

Getting Started A quick start guide V4 My Drive Release 1.0.1 (6657)

Introduction

MyDrive is the application for all users of Service MT and *replaces the F/MT600*, it is accessible via Defence Gateway (DG). **The MyDrive application is designed to be browser independent and equally accessible from either a desktop or mobile device.**

This document is intended for any user to maintain their Driver profile, which includes licence upload, driving activities/competencies and Hub assignments. The administration of these functions is provided separately by the Campbell application.

There are three main sections within the document, each containing several additional sub pages. The document shares screenshots from a mobile view (unless otherwise indicated).

INSERT IMAGE

Introduction

MyDrive is a platform that will be used by all services and will provide a single version of truth. It will eliminate the requirement for time consuming processes and the need to hold physical records. It will replace the F/MT 600 Driver Permit and current processes used to record drivers hours.

MyDrive users will have the ability to manage their own driver profile which includes resigning MT Orders, licence uploads, competencies and the recording of driving activities and their duration. A digital application that they can manage from either a mobile device or desktop at their convenience. All data will remain with the user, on deployment or assignment the user simply joins the Hub for that Unit.

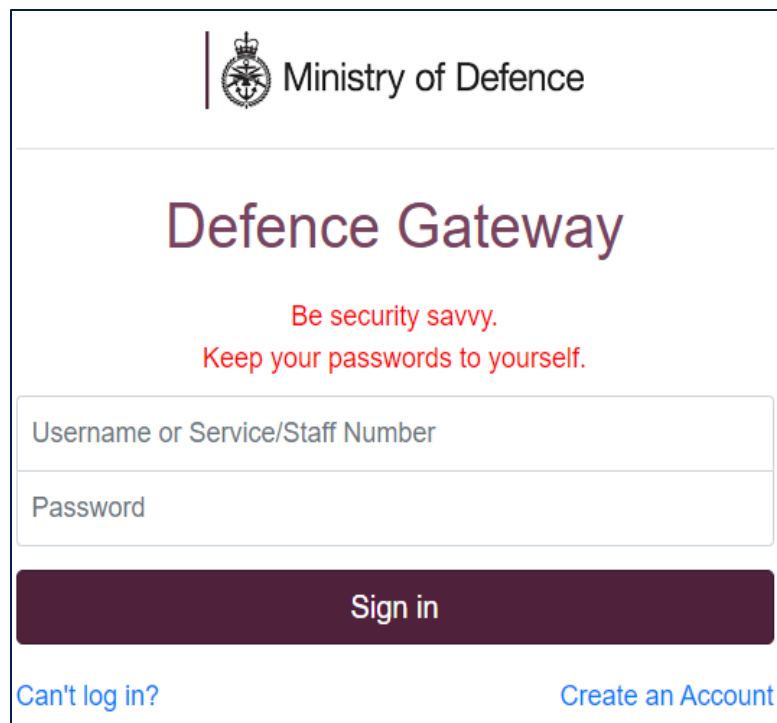
All personnel are to collect their F/MT 601 Driver Training Record from MT/HoL and create their own My Drive account and upload their own driver competencies, this must be done by the 31 Jan 2023 after which you will not be authorised to drive MoD vehicles anymore including Hire Cars.

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1. Getting Started

1.1. Access to MyDrive

You can access [MyDrive](#) via this hyperlink. Alternatively, MyDrive can be found on the list of Defence Gateway (DG) approved applications. Once you have access, you will need to enter your DG Credentials.



The screenshot shows the Defence Gateway login interface. At the top is the Ministry of Defence crest and name. Below this is the 'Defence Gateway' title in a large, bold, dark red font. Underneath the title is a red security warning: 'Be security savvy. Keep your passwords to yourself.' The login form consists of two input fields: 'Username or Service/Staff Number' and 'Password'. Below these fields is a dark red 'Sign in' button. At the bottom of the form are two links: 'Can't log in?' on the left and 'Create an Account' on the right.

Once you have entered your username and password you may be presented with the Two Factor Authentication screen. Following successful authentication, the MyDrive home page is displayed.

If you do not have a DG account, you will need to create an account – anyone with a .mod.gov email account can apply for a DG account. Contractors without a MOD email account will require a sponsor to provide them a guest DG account.


1.2. Access to MyDrive via PED

You can access [MyDrive](#) via this hyperlink. Alternatively, MyDrive can be found on the list of Defence Gateway (DG) approved applications. Once you have access, you will need to enter your DG Credentials.

This is the Two Factor Authentication screen (2FA). You will now be sent a unique six digit token code via text message, enter this token code, select 'Submit'.

Following successful authentication, the MyDrive home page is displayed.

Defence Gateway

 If you select remember this device, you will not be asked for another 90 days.

Enter Token

A numeric token has been sent to you via SMS to your phone number ending 6362. Please enter the token below:

☐ Remember Device?

Submit

Re-Send Token

I need to change my 2FA
method

*Mobile View

1.3. Joining a Community

Before creating your profile, you will be presented with the following page and invited to select your Community, select your Community and click 'Join'.

This must be completed in order for you to begin creating your profile.

Welcome To MyDrive

Before you can use this application you must have joined one or more communities.

This screen allows you to search for and join communities.





If you are not able to proceed with this then please logout.

▼ DPA Policy

Purpose. Data held within the application will be used to assure legal entitlement and currency compliance required to operate MOD owned assets and or to assets privately owned but in the service of the MOD.

Before entering the Campbell and MyDrive applications you must accept the following.

1. The information you are viewing may be of a personal-identifiable or driving nature.
2. You may be viewing third party personal information and must ensure that the terminal you are accessing it on is appropriate and secure.
3. The information must be used in compliance with the principles contained in DPA 18.
4. By joining a Community, you are allowing it access to your driving data both directly and indirectly via system interfaces. You are able to withdraw consent at any time by removing yourself from that Community.
5. The information may not be exported and shared without approval from the information asset owner.

	Name	Description	Community Status	Membership Status
	RAF	Air force trial users - selected units only	Open	Not A Member
	Cadets	Army Cadet Force trial users	Open	Not A Member
	British Army	Army trial users - selected units only	Open	Not A Member
	Royal Navy	Navy trial users - selected units only	Open	Not A Member



Community Membership Status ✕

Name
RAF

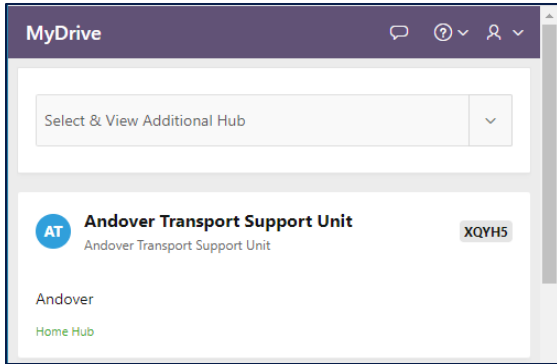
Description
Air force trial users - selected units only

Community Status
Open Community

Membership Status
Not A Member

Cancel Join

1.4. Joining a hub



The Hubs page displays a list of the hubs for which the driver may join.

Use “Select and View Additional Hub” from the drop-down list to display the Hub Details dialogue. Alternatively click on an entry from the list of hubs already shown.

