

Duty of Care - Administrator FAQs

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General Information

What is Duty of Care?

Duty of Care is an employer's moral or legal obligation to ensure the safety or well-being of their employees. For additional information regarding Duty of Care, view [Duty of Care Feature Overview](#).

Is there a cost associated with this feature?

There is no extra charge for using the Duty of Care feature, however, there will be a charge if you want to implement the Driver & Vehicle Check feature. For more information regarding Driver & Vehicle Check, view [Driver & Vehicle Check](#). Should you have any further questions on this, please contact your RLDatix Account Manager.

How do I know if Duty of Care has been enabled for my organisation?

Check the implementation instructions which are listed within [Duty of Care](#).

Many organisations collect Duty of Care documentation from their employees but do not enforce the requirement of the documents for making mileage claims. When Duty of Care is enabled in your Assure Expenses system, documents which are added will go through the review process as outlined in the [Duty of Care/Driver & Vehicle Check - Process Diagram](#) and will trigger email reminders when they are about to expire, if the email reminder option has been selected.

Duty of Care approvals and claim restrictions are enabled when one or more of the 'Documents Required' checkboxes have been selected. When selected, those documents will be considered mandatory for all vehicles being used for mileage claims. Duty of Care is also enabled (or can be disabled) by the checkbox on each Mileage related Expense Item.

We do not use Duty of Care, do we need to do anything?

The Duty of Care feature will be available within your system to use if and when you decide to enable it. If you do not wish to use it, you do not need to do anything differently.

Do you have any documentation that we can share with our users?

A list of all Duty of Care documentation can be found within [Duty of Care](#).

Features

Will there be email reminders to users for Duty of Care documentation that is due to expire?

Yes, email reminders are an option available within the Duty of Care feature and can be configured in [General Options - Duty of Care](#)

When is a driving licence valid after approval?

After approval, a driving licence is valid from the start date/issue date specified on the licence, allowing mileage to be claimed from that date onwards.

Can we report on Duty of Care?

Yes, standard reports are available under the Duty of Care category type.

Is there functionality to add non-GB licences?

Yes, claimants can add non-GB licences manually. For more information, view [Add a Driving Licence](#).

Security/Storage

What information will be stored in the system for Duty of Care?

The Duty of Care feature requires the uploading and storage of several document images which are very likely to contain personally identifiable information. Images of driving licences and vehicle documents relating to Tax, MOT, insurance, service and breakdown cover (where enabled) are stored in the system. Although these documents may have associated expiry dates, they are not automatically removed from the system when they become invalid.
