

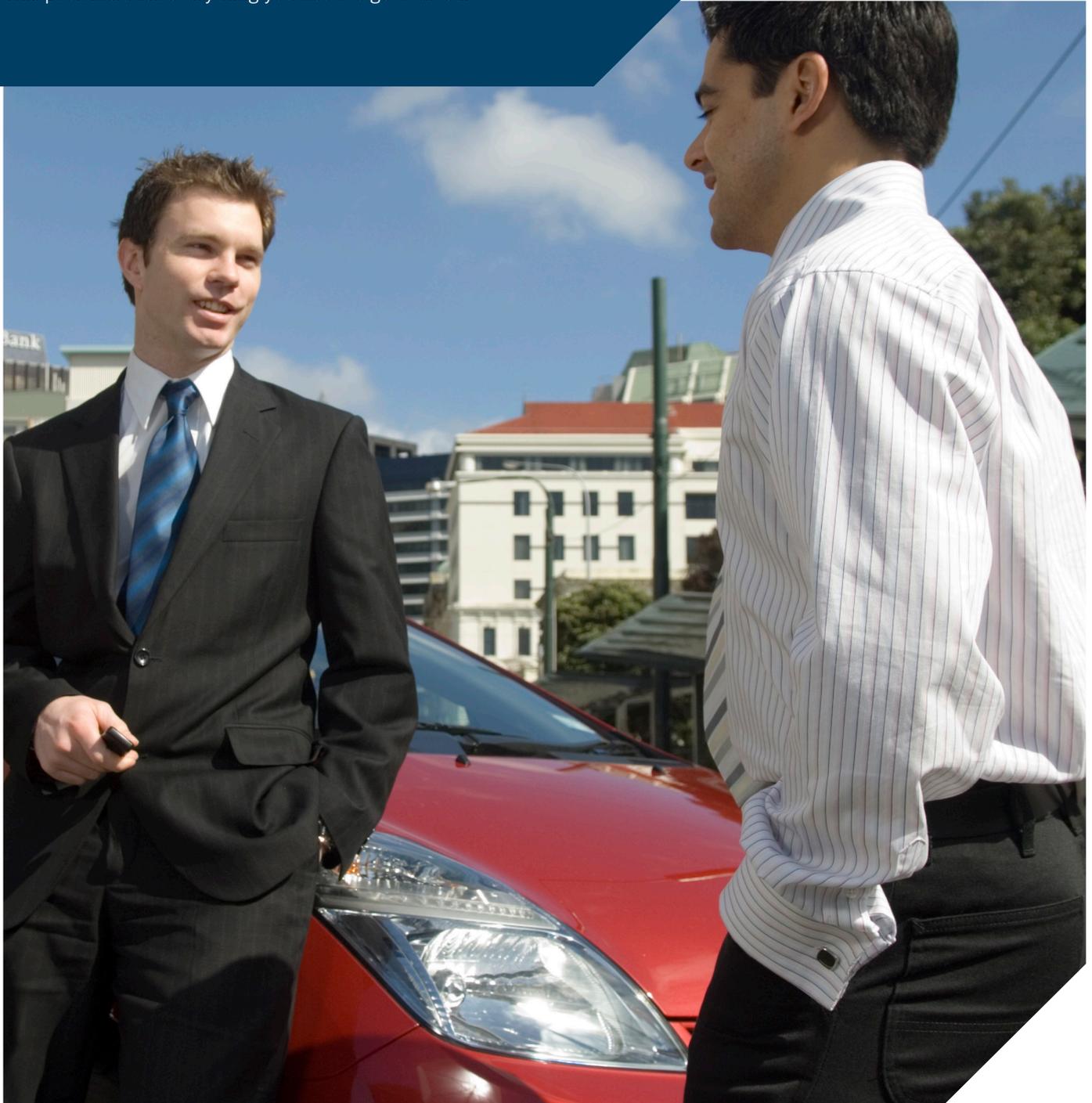
Applying to use Driver Check

DC01

Driver Check helps you make sure you only have appropriately-licensed drivers driving your company vehicles.