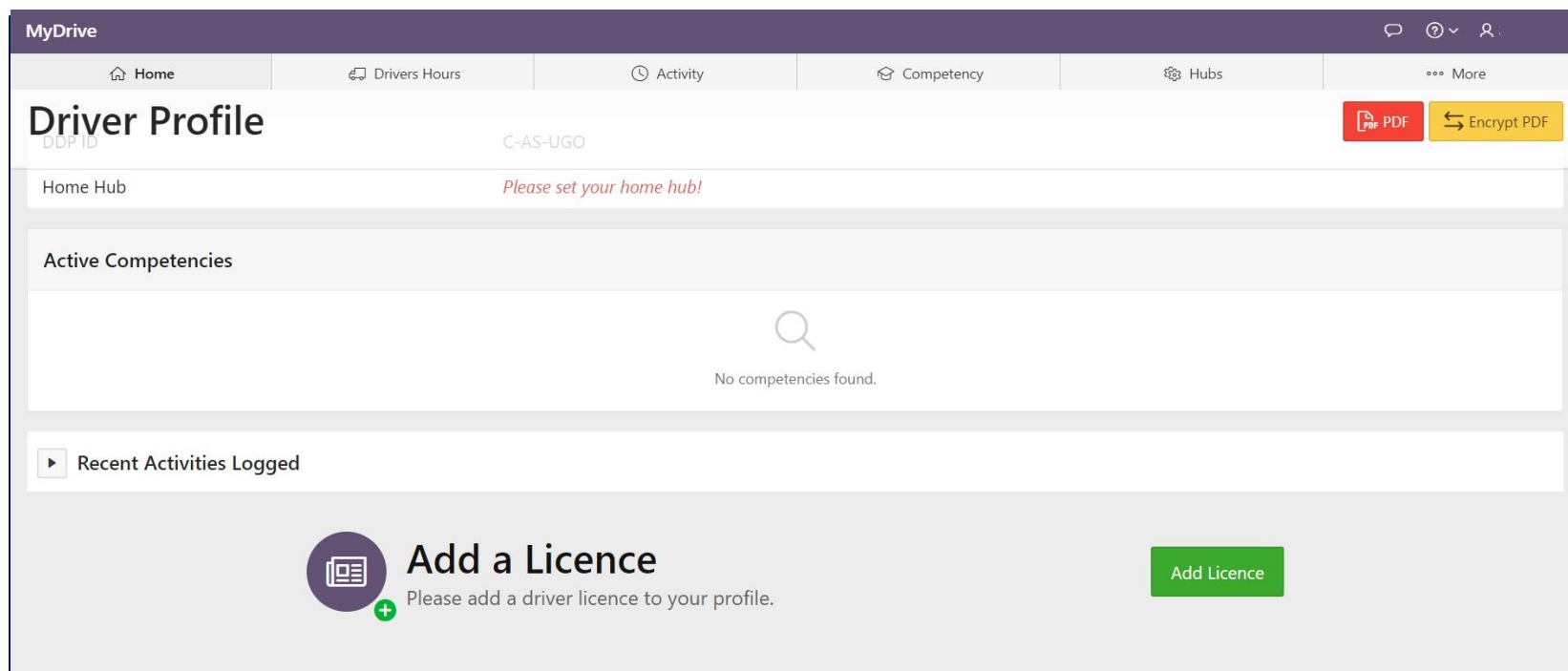
Once Hub is selected, click ‘Request Membership’.



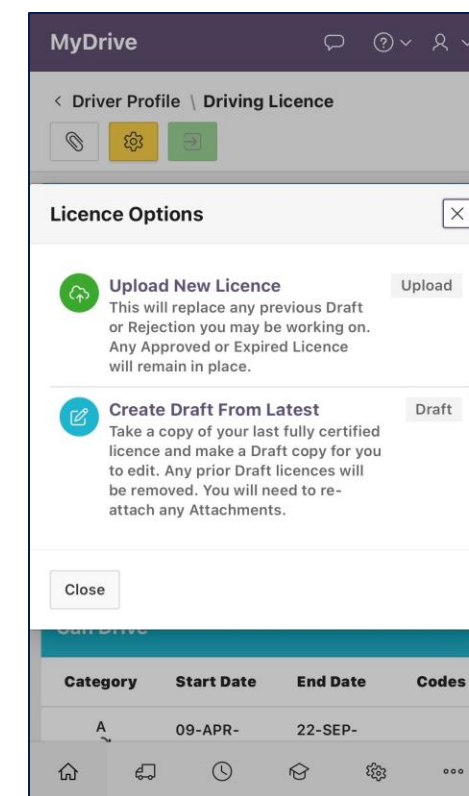
- **Name** - The name of the Hub chosen from the drop-down list or Hub Membership list
- **Code** - The unique code associated with the chosen Hub
- **Description** - Free-flow text associated with the chosen Hub
- **Location** - The geographical location associated with the chosen Hub

1.5. Adding a licence

Once you have joined a community, you can begin creating your profile. Select 'Home' to view your profile then select 'Add Licence' to begin creating your profile.



*Computer View



*Mobile View

A pop up window will appear and you are required to access your driving licence information on the DVLA website. Click 'Start Now' to begin the process and further information can be found by scrolling down.

For Non-UK Licence Holders, select UK DVLA Licence in the box below and press 'Next'. Proceed to slide 13.

Add Licence: Issuing Country

Step 1

Step 2

Step 3

What is the issuing country of the driving licence?

UK DVLA Licence

Required Documentation

For UK licences issued by the DVLA, you may share your driver licence details by following the **View or share your driving licence information** process on the DVLA website (link below). Once complete, click on the **Get your check code** tab, click the option to **Print** and download the resulting PDF. You can then attach that Licence PDF in the next step.

Alternatively, you can enter your licence details manually. Please ensure you have a photo of the front **and back** of your driving licence available. This will be required to verify your details.

DVLA Website

*Computer View



View or share your driving licence information

You can use this service to:

- view your driving record, for example vehicles you can drive
- check your penalty points or disqualifications
- create a licence 'check code' to share your driving record with someone, for example a car hire company

The check code will be valid for 21 days.

You'll need:

- your driving licence number
- your [National Insurance number](#)
- the postcode on your driving licence

This service is also available [in Welsh \(Cymraeg\)](#).

Start now >

*Computer View

You are required to enter your **driver licence number**, **national insurance number** and **postcode** to obtain a code to access your information.

Enter details

You should only use this service to view or share your own driving licence.

Use a different service if you want to [check someone else's driving licence information](#).

Your driving licence number

Example: MORGA657054SM9IJ

▶ [Where to find your driving licence number](#)

Your National Insurance number

Example: QQ123456C

▶ [Where to find your National Insurance Number](#)

Postcode

Example: EH1 9SP

*Computer View

Your details

Vehicles you can
drive

CPC and Digital
Tachograph Card

Penalties and
disqualifications

Get your check
code

Get a licence check code



You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

Get a code



Your check code is:

YOUR CHECKCODE

 [Print or save a driving summary](#)

This code:

- is case sensitive
- is valid for 21 days
- can only be used once

Download and save your driving summary in PDF format, you will need to upload and submit by Drag and Drop as below. For non-UK licence holders please upload a copy of the front and rear of your driving licence and proceed to slide 16.

Step 1

Add Licence: Upload Documentation

✓

Step 1


Step 2

Step 3

Upload Required Documentation

Drag and Drop Files

Select or drop files here.



<

Close

Next >

*Computer View

This will automatically upload your licence to MyDrive.

Step 2

Add Licence: Complete

✓

Step 1

✓

Step 2

Step 3

Upload DVLA Licence File

Enter Licence number to validate

Click Next to upload the DVLA licence file containing licence number: XXXXXXXX121K99KG

<Close

Next

Input your licence number for a verification check, then click next.

