

Policy Name: Transport Policy

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Responsible Executive	Lisa Beresford		
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1. Introduction

- 1.1 This policy document sets out the company vehicle arrangements for all Clyde Valley Groups employees, including temporary staff.
- 1.2 The policy document is intended to demonstrate Clyde Valley Group's commitment to planning and managing the service it provides to staff and to achieving acceptable standards; to reducing accidents; and to demonstrate to all employees that the Group is fully committed to their health, safety and welfare.

2. Current Position

- 2.1 The Group currently has pool cars available for general use.
- 2.2 The Chief Executive receives a monthly car allowance which is subject to tax, NI and excluded from pension contributions.
- 2.3 The Group also has a list of Essential Car Users.
- 2.4 CVG staff has the opportunity to lease a car via Tusker by using our Car Salary Sacrifice Scheme.
- 2.5 The benefits of this option are:
 - 2.5.1 Monthly cost covers:
 - Fully comprehensive insurance
 - Servicing, routine maintenance and repairs, tyres, breakdown cover and MOT (where applicable)
 - Reduction in staff National Insurance Contributions and costs.
- 2.6 The scheme is available to employees on a permanent contract or a temporary contract provided that a minimum of 24 months remains on their contract at the time of the application.
- 2.7 The Group provides Leased Company Vehicles (Pool Cars) these cars are available for use by all staff across the Group and the booking system is managed by the Customer Services Team. All of the cars are stored at the rear of the office and booked out on a daily system
- 2.8 The benefits of this option are:
 - Cars always available for use.
 - No tax liability for staff members.
 - Fair access to vehicles for all staff.
 - No individual liability.
 - Opportunity to brand pool cars.
 - Opportunity to have pool of environmentally friendly vehicles
- 2.9 Pool cars should be booked in line with the Pool Car Protocol ([Appendix 1](#)). A car booking system should be used via SharePoint – Car Booking App, if car is no longer required for the period then it should be cancelled in good time to allow use by other staff members.

3. Leased Pool Cars – Driver’s Responsibilities

- 3.1 If you book out and use a leased pool car you will be responsible for the following:
- General cleanliness of the vehicle.
 - Recording of business mileage via log book and return to safe place
 - Refuel car using fuel card.
 - Reporting of any accidents or near misses to Corporate Services Team immediately.
 - Completing car user checks and record before using car.
 - Share your Drivers License information on an annual basis which the people team request annually
 - Payment of any Police tickets or penalties received whilst driving car.
- 3.2 Where possible the use of vehicles for business will be kept to a minimum. Staff will be encouraged to conduct their work via e-mail, telephone or video conferencing. Where work requires travel out with the office, the use of public transport will be considered before vehicle use. The Association will exercise due diligence in ensuring the suitability and safety of 3rd party transport providers.
- 3.3 Staff using vehicles on company business should adhere to good driving practices, in accordance with the Highway Code. Staff will be responsible for any fines incurred whilst they are driving a pool car.
- 3.4 Drivers must not use mobile telephones or any other communication devices unless the vehicle is parked in a safe location and the engine is switched off.
- 3.5 In the event of an accident or emergency situation, drivers will not attempt to deal with any situation unless they have been specifically trained and, making a personal judgment, believe that it would be safe to do so. Drivers will make a personal judgment on whether to contact the emergency services or road recovery firm but will, on all occasions, report details to their Manager as soon as is reasonably practicable. All staff will co-operate with emergency services involved in an incident.
- 3.6 Any accidents/incidents incurred will be reported, investigated by their Manager and recorded on an accident report form and in the accident book.

4. Leased Company Pool Cars – Group’s Responsibilities

- 4.1 The Group will be responsible for the following in relation to its company cars:
- Annual Insurance
 - Servicing, repairs & maintenance
 - Vehicle Tax
 - Rescue Cover
 - Providing the relevant information to the Inland Revenue
 - Annual servicing
 - Circulation and compilation of annual authorisation statement for use of vehicle as driver (Appendix 3).

