

## **East Dunbartonshire Council & SPT Disclosure Scotland vetting of Drivers and escorts for ASN/Mainstream school and Social Work transport**

### **Guide to completing the SPT VODA1-C form**

This guide is to assist applicants and employers in completing the “**VODA1-C**” form correctly and gives guidance on each of the sections. **Please read this carefully before filling in the VODA1-C form.**

#### **1. General**

Strathclyde Partnership for Transport (SPT) undertakes the vetting of drivers and escorts of ASN/Social work schools transport on behalf of East Dunbartonshire Council in addition to mainstream schools transport contracts administered by SPT. East Dunbartonshire Council and SPT require applicants for East Dunbartonshire Council ASN/Social Work schools transport work to complete a Disclosure Scotland PVG Scheme application and a “**VODA1-C**” form.

The VODA1-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 carry out the vetting under the provisions of the Protection of Vulnerable Groups (Scotland) Act, 2007 and the and the Disclosure (Scotland) Act 2020 as well as processing your personal data as such terms are defined in the General Data Protection Regulation (GDPR) for the purpose of determining suitability as a driver/attendant in relation to both ASN and mainstream school transport contracts.

#### **2. Use of the correct form**

Please use only VODA1-C forms dated or after June 2025. Applications using older forms cannot be accepted. The date of the form can be found at the top of the front of the form under the words “form VODA1-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 Dunbartonshire Council forms can be found in the ASN Contractors section under the heading “Disclosure Scotland – East Dunbartonshire Council ASN Contractors”.

#### **3. Completing the VODA1-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 their 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. The applicant must read the declaration and sign the form.

##### **(b) Section 2**

This section is to be completed by the contract holder. You must tick the appropriate box indicating whether the application is for an existing member or a new member, then indicate if a Scheme Record Update or Scheme Record is required and also tick the appropriate box indicating whether the applicant will be employed as a driver or escort, 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.

**(Continued overleaf)**

If you undertake **mainstream** school contract work **in addition** to ASN/Social work, the clearance issued will cover this as well.

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.

**Important note for sole traders:** If you are a sole trader, i.e. the actual contractor himself/herself (i.e. a one-person operation) or the sole principal of the transport operator concerned, you must have this form countersigned by East Dunbartonshire Council Business Support Team A or by SPT. You will need to make an appointment to have your identity verified and you will need to take **three** forms of Identification, at least one of which must be photographic, with you. These should confirm the name, the date of birth and the current home address of the applicant.

#### 4. Photographs

You must submit a digital photograph (on a plain background) directly to East Dunbartonshire Council at **transport.ema@eastdunbarton.gov.uk** when you send the application to SPT. This will enable the council to produce the driver/escort's identity badge.

#### 5. Sections for SPT use only

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

#### 6. Sending the form to SPT

The completed form must be sent to SPT by e-mail to: [disclosure@spt.co.uk](mailto:disclosure@spt.co.uk)

#### 7. Important Note

You must not employ any person on East Dunbartonshire Council ASN/Social work and mainstream school transport contracts until you have received formal written notification from SPT of the suitability of the applicant and each driver/escort must be in possession of a current, valid council issued identity badge. Doing so may result in the suspension or termination of the contract(s).