It's a safe and secure website set up by Waka Kotahi NZ Transport Agency.

This pack includes everything you need to get started.



January 2024

IN THIS PACK

This pack includes the information and application forms you need to get your company, approved administrators and drivers set up for Driver Check.

Introduction to Driver Check

Page 3

General information about the benefits of Driver Check, how to sign up and what's next.

Application to use Driver Check

Page 4

Your company's representative needs to fill in this form to apply for your access to Driver Check.

Driver Check terms and conditions

Page 5

Your company and anyone who'd like to be an approved administrator needs to read these carefully.

Application to become an approved administrator for Driver Check

Page 9

Anyone in your company who'd like to be an approved administrator needs to fill in this form.

Consent to access my information in Driver Check

Page 11

Drivers for your company need to give consent using this form before you can look up their licence details. Your company **doesn't** need to send consent forms to Waka Kotahi, unless we request them.

INTRODUCTION TO DRIVER CHECK

The benefits of Driver Check

Avoid having a company vehicle impounded

The New Zealand Police can impound any vehicle being driven by someone who's disqualified or suspended from driving, or doesn't have a valid driver licence. That means they can stop your driver on the road and call for a tow truck to take the vehicle away to a storage facility. The vehicle will stay at the storage facility for 28 days, and then you'll have to pay the towing and storage fees before you can get it back.

Avoid having a company vehicle impounded by keeping up-to-date with the driver licence status for your drivers. Only let your appropriately-licensed drivers drive your vehicles.

Save time and money

Check the driver licence statuses for your drivers quickly and easily. You won't need to make toll calls or spend time waiting in a queue. Driver Check is a free service.

Before you start

- You need access to the internet. You can use most internet browsers, but check you have the most up-to-date version.
- You need the full name, driver licence number and version number for each driver you'd like to inquire on.
- You need consent from each driver to inquire on their driver licence.

Consent forms

You should have a consent form for each driver you wish to inquire on. Keep a copy for your records and give a copy to the driver (but you don't need to send consent forms to Waka Kotahi). We may ask you for a copy of a consent form as part of an audit in future.

How to sign up

If Driver Check sounds right for you, follow these steps:

1. Have a representative from your company fill in the *Application to use Driver Check* (page 4).
2. Have a representative from your company read the terms and conditions carefully (page 5) and sign the declaration that follows them.
3. Have any staff members who wish to be approved administrators (the people who will use Driver Check) fill in and sign the *Application to become an approved administrator for Driver Check* (page 9).
4. Scan and email your completed and signed application forms and the terms and conditions to driver.check@nzta.govt.nz.

Remember: you don't need to send your drivers' consent forms (page 11) to us, but you do need to be able to provide copies if we request them later.

What's next

We'll set up your Driver Check account and send you an email with your username and password.

Using Driver Check

Once you're set up, you can log into Driver Check at <https://drivercheck.nzta.govt.nz>

Click the **Help** button at the top of the website if you need help or instructions on how to use the service. You can view the instructions online now at www.nzta.govt.nz/driver-licences/driver-check/help

Keep your drivers list up-to-date

We recommend that you check and update your driver list regularly. Make sure you remove drivers who don't work for you anymore. It's a breach of privacy if you receive notifications on their licence status when they don't work for you anymore.

Each company applying to use Driver Check must complete this form. Fill in this page, then carefully read the terms and conditions over the page and sign the declaration that follows them.

Company/ organisation details

You must fill in all fields marked with an asterisk (*).

Company name*

Trading as name (if applicable)

Company number or New Zealand business number*

Transport service licence number (if applicable)

Phone number*

Mobile number (if applicable)

Website (if applicable)

New Zealand physical address*

New Zealand mailing address (if different from physical address)

Approved administrator details

You must fill in all fields marked with an asterisk (*).

