**DRIVING ON UNIVERSITY RELATED BUSINESS**

**NOTE: Drivers must be at least 21 years of age (25 for minibuses) and held a full UK valid (or UK recognised) Driving Licence for at least two years unless otherwise agreed with the University Insurance Officer. Further information is available in DV1: Approving the Driver Information Sheet.**

**INITIAL Driver Authorisation**

**THIS FORM** must be completed before staff or students drive a vehicle (College or Service owned / leased vehicles, hire vehicles or minibuses) on university business. This will require details from the person’s Photocard Driving Licence. A copy of the signed Form, detailing which category of vehicles the person can drive (see page 3) must be given to the driver with the original held by the College / Service[[1]](#footnote-1).

**ANNUAL DRIVING LICENCE CHECKS**

Following the initial authorisation, annual driving licence checks must be carried out of any staff or student driving on university business. This will require the person to submit a DVLA Summary of their driving licence: <https://www.gov.uk/view-driving-licence> . It is sufficient to record confirmation that the Annual Driving Licence Check has been carried out, with any endorsements or penalty points checked with the University Insurance Officer, on a spreadsheet.

|  |  |  |
| --- | --- | --- |
| Name: | Title (staff/student): | |
| Line Manager: | College / School / Service: | |
| Driving Licence No.& Issue Date: | Date Test Passed: | Country of Issue: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Driving Licence Categories: | | | Provisionally: | | |
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|  |  |  |  |  |  |

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| --- | --- | --- |
| State if restricted to automatic vehicles only: | YES | NO |

|  |  |
| --- | --- |
| Disqualifications: | Penalty Points / Endorsement Codes[[2]](#footnote-2): |

**Driver Declaration**

If contracted to drive as part of my university work and / or if driving vehicles as detailed on university business, I will meet the following ‘general’ and ‘health’ *Driver Responsibilities*:

**General:**

1. only drive on university related business if specifically authorised and legal to do so;
2. only use University owned / leased / hired vehicles for university related business;
3. not smoke within any University owned / leased / hired vehicle;
4. only drive and / or tow a trailer if in possession of a Driving Licence with the appropriate categories for the vehicle and with the necessary competence and experience;
5. produce my Driving Licence for review at least annually and upon request;
6. report changes eg ‘Penalty Points / Endorsement Codes’ to the appropriate person immediately;
7. undertake general vehicle safety checks eg tyres, lights, water as required;
8. drive in accordance with Highway Code and University Driver & Passenger Safety Handbook;
9. not misuse or interfere with anything provided in the interests of health and safety;
10. address vehicle defects promptly and appropriately with others informed as required eg reporting defects with College / Service owned / leased vehicles;
11. report all driving accidents / incidents via the University Accident & Incident Reporting process.

**Health Related:**

1. monitor own health; notifying the Line Manager / Supervisor and Occupational Health Practitioner (staff) immediately of medical conditions causing sudden ill health and / or affecting vision, consciousness or concentration which could place myself or others at risk when driving;
2. check information supplied with medication to ensure it is safe to drive when using them;
3. notify Line Manager / Supervisor and / or Occupational Health Practitioner (staff) of medical conditions the DVLA must be informed of eg diabetes, heart and neurological conditions, sleep disturbance, vision problems, alcohol and drugs, mental health issues. *(Contact the Occupational Health Practitioner or visit the DLVA website* [*www.dvla.gov.uk*](http://www.dvla.gov.uk)*);*
4. as instructed cooperate with University Health Assessment Procedures.

