

# DAVIS



Driver Profile Quick Start Guide

Your employer is now utilising the DAVIS application for the management of all or some of the following:

- Driving Licence Checks

You should receive an email similar to this shortly.

## DAVIS (Driver and Vehicle Information Solutions)

### Welcome to DAVIS

Your employer, **DAVIS Demo Company**, has requested you to provide permission for us to verify and view your driving licence record held by the DVLA. The information being requested will be treated as strictly confidential. It will be used to ensure that DAVIS Demo Company meets its health and safety and corporate responsibilities to you, your colleagues and members of the public. This system is hosted in a secure environment and has ISO 27001 and Cyber Essentials Plus security certification.

- You will need your driving licence information

When ready.....

Visit DAVIS by clicking [here](#) or visit <https://fleet.edavis.co.uk> and log-in using the credentials specified below:

Username: [test@test.com](mailto:test@test.com)

Password: QvY6\$2bF

*Note : The password provided is a temporary password and you will be required to change this when you first log into the system.*

It is your responsibility to **update all records and information as they change**. The information entered in the system will be seen by your employer who may contact you if you have a non-conformities or breach of policies.

Please do not reply to this message.

Kind Regards,  
DAVIS SUPPORT TEAM.  
0330 660 7108 | [support@edavis.co.uk](mailto:support@edavis.co.uk)

By clicking on the link in the email or visiting the URL you will be presented with the DAVIS login page. Please enter the username and password provided in the email.

<https://fleet.edavis.co.uk>



## Login

Please enter your user information

Username\*

Password\*

Sign In

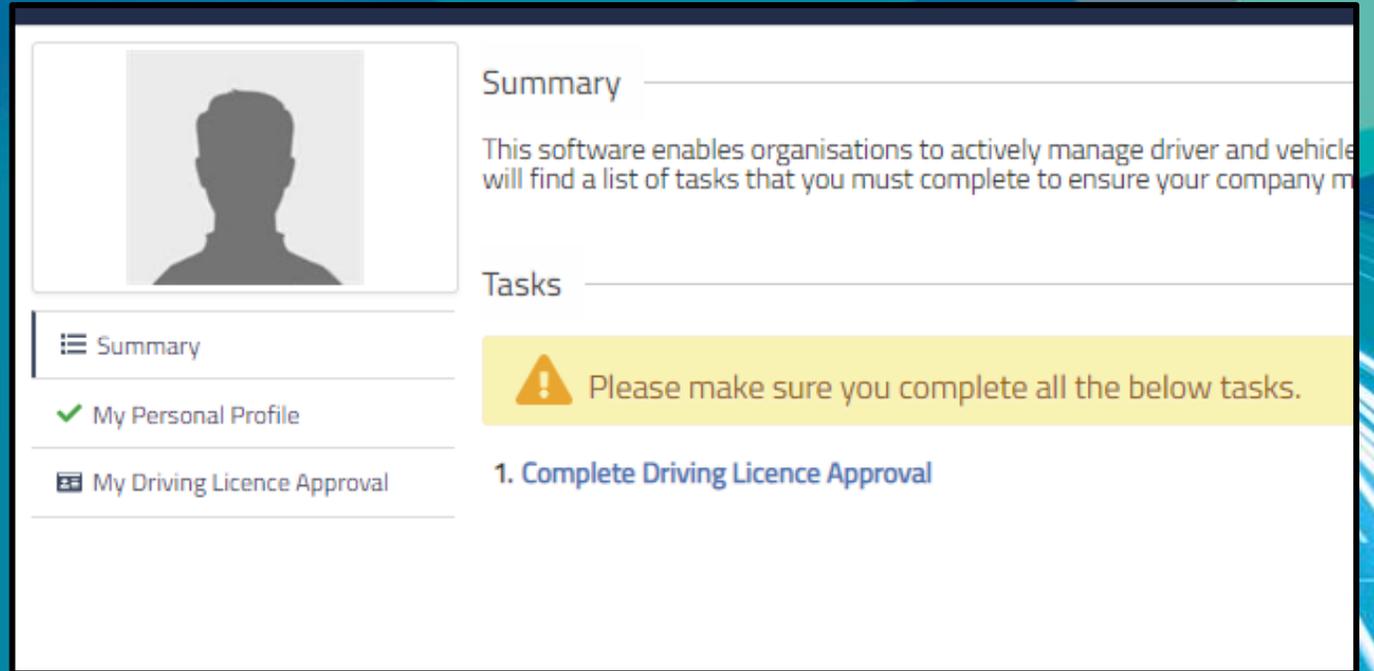
[Forgot Password?](#)

You will be presented with the following screen.

