

VSWS

DRIVER INFORMATION

*'HOW TO GET A LOG IN'*



Route Services



everyone  
home safe  
every day



## How to get a login

All drivers on the database showing to hold a valid license were issued Driver ID's at the start of the project. However, many are reporting misplacing or not receiving them, here is how you can have one re-issued to you.

### Method 1

**Electronic Licence Check** - Fill out the D796 form (search 'D796' on Connect) and follow the instructions on form to submit to Licence Bureau, including [HRAdministrationHRSS@networkrail.co.uk](mailto:HRAdministrationHRSS@networkrail.co.uk).

**Your licence check will be carried out automatically for you for the next 3 years.**

### Method 2

**View My Licence** - *If you are uncomfortable providing data to a third party company then you can carry out a "View My Licence Check". A self declaration check is no longer valid.*

*To do this, the driver should log on to <https://www.gov.uk/view-driving-licence>, enter their details to generate a code, this should then be emailed to their Line Manager along with the link.*

*The Line Manager will then need to take a screen print and submit it to [HRAdministrationHRSS@networkrail.co.uk](mailto:HRAdministrationHRSS@networkrail.co.uk). (Including driver's employee number). The team will then issue relevant VSWS Driver ID Pack(s).*

**This licence check will need to be manually repeated every six months.**

### Who will receive a log in?

*We are only authorised to issue Driver IDs to drivers NR email addresses or their address information contained within the Oracle System.*

*Contractors can therefore only obtain Driver ID packs providing the above is complete.*

### Contact Email Addresses

Driver ID Questions/log in requests/ Forgotten Passwords  
[HRAdministrationHRSS@networkrail.co.uk](mailto:HRAdministrationHRSS@networkrail.co.uk)

Speed Anomalies on TomTom  
[nrsupport@traffiloguk.com](mailto:nrsupport@traffiloguk.com)

Report a fault  
[nrsupport@traffiloguk.com](mailto:nrsupport@traffiloguk.com)