5. Procurement Requirements

- 5.1 The Group will replace its pool of vehicles every 3 years, depending upon budgets and the condition of the vehicles. Vehicles will be inspected on an annual basis with regard to their condition, and service and condition reports will be kept accordingly, by the lease hire company.
- 5.2 Any new vehicles will be leased via an approved procurement route and in line with the Group's Procurement Strategy and Policy.

6. Roles and Responsibilities

6.1 Driver Safety

- 6.1.1 Employees required to drive a motorised vehicle owned by the organisation must have a driving licence valid for the type of vehicle to be driven and complete the "Vehicle Declaration" form at [Appendix 1](#) and return the form to the Senior People Partner. The Senior People Partner will verify the relevant documentation and update the company authorised drivers list. The organisation will carry out and record annual driving licence checks using the DVLA website. <https://www.gov.uk/check-driving-information>.
- 6.1.2 Employees will immediately inform their Line Manager/Senior People Partner should they become aware of any reason as to their ability to operate a vehicle safely, or changes to documentation/information provided at 1) above.
- 6.1.3 Employees should not attempt to drive when feeling tired, unwell or under the influence of alcohol/drugs. Employees are responsible for identifying the side effects of medicines they are taking, both prescribed and over the counter.
- 6.1.4 Drivers should ensure an adequate means of communication is available while driving.
- 6.1.5 Where fitted, seatbelts must be worn at all times, unless there is an exemption certificate in place for that person.
- 6.1.6 Drivers are encouraged to attend an eyesight examination at least every two years, which is free in Scotland under the NHS. If a driver experiences any significant concerns with their eyesight, they should attend an optician as soon as is possible and refrain from driving.
- 6.1.7 It is advised that lanyards, including company ID badges and keys attached to lanyards are not worn while driving. In the event of an accident, these can cause severe personal injury.

6.2 Vehicle Safety

- 6.2.1 Where the organisation has vehicles available for use, the vehicle will be subject to regular inspection and maintenance and may be fitted with appropriate safety equipment, e.g., fire extinguishers and first-aid kits.
- 6.2.2 Before starting your journey, you must complete the Pre User Vehicle Inspection Checklist. If there are issues with any of the vehicles, please report this to Corporate Services immediately. You can also find the QR code for this in each vehicle.
- 6.2.3 Noticeable irregularities in company vehicles' performance should be reported to your line manager and Health & Safety Administrator.
- 6.2.4 All reported vehicle defects will be dealt with promptly. Any vehicle with a defect making it unsafe will be taken off the road immediately until a repair has been carried out.

6.3 Journey Safety

- 6.3.1 Vehicle use will only be carried out where considered necessary in accordance with General Requirements (1) above.
- 6.3.2 Journeys will be scheduled to a realistic timetable and will take into account the need for adequate rest periods.
- 6.3.3 The Association will monitor weather conditions, in the event weather conditions are considered unsafe, journeys will be re-scheduled.
- 6.3.4 Routes to be planned in advance, when using a Satellite Navigation System all destinations should be entered whilst the vehicle is parked in a safe location and the engine is switched off.

7. Accident Reporting

- 7.1 In the event of any accident whilst in a Company vehicle, then you should ensure that the following is submitted to Corporate Services as soon as possible.
 - The driver's name
 - Date of Birth
 - Note of Any Previous Convictions
 - Police Incident Number
- 7.2 If the Police are not involved, then we require written details of accident. This should comprise of:
 - The time and place of the accident,
 - The lead up to and what happened to cause the accident.
 - Who was at fault and if the accident was the Designated Drivers' fault then the insurers will need to know if the other driver will be claiming our insurance.

7.3 A Member of the Corporate Services team will then submit this information to the Insurance Company via the portal.

8. Provision of Fuel for Pool Cars

8.1 The Group will provide fuel for business purposes only. Fuel cards are used for all pool cars and each driver should ensure they refuel the car, using the fuel card, should the petrol get to a quarter (1/4) tank.

8.2 Business fuel will be reclaimed on the basis of a non-taxable mileage allowance, which will be reviewed annually based on the information provided by the Inland Revenue.

