

# Disabled Person's Travel Pass Unable to drive evidence form

January 2025

## To be filled in by applicant

Declaration of authority. I authorise the medical professional (shown below) to disclose to West Yorkshire Combined Authority the information requested in this form. (Please PRINT)

<b>Name:</b>	<b>Date of birth:</b>
<b>Address:</b>	<b>Tel. No:</b>
	<b>Email:</b>
<b>Postcode:</b>	
<b>Signed:</b>	<b>Date:</b>

### You can apply for a Companion Pass if you are unable to travel alone because of your disability

Are you applying for a Companion Pass?  Yes  No

## Information for the medical professional

The person mentioned above has applied for a Disabled Person's Travel Pass on the basis of **not being eligible for a driving licence on medical grounds**. The Transport Act 2000 defines this as "would, if they applied for a grant of a licence to drive a motor vehicle under part III of the Road Traffic Act 1988, have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the grounds of persistent misuse of drugs or alcohol". This is clarified in more detail as set out in the options overleaf.

<b>Name:</b>	<b>Position:</b>
<b>Address:</b>	<b>Tel. No:</b>
	<b>Email:</b>

## Completed forms

On completion please return the form to the applicant. Once completed, the applicant should submit this evidence form to Inclusive Travel Team, PO Box 917, Leeds. LS1 9WS or email to [InclusiveTravel@westyorks-ca.gov.uk](mailto:InclusiveTravel@westyorks-ca.gov.uk)

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## To be filled in by medical professional

Please tick the box(es) which apply to this person.

- Their current experience of seizures would result in a driving licence being refused or revoked
- They are liable to sudden attacks of giddiness or fainting
- They would be unable to read a registration plate in good light at 20.5 meters (with lenses if worn)
- They would be refused a driving licence because they have a restricted field of vision
- They have diabetes and their current experience of hypoglycaemia would prevent them from holding a driving licence

**For the following two options, please provide specific details of the disability or condition and why a driving licence is likely to be refused.** Please see [www.gov.uk/dvla/fitnesstodrive](http://www.gov.uk/dvla/fitnesstodrive)

- They have a severe mental disorder
- They have another disability which is likely to cause driving a vehicle by them to be a source of danger to the public.

**Please provide further information about the applicant's eligibility:**

- They persistently misuse drugs or alcohol and this has caused one of the above conditions.
- I am unable to confirm that any of the above options apply to this person

**Please tick to indicate how long the applicant's condition is likely to last:**

- Less than 12 months
- 12 months or more
- The applicant's condition is permanent

## Verification - to be completed by the medical professional

Official stamp or attach  
letterhead/compliment slip

Signed:

Date:

Official Stamp

## To be filled in by medical professional

### Companion Pass

Please tick the box(es) which apply to this person.

They are unable to travel on public transport without the assistance of a companion.

Please confirm why the applicant is unable to travel alone, giving as much detail as possible.

I am unable to confirm that the above option applies to this person

### Verification - to be completed by the medical professional

Name:	Official stamp or attach letterhead/compliment slip
Position:	
Address:	
Tel. No:	
Signed:	Date:

## What is personal data?

Personal data is information about a living person that means we can work out who they are. When we collect your personal data, West Yorkshire Combined Authority is what is known as the 'data controller'.

As the data controller, we will:

- Only keep your data that we need to provide services you have requested and do what the law says we must
- Keep your data safe and accurate
- Only keep your data as long as we have to
- Collect, store and use your data in a way which does not break any data protection laws

You can help us with this by telling us when any of your details change and tell us if any of the information we hold about you is wrong.

## What data are we collecting?

We collect data from you to make sure we can provide your travel pass, this includes:

- Name, date of birth, address, phone number, email address, details of your disability, proof of your disability

Some of this data (such as health data) may be classed as special category which is more sensitive and means we will look after it more carefully.

## Who are we sharing your data with?

In order to make sure we can provide you with your travel pass, we need to share your data with the following organisations:

- Card printers (for the printing and posting of cards)
- Database management support (to ensure integrity, security and data recovery)
- West Yorkshire Ticketing Company (owner of the M-Card brand)

## How long do we keep your data for?

We will keep your account information (ie name, address, date of birth) for 366 days after either the expiry of the last registered card or, the date of the last transaction on an account whichever is shorter. Pink M-Cards customer information will remain on the system unless the customer requests that their information be deleted. Any incomplete customer records will be removed after three months. Any medical information will be kept for three months after the application decision, or three months after an appeal decision.

After this time has passed, we will safely delete your information.

## What if I have any questions?

If you want to ask us to delete or change any of your information or want to know more, you can get in touch with us:

Email: [DPO@westyorks-ca.gov.uk](mailto:DPO@westyorks-ca.gov.uk)

Tel: 0113 251 7272.

If you would like to read our full privacy statement, this is available on our website at [wymetro.com/privacy-policy](http://wymetro.com/privacy-policy)