

From mountain to sea

# HEALTH SURVEILLANCE – LGV / PCV / Mobile Library Drivers

## **LGV/PCV/Mobile Library Drivers Medicals are required under DVLA Legislation and Aberdeenshire Councils Driving at Work Policy**

Medicals for Aberdeenshire Council employees, including permanent, relief, fixed term and seasonal workers, will be carried out by the organisations Occupational Health Provider. Whilst Aberdeenshire Council are not responsible for the carrying out of medicals for agency staff, they are responsible for ensuring any person driving on behalf of Aberdeenshire Council has had the appropriate checks carried out by their own employer.

Aberdeenshire Council services must ensure all necessary checks are completed at preferred candidate stage of recruitment.

### **How often should an LGV Medical be carried out?**

The DVLA require an LGV Medical when a driver is applying for their first licence, at the age of 45 and then every five years until the age of 65. After age 65, the medical is required annually. Aberdeenshire Council requires all LGV drivers to have additional health screening via a questionnaire annually on the years between medicals.

### **How often should a PCV Medical be carried out?**

As Aberdeenshire Council minibuses are operated under a Section 19 permit: not for profit passenger transport; no vocational licence medical is required providing that the driver has the D1 category on their licence under grandfather rights (having passed their car test before 1997). However, the usual rules regarding notifying DVLA of any medical conditions affecting their ability to drive still apply. If the driver wishes to carry out work as a paid minibus driver (not under a section 19 permit) they must undertake and pass the PCV category D1 minibus test. This then brings in the usual requirement for vocational driver medicals. If a person wishes to maintain this part of their licence after the age of 70, they must also pass the vocational driver medical and apply for the D1 category to be reinstated on their licence. If they do not do this the category will no longer apply. Aberdeenshire Council requires all minibus drivers to have additional health screening via a questionnaire annually.

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Any person who passed their car test after 1st January 1997 will not automatically get the D1 D1E categories and would have to pass the category D1 test and undertake the vocational driving medicals as required – at age 45 followed up 5 yearly to age 65 where they become annual.

### **How often should a Mobile Library Driver Medical be carried out?**

Any mobile library driver who passed their category B test before 1st January 1997 will have the category C1 (goods vehicle up to 7.5 tons MAM) on their licence and as this does not currently come under the classification of a vocational licence they will not be required to have a medical until their 70th birthday. However, the usual rules regarding notifying DVLA of any medical conditions affecting their ability to drive still apply. If a person wishes to maintain this part of their licence after the age of 70, they must also pass the vocational driver medical and apply for the C1 category to be reinstated on their licence. If they do not do this the category will no longer apply. Aberdeenshire Council requires all category C1 drivers to have additional health screening via a questionnaire annually.

Any person who passed their car test after 1st January 1997 will not automatically get the C1 categories and would have to pass the category C1 test and undertake the vocational driving medicals as required – at age 45 followed up 5 yearly to age 65 where they become annual.

### **LGV/PCV/Mobile Library Drivers Health Surveillance at Preferred Candidate Stage of Recruitment**

The preferred candidate will be required to complete a medical questionnaire which will be provided to them by Recruitment. These should be returned to Recruitment where they will be passed on to Aberdeenshire Council's internal Occupational Health Nurse for review.

If there are concerns regarding the driver's fitness for the role, the preferred candidate will attend Aberdeenshire Council's external occupational health provider for an LGV Medical to ensure fitness to drive. This medical will be booked by Aberdeenshire Council's Internal Occupational Health Nurse.

It is the responsibility of the service to ensure Recruitment are aware of all jobs with a requirement for any LGV/PCV/Mobile Library driving. This must include full-time, part-time, and those drivers who may cover driving duties during periods of illness, extreme weather conditions, service shortages and any other unforeseen circumstances.

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### **LGV health screening for current employees**

Employees of Aberdeenshire Council will have an annual health questionnaire which will be carried out between periods of the LGV Medicals. These will be reviewed by Aberdeenshire Council's Internal Occupational Health Nurse. These annual questionnaires will be replaced at the age of 65 by the annual LGV Medical.

**All medicals will be conducted by Aberdeenshire Council's external occupational health provider – staff are not to be sent to their GP for these medicals.**

### **At Licence Renewal**

Employees will receive the D4 form in the post to their home address 6-8 weeks before their licence expires from the DVLA. The D4 form must be brought by the employee to their medical with Aberdeenshire Council's external occupational health provider.

