



Driver Declaration

To be completed by persons who will drive University owned, leased or hired vehicles.

Important: It is an offence under the ROAD TRAFFIC ACT to make a false statement or withhold any material information for the purpose of obtaining motor insurance cover, therefore please ensure that this form is completed correctly for all parts.

The answers you give to the questions will usually provide us with sufficient information to enable us to consider this declaration. However, because no list of questions can be exhaustive, please state any other information known to you which may be of importance. Also, occasionally the information supplied may not be sufficient for our insurer's purposes, in which case additional details may be required from the driver.

Name:	Date of Birth:
Home Address:	
Occupation:	Department:
Telephone No:	Email:
Date Test Passed:	
Type of Licence (Full/Provisional/EU/Other):	
How many years have you been driving:	
For what group of vehicles has your licence been issued?	
Does this include a minibus?	
Type of vehicle to be driven on College policy?	
Have you owned a vehicle in past 5 years?	
If 'yes' to above please state if still owned or disposal date:	
Have you regularly driven vehicles owned by others?	
If 'yes' to above please state relationship to owner of vehicle:	
Approximately how many miles have you driven in the past 12 months?	

Have you personally:

1	Had a proposal declined, a policy cancelled or renewal refused or been required to pay an increased premium or had special conditions imposed by any Motor Insurer?	
2	Any physical or mental defect or infirmity or suffered from diabetes, fits or any heart complaint?	
3	Been regularly prescribed any medication?	
3a	If 'yes' has it been reported to DVLA and a licence to drive been granted?	
4	Been convicted of any motoring offence during the past 5 years or is there a prosecution pending?	
5	Have you been involved in any accidents or losses, regardless of blame, during the past 5 years?	
6	Have you ever been suspended or discharged from employment as a result of a motor accident?	
7	Been disqualified from driving within the past 11 years?	
If your answer to any of the above questions is "Yes", please give full details below (please continue on a separate sheet if necessary).		

Note (Driver):

The following conditions apply to driving a College owned or hired vehicle and by signing this form you agree to the following terms and conditions:

- I agree to drive in accordance with the requirements of the College's Driving and Vehicle Safety Policy.
- I accept that whilst driving a College owned or hired vehicle I have a duty of care towards other road users. I will drive with care and consideration and comply with all requirements of road traffic law.
- I declare myself as medically fit to drive a College owned or hired vehicle. I will notify my manager in the event of any changes in my health condition that might affect my ability to drive.
- I will not drive any vehicle on College business whilst under the influence of any form of alcohol or drugs. I will seek medical advice prior to taking medication that may affect my capability to drive. I will notify my manager if I am unable to drive as a result of taking prescribed medication.
- I hold a valid current UK driving licence (or equivalent) that entitles me to drive the stated class of vehicle on College business. I will notify my manager of any pending road traffic prosecutions that may lead to me being prohibited from driving a vehicle on College business.
- I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle.

Signed (Driver): Date:

Note (Manager):

By signing this form you confirm the following:

- The named driver has presented their original driving licence for inspection (certified copy enclosed) and the information has been assessed and validated.
- The drivers licence is valid for the class of vehicle to be used on College business.
- The training needs and competency of the driver have been appropriately assessed.
- I have advised the driver they (or a designated person) must carry out daily or pre-journey checks on each vehicle used (for owned and hired) and maintain an up to date record of vehicle usage and condition in the vehicle logbook (owned vehicles only).

Authorised: Date:

Please return completed form along with a certified copy of the driving licence to: Insurance Officer, Finance Department, Huntersdale.