We'll send Driver Check notifications to this email address. →

Each person applying to be an approved administrator for Driver Check must complete the Application to become an approved administrator for Driver Check form on page 10 of the application pack.

First approved administrator's name*

First approved administrator's position*

First approved administrator's email address*

Second approved administrator's name

Second approved administrator's position

Second approved administrator's email address

Would you like Driver Check notifications sent to this email address too? Yes No

1. General

- These terms and conditions form the agreement between the user (you) and the provider of these services (Waka Kotahi NZ Transport Agency).
- This agreement is governed by New Zealand law.
- By signing this agreement, you acknowledge and agree to these terms and conditions.
- In this agreement we use these common terms:

Common terms	Meaning
We, us, our, Waka Kotahi	means Waka Kotahi NZ Transport Agency.
You, your	means you, the user.
User	means the approved company engaging the licence holder, the approved employer of the licence holder or another approved entity that has the relationship with the licence holder.
Approved administrator	means the person employed or engaged by the user who has authorisation to use Driver Check.
Licence holder	means the person you're collecting driver licence information about.

- This agreement starts on the date you sign it, and ends when we remove your access to Driver Check under clause 5.

2. Amendments and notices

- We may amend (change or update) this agreement in whole or in part from time to time.
- We'll let you know about any amendments by email, with at least 30 days' notice.
- We'll also send you any relevant notices by email (eg change of licence status).
- We'll use the email address you provide in this Driver Check application.
- It's your responsibility to let us know if your email address changes (so we can send updates to the right place).

3. Terms of use

Approved administrators

- You agree that only approved administrators within your organisation will access Driver Check.
- Your approved administrators must only access Driver Check for the purposes associated with this this agreement or in accordance with the law. Approved administrators must not use Driver Check for an unlawful reason.
- Approved administrators must only access and use a licence holder's information if that licence holder has given consent.
- To become an approved administrator, the person applying must complete a separate application form on page 9 of *Applying to use Driver Check* (this application pack). You can find extra application forms online at www.nzta.govt.nz/form-DC-administrator
- An approved administrator must agree to these terms and conditions before they access information on Driver Check.
- You must tell us as soon as an approved administrator no longer needs to have, or should no longer have, access to Driver Check.

Notifications from Waka Kotahi

- We'll let you know as soon as possible when any of your linked licence holders:
 - have a licence or endorsement that expires
 - have a licence that is revoked or suspended
 - are disqualified from driving
 - have any other change to their licence status.
- We'll let you know by sending you an email or creating an online notification for you on the Driver Check website.

Consent and privacy

- You agree that, before you access a licence holder's licence status, you **will** have that licence holder's signed consent. You must get that consent by using the consent form on page 11 of this application pack.

Consent and privacy (continued)

- You may use a different way of recording the licence holder's consent if you ask Waka Kotahi first and we agree in writing to the way you wish to get their consent. If we need you to change the way you record consent we'll give you 30 days' notice.
- You **must** keep the original signed consent form, or other approved record of consent, and provide it to us if we request it. We may request it if we perform an audit on your organisation to make sure you're meeting the terms of this agreement.
- You **must** provide a copy of the signed consent form, or other approved record of consent, to the licence holder if they request it.
- The licence holder's consent will last until the date on the consent form or as soon as your relationship ends (whichever is sooner).
- You must only access and use the licence holder's information for a reason described in this agreement or in accordance with the law.
- You must meet the requirements in the Privacy Act 2020 and other relevant laws when you collect, disclose and use personal information. In particular, you must follow the information privacy principles set out in section 22 of the Privacy Act 2020. For more information on your privacy obligations, please see www.privacy.org.nz

Accuracy and security of information

- You're responsible for the accuracy and completeness of all information submitted by you, and for making sure that information is kept up-to-date, when using Driver Check.
- You must provide, for each licence holder inquiry you make, either:
 - the licence holder's licence number, version number and last name (family name), or
 - the licence holder's full name and date of birth.
- You must not perform searches or receive status notifications on anyone after the date they've consented to, or after their employment ends with you (whichever occurs first).
- You're responsible for keeping your linked licence holders (operator list) up-to-date by removing people who are no longer employed by your organisation.
- You must remove a person from your Driver Check account if:
 - they're no longer employed by your organisation
 - they withdraw their consent
 - the consent has ended.
- If you can't find the information you're looking for when you search in Driver Check, you can ask Waka Kotahi to do a manual search for you. You'll need to provide the licence holder's:
 - full name
 - date of birth
 - licence number
 - licence version (if known)
 - signed consent.

