



Appendix C: Drive Declaration Form

Annual Driver Declaration Form
Strictly Private & Confidential

Staff/Students Name:
Occupation:
Name of School/Institute/Section/Sports Union Club:
Type of Licence: Date Passed Test:
Age:
If under 25 please indicate how frequently you have driven since passing your driving test:
Daily One or more days every week More than 10 days every month
10 days or less every month Have not driven regularly Have never driven since passing test

Declaration – Have you personally:

(a) Had a proposal declined; a policy cancelled or renewal refused, or had special conditions imposed by another motor insurer? Yes No
(b) Any physical or mental defect or infirmity or suffered from diabetes, fits or any heart complaint? Yes No
(c) Been convicted of any motoring offence during the past five years or is any prosecution pending? Yes No
(d) Have you been involved in any accidents or losses regardless of blame during the past five years in connection with any mechanically propelled vehicle? Yes No
(e) Been disqualified from driving within the last eleven years? Yes No

If your answer to any of the above questions is “yes” – please give full details below.

(f) Are you able to read a vehicle number plate from a distance of 20m? If glass/lenses required these must be worn at all times when driving. Yes No

A copy of your full & current driving licence must be produced and attached to this form. Please note that for new style licences both the photo section and the counterpart must be attached. If you are required to drive your own vehicle on University business please provide a copy of your current motor insurance certificate which should indicate that you are insured to drive on behalf of your employer’s business and a copy of your MOT certificate if your vehicle is 3 years old.

I undertake to advise the University of any change to my replies given above. This is a required statement for the University’s insurers.

Signed.....Date.....

Signed by Group Risk Office.....Date.....

Please send completed application to the Group Risk Manager, Estates Services. Copy to be retained by the member of staff/student.

DATA PROTECTION ACT

Some of the information we ask you for may be sensitive personal data, as defined by the Data Protection Act 1998, such as information about health or criminal convictions. The University will not use such sensitive personal data about you or others except for the specific purpose for which you provide it. We will not disclose your information to anyone outside the University except where we have your permission or where we are required or permitted to do so by law.