**Signature**

*I confirm I will adhere to the above Driver Responsibilities and that as of the date of signing that I have no known medical condition which could affect my ability to drive safely.*

*I also confirm I will report changes to my Driving Licence eg penalty points, endorsements and medical conditions which could affect my ability to drive safely to my Line Manager / Supervisor and / or Occupational Health Practitioner (as appropriate) immediately:*

|  |  |  |
| --- | --- | --- |
| Driver Name: | Signature: | Date: |
| Licence Checked By: | Signature: | Date: |
| Authorised to Drive (*list vehicle types including trailers*)[[3]](#footnote-3) – it must be clear if restricted to **automatic vehicles**: | | Date: |

|  |  |
| --- | --- |
| **Level** | **Type of Vehicle(s) AUTHORISATION REQUIREMENTS[[4]](#footnote-4)** |
| **1** | **Hire Cars**   * Each year the Driver must present their Driving Licence for inspection. * **The driver must be a minimum of 21 years of age.** * The Driving Licence must be UK Valid[[5]](#footnote-5) , held for at least 2 years, clear[[6]](#footnote-6) of Penalty Points / Endorsement Codes and have the necessary Vehicle Category on the Licence[[7]](#footnote-7). * The driver signs to confirm they will drive as per College / Service Rules, meet the minimum health requirement[[8]](#footnote-8) (DVLA standard) and the vehicle to be used is appropriately insured for business use, roadworthy and legal, taxed and MOT’d. |
| **2** | **College / Service ‘Owned / Leased’ Cars / Car-derived Vehicles (includes electric vehicles)[[9]](#footnote-9)**  **Level 1 PLUS** College / Service must:   * Will provide any specific instruction required for operating the vehicle, including how to undertake Driver Vehicle Inspections. * Provides help / instruction so the driver can familiarise themselves with the vehicle(s). |
| **3** | **Larger Vehicles: People Carriers (MPVs up to 9 seats), Transits, Pick-Ups, Mobile Homes**  **Level 2 PLUS** College / Service must:   * Only authorises drivers for such vehicles, if satisfied they can drive and operate it safely. |
| **4** | **Minibuses (over 8 seats but no more than 16 passengers plus driver). Includes MPVs, 10 seats and above ie 9 passengers + 1 driver**   * Authorisation as per the Minibus Safety Policy Standard (minimum age 25 years plus in-date MIDAS Minibus Driver Training or other approved DVLA course). |
| **5** | **Specialised Vehicles (eg. Land Rovers)**  **Level 3 PLUS** College / Service must:   * Check, through Driver Assessment the driver is competent to drive, operate the vehicle and able to undertake Driver Checks. |
| **Suffix ‘T’ (trailer)** | **Level 3 PLUS** the driver may be authorised to Tow Trailers provided they:   * Have the necessary Category on their Driving Licence. * Tow only using specified vehicles, trailers, and loads. * Have been assessed to confirm competence to: * drive whilst towing, ‘hook-up’, inspect the trailer and critical points, secure loads, identify load capacities to trailer and vehicle types and capacities |
| **Suffix ‘Off’ (off-road)** | **Level 3 PLUS** drivers may be authorised to drive ‘off-road’ provided they are:   * Assessed on off-road driving abilities and competence. * Authorised for specific vehicles or types of vehicles. * Authorised for types of terrain (ie. seashore, fields, hillside etc.). |

1. Data must be held in accordance with GDPR requirements [↑](#footnote-ref-1)
2. 7 or more Penalty Points and Endorsement Codes must be notified to the University Insurance Officer [↑](#footnote-ref-2)
3. See Page 3 for University vehicle categories and requirements [↑](#footnote-ref-3)
4. Includes electric vehicles [↑](#footnote-ref-4)
5. Restrictions can apply to driving licences obtained outside of the UK. [↑](#footnote-ref-5)
6. 7 or more Penalty Points and Endorsement Codes must be notified to the University Insurance Officer. [↑](#footnote-ref-6)
7. See Section - Further Guidance. [↑](#footnote-ref-7)
8. See the Driver and Passenger Safety Handbook for advice. [↑](#footnote-ref-8)
9. Car-derived vehicles relate to small vans ie generally the same as an estate car but designed to carry light loads [↑](#footnote-ref-9)