*Ensure you use Caps Lock

If the PDF is not accepted, there may be an additional step that requires you to re-enter your DVLA number and each category manually. This checks against the submission to assure it is your licence. The re-entry is case sensitive; thus enter the DVLA letters in UPPER case.

Follow the step by step process to ensure ALL your licence categories are uploaded. If you miss this step, the process may take a little longer, but you can go back and update later.

Non UK licence holders will required to create a DVLA formatted licence number using a combination of name and DoB.

Click 'Next' to continue.

DRAFT

Add Licence: Complete

Step 1

Step 2

Step 3

Licence Number

Licence Issue Number

Valid From

Valid To

Entitlements

Note: The Start Date and End Date will initially be applied to all entitlements. This can be amended once the licence has been created. Any codes can also be added later.

Start Date

End Date

Full Entitlements (select all that apply)

☐ A

☐ B

☐ C

☐ D

☐ G

☐ Q

☐ n

☐ A1

☐ B auto

☐ C1

☐ D1

☐ H

☐ f

☐ A2

☐ B1

☐ C1E

☐ D1E

☐ M

☐ k

☐ AM

☐ BE

☐ CE

☐ DE

☐ P

☐ I

Provisional Entitlements (select all that apply)

☐ A

☐ A1

☐ A2

☐ A3

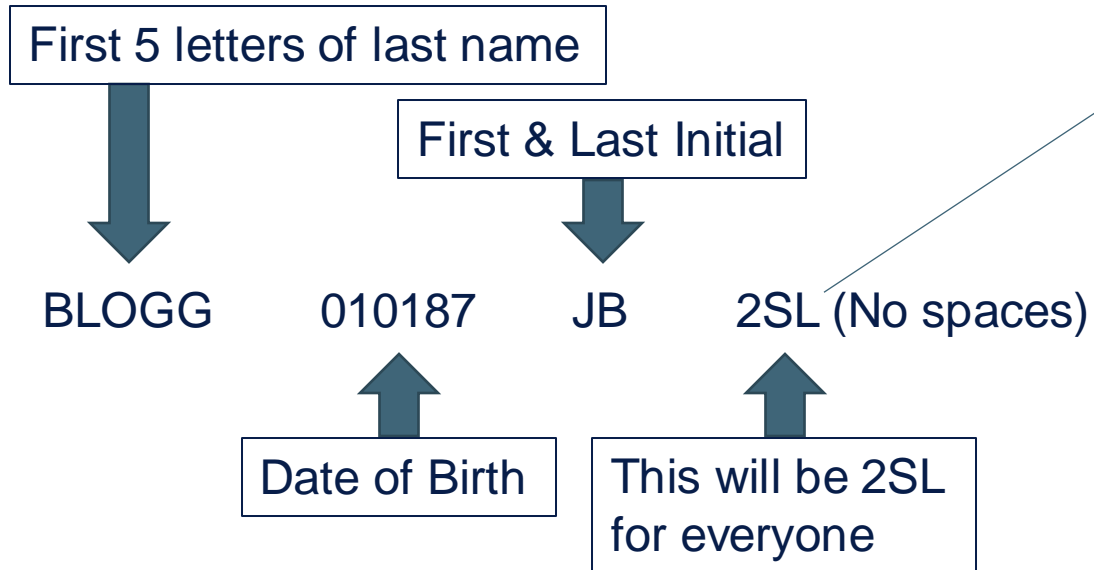
<

Close

Next

Non UK holders are required to create a licence number using a combination of details and enter in the top box.

E.g. Joseph Ian Bloggs, DoB 01 Jan 1987



Please enter own Countries licence number here. If you have no end date, enter end of employment date.

Please complete the rest of the boxes using rear of your licence.

The screenshot shows the 'Add Licence: Complete' form with three steps: Step 1 (completed), Step 2 (completed), and Step 3 (current step). The form includes the following fields:

- Licence Number:** A text input field for the licence number.
- Licence Issue Number:** A text input field for the licence issue number.
- Valid From:** A date input field for the start date.
- Valid To:** A date input field for the end date.
- Entitlements:** A section with a note: "Note: The Start Date and End Date will initially be applied to all entitlements. This can be amended once the licence has been created. Any codes can also be added later." Below the note are two sections:
 - Full Entitlements (select all that apply):** A grid of checkboxes and icons for various vehicle categories (A, A1, A2, AM, B, B auto, B1, BE, C, C1, C1E, CE, D, D1, D1E, DE, G, H, M, P, Q, f, k, I, n).
 - Provisional Entitlements (select all that apply):** A grid of checkboxes and icons for provisional categories (A, A1, A2, AM, B, B auto, B1, BE, C, C1, C1E, CE, D, D1, D1E, DE, G, H, M, P, Q, f, k, I, n).

Arrows from the text blocks point to the 'Licence Number', 'Valid From', 'Valid To', and 'Entitlements' sections of the form.

Your driver profile is now updated with your driving licence – to finalise this on MyDrive, click ‘Submit’ for licence approval (by Hub Administrator). After submission, to make changes, select ‘Options’.

MyDrive

Home

Drivers Hours

Activity

Competency

Hubs

More

Driver Profile

Driving Licence







08-OCT-1992

13-FEB-2023

Attachments

Options

Submit

Edit	D		16-OCT-1992	13-FEB-2023	
Edit	D1		04-OCT-1983	17-MAR-2036	101
Edit	D1E		04-OCT-1983	17-MAR-2036	
Edit	DE		04-OCT-1983	13-FEB-2023	
Edit	p		04-OCT-1983	17-MAR-2036	
Edit	f		04-OCT-1983	17-MAR-2036	
Edit	k		04-OCT-1983	17-MAR-2036	

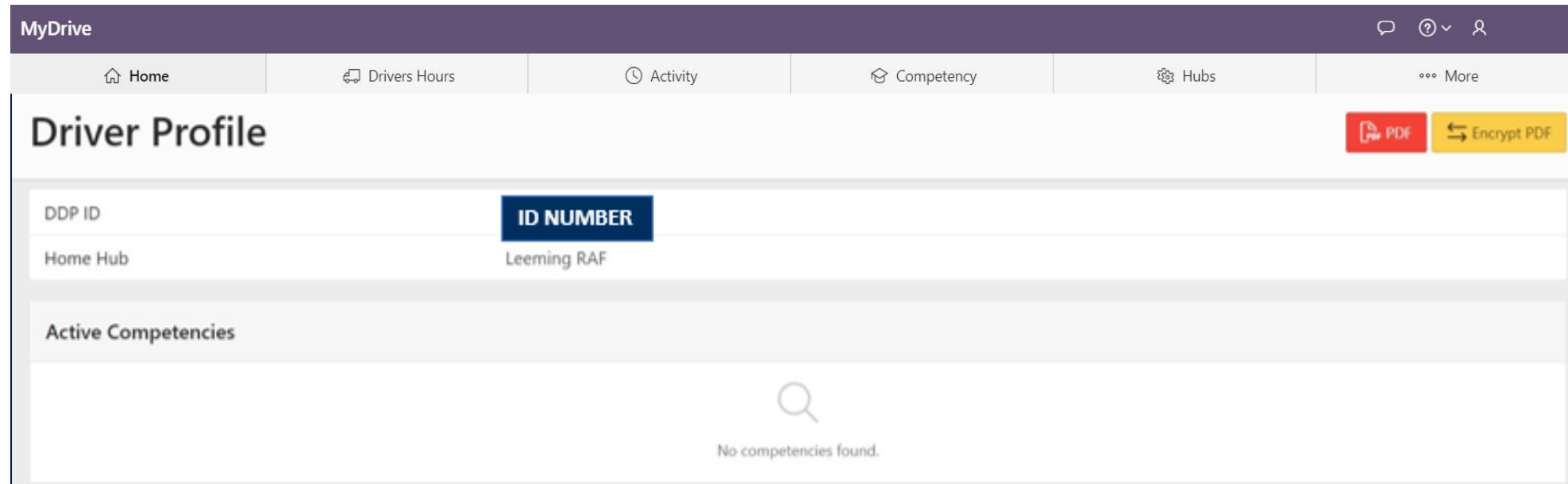
Release 1.0.1 (6446) Land Warfare Centre

