All drivers must complete this form to be added to the University’s list of approved drivers and provide a DVLA check code to allow your driving licence details to be checked. Please visit <https://www.gov.uk/view-driving-licence> and complete your details to create a licence ‘check code’ to share your driving licence details with your Fleet Manager / or MORR Coordinator.

**Please also complete the other sections of the form as detailed below:**

**For Fleet Drivers** – please complete sections 1-5 and pass to the Fleet Manager, who will undertake the relevant checks in relation to your driving licence and ensure the declaration is completed.

**For drivers who use their own vehicle for business purpose** and wish to claim back expenses for mileage incurred please complete sections 1-7. You should give the completed form to your Fleet Manager / MORR Coordinator who will undertake the relevant checks in relation to your driver’s licence, car insurance, MOT and ensure the declaration is completed. **If you are not added to the approved list of drivers, you are not permitted to drive for business purposes**.

**For drivers of University owned or leased cars** please complete sections 1-5. You should give the completed form to your Fleet Manager / MORR Coordinator who will undertake the relevant checks in relation to your driver’s licence and ensure the declaration is completed.

Once the MORR Coordinator is satisfied all is in order, they will pass your name to the Finance Helpdesk to be added to the University’s list of approved drivers.

Please complete the relevant sections below (IN CAPITALS) and pass to your Fleet Manager / MORR Coordinator for processing.

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Department |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Driving Licence No: *for UK Licence holders* | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DVLA Check Code: *(Case sensitive - for GB Licence holders)* |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Automatic Transmission Licence Restriction *(GB code 78)* | Yes | No |

Vehicle details (only complete if using a private car)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vehicle Reg.  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Make of vehicle |  |  | Model of vehicle |  |  | Colour of vehicle |  |

|  |
| --- |
|  |
|  |
| Vehicle Reg. (only complete if using a private car) |
|  | **Yes** | **No** |
| **ALL DRIVERS TO COMPLETE**1. I confirm I hold a valid driver’s licence and have provided the DVLA check code above\*.

*\*Drivers with current non-GB licences are not required to obtain a DVLA check code and should refer to* [*Government guidance*](https://www.gov.uk/driving-nongb-licence) *and provide evidence of their current licence to the MORR Coordinator* |  |  |
| **ALL DRIVERS TO COMPLETE**1. I confirm that I am medically fit to drive (this question should be answered to the best of your knowledge and belief)*.*

*Certain disabilities and medical conditions require you to notify DVLA (See Ministry of Transport Leaflet D100). If you are required to notify DVLA, you should inform your Fleet Manager / MORR Coordinator if any restrictions have been applied to your licence.* |  |  |

|  |  |  |
| --- | --- | --- |
| **ALL DRIVERS TO COMPLETE**1. I confirm that my eyesight meets the [DVLA standard](https://www.gov.uk/driving-eyesight-rules) of vision for driving.
 |  |  |
| **ALL DRIVERS TO COMPLETE**1. I confirm that I will not drive while under the influence of alcohol or any other substance which may impair my ability to drive, including prescribed medication.
 |  |  |
| **ALL DRIVERS TO COMPLETE**1. I confirm that I will inform my Fleet Manager / MORR Coordinator of any changes to my vehicle details and/or any circumstances that could or would affect my ability / suitability to drive.
 |  |  |
| **DRIVERS OF PRIVATE VEHICLES TO COMPLETE**1. I confirm my vehicle’s insurance includes ‘business use/cover’**\*** and I have provided a copy of my certificate of insurance to my MORR Coordinator.

***\**** *If your insurance doesn’t include business use/cover, you are not permitted to drive the vehicle for business purposes and consequently, expenses will not be paid. Please see the University’s expenses policy”.* |   |  |
| **DRIVERS OF PRIVATE VEHICLES TO COMPLETE**1. I confirm my vehicle is roadworthy, taxed and has a current MOT certificate. I understand the MORR Coordinator will check this via the [DVLA website.](https://www.gov.uk/check-mot-status)
 |  |  |

I declare that the responses I have given on this form are true and accurate.

Signature: ……………………………………………………………………. Date: ……….………………….

***Privacy Statement***

The University will process your personal information to comply with its legal obligations relating to insurance, audit requirements and Health & Safety legislation/requirements. Information provided via this form will only be accessible to authorised persons within your department. It will only be shared with third parties if necessary for legal/insurance/ audit purposes. This form and any supporting documentation will be held for a period of 5 years by your Department, after which it will be securely destroyed.

For further information on how your personal data is processed please see the University privacy notice available at [www.strath.ac.uk/dataprotection](http://www.strath.ac.uk/dataprotection)

**FOR INTERNAL USE ONLY BY FLEET MANAGER / MORR COORDINATOR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Satisfactory** | **Date of expiry** | **Unsatisfactory** |
| Driving licence checked (via DVLA website) code |  |  |  |
| Certificate of insurance |  |  |  |
| Valid MOT certificate (via DVLA website) |  |  |  |
| Car taxed (via DVLA website) |  |  |  |

Check completed by: ……………………………………………… Date: …………………………………........

**ONLY the name of the approved driver should be forwarded to the Finance Helpdesk; not this form or any of the supporting documentation.**