9. Company Cars - Type of Vehicle

9.1 The Group must consider the type of vehicle used. Any future purchase should comply with the following requirements, in order to reduce costs to both the designated driver and the Group whilst considering the environment:

- Environmental consideration – Low CO2 emissions
- Fuel economy – Good fuel consumption
- Insurance Premium – Low risk Insurance category
- Warranty – a 3-year manufacturer's warranty is required for new cars
- Rescue Service cover

10. Essential Car Users

10.1 An essential car user is an appointed staff member who regularly uses their own vehicles for business purposes or has this as a contractual agreement. Regular use is defined as travelling more than 3,000 business miles per annum.

10.2 An Essential Car Users Allowance will be payable to the following members of staff:

- Technical Inspectors/Officers
- Directors

10.3 Business mileage will be payable at the essential user's rate in line with EVH rates.

10.4 All essential car users must have business use included on their own personal car insurance and make certain that their car is road worthy. A copy of the insurance certificate must be provided to the People team before travelling for business purposes takes place and expenses are submitted. Confirmation of vehicle tax and valid MOT must also be submitted to the People team.

10.5 In addition, they are obliged to inform the People team immediately of changes to their health or of any changes to their driving documents. The People team will therefore undertake, on an annual basis, to ask all essential car users to sign an annual declaration, specified in [Appendix 3](#), confirming they have read and fully understood their responsibilities in this area.

11. Casual Car Users

- 11.1 Employees authorised by their director to use their own vehicle for business travel must have their vehicle comprehensively insured and specifically state for business purposes (not just commuting to a single workplace).
- 11.2 A copy of the insurance certificate stipulating business travel must be provided to the People team along with confirmation of vehicle tax and valid MOT before travelling for business purposes takes place and expenses are submitted (Appendix 3 Declaration for Car Users must also be completed and passed to the People team).
- 11.3 Thereafter, copies of annual renewal certificates must be submitted along with the Declaration for Car users. the People team will therefore undertake, on an annual basis, to ask all casual car users to sign a precondition document, specified in Appendix 3, confirming they have read and fully understood their responsibilities in this area.
- 11.4 CVG will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes. CVG will not reimburse employees without evidence of valid insurance. Employees are solely responsible for ensuring the roadworthiness of the vehicle prior to any journey. In addition, they are obliged to inform the People Team immediately of changes to their health or of any changes to their driving documents.

12. Chief Executive's Car Allowance

- 12.1 The Group provides the Chief Executive with a company car allowance on the following terms:
 - A monthly allowance will be paid which is subject to tax, NI and excluded from pension contributions.
 - The Chief Executive will pay private mileage in full.
 - Business mileage will be aligned to Inland Revenue Company Car rate
 - The Chief Executive must sign the declaration and provide to the HR & Corporate Services Office in advance of claiming the allowance evidence of:
 - V5 document showing their ownership of the vehicle
 - Insurance documents including business use
 - Breakdown cover
 - Driving Licence
 - MOT if vehicle is over 3 years old
 - The Chief Executive is obliged to inform the People Team immediately of changes to their health or of any changes to their driving documents. The People Team will undertake, on an annual basis, to ask all essential/casual and company car users to sign a declaration document, specified in [Appendix 3](#), confirming they have read and fully understood their responsibilities in this area.

13. Legal and Regulatory Framework

- 13.1 Employers have duties under health and safety law for on-the-road work activities. The Health and Safety at Work etc Act 1974 (HSW Act) states employers must ensure, so far as reasonably practicable, the health, safety and welfare of all employees while at work. Employers must also ensure that 'others' are not put at risk by their work-related driving activities.

- 13.2 If an employee is killed while driving for work purposes, and there is evidence that serious management failures resulted in a 'gross breach of a relevant duty of care,' the company or Association could be at risk of being prosecuted under the Corporate Manslaughter and Corporate Homicide Act 2007.
- 13.3 Relevant Legislation – the Policy complies with guidance from the Inland Revenue.
- 13.4 Business Plan – travel and subsistence and renewal of company pool cars is currently identified within the Group's Business Plan.
- 13.5 Health and Safety - The policy ensures that the Group maintains its culture of Health and Safety awareness.
- 13.6 Data Protection – The policy seeks to comply with the Group's Data Protection Policy

14. Communication and Awareness

- 14.1 This policy is posted on the Clyde Valley internal website and is accessible to all. The key stakeholders outlined within the policy will receive awareness training around roles and responsibilities and key areas of the policy and related procedures.
- 14.2 At each review of the policy there will be no formal awareness unless significant changes have been made, in this case a general notification of the revisions will be posted through the briefing process.”

