**CENTRAL POOL CAR BOOKING FORM**

Please ensure to complete and submit this booking request in a timely manner to improve the chance of vehicle availability or to allow for any issues preventing a booking to be resolved. Please submit this form to travel@aber.ac.uk, you will receive an email form the Travel and Fleet team to confirm or deny your vehicle booking.

**Applicant details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | University email: |  |
| Staff number: |  | Department: |  |
| Works order number: |  |  |  |

**Request details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Collection date: |  | Return date: |  |
| Collection time: |  | Return time: |  |
| Required vehicle type: |  | Destination: |  |

**Declaration:**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **DEFINITIONS OR RESTRICTIONS**

## **‘Business Use’**

Business use covers the following types of journeys:

* Journeys forming part of an employee's employment duties (such as journeys between appointments by a service engineer)
* Journeys related to an employee's attendance at a temporary workplace
* ‘Merely incidental’ journeys e.g. where a car is taken home in the evening in order to start off early the next morning to a business meeting.
* **Everything else is considered private use and University vehicles are not permitted for private use.**

## **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 travel@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.