

Authorised driver application form

Name			
Contact number			
Email			
Student No.			
Club/Dept			
Address			
Post code			

What LUU vehicles do you want to be authorised to drive? Tick to confirm

Requirement	Car	Van	People Carrier up to 8 passengers	Minibus up to 14 passengers
over 18 years of age				
Hold a full U.K. manual car driving licence				
Sign LUU driver commitment				
I have previous experience of driving this type of vehicle				
Passed a MiDAS driving assessment				
Over 21 years of age				
Have held a full U.K. Driving licence for a minimum of two years				

Have you any medical conditions that we should be aware of (if yes please note on the rear of this form)

Y / N

Have you ever been refused motor insurance

Y / N

Upon signing this agreement you will become an authorised LUU driver for a period of one year unless you are otherwise notified. As such you are accepting additional responsibilities to yourself, your passengers, other road users, Leeds University Union and Leeds University.

Please read the following.

1.	I have read, understood and will adhere to the LUU driving policy
2.	I will not allow anyone else to drive the vehicle (unless they are authorised by LUU or the hire company to do so)
3.	I will ensure accurate details of passengers and itineraries are passed to LUU prior to any trips
4.	I will carry out the daily checks prior to using the vehicle and will act accordingly should any of the checks fail
5.	I will ensure that the vehicle is returned fully fuelled unless advised otherwise in writing by LUU or the hire company
6.	I will ensure that the vehicle is returned in a tidy condition
7.	I will promptly report any problems with the vehicle to LUU and the hire company
8.	I will notify LUU promptly of any changes to my personal details including – fixed penalty notices, summons & convictions for any offence, contact details

1. Use

Use of the vehicle(s) is for the purposes of LUU's business only. The carriage of goods or people for hire and reward is excluded.

- In the past 5 years been convicted of any motor offence or have a prosecution pending in relation to dangerous driving, drink/drugs, taking/stealing, failing to report an accident, driving without insurance or offences concerning the condition of the vehicles exceeding permitted hours of driving.
- At any time been refused insurance or quoted an increased premium or had special terms imposed.
- A disqualification that prevents them from driving a vehicle.
- Suffered from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders them incapable of driving an insured vehicle.

- Been regularly taking any prescribed medication, unless the condition has been notified to the DVLA and a licence to drive has been granted.
3. All vehicles to be covered by this Policy are in roadworthy condition, belong to you, are supplied to you under a hire purchase or vehicle leasing agreement or lent to you, but not by any employee, unless notified and agreed by LUU's Insurers.
 4. All vehicles to be covered by this Policy are registered in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands, unless legislation does not require a specific vehicle type to be registered for road use.
 5. If vehicles and/or trailers are ever situated at the same premises their total market value does not exceed £250,000, unless notified and agreed by LUU's Insurers.
 6. No vehicle to be covered has been modified from that stated within the manufacturer's standard specification, unless notified and agreed by LUU's Insurers.
 7. No vehicle is used to carry inflammable, toxic, corrosive, explosive or other dangerous substances unless notified and agreed by LUU's Insurers.
 8. No vehicle is used for more than 25% of its total use outside Great Britain, Northern Ireland, Isle of Man, or the Channel Islands, unless notified and agreed by LUU's Insurers.
 9. No vehicle is used at airports/airfields unless notified and agreed by LUU's Insurers.
 10. No vehicle is used for any business purpose other than the business declared, Unless notified and agreed by LUU's Insurers.

Failure to comply with any aspect of this commitment may, in addition to any legal proceedings, lead to your authorised driver status being revoked.

Signed		Date	
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Take this form - completed, with your full driving licence paper and photocard sections to the ARC reception