**Annual vehicle documentation inspection form for managers of group 2 ,3 and 4 drivers**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section / team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Employee name** | **Employee number** | **Vehicle registration number / s** | **Driving Licence** | | **Registration document seen**  **Yes / No** | **Insurance** | | **Annual driver declaration form completed?**  **Date** | **MOT**  **Yes / No** | **Driver**  **Group, 2, 3 and 4 See policy** | **Comments / date documents seen** |
| **Start date** | **Expiry date** | **Business cover**  **Yes / No** | **Expiry date** |
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Managers **must** keep this form to confirm document checks were made and valid insurance was in place for employees if claims are made. Failing to complete these checks on an annual basis could lead to disciplinary action.

Don't forget to get each employee to complete the annual driver declaration form and keep a copy on their personnel file