Customize

*Computer View

1.6. Your Defence Driver Profile (DDP) ID

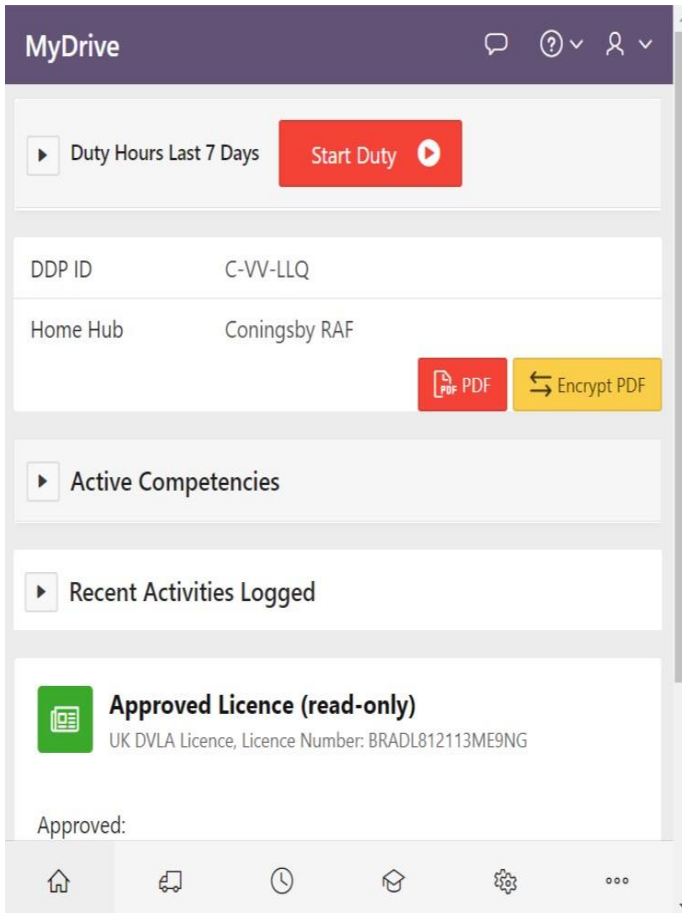
Once you have joined a community, added your licence and joined a hub, you will automatically be provided with a Defence Driver Profile (DDP) ID; this is your unique ID - your profile is now complete.



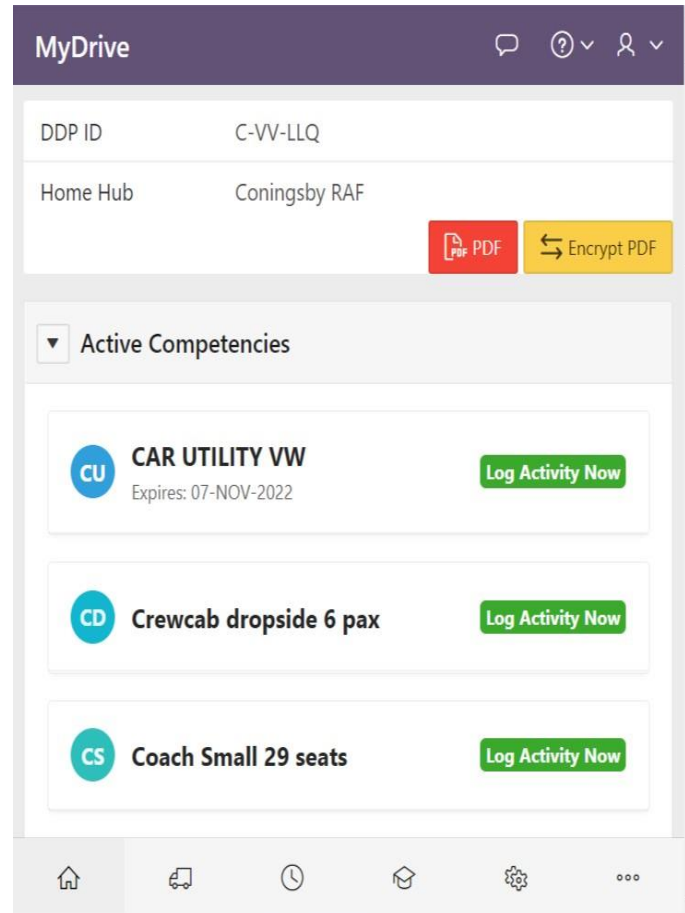
*Computer View

2. Finding your way around

2.1. MyDrive Home page



*Mobile View



*Mobile View

The Home page is broken down into several sections:

- **Driver Profile** - Allows the driver to export their profile in PDF format (optionally encrypted) as Army Form FMT 600D.
- **DDP ID and Home Hub** - Displays the current DDP ID and Home Hub associated with the driver.
- **Duty Hours** - Start/End duty period including breaks.
- **Driver Licence** - Displays any licence that the driver has uploaded along with its associated approval status.
- **Competencies** - A list of the driver's approved competencies and their associated status.

MyDrive Home Page Menu

The menu system is split into two groups – the generic navigation icons at the top right of the screen and the main navigation bar along the bottom (or top row if you are using a desktop device).

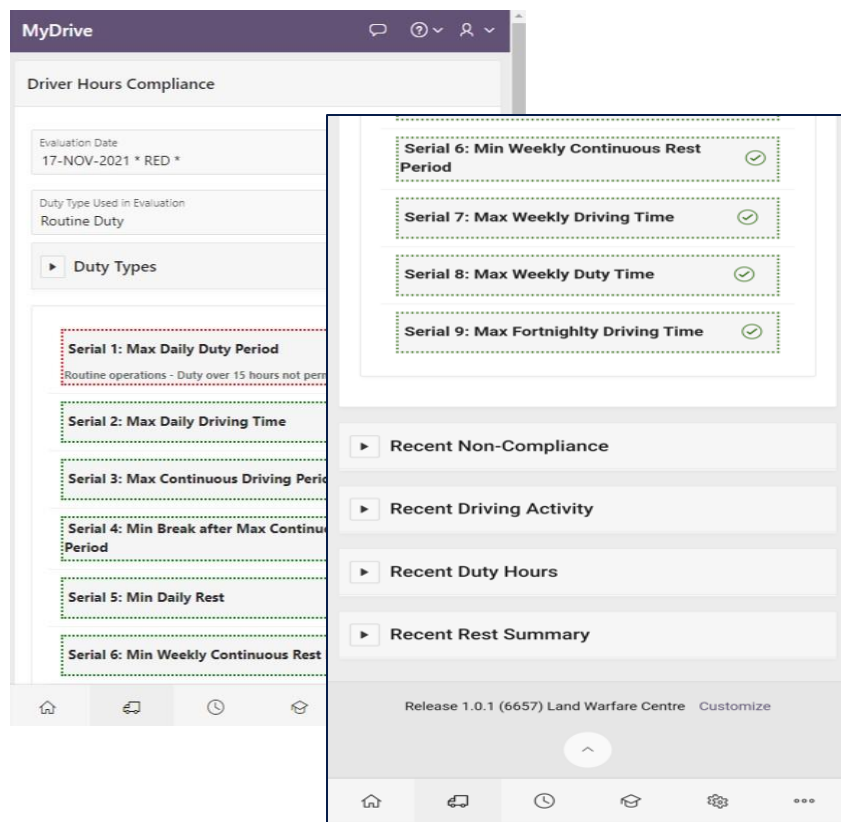
Navigating around the application can be achieved by clicking on an entry in main navigation bar.



