

**UNIVERSITY VEHICLE/PERSONAL VEHICLE APPLICATION FORM**

This completed form must be scanned, authorised and returned immediately via e-mail to [travelandfleet@aber.ac.uk](mailto:travelandfleet@aber.ac.uk). The Head of Department may delegate the authorising signature if he/she wishes and has communicated the delegated authority to [travelandfleet@aber.ac.uk](mailto:travelandfleet@aber.ac.uk) in writing. Whoever signs the authorisation on behalf of the Head of Department is confirming that the applicant is required to drive as part of their role. **The original copy is to be retained by your Department for audit checks.** The applicant may only operate a University vehicle once application approval has been communicated form the Travel and Fleet Department and will only remain an authorised driver for the maximum of 1 year. Upon expiry, drivers will have to submit an update copy of this form in order to renew their status as an authorised driver.

\*To ensure efficient processing of this document and to avoid delays, please complete the form digitally prior to having it signed.

**PART A: General information**

|  |  |  |  |
| --- | --- | --- | --- |
| **DRIVER DETAILS** | | | |
| Forename: |  | Surname: |  |
| Staff/Student number: |  | Department: |  |
| Date of birth: (xx/xx/xxxx) |  | University email: |  |
| Driving licence number: |  | Language preference: |  |
| DVLA check code: (8 case-specific characters)  (<https://www.gov.uk/view-driving-licence>) | |  | |

# PART B: Authorised driver information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CATEGORIES OF UNIVERSITY VEHICLE TO BE DRIVEN (TICK AS NECESSARY) | | | | | |
| Car/4x4/Car derived van |  | Quad bike/Specialist vehicle |  | Minibus\* |  |
| Van/Light commercial vehicle |  | Agricultural Vehicle |  | Other\* |  |

\*Any category marked with an asterisk may be subject to additional checks to confirm that the applicant is qualified to operate the specified University vehicle.

# PART C: Personal vehicle use (For drivers wishing to use personal vehicle and claim mileage)

**VEHICLE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Number: |  | Date of tax renewal: |  |
| Date of last service: |  | Date MOT due: |  |
| Date vehicle first registered: |  | Make & Model |  |

**REQUIRED DOCUMENTS**

**In order for your application to be approved, please ensure to submit this form along with a copy of your current personal motor insurance certificate showing that you have ‘business use’ cover.**

# Part D: Declaration and Approval

**Driver declaration**

I wish to apply to become an authorised driver for the category of vehicles stated above for business use only. I undertake to inform the Travel and Fleet Department **immediately** of any change in the above information and agree to comply at all times with the University driver policies and relevant handbooks. Additionally I confirm that the DVLA are informed of any current notifiable medical condition that may affect my ability to drive. (<https://www.gov.uk/health-conditions-and-driving>)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Confirmation of approval by Head of Department or line manager

I can confirm that the person named above has permission to operate a University vehicle and/or personal vehicle to undertake their work activities.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

## **PART E: Definitions or restrictions**

**‘Business Use’ and Grey Fleet**

Grey Fleet management is the process of ensuring that all drivers of personal vehicles on University business are adequately qualified, insured and are driving a vehicle that is in a safe and roadworthy condition.

Business use is defined as any journey undertaken on behalf or in relation to the driver’s employment, excluding ‘commuting’. Examples within the University include; driving between campuses, driving to attend a meeting/conference and using a personal vehicle to transport equipment.

A commute or the process of commuting refers to travel between your place of residence and your permanent place of work.

**Additional excesses**

There is an additional excess for any driver under the age of 25, or over if they hold a provisional driving licence or have not held a licence for more than 12 months. Please inform travelandfleet@aber.ac.uk if this applies to the applicant.

**Driving in Great Britain on an EU Licence**

For applications made by staff/students with non-GB licences, additional information may be requested by the Travel and Fleet Department to determine eligibility to drive within the UK.

**The insurance does not cover**

Any legal responsibility, loss or damage arising while any vehicle covered by this insurance is being:

Driven by or is in the charge of anyone who is disqualified from driving, does not hold a valid driving licence in line with current law or has never held a licence to drive the vehicle, does not keep to the condition of their driving licence or is prevented by law from having a licence.

**GDPR and your information**

The information provided on this form by an application will be processed in accordance to the University’s guidance on GDPR, kept in a secure storage facility, will not be disclosed via any method to a third party and will only be accessed for legitimate University business.