

Private Car Registration Form

Purpose of this form:

- To register the private vehicles used for the transport of individual engaging in any Students' Union activity.
- To inform drivers of the need to amend their vehicle insurance if they intend to use their vehicle on behalf of the Students' Union and if passengers are being carried in connection with any Union activities or events.

This form is to be completed by:

The driver of any private vehicle used for the transportation of individuals to a Union approved activity prior to the trip taking place. Please note this process needs to be repeated at the start of every academic year.

Completed forms should be handed in to the Student Activities Office.

Full Name:			
Club / Society:			
Date of Birth:			
Mobile Tel:			
Term Address:			
		Postcode	
Student Number			
Driving License No. & Type			
Age, Car Make & Model			
Car Registration No.			
Name of registered keeper			
Insurance company			
Insurance expiry date			
Road Tax Expiry Date			

Please complete the attached letter and forward to your insurance company to let them know that you intend on being a volunteer driver with your vehicle.

As soon as your slip is returned by your insurer, please hand it in to your key staff member

Declaration

- I have informed the Insurance Company of my intention to transport students on behalf of the Students' Union.
- My vehicle is roadworthy and complies with all current road traffic legalisation.
- I will inform all passengers of the legal requirements to wear seat belts when the above vehicle is being used on behalf of the Students' Union.
- I declare that the information stated here is correct and I will inform the Students' Union of any changes, such as changes in vehicles OR LICENCE.
- I declare that it is my responsibility to renew insurance, MOT and tax when expiry date is due.
- I understand the Students' Union reserves the right to request copies of any relevant paperwork/certificates at any time.

Signed: Date:

Policy Holder _____
Address _____

_____ Postcode _____
Date _____

TO (Insurance Company)
 RE (Policy Number)

Dear Sir/Madam

I intend to undertake voluntary work and, from time to time, I will use my vehicle to carry passengers or to carry out other duties, as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage / Private Hire Car licensing laws.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving – please use the 'tear off' slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully,

(Policy Holder)

FROM..... (Insurance Company)

Re: (Policy Number)

POLICY HOLDER / DRIVER

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work.

Issued by: _____

Date: _____

