

THE SUITABILITY OF EX-OFFENDERS TO HOLD A WARRANT CARD.

The Driver and Vehicle Standards Agency (DVSA) will use the services of the Disclosure and Barring Service (DBS) to obtain criminal record certificates which DVSA will use to assess the suitability of persons who wish to hold or apply to hold a warrant card to conduct driving tests.

DVSA complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

DVSA is committed to the fair treatment of all employees, regardless of race, gender, religion or belief, sexual orientation, gender reassignment, marital status, age, physical/mental disability or previous criminal background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Having a criminal record will not necessarily bar you from holding a warrant card.

Before reaching a decision on whether or not a person is suitable, we will assess the risk that they are likely to pose by considering factors such as:

- Whether the conviction is relevant
- The seriousness of any offence
- The length of time since the offence occurred
- Whether there is a pattern of offending behaviour
- Whether their circumstances have changed since the offending behaviour
- The circumstances surrounding the offence and any explanation.

However, those convicted of serious violent, sexual, financial or drugs offences are unlikely to be deemed suitable to hold a warrant card, regardless of when the offences were committed. We are also unlikely to deem suitable those whose name is, or has been, on the Sex Offenders Register, or from those who are or have been banned or barred from working with children.

The requirement to obtain an enhanced criminal record certificate will be compulsory in order to hold a warrant card.

We guarantee that criminal record information will only be seen by those who need to see it as part of the suitability assessment process. We will ensure that all those in DVSA who are involved in that process have been suitably trained to identify and assess the relevance and circumstances of offences.

We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

We undertake to give applicants the opportunity to correspond with us about the nature and circumstances of a conviction before refusing employment.

We will ensure that applicants who do not agree with the information on their criminal record certificate are advised of the correct procedures to dispute the it with the issuing body. No decision on an applicant's suitability will be taken until any such dispute is resolved.

We will make every subject of a criminal record check aware of the existence of the DBS Code of Practice and make copies available on request.