Driver Declaration Form

This **must** be completed and signed by all employees who drive on Council business.

# Personal details

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Office address** |  |
| **Date passed UK driving**  **test** |  |

# Own vehicle details if used on Council business

|  |  |  |
| --- | --- | --- |
| **Detail** | **Main vehicle** | **Alternative vehicle** |
| **Status - owned / leased** |  |  |
| **Type** |  |  |
| **Make** |  |  |
| **Model** |  |  |
| **Registration number** |  |  |
| **Engine capacity** |  |  |

You can use your vehicle for Council business under these conditions…

* You have a current, full valid driving licence.
* Your manager has approved this in advance.
* You have a current valid motor vehicle insurance policy, as is required by law, including business use cover. This must provide cover for all your legal liabilities to third parties and passengers linked to the business use of your vehicle.

It’s advisable to give your insurers full written details of how you'll use your vehicle for work. You should include an estimated annual mileage and give information about any passengers likely to be carried.

* You or your insurers will bear all losses or damage to the vehicle arising from business use. Under no circumstances, will the Council accept liability for any of the risks covered by your private motor vehicle insurance, or any consequential losses, for example, any excess charges and/or loss of No Claims Bonus discount in the event of an accident. This means you need **Comprehensive** motor vehicle insurance.
* You have a valid MOT Certificate as required by law for cars over 3 years old.
* The car is taxed and in a roadworthy condition to drive. This means it’s serviced in accordance with the manufacturer’s recommendations.
* You tell your manager if you change your vehicle and show them your new vehicle and insurance documents.
* You notify your manager immediately if your circumstances change and any restrictions are imposed upon your ability to drive, either permanently or temporarily. This includes any medical condition likely to affect your ability to drive safely.

**Driver history and experience**

|  |  |
| --- | --- |
| Have you: | **Yes / No** |
| * been convicted of any motoring offence during the last five years or is any prosecution / points pending? |  |
| * ever been disqualified from driving or had a driving licence suspended or revoked? |  |
| * ever had a motor vehicle insurance policy cancelled or refused, or ever had special terms imposed? |  |
| * been involved in any accident / loss, whether to blame or not, with any motor vehicle either owned or driven by you in the last five years? |  |
| **If yes**, give details | |

|  |  |
| --- | --- |
|  | **Yes / No** |
| Can you read a vehicle number plate at 20 metres in good daylight? |  |
| Do you wear your glasses or contact lenses at all times while driving? |  |
| **If no**, give details. | |

Employee declaration

* I confirm that, as far as I am aware, the statements made by me are true and complete. I have read, understood and accept the terms relating to the use of my vehicle on Council business, and agree to abide by them.
* I confirm that I have produced my original driving licence photo card because I drive on Council business.
* I confirm that I have produced the original documentation below because I drive my own vehicle on Council business...
* Insurance schedule.
* Vehicle registration document.
* MOT certificate, where applicable.
* I understand that some paper driving documentation has been phased out and give my consent to my manager or FMS checking directly with DVLA, or other official vehicle / driving agencies, to confirm necessary information.

Derby City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data. The details provided on this form will only be used for the stated purpose and not shared with other organisations without your knowledge.

|  |  |
| --- | --- |
|  | For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice.  Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS. Email: [contact.support@derby.gcsx.gov.uk](mailto:contact.support@derby.gcsx.gov.uk) Tel: 01332 640825 |

Employee name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Directorate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager’s authorisation**

I confirm the employee drives on Council business. I also confirm the employee will be using their own vehicle for business purposes - *delete this sentence if it doesn’t apply*. I certify that I have checked, where applicable, the required documentation above.

Manager's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Keep the signed form in your employee’s personal file**