# Worcestershire County Council scans/photocopies required for WCC ID badges: checklist

## All Drivers/Passenger Assistants

| **Requirement** | **New driver/PA or renewal** | **Change of operator** | **Notes** |
| --- | --- | --- | --- |
| DBS Enhanced Disclosure | Required |  | Please ensure all 5 checks are visible; if more than one scan is sent, all pages should show identifying information to evidence pages are from the same disclosure |
| DBS Consent Form **1** | Required |  |  |
| Full Badge Declaration Form **1** | Required |  |  |
| Photo of applicant | Required | Required | Photo should be in .jpeg format. If there is already a photo on file which is still a good likeness, a new photo is not required |
| Change of / Additional Operator Form **1** |  | Required | Applicant is already badged with another operator or was recently badged with another operator. A new DBS check may be required if more than 7 calendar days break in service (unless subscribed to the [DBS Update Service](https://www.gov.uk/dbs-update-service) ). |

**1** Forms can be downloaded from [Passenger Transport ID badges](https://www.worcestershire.gov.uk/council-services/travel-and-highways/transport-operators-and-transport-contracts/passenger-transport-id-badges)

## All Passenger Assistants

| **Requirement** | **New driver/PA or renewal** | **Change of operator** | **Notes** |
| --- | --- | --- | --- |
| PATS training certificate | Required |  | Copy certificate not required if training has been done by WCC |
| Behaviour Management training certificate OR training date booked (training to be completed within 3 months) | Required |  | Copy certificate not required if training has been done by WCC |
| Emergency First Aid at Work training certificate OR training date booked completed within 3 months) | Required |  | Copy certificate not required if training has been done by WCC |

## Minibus drivers (9–16 passenger seats)

| **Requirement** | **New driver/PA or renewal** | **Change of operator** | **Notes** |
| --- | --- | --- | --- |
| Smoke evacuation training certificate | Required |  | Copy certificate not required if training has been done by WCC |
| Wheelchair tie-downs training certificate | Required |  | Copy certificate not required if training has been done by WCC |
| Tail lift training | Required |  | Copy certificate not required if training has been done by WCC |