You will be required to complete your Personal Profile [A] before any other sections can be processed.

Once the Personal Profile has been completed you will be able to start adding details to the individual Modules [B]

\*\* Only modules subscribed to by your employer will be present. E.g. You will only see Driving Licence if your employer is only subscribed to the Driving Licence Checking module



The screenshot displays a user profile interface. On the left, there is a placeholder for a profile picture. Below it is a navigation menu with three items: 'Summary', 'My Personal Profile' (marked with a green checkmark), and 'My Driving Licence Approval'. To the right of the profile picture is a 'Summary' section with a horizontal line, followed by a paragraph of text: 'This software enables organisations to actively manage driver and vehicle... will find a list of tasks that you must complete to ensure your company m...'. Below the summary is a 'Tasks' section with a horizontal line. A yellow warning banner with a triangle icon contains the text: 'Please make sure you complete all the below tasks.'. Below the banner is a single task listed as '1. Complete Driving Licence Approval'.

## Driving Licence Check Approval

Please tick the boxes to agree to the statements [A]

Then click **Next** [B]

You will also have the option to generate a printable mandate form [C] as an alternative to the online approval process.

There is also the option for you to opt-out [D] of the entire approval process.

### Driving Licence Checking - Electronic Approval Process

Welcome > Driving Licence Details > Approval

## Welcome to the Licence Check E-Approval process!

DAVIS Demo Company is under a legal obligation to ensure you (Demo Driver) are entitled to drive. They are requesting your permission for the DVLA to release your driving licence record to confirm you are suitably qualified.

In order to use the E-Approval process you will need

- A current U.K driving licence

To view a Processing Statement / Privacy Policy that summarises the personal data that we will request on behalf of DAVIS Demo Company, the uses to which it will be put, and your rights in respect of that data at any point, click the links below the form.

When you have all the recommended items and are ready to proceed, please confirm the tick boxes below and press the "Next" button. Or alternatively, if the check boxes do not apply to you, click on the red "Opt-Out" button below.

I hold a current GB driving licence (England, Scotland and Wales) \*

I (DEMO DRIVER) confirm that I know DAVIS DEMO COMPANY and recognise that they have a lawful reason to request my driving licence record from the DVLA to confirm my entitlement to drive in connection with my work or for other legitimate reason. \*

Prev Next Use Printed Permission Opt-Out

### Driving Licence Check Approval

Enter your driving licence details and click  
**Save** [A]

Then click **Next** [B]

At any point during this process you can still  
opt-out or generate a paper mandate form

Driving Licence Checking - Electronic Approval Process

Welcome > **Driving Licence Details** > Approval

**PLEASE READ CAREFULLY** : Enter the details below EXACTLY as displayed on your DRIVING LICENCE.

First Name \*

Middle Names   
If present on driving licence.

Last Name \*

Date of Birth \*

Driver Number \*   
Please enter the 16 characters found on your driving licence. If you do not hold a valid U.K driving licence, please use the opt

Save Details   
Important! Make sure the details on this page are correct before saving.

## Driving Licence Check Approval

Please ensure that you read and understand the declaration. You may also opt-out of providing approval for the checking of CPC and Tachograph Card details [A]

Once the declaration has been read and understood you simply tick the box [B] to confirm your understanding

Finally click **Submit** [C] to finalise your licence check approval.

At this point you can still opt-out or generate a paper mandate form

Welcome | Driving Licence Details | Approval

PLEASE READ THE DECLARATION STATEMENT AND WHEN READY PRESS SUBMIT.

### 1. Company Details

Company Name	Licence Check Ltd
Location	Derby
Department	Support
Address	Century House St James Court Friar Gate
Postal Town	Derby
Post Code	DE11BT

### 2. Reason for processing information

To confirm legal entitlement to drive in compliance with duty of care and legislative requirements

Include CPC Data	<input type="checkbox"/>	A
Include Tacho Data	<input type="checkbox"/>	

### 3. Personal Details

Name	James Christopher Brown
Driving Licence Number	BROWNB11260JC9MJ
Mobile	07825123456
Email Address	kevin@licencecheck.co.uk
Date of Birth	26/11/1980
Gender	Male
Address 1	CENTURY HOUSE
Address 2	2 ST. JAMES COURT FRIAR GATE
Address 3	
Postal Town	DERBY
Post Code	DE1 1BT

**Declaration**

I am the person referred to in section 3 of the summary above. I understand the company in section 1 will ask the DVLA for my driver record information via the use of the intermediary, as and when they require, for the purpose set out in the section 2.

