

**Job Title:**

**Grade:**

**Location:**

**Summary of Job:**

**Target Date for Job to be Advertised:**

**Recruiting Manager / Assessment By:**

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### **When is it appropriate to ask applicants if they can drive?**

If the job normally requires the job holder to drive, either because driving is the core function of the job or the jobholder is required to travel as part of carrying out the work you may ask applicants if they hold a current driving licence. However, depending on the specific requirements of the job the following should be considered.

### **Questions – To Assess if Intrinsic or Not**

1. Is driving required in all circumstances?
2. Is it the ability to travel which is actually required, e.g. to travel to make client visits?
3. Could the work be carried out by someone who is unable to drive?
4. Would a reasonable adjustment be to remove this requirement for someone with the protected characteristic of disability who is unable to drive?

**Conclusion:** Driving Is Not Intrinsic

**Action:** Where travel is required to various locations across Perth and Kinross, the job profile should be amended to read; "Ability to travel to a variety of locations across Perth and Kinross".

**Conclusion:** Driving Is Intrinsic

1. In what way is driving intrinsic to the job?
2. For multi occupancy posts how many of the job holders actually need to be able to drive and could the work be restructured to accommodate a non driver?
3. Have all other ways of travelling been explored/ considered?
4. How frequent is this requirement to drive, e.g. daily, weekly?
5. Is the job holder expected to respond to emergency calls or are visits to other locations planned?
6. If the job holder is expected to respond to emergency calls, in practice how frequently does this happen?
7. If the job holder didn't have a licence but had access to some kind of support that allowed them to travel would they still be able to perform the work?
8. If not please explain?

9. Are there any circumstances in the past where a job holder has not had a driving licence or has lost their driving licence?
10. If this has occurred how was this resolved?
11. Do you ever use any other resources to cover duties on a temporary basis, e.g. agency workers?
12. If you do use temporary resources is a driving licence always required?
13. Are there any plans to review the way the work is structured which would enable you to implement a reasonable adjustment to remove the requirement to drive?

### **Action based on outcome of assessment**

#### **Driving is a core function of the job**

If driving is the core part of a job (e.g. minibus driver) the following application question should be selected.

- a) Do you hold a current driving licence?

You should then shortlist for interview as usual, i.e. applicants who do not hold a current driving licence should not be shortlisted.

#### **A driving licence is required to be able to carry out a function that is intrinsic to the work**

Great care should be taken when assessing whether a driving licence is required to be able to carry out tasks or functions that are intrinsic to the job. As a recruiting manager you may be held to account for your actions if challenged. Therefore if you decide that a jobholder does require a driving licence it is important to keep a written record of your reasons.

If a driving licence is required the recruiting managers should select the application question which is in two parts, i.e. applicants are asked;

- a) Do you hold a current driving licence?
- b) If no is this due to a disability?

The following statement will then appear;

The Council is committed to making reasonable adjustments so if this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.

The shortlist for interview should include anyone;

- a) Applying under the Guaranteed Job Interview Scheme who meets all the other essential criteria.
- b) Who chose not to apply under the Guaranteed Job Interview Scheme but state they are unable to drive due to a disability and are otherwise equally well suited as other applicants you shortlist for interview.

Following interview the preferred candidate should be identified and contacted as usual. There is an expectation that reasonable adjustments should be possible, other than in exceptional circumstances.