**Gwiriadau Trwydded Yrru / Driving Licence Checks**

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| Os nad oes gennych drwydded yrru, neu os oes gennych drwydded yrru ond nid ydych yn gyrru mewn unrhyw fodd ar gyfer eich gwaith gallwch ddiystyru’r e-bost hwn | If you don’t hold a driving licence or if you do but you do not drive in any capacity for work, then please disregard this email |

**Hawliadau Milltiroedd Staff / Staff Mileage Claims:**

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| Yn unol â’r polisi Teithio a Chynhaliaeth sydd newydd ei ddiweddaru a’i rannu, mae’n gyfrifoldeb ar bob rheolwr staff sicrhau bod y canlynol yn eu lle.  Bod gan y gyrrwr bolisi yswiriant ar gyfer y cerbyd sy’n cael ei ddefnyddio sy’n cynnwys ‘defnydd busnes’ (nid yw defnydd cymudo yn unig yn ddigonol).  Dylid cadw copi a sicrhau bod copi cyfredol yn cael ei gasglu ar y dyddiad adnewyddu.  Bod tystysgrif MOT cyfredol ar gyfer y cerbyd a ddefnyddir.  Eto dylid cadw copi a sicrhau bod copi cyfredol yn cael ei gasglu ar y dyddiad adnewyddu.  Manylion troseddau gyrru yr aelod o staff.  Gellir lawrllwytho adroddiad o wefan Gov.uk.  Dylid casglu copi cyfredol yn rheolaidd gyda’r amlder yn ddibynol ar y nifer o bwyntiau trosedd sydd at y trwydded (gweler y siart isod).  Nodwch mai cyfrifoldeb rheolwyr yw sicrhau bod eu staff yn gyrru’n gyfreithlon wrth weithio i’r Cyngor Sir, a gall bod angen darparu tystiolaeth o hynny mewn llys barn.  Nodwch hefyd bod rhaid casglu’r ddogfennaeth pun ai yw staff yn hawlio costau teithio neu dewis peidio gwneud. | In line with the newly updated and circulated Travel and Subsistence Policy, it is the responsibility of all managers who approve travel claims to ensure that the following are in place:  That the driver has an insurance policy for the vehicle in use which covers 'business use' (commuting use alone is not sufficient).  A copy should be retained, and an up-to-date copy collected on the renewal date.  That there is a current MOT certificate for the vehicle used.  Again, a copy should be retained, and an up-to-date copy collected on the renewal date.  Details of driving convictions for the member of staff.  A report can be sourced through the Gov.uk website.  An up-to-date copy should be collected with the frequency dependent on the number of penalty points to the licence (see chart below).  Please note that it is the responsibility of managers to ensure that their staff drive legally while working for the County Council, and it may be necessary to provide evidence of that in a court of law.  Please also note that the documentation must be collected whether staff claim travel costs or choose not to. |

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| **Pwyntiau Trosedd / Penalty Points** | **Amlder gwiriad / Frequency of check** |
| 0 | Blynyddol / Annually |
| 3 | 6 mis / 6 months |
| 6+ | 3 mis / 3 months |

**Staff sy'n defnyddio ceir adrannol / Staff who utilise pool cars:**

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| Mae’n gyfrifoldeb ar bob rheolwr staff sicrhau bod y canlynol yn eu lle.  Manylion troseddau gyrru yr aelod o staff.   Gellir lawrllwytho adroddiad o wefan Gov.uk. edrychwch ar [ein canllaw](https://carmarthenshire-my.sharepoint.com/:w:/g/personal/kellythomas_carmarthenshire_gov_uk/EZEg8WG80eJLizHk8yISrN0BM58LleqCEY7jcAiQLS3cHA?e=3scts7).    Dylid casglu copi cyfredol yn rheolaidd gyda’r amlder yn ddibynol ar y nifer o bwyntiau trosedd sydd at y trwydded (gweler y siart isod).  Nodwch mai cyfrifoldeb rheolwyr yw sicrhau bod eu staff yn gyrru’n gyfreithlon wrth weithio i’r Cyngor Sir, a gall bod angen darparu tystiolaeth o hynny mewn llys barn. | It is the responsibility of all managers to ensure that the following are in place:  Details of driving convictions for the member of staff.   A report can be sourced through the Gov.uk website, view [our guide](https://carmarthenshire-my.sharepoint.com/:w:/g/personal/kellythomas_carmarthenshire_gov_uk/EZEg8WG80eJLizHk8yISrN0BM58LleqCEY7jcAiQLS3cHA?e=3scts7).    An up-to-date copy should be collected with the frequency dependent on the number of penalty points to the licence (see chart below).  Please note that it is the responsibility of managers to ensure that their staff drive legally while working for the County Council, and it may be necessary to provide evidence of that in a court of law. |

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| --- | --- |
| **Pwyntiau Trosedd / Penalty Points** | **Amlder gwiriad / Frequency of check** |
| 0 | Blynyddol / Annually |
| 3 | 6 mis / 6 months |
| 6+ | 3 mis / 3 months |

**Staff sydd â thrwydded HGV / Staff who have HGV licence:**

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| Bydd rheolwyr trafnidiaeth yn ein Hadran Fflyd yn parhau i reoli gwiriadau rheolaidd o'r holl yrwyr HGV o fewn ein gweithlu. | Transport managers within our Fleet Department will continue to be manage regular checks of all the HGV drivers within our workforce. |