

Assure Expenses | Navigating to Driver Compliance

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Towards the end of October 2026, you will notice a refreshed look and feel across the Expenses pages.

These updates are designed to make the system easier to navigate, with a cleaner, more visual, and more modern design that helps you find what you need more quickly.

There are no changes to how you complete your usual tasks, such as adding or managing driving licences or vehicle documents.

Overview

If you are required to drive on behalf of your organisation suitable checks must be put in place to ensure you are legal and competent to drive, such as having a valid driving licence.

Where you use your own vehicle, additional checks should be made to ascertain the roadworthiness of the vehicle such as having valid Tax, MOT and insurance that includes business usage for you as a driver.

Enabling Driver Check within Expenses allows your organisation to manage these processes, ensuring that their Duty of Care responsibilities towards you as a driver, are being adhered to.

The Driver Compliance service allows fast and accurate real-time information to be obtained for your driving licences sourced from DVLA data, for vehicle Tax and MOT documents, significantly reducing the amount of time it takes you to provide this evidence, and reducing the administrative burden for your organisation.

If your organisation is using Driver Compliance you will already be familiar with these processes.

The processes are not being changed and will remain exactly the same when you use the new version.

This guidance document is being provided only for the purpose of giving you visibility of the new page designs.

1. From the **Homepage**:

CURRENT CLAIMS
1

SUBMITTED CLAIMS
3

PREVIOUS CLAIMS
0

Receipt Wallet
My Claimable Items



No receipts in your wallet. Upload a receipt to get started.

Upload Receipt

Expenses

Add new entries to current claims for any expenses you have incurred. If a current claim does not exist one will be created.

Add New Expenses

My Details
Reports
Driver Compliance

Update your basic details such as name and address.
View details of your current car and vehicle journey rate.
View the steps required to approve a claim you submit.
Assign delegates to manage your account.

Create new reports, edit, delete or view existing ones.
Export data to Excel, CSV, flat file or create pivot tables.

Manage your driving licence and vehicle documents.

Driver Compliance Menu

- Notice the new **Driver Compliance** menu at the bottom of the page.

 Driver Compliance

Manage your driving licence and vehicle documents.

This menu will not be present if your organisation is not using the Driver Compliance module.

- Click on the **Driver Compliance** menu.
- You will be directed to the **Driver Compliance** page.

 My Driver Documents

 My Team's Driver Compliance Documents

Manage your driving licence and vehicle documents.

Manage your team's driving licence and vehicle documents.

*You will only see the **My Team's Driver Compliance Documents** if you are required to review the documents of others.*

If you simply need to provide evidence of your driving licence and vehicle documents, you will

only have the **My Driver Documents** menu.

My Driver Documents

5. When you select **My Driver Documents** the following menu displays:

 My Vehicle Documents	 My Driving Licences	 My Driving Licence Reviews
Ensure your vehicle documents comply with your organisation's Duty of Care requirements.	View and edit your driving licences.	View and edit your driving licence reviews

6. If you select **My Vehicle Documents**, you can view your existing records or add a new record where a previous document has expired.

Home / Driver Compliance / My Driver Documents / My Vehicle Documents RLDatix
Assure Experts

Page Options

- New Breakdown Cover
- New Insurance
- New MOT
- New Service
- New Tax

My Vehicle Documents
Vehicle Document
 Filter

	Date Created	(Vehicle) Registration Number	(Vehicle) Make	(Vehicle) Model	Document Type	Expiry Date	Approval Status
There are currently no entries defined.							

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7. If you select **My Driving Licences** you can view your existing licence records.

Home / Driver Compliance / My Driver Documents / My Driving Licences RLDatix
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Page Options

- New Licence - Non-GB
- New Licence - DVLA Pre-1998 Paper
- New Licence - DVLA Photocard

My Driving Licences
Driving Licence
 Filter

	Date Created	Licence type	Licence number (last 8 characters)	Expiry date	Status	Source
There are currently no entries defined.						

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8. If you select **My Driving Licence Reviews** you can view your existing records.

My Team's Driver Compliance Documents

9. When you select **My Team's Driver Compliance Documents** the following menu displays:

 My Team's Vehicle Documents (Awaiting Review)	 My Team's Vehicle Documents (All)	 My Team's Driving Licences (All)
A list of your team's vehicle documents.	A list of your team's vehicle documents.	A list of your team's driving licences.

 My Team's Driving Licence Reviews (Awaiting Review)	 My Team's Driving Licence Reviews (All)
A list of your team's driving licence reviews awaiting review.	A list of your team's driving licence reviews.

10. You can choose any of these menus to carry out your normal driver compliance checks.

The steps you follow for Driver Compliance as a driver or an approver are not being changed.

The only change is how your pages display.

The steps are included here only for reference, and to provide you with visibility of the updated screen designs.

Please refer to the separate guidance documents for claims, adding and approving expenses.
