

## Guide to completing the East Ayrshire Council & SPT VODA4-C form

This guide is to assist applicants and employers in completing the VODA4-C form correctly and gives guidance on each of the sections. **Please read this carefully before filling in the VODA4-C form.**

### 1. General

East Ayrshire Council and Strathclyde Partnership for Transport (SPT) require all persons who have already been cleared for use on East Ayrshire Council ASN and/or mainstream schools contracts by an employer and who move to another employer to complete a “VODA4-C” form. This enables us to transfer the clearance already given to the driver/attendant to the new employer provided that contracts are held with the Council.

The VODA4-C gives us the information we need to ensure that we have the correct details on our system and that we have your consent to process your personal data as such terms are defined in the General Data Protection Regulation (GDPR) for the purpose of transferring existing clearance to work as a driver/attendant in relation to ASN and mainstream school transport contracts to the new employer.

### 2. Use of the correct form

Please use only VODA4-C forms dated or after May 2018. Applications using older forms cannot be accepted and **will be returned**. The date of the form can be found at the top of the front of the form under the words “form VODA4-C”. The latest version of the form can be downloaded from the SPT website at [www.spt.co.uk/disclosure-scotland/](http://www.spt.co.uk/disclosure-scotland/). The East Ayrshire Council forms can be found in the ASN Contractors section under the heading “Disclosure Scotland - East Ayrshire Council ASN Contractors”.

### 3. Completing the VODA4-C form

#### (a) Section 1

This section should be completed using block capitals by the applicant. The applicant must fill in their Surname, Forename(s) and any other names they are known by, please make sure they fill in the National Insurance Number and date of birth in the boxes provided. The current address must be provided in full, including the postcode. They should provide a home telephone number, mobile telephone number and e-mail address so that they can be contacted in case of queries. Tick the boxes to indicate whether your clearance was as a driver or attendant, or both. The applicant must read the declaration and sign the form.

*(Continued overleaf)*

## **(b) Section 2**

This section is to be completed by the contract holder in respect of the duties that the applicant will be employed on.

Fill in the date that the applicant started work.

**You must** tick the appropriate box indicating whether the applicant will be employed as a driver or attendant, or both. Where both boxes are not ticked, the application will be returned to you for correction.

Indicate the items that you have seen when checking the applicant's identification. Read the declaration, sign the form, and print your name and position in the space provided.

Fill in the name of the contract holder (**not** the trading name) along with the address and telephone number. Fill in the date you signed the form.

## **3. Section for SPT use only**

Section 3 is for SPT use only and you should not fill in anything on this part of the form.

## **4. Sending the form to SPT**

The form should be sent to:

**The Disclosure Team,  
Bus Operations Department,  
Strathclyde Partnership for Transport,  
131 St. Vincent Street,  
GLASGOW, G2 5JF.**

**Envelopes must be marked "Private & Confidential".**

## **5. Important Note**

You must not deploy any applicant on any ASN or mainstream school transport contract until you have received formal written notification from SPT of the suitability of the applicant. Doing so may result in the suspension or termination of the contract(s).

Revised: May 2018