- **Home Page** – Shows the MyDrive home page
- **Drivers Hours** – Shows the driver duty period and duty types
- **Activities** – Shows the driver activity log
- **Competency** – Shows the driver competency list
- **Hubs** – Shows the driver hubs subscribed to
- **More** – Links to other features (Communities, Licence History and Notes)
- **Administration** – admin features available to users with the MyDrive Administrator role

2.2. Drivers' Hours

The Drivers' Hours page shows the driver's current compliance. It also contains a summary of duty, driving, break and rest over the last 14 days.



*Mobile View

- **Evaluation Date** - The date on which Drivers' Hours compliance was calculated
- **Duty Type used in Evaluation** - The type of duty that was used when calculating compliance
- **Serial 1: Max Daily Duty Period** - The maximum number of duty hours that can be carried out on the Evaluation Date
- **Serial 2: Max Daily Driving Time** - The maximum number of driving hours that can be carried out on the Evaluation Date
- **Serial 3: Max Continuous Driving Period** - The maximum number of hours of continuous driving that can be carried out on the Evaluation Date
- **Serial 4: Min Break after Max Continuous Driving Period** - The minimum length of time that must taken as a Break following a maximum period of continuous driving on the Evaluation Date
- **Serial 5: Min Daily Rest** - The minimum number of hours rest that must be taken on the Evaluation Date
- **Serial 6: Min Weekly Continuous Rest Period** - The minimum number of hours of continuous rest that must be taken in each 7-day period across the 14 days up to the Evaluation Date
- **Serial 7: Max Weekly Driving Time** - The maximum number of driving hours that can be carried out in each 7-day period across the 14 days up to the Evaluation Date
- **Serial 8: Max Weekly Duty Time** - The maximum number of duty hours that can be carried out in each 7-day period across the 14 days up to the Evaluation Date
- **Serial 9: Max Fortnightly Driving Time** - The maximum number of driving hours that can be carried out in a 14-day period up to the Evaluation Date

2.3. Driving Schemes

DRAFT

The limits for the serials listed above depend on the Duty Type in force on the Evaluation Date.

Serial	Duty Type			
	Routine Scheme A (NOS)	Routine Scheme B (NOS)	Enhanced Scheme C (EOS)	Enhanced Scheme D (EOS)
1	≤ 13 hrs Can be up to 15 hrs no more than 3 times in each 7-day period in the 14 days up to the Evaluation Date	≤ 13 hrs Can be up to 15 hrs no more than 3 times in each 7-day period in the 14 days up to the Evaluation Date	≤ 17 hrs	≤ 24 hrs
2	≤ 9 hrs Can be up to 10 hrs no more than twice in each 7-day period in the 14 days up to the Evaluation Date	≤ 9 hrs Can be up to 10 hrs no more than twice in each 7-day period in the 14 days up to the Evaluation Date	≤ 12 hrs	≤ 9 hrs Can be up to 10 hrs no more than twice in each 7-day period in the 14 days up to the Evaluation Date
3	≤ 4.5 hrs	≤ 4.5 hrs	≤ 4.5 hrs	≤ 4.5 hrs
4	≥ 45 mins Can be split into 15 mins before and 30 mins after maximum continuous driving period	≥ 45 mins Can be split into 15 mins before and 30 mins after maximum continuous driving period	≥ 45 mins Can be split into 15 mins before and 30 mins after maximum continuous driving period	≥ 45 mins Can be split into 15 mins before and 30 mins after maximum continuous driving period
5	≥ 11 hrs Can be only 9 hrs no more than 3 times in each 7-day period in the 14 days up to the Evaluation Date	≥ 11 hrs Can be only 9 hrs no more than 3 times in each 7-day period in the 14 days up to the Evaluation Date	≥ 7 hrs	≥ 11 hrs Can be only 9 hrs no more than 3 times in each 7-day period in the 14 days up to the Evaluation Date
6	≥ 24 hrs (Scheme A)	≥ 45 hrs (Scheme B) B in either 7-day period in the 14 days up to the Evaluation Date	≥ 72 hrs Can be only 24 hrs in either 7-day period in the 14 days up to the Evaluation Date	≥ 45 hrs Can be only 24 hrs in either 7-day period in the 14 days up to the Evaluation Date
7	≤ 56 hrs	≤ 56 hrs	≤ 72 hrs	≤ 56 hrs
8	≤ 84 hrs	≤ 84 hrs	≤ 84 hrs	≤ 84 hrs
9	N/A	≤ 90 hrs	≤ 90 hrs	≤ 90 hrs

Drivers' Hours Schemes - due to the wide range of activities undertaken by personnel driving or operating MOD vehicles, it is not possible to have a single set of rules relating to all driving activities. The rules are therefore subdivided and referred to as either Normal or Enhanced Operating Standards. In outline, these are:

- **Normal Operating Standards (NOS).** These standards apply during routine administrative activities and follow, where practicable. These are covered under the following schemes:
- **(Scheme A) Routine.** Designed to meet the needs of 'drivers' of MOD vehicles under 3.5 tonnes Maximum Authorised Mass (MAM) or with 8 or less passenger seats.
- **(Scheme B) Routine.** Designed to meet the needs of drivers of all MOD vehicles, including AFV's, not covered by Schemes A, C or D.
- **Enhanced Operating Standards (EOS).** It may not be possible to conduct certain activities, such as exercises and operations, using NOS. To provide additional flexibility, a range of Enhanced Operating Standards (EOS) are available.
- **(Scheme C) Enhanced.** Designed to meet the needs of drivers and commanders of MOD vehicles during general combat training exercises where Scheme B would not provide sufficient flexibility.
- **(Scheme D) Enhanced.** Designed to meet the needs of individuals who may be expected to drive as part of their duty in excess of NOS for extended periods, such as on call 24-hr duty personnel, drivers on MAC tasks etc. This provides unit CO/HoE with the ability to demonstrate a practical yet reasonable degree of flexibility to allow personnel to carry out their duties and maintain operational capability.

The Drivers' Hours page also shows Duty Types, Recent Non-Compliance, Recent Driving Activity, Recent Duty Hours and Recent Rest Summary.