The DVLA require existing LGV drivers to have a medical at the age of 45, then every five years until the age of 65. After age 65, the medical must be carried out every year. At the conclusion of the medical, the completed D4 form is sent to the DVLA by the employee. It is their medical officers who will review this form and decide on licence renewal.

Drivers should always be aware of when their next renewal/medical is due - this information is on the back of their photo licence card.

### **PCV health screening for current employees**

Employees of Aberdeenshire Council will have an annual health questionnaire which will be carried out between periods of the PCV medicals. These will be reviewed by Aberdeenshire Council's Internal Occupational Health Nurse.

Any person who passed their car test after 1st January 1997 would have to pass the category D1 test and undertake the vocational driving medicals required at age 45 then 5 yearly until age 65 where they become annual.

If a person with D1 and D1E entitlement who wishes to maintain this on their licence after the age of 70 they must also pass the vocational driver medical and apply for the D1 category to be reinstated on their licence. If they do not do this the category will no longer apply.

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### **Mobile Library Driver health screening for current employees**

Employees of Aberdeenshire Council will have an annual health questionnaire which will be carried out between periods of the Mobile Library Driver medicals. These will be reviewed by Aberdeenshire Council's Internal Occupational Health Nurse.

Any person who passed their car test after 1st January 1997 would have to pass the category C1 test and undertake the vocational driving medicals required at age 45 then 5 yearly until age 65 where they become annual.

If a person with C1 entitlement who wishes to maintain this on their licence after the age of 70 they must also pass the vocational driver medical and apply for the C1 category to be reinstated on their licence. If they do not do this the category will no longer apply.

### **Procedure for Booking LGV/PCV/Mobile Library Drivers Medicals**

All bookings should be arranged through your services Nominated Person (for employees) and the Aberdeenshire Council's Internal Occupational Health Nurse (for preferred candidates), which can be found in the next section of this guide.

Once you have logged on, please go to the pink Managers Toolkit box and click on, 'Occupational Health Referral'.

### **LGV/PCV/Mobile Library Drivers Annual Health Questionnaire**

It is the Nominated Persons responsibility to send out an annual health surveillance questionnaire to all LGV/PCV/Mobile Library Drivers within their service in the years between medicals. These will be passed onto Aberdeenshire Council's Occupational Health Nurse Advisor to review.

The Occupational Health Nurse Advisor will inform the Nominated Person of the results and if any further action is required.



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### Nominated Person for Health Surveillance/Medicals Only

Service	Nominated Person	Contact Details
Infrastructure (Construction, Fleet, Harbours, Roads, Landscape, Quarry and Transportation Services)	Jean Shand	(01467) 536265 <a href="mailto:jean.shand@aberdeenshire.gov.uk">jean.shand@aberdeenshire.gov.uk</a>
Infrastructure (Waste Services)	Sarah Hall	(01467) 536342 <a href="mailto:sarah.hall@aberdeenshire.gov.uk">sarah.hall@aberdeenshire.gov.uk</a>
Infrastructure Services (Housing Services)	Mandie Mutch	(01467) 535267 <a href="mailto:mandie.mutch@aberdeenshire.gov.uk">mandie.mutch@aberdeenshire.gov.uk</a>
All Services (Preferred Candidate Health Screening Questionnaires Only)	Recruitment Team	All enquires for the Recruitment Team to be submitted via askHR (01467) 534400 <a href="mailto:askHR@aberdeenshire.gov.uk">askHR@aberdeenshire.gov.uk</a>
Education and Children's Services (Libraries) - Mobile Library Drivers Only	Anne Greig	(01467) 532684 <a href="mailto:anne.greig@aberdeenshire.gov.uk">anne.greig@aberdeenshire.gov.uk</a>

### Useful Contacts

Derrick Strong  
**Occupational Health Nurse Advisor**  
 Wellbeing Team, Health and Safety Department  
 Woodhill House  
 Westburn Road  
 AB16 5GB  
 E-mail [derrick.strong@aberdeenshire.gov.uk](mailto:derrick.strong@aberdeenshire.gov.uk)  
 Telephone 01467 533223

**Health and Safety Department**  
 Business Services (HR&OD)  
 Woodhill House  
 Aberdeen  
 AB16 5GB  
 Telephone - 01467 537515 (Duty Advisor Number)