Staff Group	Training/Awareness Required	Method
Essential Car Users	A copy of this policy will be shared with them as part of annual returns	Signed annual return declaration
Casual car Users	A copy of this policy will be shared with them as part of annual returns	Signed annual return declaration

15. Risk Management

15.1 The Association will carry out an occupational driving risk assessment where vehicles are used for business purposes. The depth and complexity of the assessment will depend upon the extent and nature of the actual driving operations carried out and the type of vehicle involved. The risk assessment will consider the following issues:

- **Driver** – competency, skill, training, stress, fatigue, fitness and health, eyesight and eyesight tests, reporting of health concerns, PPE, driving under influence of alcohol, driving under influence of illegal drugs or substances of abuse, smoking in vehicles, use of mobile phones, familiarity with vehicle, driving under influence of prescribed drugs, eating and drinking in vehicles, attending to radio or satnav, personal security getting to and from car, lone working, seatbelts, obeying highway code.
- **Vehicle** – suitability, condition, safety equipment, safety critical information, ergonomic considerations, maintenance, familiarity with vehicle, loads to be

carried, securing of loads, safety specifications, defect identification and correction, refuelling.

- **Journey** – routes, appropriateness of route for vehicle type, scheduling, time allocated to travelling, time of travel, distance, weather conditions, road types, speed limits, familiarity with route, breaks.
- **Emergency** – incidents, accidents, breakdown, recovery, road rage incidents, carjacking, first aid procedures, emergency procedures.
- **Carrying of passengers** – distraction, conversation, number of passengers, ensuring their safety by wearing of seatbelts at all times whenever available.
- **Inclement Weather** (i.e., snow, fog or high winds) – plan the journey, adjust the times and routes to take account of poor weather conditions. Vehicles properly equipped to operate in poor weather conditions i.e. anti-lock brakes, windscreen washer fluid. Drivers understand how to reduce road risk i.e. reduce speed, put on fog lights, etc.

16. Improvement, Monitoring and Review

16.1 Policy Review

- 16.1.1 The policy will be reviewed every 3 years by the policy owner. Reviews will incorporate tenant and stakeholder feedback, any learning and regulatory updates. Any amendments to the policy will be communicated to staff and stakeholders within 30 days of approval

16.2 Internal Assurance

- 16.2.1 A formal system of monitoring by the People Team will be established and maintained with properly defined reporting, escalation, and action procedures.
- 16.2.2 The monitoring system will include, as a minimum, timeous review of
- Annual Returns
 - DVLA codes
 - Business insurance checks for essential and casual car users
 - All pool car user's complete checks
 - Internal monitoring processes in place for expense claims

17. Training and Competency

- 17.1 Driver competency checks will be conducted in line with this policy with all details stored by People Team in secure area.

18. Key References and Supporting Documents

References

- Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work (amendment) Regulations 2006

- Personal Protective Equipment at Work Regulations 2002 (PPEWR)
- Provision and Use of Work Equipment Regulations 1998, as amended
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIIDOR)
- Road Traffic Act 1988

- INDG 382 (Rev. 1) Driving at Work Managing Work Related Road Safety
- Pool Car Protocol
- Casual Car Users Protocol
- Car users' declaration

19. General Data Protection Regulations

19.1 CVG will treat your personal data in line with our obligations under the current data protection regulations and our own Privacy Policy. Information regarding how your data will be used and the basis for processing your data is provided in CVG's Employee Privacy Notice.

20. Equality, Diversity and Inclusion

20.1 At Clyde Valley we value people and their diversity and strive to be inclusive. We respect others, regardless of personal differences and we listen to people to understand their needs and tailor our service accordingly. We will strive to promote equal access to our service for all members of the community and provide fair and equal treatment, promoting human rights in line with our Equality, Diversity and Inclusion Strategy and Policy.

