

Vehicle Check - Feature Overview

Last Modified on 14/04/2025 12:59 pm BST

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 **Home** page 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 **Home** page 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

Automatic Driver & Vehicle Check

There is a cost associated to the frequency of the Automatic Driver & Vehicle Checks. Changing the frequency will affect the amount of credits that you use.

Check claimant driving licences automatically ? Frequency of automatic driving licence checks ?

Number of weeks before consent expiry to send notification ?

Approver

Line manager Team

Select team Notify line manager of failed documents

Documents Required

Driving licence Tax

MOT Insurance

Breakdown cover Enable automatic document lookup ?

Email Reminders for Document Expiry

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

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

Feature Overviews	Duty of Care Driver Check
Frequently Asked Questions	Driver & Vehicle Check - Administrator FAQs Driver & Vehicle Check - Claimant FAQs
Vehicles	Manage My Vehicles Add a Claimant's Vehicle
Add Documents	Add Vehicle Documentation
Approve Documents	Review Vehicle Documentation
General Information	General Options - Duty of Care Duty of Care/Driver & Vehicle Check - Process Diagram
