

STAFF APPLICATION TO BECOME AN AUTHORISED 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 or continue to drive the category of vehicle stated as soon as you have received confirmation from the Travel and Fleet Department. Categories marked with * should involve some recorded training as part of a risk assessment of your competence to handle such vehicles.

NB ALL STUDENT APPLICATIONS MUST BE MADE ON A SEPARATE SPECIAL FORM.

DRIVER DETAILS

NAME: _____ DEPARTMENT: _____

DATE OF BIRTH: _____ EMPLOYEE NO: _____ EMAIL: _____

CATEGORY/IES OF UNIVERSITY VEHICLE TO BE DRIVEN (PLEASE TICK BOXES BELOW)

CAR:	<input type="checkbox"/>	MOTOR CYCLE:	<input type="checkbox"/>
AGRICULTURAL VEHICLE*:	<input type="checkbox"/>	COMMERCIAL VEHICLE:	<input type="checkbox"/>
HIRE CAR:	<input type="checkbox"/>	MINIBUS*:	<input type="checkbox"/>

OTHER DETAILS

Type of current licence and number of years held: _____

Have you during the past five years been convicted of any offence in connection with a motor vehicle? **YES / NO**

If **YES** give particulars of the offence, date, amount of fine and any period for which licence suspended, if you have 6 points on your licence then permission will be required from the insurers:

Have you any non-motoring convictions or prosecution pending? **YES / NO**

If **YES** give particulars of the offence:

Have you been involved in any accident during the past three years? **YES / NO**

If **YES** give date of accident, circumstances and cost of claim:

Have you defective vision, hearing, physical infirmity, disease or illness? **YES / NO**

If **YES** please give details:

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.

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'

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.

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

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

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.

(For Use by Finance Department Only)

Database updated by: _____ Date: _____

Need to contact insurer: **YES / NO** If so, date informed: _____

Date confirmation sent to HOD: _____