	Service	Valid	0 points	Annual	Sept 09	N/A	Annual	Sept 09	0 points	Annual	Sept 10
501203	Andrew	Lancaster	Service	Valid	8 points	6 months	March 09	8 points	6 months	Sept 09	8 points	6 months	March 09
338823	Tariq	Khan	Sales	Valid	3 points	Annual	Sept 09	N/A	Annual	Sept 09	3 points	Annual	Sept 10
356287	Wendy	Williams	Sales	Valid	9 points	6 months	March 09	6 points	Annual	Sept 09	6 points	Annual	Sept 10

The reports are generated in Excel allowing customers to filter and manipulate the data as per their requirements – for example to find out how many drivers in Sales have 6 or more penalty points.

The colour coding is consistent with the penalty points / check frequency table therefore providing a 'heat-map' of each driver's performance over time. In this example Wendy Williams is becoming less of a risk as she has fewer points on her licence so has changed from Red to Amber.