Recent Non-Compliance

MyDrive

Serial 9: Max Fortnightly Driving Time

Recent Non-Compliance

Evaluation Date	Rag Result	View
01-NOV-2021	R	View Now

1 - 1

Recent Driving Activity

Recent Duty Hours

Recent Rest Summary

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Recent Driving Activity

Recent Non-Compliance

Recent Driving Activity

Start Day	VRN	For Competency	Started	Finished	Driving Hours (inc Breaks)	Distance
Tue	KM 55 AA	TUM HARD TOP (1)	02:00 16-NOV	14:58 16-NOV	12:58	340km
Mon	GL 22 AA	DEFENDER 130, RECOVERY	08:28 08-NOV	09:23 08-NOV	0:55	65km
Thu	JD 23 AB	SV 15T F/PLAT W&W DSTAN HITCH	14:46 04-NOV	15:46 04-NOV	1:00	345km
Thu	GB 67 AB	Large Aircraft Tow Tractor	10:03 04-NOV	11:03 04-NOV	1:00	23km
Thu	EA 567 FAD	WF TRUCK 10T	09:35 04-NOV	10:00 04-NOV	0:25	56km

1 - 5

Go to Activity Tab or Home Page to add Activities

Recent Duty Hours

Recent Rest Summary

Recent Duty Hours

MyDrive

Serial 9: Max Fortnightly Driving Time

Recent Non-Compliance

Recent Driving Activity

Recent Duty Hours

Start Day	Started	Finished	Duty Type	On Duty For
Thu	11:41 18-NOV	11:41 18-NOV	Routine Duty	0:00

1 - 1

Create New Duty

You can correct these hours within 3 days of submission. After that you should request change with your Hub Administrator.
IMPORTANT: Civilian driving must be taken into account to remain in the legal driving limits.

Recent Rest Summary

Recent Rest Summary

Evaluation Date	Total Rest Up To Current Day	Longest Rest During Current Week	Longest Rest During Previous Week
18-NOV-2021	155:41	155:41	168:00
17-NOV-2021	168:00	168:00	168:00
16-NOV-2021	168:00	168:00	168:00
15-NOV-2021	168:00	168:00	168:00
14-NOV-2021	168:00	168:00	145:04
13-NOV-2021	168:00	168:00	121:04
12-NOV-2021	168:00	168:00	97:04
11-NOV-2021	168:00	168:00	90:24
10-NOV-2021	168:00	168:00	114:24
09-NOV-2021	168:00	168:00	138:24

*Mobile View

Recent driving activity and hours can be edited once the activity has been logged. N.B. *The activity cannot be edited if it is still ongoing, if it overlaps with another activity or if the date is in the future.*

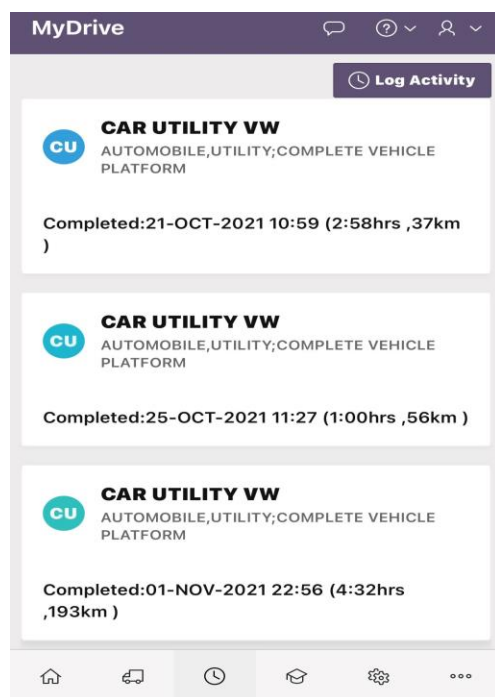
<div><div>Home</div><div>Drivers Hours</div><div>Activity</div><div>Competency</div><div>Hubs</div><div>More</div></div>							
<div><div>Recent Non-Compliance</div></div>							
<div><div>Recent Driving Activity</div></div>							
Start Day	VRN	For Competency	Started	Finished	Driving Hours (inc Breaks)	Distance	Edit
Thu	123456	6 X 6 HRET OSHKOSH STRIKER	16:01 21-OCT	18:17 21-OCT	2:16	25km	Edit
Thu	123456	6 X 6 HRET OSHKOSH STRIKER	15:22 21-OCT	15:41 21-OCT	0:19	64km	Edit
Thu	123456	6 X 6 HRET OSHKOSH STRIKER	11:46 21-OCT	11:48 21-OCT	0:02	2km	Edit
Thu	123456	6 X 6 HRET OSHKOSH STRIKER	11:17 21-OCT	11:18 21-OCT	0:01	5km	Edit
Thu	AB12CDE	WF TRUCK 10T	08:40 21-OCT	10:33 21-OCT	1:53	25km	Edit
			08:46 21-OCT	17:19 21-OCT			

* Computer View

2.4. Activity

The Activities page display a list of the activities that have been logged by the driver.

Clicking on the 'Log Activity' button in the Activities page displays the Activity Log dialogue. This allows the driver to enter activity details against the associated competency.



The 'Log Activity' dialog box is shown. It has a title bar with a close button. The main content area includes a message: 'Please select a Duty Period below if you have logged it, otherwise a default Routine Duty Log the length of the Activity will be created (which you should then edit to state actual Duty Hours)'. Below this is a dropdown menu labeled 'Activity was during this Duty Period'. There are two date/time pickers for 'Activity Start Date' (17-Nov-2021 15:47) and 'Activity End Date' (17-Nov-2021 16:47). A text field for 'Competency' is set to 'CAR UTILITY VW'. Below that are input fields for 'VRN', 'Distance (km)', and 'Distance (miles)'. There are checkboxes for 'Modes' with options 'Near Side' and 'Off Road'. At the bottom, there are 'Close' and 'Create' buttons.

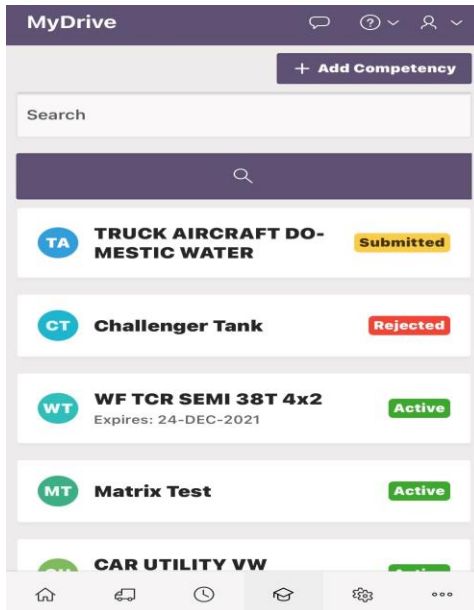
- **Duty Period Selector** - Select a Duty period that covers the length of time of the Activities.
- **Activity Start Date** - The date/time on which the Activity period began. Default is one hour prior to current date/time.
- **Activity End Date** - The date/time on which the Activity period finished. Default is current date/time.
- **Competency** - Choose from a drop-down list of competencies to associate with the activity. If the driver chooses a competency that is not already held then additional fields appear to allow the driver to select a hub for approval and to enter the date on which the competency was awarded.
- **VRN** - Vehicle Registration Number, if applicable.
- **Distance (km/miles)** - The distance covered during the activity. This must be a whole number. If miles entered, km is also recorded, likewise km to miles is automatically recorded.
- **Modes** - Can be specified as "Near Side" and "Off Road".

*Mobile View

2.5. Competencies

The Competencies page displays a list of the competencies held or submitted for approval by the driver. It also allows the driver to add new competencies via the 'Add Competence' button.

To add a competency, click on 'Add/Edit Competency', select 'Competency', complete all required fields and click 'Create'. This will prompt an approval process for the Hub Admin.



