**University of Worcester Driver’s Questionnaire**

**You should submit evidence of a valid driving licence with this form, along with your Insurance policy and MOT if driving your own vehicle, before Insurance cover can be agreed. To do this, please go to:** [www.gov.uk/view-driving-licence](https://www.gov.uk/view-driving-licence) **and print out your details from this website from each of the 3 tabs. You will need your NI number and your driving licence number.** **It also tells you the categories of vehicle you can drive.**

The terms and conditions of motor policies require the University to advise insurers of any person who has committed a driving offence, has had any previous losses or has a serious medical condition. Failure to notify the insurers of all material information may enable the insurers to avoid the policy on the grounds of non-disclosure of material information.

The following documentation is applicable to drivers:

[Driving at Work](http://www.worc.ac.uk/personnel/documents/PolicyforWorkRelatedDriving.pdf)

[Driving a University Minibus](http://www.worc.ac.uk/personnel/documents/Minibus_Driving_-_Code_of_Practice_260215.pdf)

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| --- | --- | --- | --- | --- | --- |
| Name: | |  | | Date of Birth: |  |
| Address: | |  | | Phone Number: |  |
| Driving Licence No: | |  | | Date Passed UK Test: |  |
| Staff Number: | |  | | Categories on Licence: (please list) |  |
| Vehicle Usage:  (please delete as necessary) | | Driving OWN vehicle on University business and claiming mileage | | Driving HIRE CAR on University business | Driving UNIVERSITY vehicle on University business |
| How long have you regularly driven a vehicle of this type? | | | | |  |
| 1. | Please confirm that your driving licence permits you to drive the category of vehicle you are being employed, or otherwise allowed, to drive on University business. | | | | Yes |
| No – Do not drive the vehicle |
| **If the answer to any question numbered 4-10 is YES, full details must be supplied (using separate page)** | | | | | |
| 2. | a) Do you intend to drive a minibus for the University?  b) Do you have the D1 category on your driving licence?  c) Have you completed the University Minibus Driving Course? **1** | | | | Yes/No |
| Yes/No |
| Yes/No |
| 3. | Have you resided in the British Isles for less than three years? If ‘Yes’ please include country of origin and where driving test passed | | | | Yes/No |
| 4. | Have you been involved in any motor accidents, losses or claims (other than windscreen claims) during the last 3 years irrespective of blame? | | | | Yes/No |
| 5. | During the last 11 years, have you been disqualified from driving? | | | | Yes/No |
| 6. | a) Have you been convicted of any motoring offences (including fixed penalty offences) during the last 5 years? If so, please give details on a separate page.  b) Is any prosecution pending? | | | | Yes/No |
| Yes/No |
| 7. | Do you have any points on your licence? If so, please give full details on a separate page. | | | | Yes/No |
| 8. | Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease? If so, please give details on a separate page including any medication taken. | | | | Yes/No |
| 9. | Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms? | | | | Yes/No |
| 10. | Do you use a University owned or leased vehicle for any business other than that of the University? | | | | Yes/No |
| Please confirm that you have read and understood the University policy for [Work Related Driving](http://www.worc.ac.uk/personnel/documents/PolicyforWorkRelatedDriving.pdf) and, if relevant, the [Minibus Code of Practice](http://www.worc.ac.uk/personnel/documents/Minibus_Driving_-_Code_of_Practice_260215.pdf) | | | | | Yes/No |
|  | | | | | |
| I hereby declare that the above statement and particulars are true and that there is no future material information that should be disclosed. **I agree to advise the University immediately of any changes in particulars.** | | | | | |
| I understand that I am duty bound to inform my line manager and Finance Administrator of any additional convictions (including penalty points), periods of disqualification or medical condition that would prevent me from driving immediately. | | | | | |
| Drivers Signature: | | |  | | |
| Date: | | |  | | |
| **FOR OFFICE USE** | | | | | |
| Licence Checked by: | | |  | | |
| Date: | | |  | | |

**1 If you have not completed the University Minibus Driving Course please contact Mark White (Campus Services Supervisor)** [mark.white@worc.ac.uk](mailto:mark.white@worc.ac.uk)

**This form needs to be updated every 3 years and returned to Adam Cartlidge in Finance** [a.cartlidge@worc.ac.uk](mailto:a.cartlidge@worc.ac.uk)