21. Approval and Review History

This section should include any version control, what changes were made to the document and when these were approved and by whom.

Version	Author of Change	Changes	Approved by	Date Approved
1.0	L Hughes	Transport Policy and Motor Vehicle Policy merged	Board	June 2026

A copy of this policy will be shared with them as part of annual returns	Signed annual return declaration
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Appendix 1 - Pool Cars Protocol

1. The Association has three company cars that can be used by any staff member who holds a valid driver's license.
2. All staff with a license will be asked to complete an annual declaration stating they hold a valid license and are fit to drive.
3. Should staff wish to use a car they must book it in advance using the online booking system.
4. The car keys will be taken from the safe each morning and hung on their respective hooks within cupboard C3. At the end of each day, they will be returned to the safe.
5. If a staff member requires a pool car after 5.00pm, it is their responsibility to pick up the keys before that time.
6. If a staff member will not be back at the office until after 5.00pm, we ask that they store the key in a secure place and return it the following morning.
7. If the staff member will not be at the office for 9.00am the following day, we ask that they inform a colleague of where the keys are located, and they return them to reception.
8. If a car is required before 9.00am, again it is the drivers' responsibility to collect the keys the night before and to store them in a secure place until needed.
9. The company cars all have designated spaces in the car park to the rear of the building. All drivers should return the cars to one of these spaces.

Appendix 2 - Casual Car User Protocol

1. All staff with a license will be asked to complete an annual declaration stating they hold a valid license and are fit to drive ([Appendix 3](#)).
2. Employees authorised by their director to use their own vehicle for business travel must have their vehicle comprehensively insured and specifically state for business purposes (not just commuting to a single workplace).
3. A copy of the insurance certificate stipulating business travel must be provided to the People Team along with confirmation of vehicle tax and valid MOT before travelling for business purposes takes place and expenses are submitted ([Appendix 3](#)) Car user Declaration must also be completed and passed to the People Team.
4. Where it is cost effective to make a business journey by an employees' own vehicle, a mileage allowance may be claimed as follows:
 - First 10,000 miles Current EVH specified rate
 - Per mile thereafter 25p
 - Passenger per mile 5p
 - Motorcycles per mile 24p
 - Bicycles per mile 20p

These rates are reviewed in line with HMRC.

Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

If the employee travels directly to and/or from home, the number of miles between their home and normal place of work should be deducted from the mileage claimed.

5. Copies of annual renewal certificates must be submitted to the People Team at renewal.
6. A declaration for Essential and Casual Car users must be completed annually ([Appendix 5](#)).
7. CVG will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes. CVG will not reimburse employees without evidence of valid insurance. Employees are solely responsible for ensuring the roadworthiness of the vehicle prior to any journey.

Appendix 3 - Car User Declaration

1. All car use at CVG must be undertaken in accordance with the Transport Policy.
2. As part of the policy, any staff that drive for work purpose must complete this annual declaration form, confirming they have read and fully understand their responsibilities in this area.
3. If using a personal car for work purposes, all Essential or Casual car users must have business included on their own personal car insurance and make certain the car is road worthy with a suitable MOT certificate and valid road tax, where applicable.
4. All staff required to drive on company business or being allowed the use of company vehicles must inform the People Team immediately of changes to their health or of any changes to their driving documents or status. This includes notification of any point gained on a license.
5. All car users need to complete a driving license check before conducting any driving for work purposes, and on an annual basis thereafter.
6. Pool car use must be done in accordance with the Pool Car Protocol.

All staff who drive for work must complete the following statements:

I certify that that I am of good health and know of no reasons which would prevent me driving for work purposes.	
I certify that I hold a valid driving license and know of now issues that would prevent me from driving for work purposes.	
I agree to let the People team know immediately of changes to my health and/or if I have changes to my driving documents, including if I gain any points on my license.	
I agree to the People team conducting a check of my driving license with the DVLA.	
I have read and agree to comply with the CVG Transport Policy.	

Please select which statement best applies to your work-related car use:

A	I only use the CVG Pool cars when I need to drive for work purposes.	
B	I only use my own vehicle when I need to drive for work purposes.	
C	I use both the CVG Pool cars and my own vehicle when I need to drive for work purposes.	

