

### **Licence Checking Consent**

As an operator, we have a duty of care to ensure that any employee who drives as part of their job are appropriately licensed to do so.

Lothian uses a third-party (TTC Group) to perform these checks on our behalf.

Once the initial check has been carried out, subsequent checks are performed via a risk-based approach at regular intervals. Full details can be found in the Licence Checks Procedure available on My Lothian.

When you give consent for TTC on behalf of Lothian to check your licence you agree that TTC will use your full name, payroll number and email address to process this request. This consent is then valid for three years. Lothian have used TTC/Licence Bureau since 2016 and this form is purely to renew your consent to the process that already takes place.

Please provide your details below and then look out for an email from **Lothian@TTC-UK.com** (check your spam and junk folders too). The email will provide written and video instructions on how to complete the consent process. Please have your driving licence to hand – the process should take no more than a few minutes to complete.

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**Please complete in ink and **BLOCK CAPITALS** and return to your Traffic Desk/Line Manager**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Payroll number: \_\_\_\_\_

Department: \_\_\_\_\_

Email address: \_\_\_\_\_

I do not have an email address:  
(Please see your line manager for further instruction)