



**Driver Declaration & Authorisation Form 21/22**  
**To be completed before driving on University business**  
**(PLEASE PRINT, COMPLETE AND RETURN TO SPORTBU)**

|   |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
|---|--|---|---------------------------------------|--------------------------------------|--|--------------------------------|--|--|--------------------------|--|---|--|--|
| <b>Name:</b>  | <b>Sports Team/Club:</b>   |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Date:</b>  | <b>Driving Licence No:</b>   |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Able to drive automatic (Y/N):</b>   | <b>No. of year's driving experience:</b>   |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <p>I can confirm that I hold the following documents and that my private vehicle is regularly serviced and maintained in a roadworthy condition: (<i>Question 2 - 4 to be completed if private vehicle use is to be authorised for driving at work</i>)</p> <table style="width:100%; border: none;"> <tr> <td style="width:60%;">1. Current Driving Licence suitable for the class of vehicle being driven</td> <td style="width:5%; text-align: center;"><input type="checkbox"/></td> <td style="width:35%;">(See 6.6 and attach copy)</td> </tr> <tr> <td>2. Valid MOT Certificate &amp; Road Tax (for private vehicles if required)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3. Insured for 'Business Use' (for private vehicles)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>4. Registration number (for private vehicles)</td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> <td></td> </tr> </table> |  | 1. Current Driving Licence suitable for the class of vehicle being driven | <input type="checkbox"/>              | (See 6.6 and attach copy)            | 2. Valid MOT Certificate & Road Tax (for private vehicles if required) | <input type="checkbox"/>       |  | 3. Insured for 'Business Use' (for private vehicles) | <input type="checkbox"/> |  | 4. Registration number (for private vehicles) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  |
| 1. Current Driving Licence suitable for the class of vehicle being driven   | <input type="checkbox"/>   | (See 6.6 and attach copy)   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| 2. Valid MOT Certificate & Road Tax (for private vehicles if required)  | <input type="checkbox"/>   |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| 3. Insured for 'Business Use' (for private vehicles)  | <input type="checkbox"/>   |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| 4. Registration number (for private vehicles)   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <p><b>I understand that I must inform the Performance Sport Manager if my licence is withdrawn, or I have breached section 7 of the BU Driving &amp; Use of Vehicles Policy and Procedure (see reverse).</b></p> <p><b>I have read and understood the Driving &amp; Use of Vehicles Policy and Procedure and agree to comply with the requirements within it.</b></p>   |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Signed (Employee/student):</b>   |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Dated:</b>   |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>To be completed by Line Manager</b>  |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <p><b>I have checked the above documents and confirm that (<i>Insert name</i>) _____ is authorised to drive the following vehicles: (<i>please tick</i>)</b></p> <table style="width:100%; border: none;"> <tr> <td style="width:20%;"><input type="checkbox"/> Private Vehicle</td> <td style="width:20%;"><input type="checkbox"/> Hire Vehicle</td> <td style="width:20%;"><input type="checkbox"/> BU Vehicles</td> <td style="width:20%;"><input type="checkbox"/> Minibus</td> <td style="width:20%;"><input type="checkbox"/> Other</td> </tr> </table>  |  | <input type="checkbox"/> Private Vehicle                                  | <input type="checkbox"/> Hire Vehicle | <input type="checkbox"/> BU Vehicles | <input type="checkbox"/> Minibus                                       | <input type="checkbox"/> Other |  |  |                          |  |   |  |  |
| <input type="checkbox"/> Private Vehicle  | <input type="checkbox"/> Hire Vehicle  | <input type="checkbox"/> BU Vehicles                                      | <input type="checkbox"/> Minibus      | <input type="checkbox"/> Other       |  |                                |  |  |                          |  |   |  |  |
| <b>Signed (Line Manager):</b>   | <b>Name:</b>   |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Date:</b>  |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <p><b>Note:- A DVLA licence check should be reviewed annually and re-authorised by the Performance Sport Manager. Please note all information will be stored in compliance with GDPR, SportBU privacy notice can be found at <a href="https://microsites.bournemouth.ac.uk/sportbu/files/2018/07/SportBU-Privacy-notice-July-2018.pdf">https://microsites.bournemouth.ac.uk/sportbu/files/2018/07/SportBU-Privacy-notice-July-2018.pdf</a></b></p>  |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Record of re-authorisations</b>  |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
| <b>Date</b>   | <b>Details of any changes or comments</b>  | <b>Line Manager Signature</b>   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
|   |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |
|   |  |   |                                       |                                      |  |                                |  |  |                          |  |   |  |  |

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## 7. Employee/Student Responsibilities

- 7.1 Employees must drive within the road traffic laws, safely and responsibly.
- 7.2 Employees should inform their line manager immediately of any driving accidents, or cautions, summons or convictions for driving offences.
- 7.3 Driving endorsements must be reported to your line manager and a review will be undertaken at 9 points if you drive University vehicles in the course of your duties. (This may also lead to disciplinary action.)
- 7.4 Employees are required to inform Line Management of any impending or current relevant legal action, which may be taken against them, such as summonses, speeding fines or court cases. The Line Manager, and HR Department must be informed within one calendar month of any license changes i.e. Address, name, medical problems, penalty points or disqualifications. Failure to comply with this request may result in a disciplinary procedure.
- 7.5 Drivers must cooperate with all monitoring, reporting and investigation procedures in relation to driving for work activities. This includes staff and students who hire vehicles for University use who become liable for any fines or charges in relation to the hire period (e.g. motoring offences, congestion charges, parking fines, driving in a bus lane etc).
- 7.6 The employee must declare any medical condition or medical treatment which may affect their ability to drive on behalf of the University; employees are required to inform their employer/line manager of such restrictions so that any constraints can be fully considered when compiling driving risk assessments. Drivers have a statutory duty to inform the Department of Transport Vehicle Licensing Agency (DVLA) of the onset or worsening of a disability or medical condition notified to them by a medical practitioner, which is likely to cause the driver to be a source of danger to the public, when in control of a vehicle.
- 7.7 All such information is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 which place restrictions on a person's ability to drive i.e. diabetes, epilepsy etc. and these restrictions may reduce the driving period and should be individually risk assessed).
- 7.8 The employee must ensure they are insured for business use if using their own vehicle for University business and be aware of the driving policy and risk assessments for driving for work.
- 7.9 Employees should participate in driver assessment and training programmes as and when deemed necessary by the risk assessment process.
- 7.10 Employees must plan and manage long journeys to include rest periods and overnight stays.
- 7.11 Employees must follow the restrictions applied to the use of mobile phones whilst driving. If driving, your phone must not be answered and if urgent then a safe place should be identified to pull over to use the phone safely. Further guidance can be found at the DVLA website [Using Mobile Phones when driving.](#)
- 7.12 Employees must familiarise themselves with the controls of any vehicle owned, leased or hired by the University under their control and the vehicle must comply with legislative requirements and be suitably maintained by competent persons in line with manufacturer's guidelines.
- 7.13 Employees must not use any University owned or hired vehicle/s for private use, or carry individuals (such as family members) who are either not insured or covered under the appropriate risk assessment.
- 7.14 Employees that are required to drive University owned / hired or private vehicles in the course of their duties are required to refrain from the consumption of alcohol during the working day, or the taking of non-prescribed or prescribed medication that affects their ability to drive. If any doubt exists over the ability to drive on University business the employees' line manager must be consulted.
- 7.15 If employees are unsure about their medication, they must ensure they follow the government guidance on ['Drugs and Driving'](#)