Please note we can't do manual searches on a cancelled driver licence version number.

- You must take all reasonable security measures, including your own computer anti-virus measures, to stop any unauthorised use of, and access to, Driver Check services. If you don't keep your access to Driver Check secure, you may be liable for any related loss we suffer as a result of a security breach. We reserve the right to determine what amounts to a security breach.
- We recommend you sight each licence holder's photo driver licence card. Check the photo and all details (including the full name and date of birth) on the licence card. Compare those details to the details given by the licence holder with their consent form.

4. Warnings and disclaimer

General warnings

- We can immediately withdraw Driver Check services from anyone who fails to meet the terms of this agreement, or abuses the service in any way.
- We may audit you or your organisation to check if you're meeting the terms of this agreement. This audit may include asking licence holders associated with you about how you use Driver Check.

General warnings (continued)

- We can refuse your access to Driver Check, and refuse your application if it's in any way incomplete (including not completing the direct debit form).
- You must tell us immediately if your nominated bank account is closed or can't be debited (charged) by us. If we can't charge you, we may suspend your Driver Check access.
- We may reactivate your Driver Check access if you provide a bank account which can be charged by us. Reactivating your access may depend on a satisfactory credit check.
- There may be interruptions to the Driver Check service from time to time (eg interruptions from an internet service provider or information technology (IT) provider). These interruptions are beyond our control, and are part of having a service provided online.
- We aim to provide a secure and reliable Driver Check service online. If IT systems change significantly and make the Driver Check service no longer functional, we'll aim to provide a replacement Driver Check service online within two months.
- You must tell us immediately if any of your information changes, including your name, address, email address and other contact details.

Liability

- Information within Driver Check is gathered through or from parties other than Waka Kotahi. We don't accept any responsibility or liability for the accuracy or content of the information on Driver Check.
- We won't, under any circumstance, compensate you for any loss, injury or damage caused directly or indirectly by:
 - us supplying Driver Check to you
 - the way you operate Driver Check
 - the way you fail to operate Driver Check.
- If you don't meet the terms of this agreement, you'll be liable for any loss we suffer that's caused by your breach of this agreement.

5. Access, assignment and termination

- We may extend our rights and responsibilities under this contract to another party, but will give you no less than 30 days' notice in writing.
- Either party may end this agreement by giving no less than 30 days' notice, or agreement by both parties, in writing by email to:
 - driver.check@nzta.govt.nz (if you're ending the agreement), or
 - your email address (if we're ending the agreement).
- We may end this agreement by notice to your email address immediately if you breach this agreement.
- We may determine what amounts to:
 - a breach of this agreement
 - failure to meet the terms of this agreement
 - an abuse of the service.
- Ending this agreement won't release either party from liability for previous breaches or money owing for the period up to the end of this agreement.

Declaration

You must fill in all fields marked with an asterisk ().*

I have read, understood and agree to the terms and conditions of applying for and using Driver Check. I certify that the information I've provided in the *Application to use Driver Check* is correct.

For and on behalf of

Company name*

Applicant's name*

Applicant's position*

Applicant's signature*

Date

OFFICE USE ONLY

For and on behalf of Waka Kotahi

This section is for Waka Kotahi staff only.

Name

Position

Signature

Date

Each person applying to become an approved administrator for Driver Check must complete this form (copy it as many times as you need or print more from www.nzta.govt.nz/form-DC-administrator).

Applicant's details

You must fill in all fields in this section marked with an asterisk (*).

