



Please complete for ALL drivers after checking full paper Driving License each October.
 Send original of Page 1 to Travel Planning Manager - copy to be held by Vehicle Controller.
 IF no changes from previous year then this departmental copy of form may be countersigned again and itself sent to TPM with a new copy held by departmental Vehicle Controller.

Authorised Driver Registration Form [Please use CAPITAL LETTERS] **Page 1 of 2**

Title [Prof / Dr / Mr / Ms etc]:	First Name:	Last Name:
Job Title:	Date of Birth: / /	
Department / Admin Unit:		
Work Address:		
DVLA Driving License Number:		
Date DVLA Driving Test Passed: / /	Categories of Entitlement:	
UoE Minibus Test Passed:	Date Passed: / /	

MOTOR ACCIDENTS Please give details of all accidents in the last 5 years:

Date	Description	Costs

MOTING CONVICTIONS Please give details of all convictions in the last 10 years:

Conviction Date	Conviction Code: e.g. SP10 DR10 etc	Fine / Ban / Penalty Points

DECLARATION - to be signed by Driver and all checked by departmental Vehicle Controller

1. I have the above motoring convictions only and do not have a prosecution pending
2. I shall notify Vehicle Controller immediately of any likely or pending prosecution due to any alleged contravention of the Road Traffic Act
3. I shall notify the Vehicle Controller immediately of any changes in health conditions that might affect my driving ability
4. I have received the Vehicle Policy and signed the agreement overleaf to be bound by rules therein

Signed by employee:	Date(s): / /
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I have checked original of Driving License and confirm driver meets requirements set out in Vehicle Policy.

Signed by Vehicle Controller*:	Date(s): / /
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NB. *In the case of a Vehicle Controller, Head of Department must countersign this form.

For advice and assistance on all these matters please contact Travel Planning Manager, Transport Office, E&B Support Services, 9-16 Chambers St, EH1 1HT. Tel **650 9571** fax 650 2238 Transport@ed.ac.uk

Extract from Vehicles Policy (Version 2) referring to responsibilities of Authorised Drivers

Only employees or other persons, such as registered student, researcher or visiting scholar, who have been authorised by their Department, may drive a University vehicle. Family members may NOT drive University vehicles without Registration as an Authorised Driver countersigned by HoD.

HoDs or their nominated Vehicle Controller must ensure that Authorised Drivers receive a copy of this **Vehicle Policy** and sign [below] that they have read and understood it before driving any vehicle. These conditions apply to all University Departments that are responsible for Vehicles.

The Vehicle Controller is responsible for checking that each prospective Driver has a valid, current and appropriate Driving Licence and for maintaining a list of **Authorised Drivers**. The Vehicle Controller must inspect the full A4 paper copy of the Driving Licence (not just the new credit card style licence) and confirm it has no more than **eight** Penalty Points. Serious motoring offences may invalidate our insurance and make the employee personally, and the Department, liable for any accident or repair costs and consequent liability.

An Authorised Driver Form must be completed and / or updated each October. Drivers with more than eight Penalty Points or a drink/drugs-driving conviction (eg DR10) within previous five years cannot be authorised.

Authorised Driver(s) must carry out cleaning of vehicle internally and externally on a regular basis.

Under the Road Traffic Act the Driver and 'Operator' (ie the University – represented by the HoD) may be prosecuted if the vehicle is driven on a public road in an unroadworthy condition. Each day, and / or before taking responsibility for a Pool Vehicle, every Driver must check that the vehicle is in a safe condition and complete the **Vehicle Safety Checklist**. Driver using the vehicle on the last day of each week must also submit the completed **Checklist** to their Vehicle Controller.

Those who drive University vehicles other than for University business – including home to work and home while on-call – must declare this, as there will be personal tax implications. See Travel Planning Manager.

Authorised Drivers must remove the ignition key and lock the vehicle when leaving it unattended – even briefly – otherwise the University insurance may be invalidated. The driver of the vehicle must drive within the law at all times, including: -

- Ensuring that a valid Road Fund Licence is displayed
- Ensuring that traffic signs and statutory speed limits are observed
- Ensuring that the vehicle is legally parked and not in breach of any regulations.

Authorised Drivers must notify the departmental Vehicle Controller, in writing, if they have been charged or convicted of any motoring offence. The Vehicle Controller and / or HoD – who may seek advice from the Travel Planning Manager – must review the status of such a driver.

The HoD should not normally accept responsibility for payment of penalties imposed upon the vehicle user, e.g. parking or speeding fines. Such penalty charges sent to the University may be deducted from employee's pay if the Head of Department, after investigation, concludes that the driver was personally responsible.

University vehicles may NOT normally be used for:

- Any social or private purpose or any business purposes other than on behalf of the University
- Hire or reward except where authorised in writing by Head of Department
- Towing trailers, caravans etc., where manufacturer's specified maximum tow load is exceeded
- Towing, racing, pace-making, rally driving or any other competitive event.

If the vehicle is used in contravention of these conditions, any resulting damage or charges will be the absolute responsibility of the Authorised Driver to whom vehicle has been issued.

It will render the employee liable to disciplinary proceedings and possibly to withdrawal of vehicle from department.

The department allocated the vehicle is liable for the first £100 of any costs of repairing damage etc following an accident / incident. However, increased excesses apply for young / inexperienced drivers – £300 for under 21 and £200 for driver aged 21-25 or with less than 12 months experience. Because of this the University discourages authorisation of younger, less experienced drivers, where possible.

If at any time an Authorised Driver has an insurance claim made against them, it might require the University insurers to impose increased excess; and this must be declared to our Insurers without delay. Vehicle Controller must update Authorised Driver's form & copy to Travel Planning Mgr.

Employees must report to departmental Vehicle Controller any damage to, or loss of, any University vehicle using the Accident Report Card. If necessary they must also advise the police, complete the Claim Form (available from University Insurance Office in Finance), and a Health & Safety *Accident & Incident Report*.

When a vehicle is handed over from one Authorised Driver to another, any damage / defects must be noted on the Vehicle Safety Checklist before vehicle is used otherwise new driver may be held liable for damage.

In the event of an accident involving the vehicle, Authorised Driver is required to notify the University and if required, complete a Claim Form (as above) as soon as possible after the accident. Drivers should **never admit liability**. They should complete the Accident Report Card (available with each vehicle) and gather all relevant information. Our insurers may reject any admission of liability consequently, leaving the employee liable for costs involved.

Authorised Driver is responsible for obtaining the names and addresses of any persons involved in the accident as well as of witnesses. A completed **Vehicle Accident Report Form** must be forwarded to Head of Department, who must submit it to the Insurance Office within 48 hours of the accident.

Authorised Driver must immediately pass on to the Insurance Office any correspondence received, unanswered, to enable these matters to be dealt with promptly by the University.

Any personal property in any University vehicle must be covered by the Authorised Driver's own insurance. It is not covered by the University's insurance.

Signed by Authorised Driver: _____ **Date:** ____/____/____