

# VEHICLE INSURANCE - LICENCE REQUIREMENTS

The following form **MUST** be completed before allowing any member of staff or student to drive a University owned vehicle or a hired vehicle for University Business and to be covered on the University Motor Policy. By completing this form you are agreeing that your licence will be verified using the DVLA website to ensure your licence meets the policy requirement. All information supplied will **ONLY** be used in Driving Licence verification and is governed by the Data Protection Act.

**DOWNLOAD FORM TO COMPUTER TO COMPLETE AND PLEASE USE BLOCK CAPITALS**

UK Licence

Name Of Proposed Driver

Postion/Title/Student etc

School/RI/Directorate etc

Which vehicles will you drive?

Driving Licence Number

National Insurance No

Home Postcode

Non UK Licence (Please include a copy of your licence)

Country in which licence was issued

Types of vehicles allowed as per your licence

Policy Requirements

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Have you ever been refused or had cancelled a motor insurance policy?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted of any motoring offences or had a licence suspended during the last five years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you had any motor accidents or made a motor insurance claim during the last three years?                | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you been disqualified from driving within the past eleven years?  | <input type="checkbox"/> | <input type="checkbox"/> |

**\*\*If you have answered YES to questions 1-4, supply an explanation or evidence\*\***

5. Any "notifiable" medical condition or disability that could effect your ability to drive under the DVLA regulations -  Yes  No  
<https://www.gov.uk/health-conditions-and-driving>

**\*\*If you you have answered YES to question 5, this will result in Occupational Health being notified and health surveillance may be required\*\***

DECLARATION:

**I HAVE NO CONVICTIONS OR ANY PROSECUTIONS AND ALSO NO MEDICAL CONDITIONS WHICH WOULD PREVENT ME FROM BEING ABLE TO MEET THE REQUIREMENTS NEEDED TO DRIVE A VEHICLE COVERED ON THE UNIVERSITY MOTOR POLICY.**

**I AGREE TO THE UNIVERSITY USING THIS INFORMATION TO VERIFY MY LICENCE AND I WILL IMMEDIATELY INFORM THE UNIVERSITY OF ANY CHANGES TO MY SITUATION WHICH WOULD AFFECT MY ABILITY TO DRIVE A VEHICLE.**

**I HAVE READ THE "DRIVING AT WORK" HANDBOOK ON THE UNIVERSITY INSURANCE WEBSITE:-**

<https://www.keele.ac.uk/finance/insurance/vehicleinsurance/>

Signature (click to insert image)

Date (click to enter)



PLEASE RETURN THIS FORM TO ALAN SLATER, ACCOUNTS PAYABLE & INSURANCE OFFICE 24 HOURS IN ADVANCE OF THE VEHICLE BEING DRIVEN.

FAILURE TO ADHERE TO THE POLICY OR DVLA REQUIREMENTS CONCERNING YOUR DRIVING LICENCE WILL INVALIDATE THE INSURANCE COVER AND THEREFORE YOU WILL NOT BE PERMITTED TO DRIVE ANY VEHICLE COVERED BY THE UNIVERSITY POLICY.

## **NOTES & GUIDANCE**

Following the abolition of the paper counterpart to the British driving licence on 8th June 2015 the online system was introduced as the way for driving licence details to be checked and verified.

The University Motor Insurance policy requires that anyone driving a University owned vehicle or a vehicle that is hired for use on University business which is to be covered on the University policy should hold a licence to drive the particular vehicle and is not disqualified from holding or obtaining such a licence.

In order to verify this we require the form overleaf to be completed which will enable us to perform regular checks on the status of your licence therefore confirming that you are a valid driver and will be covered by the motor policy.

Any driver found to be disqualified or not allowed to drive as per the DVLA licence check will not be allowed to drive any University vehicle.

### **POINTS/ENDORSEMENTS**

Should a driver have six points or more for a major traffic offence and/or a ban is involved then we are duty bound to inform the insurers. The more minor offences such as speeding endorsements are not within this category and the insurers do not need to be informed.

If a driver is returning from a ban, the insurers will be notified and a higher excess for that driver may be allocated.

Providing a driver has a valid licence, they will be allowed to drive University or Hired vehicles

Health Surveillance will be required for any person driving for field trips and using specialist equipment within Estates and Development (eg tractor). Any member of staff that needs to drive a minibus on University Business will also be required to have health surveillance

**\*\*\*If driving a minibus, the policy requires that you are over 25 years of age, have the relevant category on your licence and meet the other licence requirements\*\*\***

### **USEFUL LINKS:-**

#### **DVLA**

##### **General Website:**

<https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency>

##### **UK Driving Licence verification:-**

<https://www.gov.uk/view-driving-licence>

##### **Non UK Driving Licence verification:-**

<https://www.gov.uk/driving-nongb-licence>

##### **Endorsement Codes/Penalties points:**

<https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points>

##### **Health Conditions & Driving:**

<https://www.gov.uk/health-conditions-and-driving>

#### **UNIVERSITY**

**General Vehicle Insurance webpage containing "Driving at Work Handbook", more information on licence requirements, accident advice and procedures and other useful information:**

<https://www.keele.ac.uk/intranet/finance/insuranceoffice/vehicleinsurance/>