I, *(applicant's name)

request to become an approved administrator for the Driver Check account for

*(company name).

Applicant's position*

Applicant's work email address*

Applicant's work phone number*

Applicant's agreements

Tick the boxes to show your agreement.

I acknowledge and agree that:

I'm employed/engaged by the company/organisation above

I've read and understood the Driver Check terms and conditions

when I use Driver Check, I'll receive or have access to personal information

I will:

- use the personal information from Driver Check in accordance with clause 3 of the Driver Check terms and conditions, and
- keep the personal information confidential at all times, and
- meet all other applicable requirements of the Driver check terms and conditions

I will not:

- share the username and password with anybody who isn't an approved administrator, or
- access Driver Check when my employment ends or I'm no longer engaged by the company/organisation above.

Applicant's signature

Signature

Date

We've intentionally left this page blank for printing purposes.

Each person who gives consent to their company/organisation to access their information in Driver Check must complete this form (copy it as many times as you need or print more from www.nzta.govt.nz/form-DC-consent).

Please carefully read the information over the page about giving your consent before you sign this form.

Licence holder's details

You must fill in all fields in this section marked with an asterisk (*).

I, *(licence holder's name)

authorise

*(company name)

to access my driver licence status using the Waka Kotahi NZ Transport Agency Driver Check service.

Driver licence number*

Driver licence version number*

Date of birth*

Period of consent

Complete one of these three consent options.

I give consent:

a) for a period of (eg 12 months)

OR

b) until this date (eg 31 January 2022)

OR

c) for the duration of my employment or contract with this company.

Tick the box if you choose this option.

Licence holder's signature

Signature

Date

About Driver Check

Driver Check is a safe and secure website set up by Waka Kotahi. It lets companies make sure they only have appropriately-licensed drivers driving their company vehicles.

Information that can be released through Driver Check

Driver Check lets the company or service provider you work for (usually a nominated staff member) see the:

- licence classes you hold (eg a class 4 licence to drive heavy trucks)
- licence endorsements you hold (eg a D endorsement to carry dangerous goods)
- conditions on your licence (eg if you have to wear glasses or contact lenses while driving)
- status of your licence (eg current, expired, limited, suspended, disqualified, revoked or reinstated).

If you're added to the driver list for this company, Waka Kotahi will automatically let them know if any of the above information about your driver licence changes.

The company can only access Driver Check if they've agreed to the Waka Kotahi terms and conditions. Those terms and conditions include meeting the requirements in the Privacy Act 2020. If the company doesn't meet the terms and conditions, they could have their Driver Check access removed.

Getting your consent

To get your information from Driver Check the company must:

- have your written consent **before** they access your licence record
- keep a copy of that written consent
- give you a copy of that written consent if you ask for it
- give a copy of that written consent to Waka Kotahi if we ask for it for auditing purposes
- have your permission **before** releasing any information gathered through Driver Check to any third party.

Withdrawing your consent

By signing this form, you'll be agreeing to the information listed above being released to the company or person you name.

You may, at any time, withdraw your consent for a company to access your driver licence information through Driver Check. To withdraw your consent:

- you must tell the company you want to be removed from their Driver Check list (it's best to do it in writing).
- you can also contact driver.check@nzta.govt.nz and tell Waka Kotahi that you'd like to be removed from the company's Driver Check access.

Please be aware that Waka Kotahi will contact the company and let them know that you've asked to withdraw your consent.

Your privacy

The company using the Driver Check service must meet the requirements in the Privacy Act 2020. In particular, they must follow the information privacy principles set out under section 22. If you have any questions or concerns about your privacy, contact the company using the Driver Check service or find more information on the Privacy Commissioner's website at www.privacy.org.nz.

Waka Kotahi is also required by law to keep certain personal information from the Driver Licence Register available on inquiry to members of the public under section 199 of the Land Transport Act 1998.

If you have any questions about the information Waka Kotahi holds about you, please email info@nzta.govt.nz