
CVDA FAQs

Why do I need a CVDA?

In order to meet legislation regarding insurance cover, it is the Isle of Wight Council's responsibility to ensure that employees (including contractor's employees) driving Council vehicles are qualified and entitled to do so. It is therefore a requirement to obtain a Council Vehicle Drivers Authorisation (CVDA) permit prior to driving a council owned, operated or insured vehicle. Anyone who fails to obtain a current CVDA could invalidate their insurance cover.

How do I apply for a CVDA?

Council employees/ managers via:

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

Non-Council employees/ volunteers and school staff via:

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

Applicants should ensure that they hold the relevant categories on their licence for the vehicles to be driven. Any driver requesting authorisation to drive a minibus must hold a valid MiDAS certificate. All drivers must undertake a driving assessment with the Fleet Trainer before the CVDA application can be approved.

How do I get a licence check code for my CVDA form?

In order for the Fleet Team to be able to complete the CVDA application they are required to carry out a licence check on the applicant. A licence check code can be generated through the <https://www.gov.uk/view-driving-licence> website then added to the CVDA application form. By adding the check code and submitting the form you are agreeing to the Fleet Team completing a licence check. Please note, the licence check code generated is case and character sensitive.

Will my line manager complete my application online?

You can complete your own application online, which will then be sent to your line manager to approve. A line manager can also complete the form on behalf of a council employee, should this be required.

How long will it take for my CVDA to be approved?

Once you complete and submit the Council Vehicle Drivers Authorisation form it will go to your manager for approval, until it is approved by your manager it can't be processed by the Fleet Team. Once the form has been approved by your manager the Fleet team will receive a notification email, the form is usually picked up and the licence check completed within 3 days of notification. The CVDA form cannot be approved until a driving assessment has been completed with the member of staff requesting to drive for the Council, unless an assessment has already been completed or there are exceptional circumstances. The Fleet

Team will contact you when a CVDA form is submitted if record of a driving assessment cannot be found.

How will I know when my CVDA application has been authorised?

Once your CVDA form has been submitted and approved you and your manager will receive an email notification, it will confirm that your CVDA application has been approved and will show the expiry date.

When will my CVDA expire?

Your CVDA will expire one year, minus a day from the day that it was approved by the Fleet Team. It must be renewed on an annual basis, if still required. A reminder for renewal will be automatically sent out three months before the expiry date and then again on the expiry date notifying you that you are no longer authorised to drive for the Council, unless you have already renewed your CVDA and it has been approved.

What happens if my driving licence is due to expire?

The CVDA can only be provided until the date of expiry of your licence. If you can provide the Fleet Team with evidence of a new licence, in the form of an email containing a new licence number and check code before your CVDA expires then your CVDA can be extended to cover the full year from date of approval. If your CVDA expires before you can provide evidence of a new licence, then you will need to reapply for a CVDA.

Is there a charge for a CVDA application?

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.

What happens if I receive penalty points, fines, endorsements or disqualification on my licence subsequent to my CVDA being authorised?

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.

I have a CVDA that is about to expire, do I need to do anything, or can I just ask for it to be updated for another year?

To renew your authorisation, you will need to complete an online application form via Wightnet (for internal applicants) or IWight.com (for external applicants).

How is my information used and how long is it kept for?

Once your form has been received by the Fleet Team they will complete a licence check. A summary of your licence will be saved and added to the authorisation as

proof that you are authorised to drive. This summary may be shared with Health and Safety, Insurance, your manager, the Police or any other body that may require the information. All information from an authorisation, including a copy of the licence summary and any other relevant documents needed to approve the authorisation will be held by the Fleet Team on their CVDA system for four years then it will be automatically deleted. The Fleet Team have the ability to delete any information from the CVDA system at any time, however, once information has been deleted it cannot be retrieved and if a CVDA is still required a new CVDA authorisation form must be completed.