ANNUAL & NEW DRIVERS DECLARATION FORM Dated July 2025

**This form is required to be completed by members of staff and matriculated students requesting permission to drive University owned/ leased or hired vehicles for university business. A driving licence must be held for a minimum of 6 months, (2 years and over 21 years old for minibuses), before you are eligible to become an authorised driver.**

**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| School/Department/Club |  |
| Email address |  |
| *Students only: Matriculation No.* |  |

**Licence Details**

|  |
| --- |
| If you have:- a *GB driving licence*, please visit <https://www.gov.uk/view-driving-licence> and print out your driving licence details for all 3 sections, photocopy both sides of your photocard driving licence and attach to this form.- an *Irish / Non-GB driving licence*, please photocopy both sides of your driving licence and attach to this form. |
| Expiry date of photocard driving licence |  |

**Driving Details**

|  |  |
| --- | --- |
| Have you an excess of 6 points on your licence that are still current? | YES NO |
| Please note any specific, 'serious' driving convictions, such as any offence involving death, dangerous driving, drugs and or alcohol, bans in excess of 6 months, offenses involving theft? | YES NO |
| Has any Insurance Company declined to insure you or imposed specific terms? | YES NO |

**Medical Details**

|  |  |
| --- | --- |
| Have you a medical condition that requires notification to the DVLA? | YES NO |
| If yes, is the DVLA aware of this condition? | YES NO |

\*Medical Note: You are permitted to drive, provided you have referred the condition to the DVLA, and DVLA have granted a licence, and the driver follows and complies with any specific terms or conditions imposed.

If you have answered ‘yes’ to any of the above questions, please provide details:

|  |
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|  |

**Drivers Declaration:**

* *I certify that the information provided above is correct to the best of my knowledge.*
* *I agree to inform my line manager & Insurance, of any changes to my details or driving licence, this verification form needs to be completed, annually and for new drivers, complying with* ***\*Note 1****.*
* *I attach a photocopy of both sides of my valid photocard driving licence and a printout of my driving details, for my School Manager/ Director to authenticate.*
* *In the event of an accident, when safe to do so, please report the incident to your line manager and complete an:* [*Incident Reporting Form*](https://dmail.sharepoint.com/sites/SafetyServices2/SitePages/Safety-Incident-Report.aspx?xsdata=MDV8MDJ8cy52LmtlcnJAZHVuZGVlLmFjLnVrfGJjMGM4MmQ0YmJiNjRhYjBlM2ZlMDhkZGNmNzk3YTI5fGFlMzIzMTM5MDkzYTRkMmE4MWE2NWQzMzRiY2Q5MDE5fDB8MHw2Mzg4OTQ4NDI4Mjk5NjkxNTd8VW5rbm93bnxUV0ZwYkdac2IzZDhleUpGYlhCMGVVMWhjR2tpT25SeWRXVXNJbFlpT2lJd0xqQXVNREF3TUNJc0lsQWlPaUpYYVc0ek1pSXNJa0ZPSWpvaVRXRnBiQ0lzSWxkVUlqb3lmUT09fDB8fHw%3d&sdata=dFVkZk9mWXd0ckNDczBlWEtGRkF6Tks0VzEzTm0zV1pVQko4QjRST3k5ND0%3d)

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant |  | Date |  |

**School Manager/ Director Declaration:**

* *Signing this form indicates acknowledgment that you are responsible for reviewing the license, appropriate paperwork, confirming payment of any excess charges applicable, and authorising your staff member to drive.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of School Manager/ Director |  | Date |  |
| Print Name of School Manager/ Director  |  |  |

***Please email this form and all attachments to:*** *:**insurance@dundee.ac.uk*

**\*Note 1.**

**USE AND CONDITIONS OF USE FOR UNIVERSITY OWNED/ LEASED AND OR HIRED VEHICLES**

Reference:

A. Publicly Available Specification (PAS) 29000 -2021

1. As a University driver of either a light or heavy goods vehicle, public service vehicle (PSV) or mobile plant, you are to adhere to certain requirements as laid down in this instruction which follow the specification at Reference A. A PSV is identified as a vehicle that can carry 8 or more people. The PAS highlights the need for organisations to have a strategy in place to prevent malicious use of certain types of vehicles. That said, these instructions are equally applicable to any University vehicle being used by members of staff and students.

2. Drivers are to undertake the following when using University vehicles:

1. Follow the guidance listed here: [Use of University transport | University of Dundee, UK](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dundee.ac.uk%2Fcorporate-information%2Fuse-university-transport&data=05%7C02%7Cs.v.kerr%40dundee.ac.uk%7Cbc0c82d4bbb64ab0e3fe08ddcf797a29%7Cae323139093a4d2a81a65d334bcd9019%7C0%7C0%7C638894842829952238%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ViHhhEEtJotJtcpIJ8TvPm6t2PxNKIbgW17OSuE39eQ%3D&reserved=0)
2. Whenever you leave the vehicle unattended for whatever time, either on or off campus, never leave the keys in the vehicle and always ensure it is locked.
3. If, as part of your contract, you must take a vehicle to your home address, where possible, try to park off road. If off-road parking is not possible, try to park nearby in a well-illuminated area, or park in a secure overnight car park where there is CCTV coverage. For overnight parking, ensure any steering lock is engaged.
4. Do not leave any valuable and attractive items in the vehicle overnight. Ensure staff cards and any University permit are also removed. Some items may not be able to removed but try to ensure that they are not visible.
5. When off Campus, report any accident or incident to the Police and the University Security, on 01382 385850 (Security Control) which is a 24/7 number. For on campus issues, report to Security.
6. When returning vehicles to the University, ensure they are parked in the appropriate place as laid down in the Parking Regulations. Secure vehicle, ensure interior is tidy and return keys to Estates Help Desk or other School/ Department location.

3. All drivers are to be aware that any University vehicle may be of interest to a threat actor to use as a means of terrorism in launching a vehicle borne attack. Notwithstanding that risk there are still everyday risks of other criminal activities which can be made, and it is therefore important that drivers understand their responsibilities when they take charge of a University vehicle.

4. Finally, staff and students must familiarise themselves with the latest terrorist threat assessment and any local issues that affect University operations. Any off campus suspicious activity must be reported to the Police as soon as possible. This can also be followed up with the Campus Security Team on: 01382 385850.

**Specific Conditions**

Following completion and emailing to: *insurance@dundee.ac.uk* your Annual/ New University Driver’s Declaration, the named driver is authorised to drive University owned/ leased/ hired vehicle for University business under the following conditions:

* Within the United Kingdom.
* Solely in pursuance of the legitimate business of the University.
* Under the immediate authority and direction of the University of Dundee School or Directorate to which you are attached or where and when appropriate; the Sports Union
* This authority will be invalid with immediate effect and without notification in the following circumstances:

a. Your Driving Licence (or permission to drive) is invalidated in the UK or withdrawn for any reason.

b. You cease to be an employee or matriculated student of the University.

c. In the event that you are charged with an offence of driving while under the influence of alcohol or drugs.\* d. A Medical Practitioner advises you not to drive either temporarily or permanently.\*

\*In these circumstances, disclosure of the incident or situation and completion of a fresh Driver’s Declaration will be required if Authority to Drive is to be restored or continued.

**Additional Note:** You will be held responsible for any Penalty Charge Notices issued to you whilst driving on University business.