

Passenger Transport ID Badges FAQs

Q Which contracts require staff to carry ID badges?

A Worcestershire County Council (WCC) transport contracts - with the exception of registered local bus services - require staff working on the transport to carry WCC ID badges. Contracts requiring DBS checks and WCC ID badges include mainstream home to school transport, transport of children with Special Education Needs (SEN) and adults and children's social care.

Q How do I apply for a DBS check?

A WCC uses an online processing tool called eBulk to process applications for DBS checks. If you have not already been set up on eBulk, please contact idbadges@worcestershire.gov.uk to provide your contact details. The DBS Team will then email you details of how the candidate logs in and applies. You as the manager will need to log in and complete the ID check/Section Y of the application form. The system is very simple to use and full guidance is given in the email.

Once you have ID checked and completed section Y of their application online, press 'Approve' which submits it to the DBS team who will check it and submit it to DBS within 24hrs (not weekends).

You can track an application via eBulk as well, so it will tell you what stage it is at within the process.

The system will email you as the manager to inform you once the certificate has been issued to the candidate's home address; you will also be able to log back into eBulk to see the details of their certificate (disclosure and issued date).

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