If you selected options A or C, please complete the following:

I have read and agree to comply with the Pool Car use protocol.	
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If you selected options B or C, please complete the following:

I have read and agree to comply with the Casual Car user protocol.	
I confirm that my personal car is insured for business use.	
I agree to provide the People team with a copy of my car insurance before I drive for work and when my insurance is renewed.	
I agree to allowing the People team to perform a tax and MOT check on my vehicle to ensure that my vehicle is suitable to use for work purposes.	
I agree to update the People team if I change my vehicle that I use for work purposes	

Please note your current vehicle registration number here:

Declaration – all car users to complete:

Signature of Car User: Date:

Appendix 4 - Pool Car Drivers Annual Declaration

Pool Car Drivers Annual Declaration

1. The Group has a transport policy on vehicles supplied to staff to ensure that the vehicles are considered in the same terms of safety as other places of work. A full copy of the Policy is available to view in the HR Policy Manual on Sharepoint.
2. Cars supplied to staff to assist them in carrying out their work are considered an extension of the workplace and, as such, will be appropriately insured, maintained in a road worthy condition and provided with safety equipment.
3. All staff required to drive on company business or being allowed the use of company vehicles must inform the Senior People Partner immediately of changes to their health or of any changes to their driving documents.
4. The People Directorate will undertake, on an annual basis, to ask all pool car users to sign a precondition document confirming they have read and fully understand their responsibilities in this area.
5. Please follow the below link, you will be asked to input 3 pieces of information. When supplied with the code please enter in the box below.

<https://www.gov.uk/view-driving-licence>

Statement

	Tick to Confirm
I certify that that I am of good health and know of no reasons which would prevent me driving a company pool car.	
I certify that I hold a valid driving licence, which would enable me to drive a company car.	
I agree to let the Senior People Partner know immediately of changes to my health and/or if I have changes to my driving documents.	
I agree to let The People Directorate check the legal status of my Driving Licence with DVLA	

Name	
DVLA Code:	
Driving Licence Number	
Signature	
Date	

Appendix 5 - Essential, Company Car & Casual Car Users Annual Declaration

Essential, Company Car & Casual Car Users Annual Declaration

1. All essential or Casual car users must have business included on their own personal car insurance and make certain the car is road worthy with a suitable MOT certificate and valid road tax, where applicable. In addition, they are obliged to inform the Senior People Partner immediately of changes to their health or of any changes to their driving documents.
2. The People Directorate will undertake, on an annual basis, to ask all essential/casual car users to sign a precondition document confirming they have read and fully understand their responsibilities in this area.
3. Please follow the below link, you will be asked to input 3 pieces of information. When supplied with the code please enter in the box below.

<https://www.gov.uk/view-driving-licence>

Statement	Tick to Confirm
I certify that I have examined the insurance policy in respect of my private car, registration number _____ and confirm that the car is comprehensively insured for business purposes.	<input type="checkbox"/>
I undertake to renew the policy while the car is in my possession and similarly to insure any subsequent vehicle, which is to be used by me for business travel.	<input type="checkbox"/>
I agree to let the Senior People Partner know immediately of changes to my health and/or if I have changes to my driving documents.	<input type="checkbox"/>
I confirm the vehicle has breakdown cover	<input type="checkbox"/>
Where required, I have a valid MOT certificate for my car, and understand that I should ensure that my car it is safe and roadworthy to use for business.	<input type="checkbox"/>

Name	
Licence Number	
DVLA Code	
Signature	
Date	

Appendix 6 - Declaration for Essential and Casual Car Users

**Declaration for Essential and
Casual Car Users**

Staff who must use their own cars on Association business must have the vehicle comprehensively insured for business as well as for private purposes.

I confirm that I have examined the insurance policy for my private car, registration number, and the car is comprehensively insured for business purposes. I will renew the policy while the car is in my possession and insure any future vehicle which I will use for business travel.

Name: _____

Signed: _____

Date: _____

**All of the above documents are completed via our Bamboo HR system and managed by
People Team.**