

# Vehicle Check - Feature Overview

Last Modified on 12/01/2023 3:36 pm GMT

## Overview

Vehicle Check is an additional service available within the Duty of Care feature for Assure Expenses. Enabling Vehicle Check allows your organisation to automatically populate a vehicle's current MOT and Tax documentation when a vehicle is added, ensuring that your Duty of Care responsibilities are being adhered to. Although Duty of Care information can be added manually, Vehicle Check removes the requirement for vehicle Tax and MOT information to be reviewed and approved, therefore significantly reducing the amount of admin burden.

After a Tax or MOT document expires, when next claiming expenses using the vehicle, a new lookup will be performed to retrieve and populate a new document. If the MOT is still invalid when the lookup is performed, any new MOT information will need to be recorded manually.

Please speak to your account manager for more information about activating Vehicle Check.

## Benefits

- **Accuracy** - Using verified information will ensure that the vehicle records are as accurate as possible, removing the chance of typos associated with manual entry.
- **Reduce Administrative Burden** - Further improving on the standard Duty of Care functionality, removing the need for manual entry and review of Tax and MOT documentation will save time for your claimants and administrators.
- **Compliance** - Automating the Duty of Care process will help ensure that your organisation is compliant with its Duty of Care responsibilities.


## Features

Feature	Manual Process (Outside of Assure Expenses)	Duty of Care	Duty of Care with Vehicle Check	Duty of Care with Driver & Vehicle Check
System Generated Email Reminders	✗	✓	✓	✓
Efficient and Configurable Workflow	✗	✓	✓	✓
Create your Duty of Care Policy	✗	✓	✓	✓
Claim Restrictions based upon Duty of Care Policy	✗	✓	✓	✓

Feature	Manual Process (Outside of Assure Expenses)	Duty of Care	Duty of Care with Vehicle Check	Duty of Care with Driver & Vehicle Check
Enhanced Reporting	✗	✓	✓	✓
Full Audit History of Documents	✗	✓	✓	✓
Populate and review non-GB licences	✗	✓	✓	✓
Automatically populate vehicle MOT and Tax documentation	✗	✗	✓	✓
Automatic MOT and Tax documentation review process	✗	✗	✓	✓
Populate Assure Expenses with Information Sourced from DVLA	✗	✗	✗	✓
Automatic Review Process	✗	✗	✗	✓
Scheduled Updates of Driver Information	✗	✗	✗	✓
Self Service Claimant Consent Portal	✗	✗	✗	✓
Further Email Notification Options	✗	✗	✗	✓
Approver Visibility of DVLA Checks	✗	✗	✗	✓
Prevent Banned/Disqualified Drivers from Claiming Mileage	✗	✗	✗	✓

### Implementation/Best Practice

1. Before activating Vehicle Check, Duty of Care must be configured and activated first. For more information on how to roll out the Duty of Care feature within Assure Expenses, view [Duty of Care](#).
2. Provide staff with links to relevant help documentation and provide training. Links to help documentation on the Vehicle Check feature can be found in the Links section of this article.
3. Configure the Access Roles for the claimants who will be using the Vehicle Check feature.
  - Navigate from the Homepage to Administrative Settings | User Management | Access Roles.

- Click  next to the Access Role that you want to edit.
- Click the **Greenlights** tab.
- Scroll down until you find **My Vehicle Documents** and select the appropriate check boxes. This will provide the claimant with access to the 'My Duty of Care Documents' menu.

#### 4. Enable the automatic document lookups within General Options.

- Navigate from the Homepage to Administrative Settings | Tailoring | General Options | New Expenses | Duty of Care.
- Scroll down to the 'Documents Required' section and select the check boxes for either **Tax** and/or **MOT**. If you do not select either of these, you will not see the 'Enable Automatic Document Lookup' option.
- Select the check box for **Enable Automatic Document Lookup**.

**Note:** The 'Enable Automatic Document Lookup' option will only be available if 'MOT' and/or 'Tax' are selected in the 'Documents Required' section.

Tailoring  
**General Options**

Field Settings | Code Allocation | **Duty of Care** | Addresses & Distances | Other Preferences

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**Approver**

Line manager  Team

**Documents Required**

Driving licence	<input checked="" type="checkbox"/>	Tax	<input checked="" type="checkbox"/>
MOT	<input checked="" type="checkbox"/>	Insurance	<input checked="" type="checkbox"/>
Breakdown cover	<input checked="" type="checkbox"/>	Enable automatic document lookup	<input checked="" type="checkbox"/> <span style="color: purple;">?</span>

**Email Reminders for Document Expiry**

Send reminder to claimant before  Days prior to document expiry to send a reminder

**Review Expiry & Reminder**

Driving licence should be reviewed periodically  ?

**Claim Options**

Use date of expense for duty of care checks  ?

Once Duty of Care and Vehicle Check have been activated you may want to consider whether to implement the Driver Check feature to further automate your Duty of Care

processes. For more information on this, view [Driver Check](#).

## Links

<b>Feature Overviews</b>	<a href="#">Duty of Care</a> <a href="#">Driver Check</a>
<b>Frequently Asked Questions</b>	<a href="#">Driver &amp; Vehicle Check - Administrator FAQs</a> <a href="#">Driver &amp; Vehicle Check - Claimant FAQs</a>
<b>Vehicles</b>	<a href="#">Manage My Vehicles</a> <a href="#">Add a Claimant's Vehicle</a>
<b>Add Documents</b>	<a href="#">Add Vehicle Documentation</a>
<b>Approve Documents</b>	<a href="#">Review Vehicle Documentation</a>
<b>General Information</b>	<a href="#">General Options - Duty of Care</a> <a href="#">Duty of Care/Driver &amp; Vehicle Check - Process Diagram</a>

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