

**Authorised Driver: Car Audit for the Management and Use of Vehicles on University Business**

The University is committed to complying with its duties under Health and Safety and other relevant legislation with regard to the safe use of vehicles at work. The University have introduced this process for the management and use of vehicles on University business to ensure driver safety, to minimise those risks and to actively encourage the safe use of vehicles.

In order for the University to ensure such compliance, **all University employees who drive at work including part time and / or casual staff are required to complete and submit an authorised driver declaration together with the appropriate documentation.**

**Please read the following carefully**:

* Please complete **Part 1** or **Part 2** of the declaration as appropriate to you and your role at the University.
* Please answer all questions and attach the relevant documentation as detailed in the declaration.
* The Specialist Services & Safety Adsministrator will check the validity of the information in line with the criteria listed on the declaration.
* The relevant information will be input on iTrent, the University’s HR system. The paperwork will then be filed securely in the office of Graham Kearsley (Specialist Services and Safety Manager).

**For the purposes of this documentation “driving at work” means driving a vehicle on University business but does not include journeys between home and the normal place of work**.

**The University will not pay any car allowance/mileage claim if the relevant information is not on file on or before the stated deadline.**

If you are a driver of a vehicle it is your legal duty to ensure that you obey the rules of the road, your vehicle is roadworthy (as defined in the Road Traffic Act), appropriately taxed and insured and you must hold a valid driving licence.

**You must provide supporting documentation as follows:**

* **Your photocard driving licence plus information accessed via** <https://www.gov.uk/view-driving-licence>. You will need your driving licence number, your National Insurance number and the post code on your driving licence. Please click on the tab that enables you to share your information and then click on the ‘Get a Code’ box. You will then be issued with a code which gives you the option to print your information, please print and submit this with your audit form.
* **If you do not have a photocard driving licence please submit your paper counterpart as supporting documentation.**

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| **Registration:** | **Make:** | | **Colour:** |
| **Part 1 - I am completing the Authorised Drive Audit form for the first time** | | | |
| **Declaration**  (please tick the appropriate box □)   1. I use a University vehicle/I may use a University vehicle on occasion. As required I have attached and completed the following information:   □ I attach my UK Photo card Driving Licence showing my current address and information provided by the DVLA.  □ I am on the register of drivers covered by the University’s insurance.   1. I use my own vehicle for University business. This vehicle is maintained in a   roadworthy condition in accordance with the Road Traffic Acts and I have a valid vehicle insurance certificate that includes cover for business use. I have attached the following:  □ I attach my UK Photo card Driving Licence showing my current address plus information provided by the DVLA.  □ Copy of my vehicle insurance certificate which includes cover for business use. | | | |
| **Part 2 - I have previously completed the Authorised Driver Audit form** | | | |
| **Declaration** (please tick the appropriate box □)  I fulfil the following criteria:  □ My driving licence has expired and I have attached a copy of my new licence.  □ My insurance has expired and I am attaching my renewal certificate.  □ I have been disqualified from driving and attach my DVLA print out.  **I agree to notify the University as soon as possible if any of the information provided in this declaration changes.** | | | |
| Department/School/Research Centre/Service: | | | |
| Print Name: | | | |
| Signature: | | Date: | |