

# Buckinghamshire Council Client Transport ID Badge Application Guidance

This guidance will help you complete our ID Badge Application form for your staff to obtain or renew their Client Transport ID Badge. You can access the application form [https://account.buckscc.gov.uk/service/BC ID Badge Application](https://account.buckscc.gov.uk/service/BC_ID_Badge_Application) on any digital device.

Applications must be submitted in advance of an applicant needing to work on a council contract, and in plenty of time so they are able to book onto and attend all of our required training courses.

We do not accept ID Badge applications where the applicant has more than 3 months remaining on their current ID badge.

**All applicants must have attended the CYP First Safeguarding and Equality, Diversity & Inclusion Training prior to an application being made. If you do not upload a current CYP First Safeguarding training certificate the application will not be processed and will be returned to you.**

## **Before You Start**

Both the applicant and operator must be present when completing this form and must check that all the details are completed correctly.

To complete this application you will need to have with you your payment card details and the applicant's personal information, which includes:

- DBS approved identification documents
- References
- Recent passport style photograph
- Proof of identity documents
- Proof of right to work documents
- Current DBS certificate (if on the DBS Update service)
- Current CYP First Safeguarding training certificate.

Applicants must be able to meet the minimum standards which include being able to communicate effectively in English, successful completion of council required training, and achieving an Enhanced DBS with child and adult barred lists check. **No refunds will be given if all of these standards are not met.**

We may request additional evidence or information to demonstrate that an applicant has the skills, abilities, knowledge, training and experience required to work with our clients, who include children and vulnerable adults.

## **Applicant**

To complete this section you will need the applicant's personal information.

You will need to upload:

- A recent (taken within the last 3 months) Passport-style photograph of the applicant
- A Certificate of Good Conduct – if they have lived outside the UK during the last 5 years
- A CPC card – for PCV drivers only
- A Private Hire Taxi Badge – for taxi drivers only.

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Details of how to obtain a certificate of good conduct guidance can be found here <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

If a taxi driver will also be working as a Passenger Assistant, you must select the Client Transport Driver option.

## **References**

This section must be completed by the transport operator (employer).

All applicants must be able to provide the names and addresses of people, age 18 or over, who are willing to provide character references to support their application.

For new applications you will need to upload the two references (covering the last 5 years) you obtained during their recruitment. One of these must be from their previous employer.

For renewal applications you will need to upload one reference covering the last 2 years. If the applicant has been in your employment for more than 2 years, you will need to provide this reference as their employer. If you have not employed them for more than 2 years the reference must be from their previous employer(s) and cover the last 5 years.

## **Enhanced DBS**

All of your employees who are engaged on council contracts must complete an **Enhanced DBS with child and adult barred lists check**.

If an applicant already has an Enhanced DBS with child and adult barred lists check certificate registered on the DBS Update Service you need to upload a copy, ensuring the full certificate number and any conviction information is clearly visible.

If they do not have an Enhanced DBS certificate registered on the DBS Update Service we will email them with a link to complete their DBS check after we have all the information we need to progress their application.

## **Evidence**

At least 3 pieces of the applicant's identification are required to complete the application and to verify their full name, date of birth and current address. A full list of DBS approved identity documents can be found here <https://www.gov.uk/criminal-record-check-documents>.

All non-Buckinghamshire Council Licensed drivers, PCV drivers and Passenger assistants are required to attend a face-to-face identity verification appointment at our offices. We will email the applicant with instructions after we have all the information we need to progress their application.

Buckinghamshire Council Licensed drivers do not need to attend a face-to-face identity verification appointment, as these checks have already been completed by our Taxi Licencing team.

Guidance on the evidence you need to upload for each group can be found here:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>.

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## **Payment**

The current cost for an Enhanced DBS check is **£59.12**. If the applicant is not on the DBS Update Service, payment of this amount is required at the end of this application when you will need your payment card details.

## **Agreement**

Both you and the applicant must read and agree to the information included within the Agreement section. At the end of the section you both need to input your names and tick a box to confirm your agreement.

All applicants must complete and pass our Contract Induction Training, CYP First Safeguarding and Equality, Diversity & Inclusion Training, and BC Wheelchair Training (where required).

We only accept Safeguarding Training attendance certificates issued by CYP First as proof of the applicants' attendance.

Information about how the Client Transport team will process applicants personal and sensitive personal information can be found here [BC - Client Transport Driver and Passenger Assistant Privacy Notice](#).

The Client Transport team are sent an automatic notification to let them know when new applications have been submitted and process these in the order they are received.