
Guidance on Completing an online CVDA Application Form

The internal CVDA application process operates through the completion of an online form. Please find the applicable link to the CVDA application form below.

Council employees and managers:

<https://wightnet.iow.gov.uk/WightForms/getform.aspx?pk=cvda>

Non-Council employees/ volunteers and school staff:

<https://www.iow.gov.uk/iwforms/form.aspx?k=cvda>

Completing the Application

Applicants can complete their own application online, which will then be referred to their line manager to authorise. Managers can also complete the application on behalf of their staff members. Once an application has been authorised by management the application will then go to the Fleet Team to be processed.

Applicants should ensure that they hold the relevant categories on their driving licence for the vehicles to be driven. The Fleet Team have the ability to complete a driving licence check using the check code providing on the application form. A driving licence check code can be obtained through the <https://www.gov.uk/view-driving-licence> website, you will need your driving licence number, national insurance number and the postcode that is shown on the licence. By completing and submitting the form the applicant agrees for the Fleet Team to view their licence information.

The check code is only valid for 21 days from day of generation so it is recommended that you complete the online CVDA application form at the same time as creating your code to ensure that the code does not expire before the Fleet Team can process it.

The check code produced is only valid for one use. Please ensure that you do not send the same code to multiple persons or use the check code yourself as this will require us to request another code.

Driving Assessments

In line with the Council's Driving at Work Policy, all first-time applicants must undertake a driving assessment with a member of the Fleet Management team before their CVDA can be processed, unless they can provide evidence of having a valid MiDAS certificate. This will be flagged after the submission of your CVDA form and the Fleet Team will be in contact to inform you that a driving assessment is required. Please see

<https://iwc.learningpool.com/course/view.php?id=436>

Minibus authorisations and MiDAS Training

If you seek authorisation to drive a minibus, you **must** be in possession of a valid MiDAS certificate. MiDAS (Minibus Driver Awareness Scheme) is a national scheme developed by Hampshire County Council to enhance driving standards and promote greater minibus safety. MiDAS training is available through the Isle of Wight Council's Learning and

Development service. The old minibus permits are no longer valid for new CVDA applications.

Please ensure you provide us with the MiDAS certificate number printed in the bottom right corner of your MiDAS certificate on your online CVDA form. The Fleet Team will also require a scanned copy of the MiDAS certificate to check against the information provided. The Fleet Team will contact you if they cannot find a record of a valid MiDAS certificate.

If you do not hold a valid MiDAS certificate please email learning.development@IOW.GOV.UK and inquire about the availability of MiDAS training. Please note that you will be permitted to drive your minibus without a MiDAS certificate on the day of the training for the purpose of the training.

EXTERNAL APPLICANTS - Please ensure you hold a current MiDAS certificate before applying for a CVDA and paying the £10 processing fee.

Completed Applications

Once the online CVDA application has been fully submitted, the Fleet Team will conduct the relevant checks. An automatic email notification will be sent to the applicant (and their line manager for council employees) to confirm once the CVDA application has been processed.

The authorisation will usually last for one year minus a day from the issue date of the CVDA. Successful applicants will be notified automatically that their CVDA is due to expire approximately three months before the date of their CVDA expiry and then again on day of expiry if a new CVDA application has not been submitted.

If the applicant's driving licence is due to expire within the year, the authorisation can only be provided until the date of licence expiry. Once the licence has been renewed, and if it is before the CVDA expiry date, the applicant can email CVDA@iow.gov.uk and provide the new licence number and a check code, if the check is successful the current CVDA can be extended to cover the full year minus a day from the date of approval. If a new licence is not obtained before the CVDA expires a new application form must be completed.

Penalty Points, Fines, Endorsements and Disqualifications

Drivers must not under any circumstance wait until their annual CVDA renewal application to report any of the above to their line manager. Such matters must be brought immediately to the line manager's attention. The line manager (or applicant) should as a matter of urgency email CVDA@iow.gov.uk to notify the Fleet Team. The Fleet Team will then confer with the Health and Safety and Insurance team to decide whether they need to revoke or amend the authorisation according to the information provided.

Charges

Council employees: There is a £2 internal recharge cost per CVDA application.

Non-Council employees: There is a £10 charge per CVDA application that must be made before the CVDA request form can be submitted.