

**APPLICATION TO BECOME A REGISTERED GREY FLEET DRIVER**

This completed form must be scanned, authorised and returned immediately via e-mail to travel@aber.ac.uk. The head of department may delegate this procedure if he/she wishes and has communicated the delegated authority to travel@aber.ac.uk in writing. Please note that proper checks must be administered and whoever signs the authorisation on behalf of the Head of Department must understand the implications of ensuring that all information recorded is correct. The original copy is to be retained by your Department for audit checks. The applicant may commence a work related journey in their personal vehicle as soon as you have received confirmation of registration from the Travel and Fleet Department.

# STAFF DRIVER DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |  | Surname: |  |
| Staff/Employee number: |  | Department: |  |
| Date of birth: (xx/xx/xxxx) |  | University email: |  |

**DVLA DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Driving licence number: |  | DVLA check code: (8 case-specific characters)(<https://www.gov.uk/view-driving-licence>)  |  |

**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.**

# DECLARATION

I wish to apply to be registered as a Grey Fleet driver for the purpose of undertaking business journeys in my personal vehicle. I confirm that my personal vehicle is maintained in accordance with the manufacturers service scheduling, is safe and roadworthy and is suitably insured for business use. I undertake to inform the Travel and Fleet Department **immediately** of any change in the above information.

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

# AUTHORISATION

I can confirm that the person named above has provided me with confirmation from the DVLA that he/she is eligible to drive on behalf of the University.

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

## 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.

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

You can drive any small vehicle listed on your full and valid licence for 12 months from when you last entered Great Britain.

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