



Crosscrake C. E. Primary School

Westmorland & Furness Council

School Occasional Business Use Motor Insurance Policy: Driver Declaration

Thank you for offering to help transport pupils on school activities. Without support we would find it difficult to offer such a wide range of experiences. We have a school occasional business use motor insurance policy that drivers who voluntarily transport pupils on our behalf in their own vehicles can be covered by but it has some vehicle, health and licence restrictions. We ask all our drivers (volunteers and staff) to complete the checklist below, consent to a driving licence online check, and sign the declaration **before** driving on our behalf to ensure our cover will apply to journeys. This in no way invalidates or curtails private transport arrangements between colleagues or between parents or carers which are not covered by the school motor insurance policy.

Full name of driver:

Vehicle registration number(s)

- ☐ I have a valid licence to drive the vehicle(s) listed above (seating a maximum of 8 passengers each) that I will use to drive on school business.
- ☐ I have not been convicted or have a prosecution pending of any motor offence with conviction codes AC, BA, CD, DD, DR, IN, UT, TT, or XX (see [Endorsement codes and penalty points \(www.gov.uk\)](http://www.gov.uk)).
- ☐ I have never been disqualified from driving.
- ☐ I have never been refused insurance or quoted an increased premium or had special terms imposed.
- ☐ I have never suffered from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders me incapable of driving a vehicle.
- ☐ I do not regularly take any prescribed medication, unless the condition has been notified to the DVLA and a licence to drive has been granted.
- ☐ The vehicle(s) I will use to drive on school business is/are in roadworthy condition and if required, have a valid MOT certificate.

I understand that:

- ☐ I must report all accidents, claims and civil or criminal proceedings, to the school/school insurers in writing, without undue delay.
- ☐ Every letter, claim or other document relating to any accident, claim or civil proceedings must be sent to the school/school insurers, without undue delay and unacknowledged.
- ☐ I must not make any admission of liability or promise of payment without the written consent of the school insurer.
- ☐ I must give all information and assistance as required by the school insurer.
- ☐ Overloading my vehicle could invalidate the insurance.
- ☐ All passengers I carry must have access to and use a seatbelt unless legally or medically exempt.
- ☐ All passengers I carry who are under the age of 12 years *and* under 135cm tall must use a booster cushion *or* under 125cm tall *and* weigh under 22kg must use a booster seat provided for them.
- ☐ I must inform the Headteacher, before volunteering to drive again if, for any reason, this declaration becomes invalid.
- ☐ I cannot be paid for driving but I can be reimbursed for "out of pocket expenses" e.g., petrol used.

Signed:

Date:

FOR OFFICE USE – Record only the checks our insurer requires and who carried them out.

Name:

Position:

Date:

☐ Driving licence convictions acceptable [View/share driving licence info. \(www.gov.uk\)](http://www.gov.uk/view/share-driving-licence-info).

YES ☐ NO ☐

Driving Licence No. if required:

Expiry date:

☐ Current MOT www.gov.uk/check-mot-status

Expiry date(s):

☐ Current vehicle tax: www.gov.uk/check-vehicle-tax

Expiry date(s):