

### **Declaration for Staff driving their Own Vehicle on Company business**

The following must be completed and signed by the member of staff in respect of their own vehicle used on Company business no matter how short or infrequent the journeys may be. Please hand in your Driving License and Business Insurance Certificate along with this document.

Business use applies if the vehicle is used for any purpose other than commuting only to and from home to the permanent and regular place of work. Please note that travelling from one office location to another is business use.

Registration

Number: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Is this vehicle owned and insured by you: Yes / No

If No please confirm you have the owner's permission to use the vehicle and the motor insurance allows you to drive the vehicle: Yes / No

Have you checked that the insurance provided allows you to use the vehicle on Company business (commuting is not business use) Yes / No

For vehicles over 3 years old can you confirm a valid MOT has been obtained: Yes / No

Can you confirm that the vehicle has a valid road fund licence: Yes / No

**I confirm that I have a valid UK driving licence and I will maintain the vehicle including tyres in a good and roadworthy condition.**

I will inform the Human Resources Officer/Manager if I incur any penalty points or receive any criminal convictions for any motoring offences or have my licence withdrawn. In addition, if I were to suffer from, or develop at any time in the future, a health problem or disability that could affect my ability to drive, the Human Resources Officer/Manager will be advised immediately. Failure to comply with any of these requirements may result in disciplinary action being taken against the member of staff.

The Company requires that any vehicle being used for the purposes of the business will be driven with due care and attention in compliance with Road Traffic rules and regulations and safe driving is an essential part of using a vehicle on Company business.

Driver Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Driver's  
Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_