I understand the DVLA will disclose to **Licence Check Ltd** via , all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate). Medical information will not be provided.

This declaration will expire when I cease driving in connection with **Licence Check Ltd** or in any case three years from the date of approval. Approval can be withdrawn at any time by pressing the Opt Out button on this page.

I have read and understood this declaration. (Please tick box) B

Prev Next **Submit** C

Use Printed Permission Opt-Out

## Driving Licence Check Approval

Once you have provided permission your employer will run the check at their discretion.

If your employer has processed the check your licence result will display in the left window along with the following options.

- A. **Renew Permission** – Renew only if requested by your employer
- B. **Remove Permission**– You may remove the permission at anytime

### Current Licence Details

Renew Permission
Remove Permission

## Mr James Brown

Driving licence number: <b>BROWN811260JC9MJ</b>	Photocard Issue Date: <b>19/08/2011</b>
Licence issue number: <b>03</b>	Photocard Expiry Date: <b>22/02/2021</b>
Date last checked: <b>23/12/2017</b>	Licence Issue date: <b>28/09/1976</b>
Next check due: <b>23/06/2018</b>	Licence Expiry date: <b>22/02/2021</b>

Licence Status

Current Full Licence.

Endorsements

1  
Offences

3  
Points

Offences -

Code: <b>SP30</b>	Points: <b>3</b>	Points: <b>3</b>	Offence date: <b>03/04/2016</b>	Expiry date: <b>03/04/2019</b>	+
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Licence Categories -

	Category: <b>A</b>	Status: <b>Provisional</b>	Start Date: <b>28/09/1976</b>	End Date: <b>22/02/2021</b>	+
	Category: <b>B</b>	Status: <b>Full</b>	Start Date: <b>28/09/1976</b>	End Date: <b>22/02/2021</b>	+

### Grey Fleet Vehicle Entry

You are a grey fleet driver if, at any point during your working day, you drive your own vehicle on company business. This does not include commuting.

Simply enter your vehicle registration into the box provided and click **Auto Complete** [A]

This will automatically populate the Road Fund Licence and MOT data as part of the vehicle lookup.

If the vehicle registration cannot be found you will be provided with the option to **Manually Enter New Vehicle** [B]

## Add Vehicle

Please provide the registration number of the vehicle you wish to add:

*For example, LC57 ABC*

 A

## Add Vehicle

Unable to locate this vehicle

   B

### Insurance Policy Entry

As a grey fleet driver you will need declare your insurance policy details and confirm that you hold adequate business cover.

Your employer may also specify that you must upload a copy of your insurance certificate as proof of cover.

Simply press **Add New Insurance**<sup>[A]</sup> and enter the data required.

This will include:

- Insurance Company
- Policy Number
- Issue Date
- Expiry Date
- Level of Cover
- Business Cover Declaration
- Limitations
- Exclusions
- Mileage Restrictions

Documents			
Document	Expiry	Approval Status	
Insurance	-	None on Record	<sup>A</sup> <input type="button" value="Add"/>
MOT	24/09/2018	Approved	<input type="button" value="Delete"/>
Road Tax	01/04/2018	Approved	<input type="button" value="Delete"/>
Service	-	None on Record	<input type="button" value="Add"/>

## Driver Aptitude Tests

Your employer may subscribe to the Aptitude Tests module. If this is so, you will need to allow up to 45 minutes to complete the tests.

Simply press **Go To Assessments** [A].

This will launch a new window within which you can select **Continue With Test** [B] to start your tests.

You may leave the assessment part way through and return to complete at a later date by revisiting this section of your driver profile.

**Driver Aptitude Assessments** ?

These take the form of an independent series of tests (up to 7 in total). Each assessment focuses on a particular set of driving skills and behaviours considered critical to safe vehicle use and tests the driver's responses and aptitudes in each of these areas.

A [Go To Assessments](#)

**Good Morning James Brown**

- Aptitude Assessment ⚠️
- User details
- Change password
- Logout

**You have 8 remaining assessments to complete** [Continue with next test](#)

**Welcome**  
Please complete the tasks as shown below as they have been requested by your employer. Thank you.

**Aptitude Assessment** ⚠️  
You are required to finish your aptitude assessment, you have **8 remaining tests** to complete!

[Review Previous](#) [Continue with test](#) B