**University Motor Fleet Insurance**

**University Drivers - Driver Approval Form**

All drivers using a University supplied vehicle must read the data protection information sheet before completing this approval form and receive authorisation from their Manager prior to driving.

|  |  |  |  |
| --- | --- | --- | --- |
| **Driver Details** | | | |
| Full Name |  | University ID number |  |
| Staff / Student / Other – please specify | | | |
| Job Title |  | School / Directorate |  |
| Date of Birth |  | Age |  |
| Home Address |  | Term Address (if applicable) |  |
| Driving Licence number |  | Date Passed Test[[1]](#footnote-1) |  |
| Categories of entitlement |  | Offences / Points endorsements |  |

* I have read and understood the data protection information sheet provided.
* I consent to the University sharing my personal data with third parties as stated.
* I hold a valid current UK driving licence (or equivalent) that entitles me to drive the stated class of vehicle on University business and agree that I will inform my Manager immediately of any change to my driving licence details and any pending road traffic prosecutions that may lead to me being prohibited from driving a vehicle on University business.
* I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am the driver of the vehicle.
* I agree to comply with the requirements of the University’s Driving at Work arrangements.
* I accept that whilst driving on University business I have a duty of care towards other road users. I will drive with care and consideration and comply with all aspects of road traffic law.
* I declare myself to be medically fit to drive a vehicle on University business. I will notify my Manager in the event of any changes in my health condition that might affect my driving ability.
* I will not drive a vehicle on University business whilst under the influence of any form of alcohol or drugs. I will seek medical advice prior to taking medication that may affect my capability to drive. I will notify my Manager if I am unable to drive as a result of taking prescribed medication.
* I declare in the past 5 years I have not been banned from driving for any reason or been convicted of:
  + a drink- or drug-related motoring offence
  + dangerous driving
  + failing to report an accident
  + driving without insurance

|  |  |
| --- | --- |
| **Driver** | **Manager’s approval** |
| Name (print) | Name (print) |
|  | Position |
| Signed | Signed |
| Date | Date  (approval is valid for up to 12 months from this date) |

**University Motor Fleet Insurance**

Driver Approval Form

**Data Protection Information Sheet**

The University of Manchester is a registered data controller with the Information Commissioner’s Office (ICO) under registration number Z6787610. Under our notification with the ICO we are registered to process personal data for the purpose and / or reasons to provide advice and arrange insurance cover on behalf of The University of Manchester.

Before allowing any individual to drive a University vehicle, either owned or leased by the University, the University Motor Fleet insurance requires the University to check drivers’ driving licences, ensuring that individuals have a valid UK driving licence and are suitably qualified to drive the class of vehicle to be driven. Provisional licences are not acceptable. In addition, we need to check any endorsements and convictions recorded on the licences.

For the purpose of authorising an individual as “University Authorised Driver” and to be insured under the University Motor Insurance, the University will require individuals to complete a registration form and provide personal information about themselves. This includes name, address, date of birth, University ID number, driving licence number, dates of driving qualification and driving conviction history.

Due to the change that came in force on 8 June 2015, the counterpart of a photo card licence is no longer valid. To enable the University to validate an individual’s driving licence, individuals are required to visit the site [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). Following the steps, you will be provided with a unique code, which you should share with the University to verify your licence details. Please note that the unique code lasts for only up to 72 hours. Once it is expired, you will need to apply again.

The data collected, the Driver Approval Form and the licence summary from DVLA, will be held by the office of individuals’ School or Support Services and the Insurance Office for the purpose of administering the insurance cover for the vehicle to be driven. The information provided will be kept confidential and will only be disclosed to the University insurance brokers, insurance companies, vehicle hire companies and law enforcement agencies.

The information provided, in hard copy and/or in electronic form, will be kept for seven years (including the current year) in the University.

Please read this information sheet carefully before completing the Driver Approval Form.

If you have questions about the data collected on the form, please contact the Insurance Office on tel: (0161) 275-2243 or email: [insurance@manchester.ac.uk](mailto:insurance@manchester.ac.uk)

1. The passed test date refers to the date on the back of the licence for each category. [↑](#footnote-ref-1)