



## WCC BADGE HOLDER - CHANGE OF / ADDITIONAL OPERATOR FORM

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

<p><b><u>Applicant / Operator details</u></b></p> <p>Applicant's name .....</p> <p>Date of Birth .....</p> <p>Name of Operator .....</p> <p>Date applicant started .....</p>	<p><b><u>Previous / existing Operator details</u></b></p> <p>Operator name .....</p> <p>Date left ..... N/A <input type="checkbox"/></p> <p><i>Office use only</i> Old badge number .....</p> <p>Old badge returned? Yes <input type="checkbox"/> Requested <input type="checkbox"/></p>
<p><b><u>Post title</u></b></p> <p>Driver (drives company vehicle) <input type="checkbox"/></p> <p>Driver (Owner Driver ie drives own vehicle) <input type="checkbox"/></p> <p>Passenger Assistant <input type="checkbox"/></p> <p>Driver &amp; Passenger Assistant <input type="checkbox"/></p> <p>Volunteer? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p><b><u>Current DBS Disclosure</u></b>*</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><i>Office use only</i></p> <p>Any offences of concern on current Disclosure? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p><u>Barred lists checked</u></p> <p>Barred List (Children) <input type="checkbox"/></p> <p>Barred List (Adults) <input type="checkbox"/></p>	<p><b><u>Declaration of positive Disclosure risk</u></b></p> <p>Are there any current police investigations involving the Applicant? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have any criminal offences occurred since those listed in the current DBS Disclosure * including all unspent and unfiltered <sup>1</sup> convictions, cautions, reprimands and warnings? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><sup>1</sup> For information regarding filtering of convictions please see <a href="https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates">https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</a></p>
<p><i>Office use only</i></p> <p>New badge number .....</p> <p>Issue date .....</p> <p>Expiry date .....</p>	
<p><b><u>Applicant Declaration</u></b></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><b><u>Operator Declaration</u></b></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>5) (If driver) I have checked the applicant has the necessary driving licence/s for the vehicles they will be driving</p> <p>Signature of Operator ..... Date .....</p>	
<p><i>Office use only</i></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;">Change of Additional Operator Form (E&amp;I v27)</p>	



**WCC BADGE HOLDER - CHANGE OF / ADDITIONAL OPERATOR FORM**

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

**WCC ID Badging guidelines**

All staff working on transport contracts involving Regulated Activities must have a current DBS Enhanced Disclosure with Children's and Adults' Barred Lists checked. WCC will issue an ID badge with an expiry date and operator's name to show that the holder is compliant. WCC does not accept ID badges issued by other authorities such as a taxi badge as meeting this requirement.

An existing WCC ID badge holder can be badged with an additional operator and must apply for a badge showing the new operator's name.

If an existing WCC ID badge holder leaves an operator to start working with a new operator, they must return their old operator's badge to WCC. If there has been more than 7 calendar days break in service between being previously badged with an operator and applying to be badged with a new operator, a new DBS check may be required. <sup>2</sup>

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 unfiltered <sup>1</sup> 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. <sup>2</sup>

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

<sup>2</sup> If the applicant has subscribed to the [DBS Update Service](#), a status check can be conducted to find out if there has been any further information identified since issue of the applicant's DBS Certificate. If no further information has been identified, there is no need for a new DBS check.