*Mobile View

- **Competency** - Choose one from the list available in the drop-down. This list is configured in Campbell by the Hub administrator.
- **Max Points** - A read-only item that is populated automatically according to the chosen Competency. It signifies the maximum number of DVLA penalty points that can be on a licence to retain that Competency.
- **Category** - A read-only item that is populated automatically according to the chosen Competency. It specifies the licence category of vehicle that belongs to the Competency.
- **Award Date** - The date the Competency was awarded.
- **Limited** - If enabled this box allows the driver to enter free-flow text to describe the Competence limitation (i.e. Airfield only).
- **Compliance Competency** - If "yes" then this Competency will not appear on the list of available Competencies to choose from on the Home page.

3. Using MyDrive

3.1. Duty Log

From the home page, click on 'Start Duty'. Once the duty has begun, there will be an option to 'End Duty' and 'Start Break'.

The screenshot displays the MyDrive interface. The top navigation bar includes links for Home, Drivers Hours, Activity, Competency, Hubs, and More. The main content area shows a 'Duty Hours Last 7 Days' section with a 'Start Duty' button. Below this, there are fields for 'DDP ID' and 'Home Hub', with the latter set to 'RAF Fourth Hub (SSP AOAS Team)'. A red PDF icon is visible in the bottom right corner of the main content area.

On the right, a modal window shows the 'YOU ARE ON BREAK' status. It includes a green 'END BREAK' button and a table for break details:

This Break Started	On Break For
21-OCT-2021 18:17	0:00

Below the break section, the 'YOU ARE ON DUTY (Routine)' status is shown. It includes a purple 'END DUTY' button and a table for duty details:

This Duty Started	On Duty For
21-OCT-2021 16:00	2:17

At the bottom of the modal, the 'Duty Type' is set to 'Routine Duty' (selected), with options for 'Enhanced C Duty' and 'Enhanced D Duty' also visible.

*Any breaks less than 15 mins will not be logged.

*Computer View

3.2. Additional Information

Non-compliance last 28 days shows any date in the last 28 days for which the driver was non-compliant. Clicking-on the “View Now” link reloads the Drivers Hours page for the corresponding Evaluation Date.

Recent Non-Compliance		
Evaluation Date	Rag Result	View
04-NOV-2021	R	View Now
26-OCT-2021	R	View Now
1 - 2		

Driving activity log detail 14 days before evaluation date shows a list of the driving activities that have been logged in the 14 days up to the Evaluation Date. To view/edit an activity log entry, click-on the “Edit” link.

Recent Activities Logged				
For Competency	Duration / Distance	VRN	Started	Finished
WF VAN LARGE	1:30 100km	AS45ASD	13:30 04-NOV	15:00 04-NOV
WHEELED TANKER CST F	2:46 100km	AP89IK	08:56 04-NOV	11:42 04-NOV
CAR UTILITY LARGE	16:27 400km	GH67YGH	13:27 03-NOV	05:54 04-NOV
CAR UTILITY LARGE	3:27 60km	VC56YTF	08:27 03-NOV	11:54 03-NOV
WF VAN LARGE	1:55 20km	SV56YHB	08:40 02-NOV	10:35 02-NOV
(go to Activity tab to view all)				

Editing a Duty this can only be completed within 72 hours of the recorded duty.

3.3. Entering a Manual Duty

Recent Duty Hours

Start Day	Started	Finished	Duty Type	On Duty For	Driving Hours Inc Breaks	Logged Activities	Edit Duty	Break Count	Break Hrs Mins	Edit Breaks
Fri	08:00 12-NOV	13:00 12-NOV	Routine Duty	5:00	:		Edit		:	Edit
Thu	08:51 11-NOV	17:00 11-NOV	Routine Duty	8:09	:			1	1:30	
Wed	08:00 10-NOV	17:00 10-NOV	Routine Duty	9:00	:			1	1:30	
Tue	09:00 09-NOV	18:30 09-NOV	Routine Duty	9:30	:			1	1:00	
Mon	08:37 08-NOV	17:00 08-NOV	Routine Duty	8:23	:			1	1:00	

1 - 5

Create New Duty

You can correct these hours within 3 days of submission. After that you should request change with your Hub Administrator. IMPORTANT: Civilian driving must be taken into account to remain in the legal driving limits.

To create a Manual Duty in the Drivers' Hours Tab scroll down to 'Recent Duty Hours' dropdown box then 'Create New Duty'.

Duty hours 14 days before evaluation date shows a list of the duty periods and breaks that have been logged in the 14 days up to the Evaluation Date.

For any duty period or duty that is logged within the last 3 days the driver may click-on the “Edit” link to bring up details of the chosen record.

▼ Duty Hours 14 Days before Evaluation Date

Start Day	Started	Finished	Duty Type	On Duty For	Driving Hours	Logged Activities	Edit Duty	Break Count	Break Hrs Mins	Edit Breaks
Fri	15:51 01-OCT	16:01 01-OCT	Routine Duty	0:09				1	0:05	
Wed	11:35 29-SEP	11:37 29-SEP	Routine Duty	0:02				1	0:00	
Mon	10:52 27-SEP	10:49 28-SEP	Enhanced C Duty	23:57				2	19:37	
Fri	09:23 24-SEP	17:00 24-SEP	Routine Duty	7:37	2:59	1				
Mon	02:15 20-SEP	12:28 21-SEP	Routine Duty	34:13	25:00	1		1	0:45	

1 - 5

Create New Duty

You can correct these hours within 3 days of submission. After that you should request change with your Hub Administrator. IMPORTANT: Civilian driving must be taken into account to remain in the legal driving limits.

Your rest summary 14 days before evaluation date shows a summary of the rest taken across the 14-day period up to the Evaluation Date.

▼ Your Rest Summary 14 Days before Evaluation Date

Evaluation Date	Total Rest Up To Current Day	Longest Rest During Current Week	Longest Rest During Previous Week
04-OCT-2021	24:00	79:58	68:54
03-OCT-2021	24:00	55:58	68:54
02-OCT-2021	24:00	52:14	68:54
01-OCT-2021	52:14	58:52	68:54
30-SEP-2021	24:00	65:52	68:54
29-SEP-2021	24:46	65:52	61:40
28-SEP-2021	65:52	65:52	61:40

3.4. Amending your profile

If the licence is in a draft status it may be modified by clicking on the edit icon of the associated section.

This brings up the 'Edit Draft' Licence dialog to allow the driver to edit the main licence details. Once changes have been made, select 'Apply Changes' and then click 'Submit' to submit the licence for approval by the Hub Administrator.

The image shows a mobile app interface for 'MyDrive'. The top bar is purple with the text 'MyDrive' and icons for chat, help, and user profile. Below this, there are three main sections: 'Driving Licence' (blue header), 'Endorsements' (orange header), and 'Can Drive' (teal header). The 'Driving Licence' section shows 'Driving St...' as 'Current full licence', 'Codes' as 'Draft', and 'Date Added' as '18-NOV-2021 17:03'. The 'Endorsements' section shows 'No endorsements.'. The 'Can Drive' section shows a table with columns 'Category', 'Start Date', 'End Date', and 'Codes'. There are two rows: 'A' (motorcycle) and 'B' (car). Each row has an 'Edit' icon. At the bottom, there is a navigation bar with icons for home, chat, clock, calendar, settings, and a menu icon.

