



CHANGE OF OPERATOR FORM FOR WCC BADGE HOLDER

APPLICANT TO WORK WITH CHILDREN/VULNERABLE ADULTS ON WORCESTERSHIRE COUNTY COUNCIL (WCC) TRANSPORT CONTRACT

<p><u>Applicant / Operator details</u></p> <p>Applicant name</p> <p>Date of Birth</p> <p>Operator name</p> <p>Date applicant started</p>	<p><u>Previous Operator details</u></p> <p>Operator name</p> <p>Date left</p> <p><u>Office use only</u> Old badge number</p> <p>Old badge returned? Yes <input type="checkbox"/> Requested <input type="checkbox"/></p>
<p><u>Post title</u></p> <p>Driver <input type="checkbox"/></p> <p>Passenger Assistant <input type="checkbox"/></p> <p>Driver/Passenger Assistant <input type="checkbox"/></p>	<p><u>Current DBS Disclosure</u></p> <p>Disclosure number</p> <p>Date of Issue</p> <p>Have you seen the Disclosure? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>Office use only</u> Any offences of concern on current Disclosure? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p><u>Barred lists checked</u> Barred List (Children) <input type="checkbox"/> Barred List (Adults) <input type="checkbox"/></p>
<p><u>Driver holding a local authority Private Hire, Taxi Licence or Badge</u></p> <p>District/Licence number</p> <p>Expiry date</p> <p><u>Office use only</u> New badge number</p> <p>Issue date</p> <p>Expiry date</p>	<p><u>Declaration of positive Disclosure risk</u></p> <p>Are there any current police investigations involving the Applicant? ¹ Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have any criminal offences occurred since those listed in the current Disclosure * including all unspent and unfiltered ² convictions, cautions, reprimands and warnings? ¹ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>¹ If Yes, please provide details on reverse of this form ² For information regarding filtering of convictions please see https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</p>
<p><u>Applicant Declaration</u></p> <p>1) I will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge</p> <p>2) I have declared to WCC all incidents where there has been a Police investigation</p> <p>3) I understand that failure to disclose any future incident involving myself where there is a Police investigation may affect my employment on WCC contracts</p> <p>4) I understand that new information appearing on a future DBS disclosure will result in WCC re-assessing my suitability to work on WCC contracts</p> <p>Signature of Applicant Date</p>	
<p><u>Operator Declaration</u></p> <p>1) The Applicant will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge</p> <p>2) All incidents where there has been a Police investigation have been declared to WCC</p> <p>3) WCC will be made aware of any future incident involving the Applicant where there is a Police investigation; failure to disclose such incidents may affect the Applicant's employment on WCC contracts</p> <p>4) I understand that new information appearing on a future DBS disclosure will result in WCC re-assessing the suitability of the Applicant to work on WCC contracts</p> <p>Signature of Operator Date</p>	
<p><u>Office use only</u></p> <p>Full badge <input type="checkbox"/> Temp badge only (new disclosure required) <input type="checkbox"/> RA required pending new disclosure <input type="checkbox"/></p> <p>Temporary badge duration Restricted temporary badge (extra supervision eg accompanied by a badged PA) <input type="checkbox"/></p> <p>Signed on behalf of WCC Date</p> <p style="text-align: right;"><i>Change of Operator Form (BEC) v16</i></p>	



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TRANSPORT CONTRACT**

WCC ID Badging guidelines

All staff working on transport contracts involving Regulated Activities must obtain DBS Enhanced Disclosures with Children and/or Adults Barred Lists checked at least every 3 years. WCC will issue an ID badge with an expiry date and Operator's name to show that the holder is compliant. The Council does not accept ID badges issued by other Authorities such as a Taxi Badge as meeting this requirement.

An existing WCC ID badge holder who leaves an Operator and starts working with another Operator on a transport contract must apply for another badge showing the new Operator's name.

Once the new badge has been received, the old badge must be returned to WCC (unless the Applicant is still working for the original Operator).

If there has been more than 7 calendar days break in service between the previous and current Operator, a new DBS check may be required.

The Applicant must declare if they are involved in any current police investigations or if they have committed any criminal offences since those listed in their current Disclosure including all unspent and unfiltered¹ convictions, cautions, reprimands and warnings. If there have been any such changes since those listed in the Applicant's last Disclosure, a new DBS check is required.

¹ For information regarding filtering of convictions please see www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates