**OBUHSN-41. Driving safely, Appendix 1**

**Eligibility to drive own vehicle on university business**

I confirm that if I use my privately owned vehicle to make journeys on University business, for example to travel between campuses during working hours, or journeys to seminars at other locations, the following will be the case;

The vehicle will be maintained in such a way so as to comply with all the current highway regulations, e.g. have an M.O.T certificate if more than three years old, and have appropriate road tax.

I have taken out a business type motor insurance policy for the car which I drive on University business.

I have a driving licence valid for the vehicle for which I intend to drive.

I confirm that I will inform the University of any changes to my circumstances which may affect my eligibility to drive.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_