Category	Start Date	End Date	Codes
A	09-APR-2008	22-SEP-2044	
B	04-11-2021	22-SEP-2044	

*Mobile View

The image shows a 'Edit Draft Licence' dialog box. It has a title bar with a close button. The fields are: 'Licence Number' (masked), 'Licence Issue Number' (05), 'Valid From Date' (01-DEC-2018), 'Valid To Date' (30-NOV-2028), 'Driving Status' (Current full licence), and 'Codes (Check all that apply to the driver)'. The codes are listed with checkboxes: 01 - eyesight correction, for example glasses or contact lenses; 02 - hearing/communication aid; 10 - modified transmission; 15 - modified clutch; 20 - modified braking systems; 25 - modified accelerator systems; 30 - combined braking and accelerator systems (for licences issued before 28 November 2016); 31 - pedal adaptations and pedal safeguards; 32 - combined service brake and accelerator systems; 33 - combined service brake, accelerator and steering systems; 35 - modified control layouts; 40 - modified steering; 42 - modified rear; 43 - modified driving seats; 44 - modifications to motorbikes. At the bottom, there are 'Close' and 'Apply Changes' buttons.

To update or make amendments to your licence on MyDrive, select 'Edit'. Once changes have been completed click 'Submit' to upload the amended licence for approval.

MyDrive

Home

Drivers Hours

Activity

Competency

Hubs

More

Driver Profile

Draft

18-NOV-2021 14:02

View Approved

Attachments

Options

Submit

Endorsements

No endorsements.

Can Drive

	Category	Start Date	End Date	Codes
Edit	A	09-APR-2008	22-SEP-2044	
Edit	B	04-JUN-1992	22-SEP-2044	
Edit	B1	04-JUN-1992	22-SEP-2044	
Edit	BE	04-JUN-1992	22-SEP-2044	
Edit	C	24-MAY-2004	10-OCT-2024	
Edit	C1	04-JUN-1992	22-SEP-2044	
Edit	C1E	04-JUN-1992	22-SEP-2044	107
Edit	CE	03-JUN-2004	10-OCT-2024	
Edit	D	25-FEB-2005	10-OCT-2024	
Edit	D1	04-JUN-1992	22-SEP-2044	
Edit	D1E	04-JUN-1992	22-SEP-2044	101, 119
Edit	DE	25-FEB-2005	10-OCT-2024	

Provisionally Drive

No entitlements.

*Co

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ngs up the

Selecting 'Edit Can Drive' brings up the dialog to allow drivers to edit details about which vehicles the licence allows to be driven.

Edit Entitlement

Vehicle Category *

<input type="radio"/> A	<input type="radio"/> A1
<input type="radio"/> A2	<input type="radio"/> B auto
<input type="radio"/> BE	<input type="radio"/> B1
<input type="radio"/> C1	<input type="radio"/> C
<input type="radio"/> CE	<input type="radio"/> C1E
<input type="radio"/> D1	<input type="radio"/> D
<input type="radio"/> DE	<input type="radio"/> D1E
<input type="radio"/> H	<input type="radio"/> G
<input type="radio"/> P	<input type="radio"/> M
<input type="radio"/> k	<input type="radio"/> f
<input type="radio"/> n	<input type="radio"/> l

Start Date

End Date

Codes (Check all that apply to the vehicle category)

☐ 01 - eyesight correction, for example glasses or contact lenses
☐ 02 - hearing/communication aid ☐ 10 - modified transmission
☐ 15 - modified clutch ☐ 20 - modified braking systems

Cancel Create

Endorsement Submission

MyDrive

Home

Drivers Hours

Activity

Competency

Hubs

More

Driver Profile \

Driving Licence

View Approved

Attachments

Options

Submit

Driving Licence

Driving Status

Current full licence

Codes

Verified Status

Draft

Date Added

18-NOV-2021 14:37

Endorsements

Edit

Penalty Points

9

Offence Date

17-NOV-2021

Expiry Date

19-NOV-2026

Description

Undefined accident offences

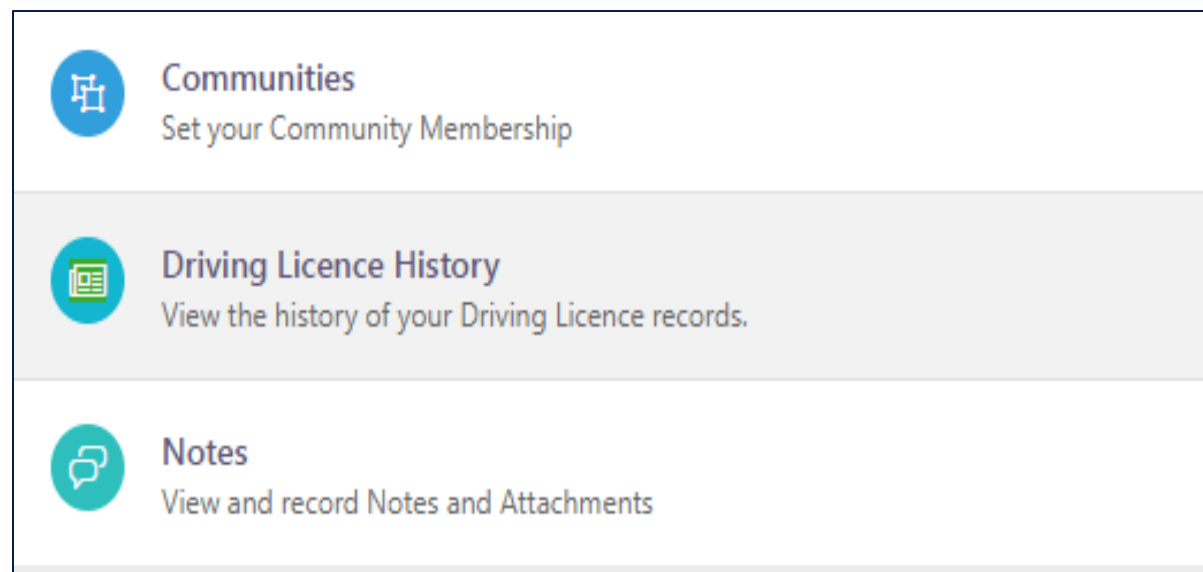
Endorsement Code

AC30

3.5. Creating Notes

On the Home Screen click 'More'

Click on 'Notes' and 'Add Note'



Select Category, Note Type & Note Text. Click 'Create' once complete.

A screenshot of a 'Manage Notes' form. The form has a title bar 'Manage Notes' with a close button (X). Below the title bar are three input fields: 'Note Category' with a dropdown arrow, 'Note Type' with a dropdown arrow, and 'Note Text' with a large text area. At the bottom of the form are two buttons: 'Close' and 'Create'. Below the input fields, there are two lines of text: 'Created By: ()' and 'Last Updated By: ()'.

2.5. Creating Notes

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Notes can be broken down into 4 categories.

These can be added by the user when they have to add further details as and where required.

Manage Notes

Note Category

General

Note Type

Activity Note

Competency Note

DDP Note

Licence Note

Created By: ()

Last Updated By: ()

Close

Create

Manage Notes

Note Category

General

Note Type

Licence Note

Licence

Note Text

Unable to upload CAT D licence due to server error 4001/0009/01

Created By: ()

Last Updated By: ()

Close

Create

4. Further Resources

4.1. Feedback

Please use the feedback function on the MyDrive application to share your feedback directly with the developers.

Pulse surveys are being run internally within each of the services.

4.2. Support

Defence Gateway (DG) access

If you do not have a DG account, you will need to create an account – anyone with a .mod.gov email account can apply for a DG account. Contractors without a MOD email account will require a sponsor to provide them a guest DG account, only available to OF3/C2 and above via their own DLE account under settings – sponsor a user.

All personnel that are unable to obtain a DG account will remain on the old system FMT601/FMT 600.

For any DG queries, please email J6.

MyDrive support

Please speak to your Unit MT Rep/HoL.