**DRIVER DECLARATION FORM**

**DATE OF ASSESSMENT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each prospective driver is required to fill out this form before the assessment date, thereby agreeing to the conditions of use as laid down by the University of Northampton Students’ Union

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**STUDENT GROUP:**

**FIRST NAME:**

**SURNAME:**

**STUDENT ID:**

**DATE OF BIRTH:**

**EMAIL ADDRESS:**

**MOBILE NUMBER:**

**DRIVING LICENCE NO:**

**COUNTRY OF ISSUE:**

**TYPE OF LICENCE:** FULL UK / OTHER

If other, please specify

**DATE OF PASSING CATEGORY B (CAR) TEST:**

**APPROVED TO DRIVE:**

**MINIBUS**

**(14 INCLUDING DRIVER, 21+)**

1. Do you have (or have any recent history of) the following:

• Defective vision or hearing (not corrected by glasses or contact lenses or hearing aid)?

• Diabetes?

• Disease that may affect driving ability?

• Physical or mental infirmity?

• Fits of any kind?

Yes  No

If yes, please explain below:

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1. Have you ever been involved in ANY accident or losses (whether you were to blame or not) regarding any motor vehicle owned or driven by yourself in the last five years?

Yes  No

If yes, please explain below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **CIRCUMSTANCES** | **COST OF OWN DAMAGE** | **COST OF THIRD PARTY DAMAGE** | **WAS YOUR NO CLAIMS BONUS AFFECTED?** |
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1. Have you ever been involved in ANY accident or losses (whether you were to blame or not) regarding any motor vehicle owned or driven by yourself in the last five years?

Yes  No

If yes, please explain below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE OF CONVICTION** | **LICENCE AUTHORITY CODE, E.G. SP30 GIVE CIRCUMSTANCES OF CONVICTION** | **FINE** | **PENALTY POINTS** | **DISQUALIFICATION PERIOD** |
|  |  |  |  |  |
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1. Has any company or underwriter refused you insurance or imposed any special terms or conditions?

Yes  No

If yes, please explain here: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **­**Are there any other details that you believe we should be aware of?

Yes  No

If yes, please give details: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Would you be interested in driving for any other student group on a voluntary basis?

Yes  No

1. Would you be happy to help with taking the minibuses to the garage and be cleaned when required?

Yes  No

**TERMS AND CONDITIONS OF MINIBUS HIRE**

* Minibus hire is free to student groups driving within the UK;
* The Students' Union reserves the right to charge the student group any additional mileage that exceeds over and above 10% of the original booking;
* All drivers must complete a Minibus Driver Assessment and be registered on the Students’ Union’s Driver Database. The driver must collect and sign for the keys, with photo ID required;
* All passengers must be students or associate members of the University of Northampton;
* The driver must complete all parts of the Movement Form for all journeys. This is a legal requirement;
* Under no circumstances can alcohol be consumed on the minibus;
* The minibus must be returned to the Students' Union in a clean and tidy condition;
* The minibus must be returned to the SU with 3/4 of a tank of fuel, fuel cards are provided;
* All passengers must wear seat belts, as required by law;
* Regular breaks must be taken – at least 15 minutes after every two hours and an hour for more than four hours of driving;
* Any fines incurred for parking, speeding and congestion charges are the driver's responsibility;
* Any damage must be reported to the Union on return. Complete an Incident Report Form found in the Emergency Procedures folder;
* Any damage deemed to be caused through careless driving will be chargeable to the driver for the repair costs;
* If you are involved in an accident, which is your fault, you will be liable to pay the excess (please refer to a member of staff for the table of Excesses);
* If you are involved in an accident or incident that has caused damage, you will be removed from the Driver Database until the claim/incident has been investigated and resolved. An additional Driver Assessment may be required, or you may be removed on a permanent basis. This will depend on the outcome of the investigation;
* You must ensure that the keys are returned at the end of your journey.

**WARNINGS AND ESCALATIONS**

Failure to comply may result in withdrawal of use of the minibus and you may be charged/fined.

**DECLARATION**

I confirm that I am aged over 21, but under 65, and have held a full EU category B driving licence for at least two years.

I confirm that I have read and agree to the terms and conditions for minibus hire.

I agree to any further conditions that the University of Northampton Students’ Union may impose provided I have received due notice of these before I drive a Union vehicle. Any changes will be sent via email.

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DATE:** / /

If you have answered YES to either question 2, 3, 4 or 5, then you will need to complete a non-standard driver form for our insurance company. Until we receive confirmation back, we will need to put your application to drive the minibus on hold.

**OFFICE USE**

1. Endsleigh Approval Required?  Yes  No

Documents Sent: / / Comments:

2. Photo Copy of Driving Licence  Yes  No

3. Checked driving licence online to entitlements and endorsements

Yes

Visit [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and enter driving license number,

national insurance number and postcode:

4. Has the driver taken the Assessment?  Yes  No

Comments:

|  |
| --- |
| Proposed University Leaving Date: |

**Driver has passed all stages of driver assessment and is clear to drive the minibus**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /