



Authorised Driver Registration Form

Please ensure ALL drivers complete this form and provide their Driving Licence for checking each year. Send the original of Page 1 and a copy of your complete Driver's Licence to the Transport and Parking Office, 13 Infirmary Street, EH1 1LT

[Please use CAPITAL LETTERS] Page 1 of 2

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|---|---|------------|
| Title [Prof / Dr / Mr / Ms etc]: | First Name: | Last Name: |
| Job Title: | Date of Birth: / / | |
| School/ Support Unit: | If intending to use a University Pool Car please supply: Departmental Cost Centre: Account Code: Job Code: | |
| Work Address: | | |
| DVLA Driving Licence Number: | | |
| Date DVLA Driving Test Passed: / / | Categories of Entitlement: | |
| UoE Minibus Test Passed: | Date Passed: / / | |
| Defensive Driving Course attended: Y/N Date attended / / or date booked to attend / / | | |

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

| Date | Description | Costs |
|------|-------------|-------|
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MOTURING CONVICTIONS Please give details of all convictions in the last 5 years:

| Conviction Date | Conviction Code: e.g. SP10 DR10 etc | Fine / Ban / Penalty Points |
|-----------------|-------------------------------------|-----------------------------|
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DECLARATION - to be signed by Driver and all checked by School/Support Group Vehicle Coordinator

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

| | |
|----------------------------|------------------------|
| Signed by employee: | Date(s): / / |
|----------------------------|------------------------|

I have checked original of Driving Licence and confirm driver meets requirements set out in Vehicle Policy.

| | |
|--|------------------------|
| Signed by Vehicle Coordinator*: | Date(s): / / |
|--|------------------------|

NB. * A list of Vehicle Coordinators is available at www.ed.ac.uk/transport

In the case of no Vehicle Coordinator, Head of School/Support Unit must countersign this form.

Please return to the Transport and Parking Office, 9-16 Chambers St, Tel **650 9101** transport@ed.ac.uk

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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 HoS.

HoS or their nominated Vehicle Coordinator 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 Schools/Support Groups that are responsible for vehicles.

The Vehicle Coordinator 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 Coordinator 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. Drivers are responsible for declaring any serious motoring offences to the Vehicle Coordinator. Serious offences such as DR10, SP30 and DD must be notified. Failure to declare any convictions could result in Insurers refusing to provide an indemnity, thus rendering the University liable for any claim costs.

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

Under the Road Traffic Act the Driver and 'Operator' (ie the University – represented by the HoS) 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 University 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 Coordinator.

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.

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 Tax 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 Coordinator, in writing, if they have been charged or convicted of any motoring offence. The Vehicle Coordinator and / or HoS – who may seek advice from the Transport and Parking Office must review the status of such a driver.

The HoS 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 School/Support Group, 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 School/Equivalent
- 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 the School/Support Group.

The School/Support Group allocated the vehicle is liable for the first £100 of any costs of repairing damage etc to a car (£250 to a minibus) 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 Coordinator's must update the Transport and Parking Office of this.

Employees must report to their Vehicle Coordinator any damage to, or loss of, any University vehicle using the Motor Claim Form. If necessary they must also advise the police, complete 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, the 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 must complete the Motor Claim Form and gather all relevant information. The insurance details should be exchanged but on no account should liability be admitted. Insurers reserve the right to decline to provide indemnity, thus rendering the University liable for any claim costs.

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

The 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:** ____/____/____