All Staff

# To

 Estates

# From

 Drivers Applications

# Ref

 August 2021

# Date

# TOPIC: INFORMATION FOR ANNUAL AUTHORISED DRIVERS APPLICATIONS

Please return the attached application form along with a photocopy or scan of your driving licence to Estates. For insurance purposes, it is now a requirement that all applicants are to provide evidence with regard to any points-endorsements/disqualifications. Please visit and follow the link <https://www.gov.uk/view-driving-licence> to the relevant section on GOV.UK. Attach the printout including your licence check code to your application.

Authorised drivers are required to have a minimum of 12 months driving experience on a full driving licence.

Once your application has been processed you will receive a letter of confirmation. Factors that may affect your application include:

1. Six or more (current) penalty points on licence.
2. Non-speeding penalty points on licence.
3. Past or pending convictions (e.g. drink driving, causing death by driving).
4. Any declared accident in the last four years involving serious injury to any person.

However, these factors will not necessarily prevent you from becoming an authorised driver.

There is a standard policy excess of £1,000 per claim, payable by the department responsible for driving the vehicle.

The level of excess may be affected by certain motor convictions.

Further information regarding requirements to drive a Minibus please see the information provided on this link. <https://www.gov.uk/driving-a-minibus>.

Please note that being listed as an authorised driver does not cover you for use of you own vehicle for business use, this is part a separate scheme administered by Human Resources. Authorised drivers are only covered to drive hire vehicles and university owned vehicles for university business.

Thank you

Estates Department

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| --- | --- |
| Name: | ……………………………………………………… |
| School / Department | ……………………………………………………… |
| Building: | ……………………………….. | Campus | .................... |
| Occupation | ………………………………………………………………….. |
| Telephone | ……………….. |  |  |
| Email address | …………………………………. |  |  |
|  |  |  |  |

#### Type of Driving Licence (Please tick box as required)

Car 🞏 PSV 🞏 HGV 🞏 Number of year’s full driving licence held .......

Please attach a copy of licence(s) to application form.

#### Please provide details of:-

1. Have you been involved in any accident or loss during the past three years YES 🞏 NO 🞏

2. Have you ever been prosecuted or incurred a Fixed Penalty for an endorsable

 offence in connection with a motor vehicle YES 🞏 NO 🞏

3. Have you ever been declined or refused renewal for vehicle insurance YES 🞏 NO 🞏

If any answer is yes, please give details .......................................................................................

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This information is required by University of Lincoln motor insurers and will only be shared with them in conjunction with the University of Lincoln Finance department in the event of a query. All information is destroyed at the end of each academic year, and is held in accordance with Data Protection.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant | ……………………………………………… | Date | ……………….. |
|  |  |  |  |
| Signature of Line Manager | ……………………………………………… | Date | ……………….. |
| Line Manager Name (please print) | ……………………………………………… |  |  |
|  |  |  |  |

#### Please note that incomplete forms will be returned, and turnaround time for processing applications is a minimum of 48 hours – this may be longer in the event of a query.

#### Completed forms to be sent to:

estatessupport@lincoln.ac.uk

Estates Department, Ground Floor, Charlotte Scott Building, Ruston Way, Lincoln, LN6 7FL.