

## ANNUAL DRIVER'S DECLARATION FOR MOTOR INSURANCE

1. All drivers must be aged over 21.
2. Minibus drivers must be aged over 25.
3. Driving can only be on University of Bristol business only, unless otherwise agreed with your department and the Insurance Office.
4. The University's motor insurance does not cover the use of your own vehicle.

Name:	Age:
Staff ID number:	
Department:	Internal Phone No:
Date Passed Test:	Type of licence:  Driving licence number:

(1)	Was your driving licence issued outside the UK/EU?	YES	NO
(2)	Have you been involved in any motor accidents or have you made a claim during the past 3 years? This applies to both business and private insurance and whether or not you are at fault.	YES	NO
(3)	Do you suffer from a medical condition (such as diabetes, epilepsy etc.) that requires referral to the DVLA or other regulatory body*? See here: <a href="https://www.gov.uk/health-conditions-and-driving">https://www.gov.uk/health-conditions-and-driving</a> for further information.	YES	NO
(4)	Have you ever been convicted of any motoring offences during the past 5 years, or is there any prosecution pending? The University may check your information with the DVLA,	YES	NO
(5)	Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms?	YES	NO

\*Other regulatory body applies to non-UK driving licence holders.

**If the answer to any question is "YES," full details must be supplied overleaf and referred to the Insurance office at [insurance-enquiries@bristol.ac.uk](mailto:insurance-enquiries@bristol.ac.uk). You must await authorisation before you can drive a vehicle under the University's insurance.**

I hereby warrant and declare that the statements and particulars are true. I agree to advise immediately any changes in particulars. I understand that this data will only be used for the purposes of motor insurance and will be held in accordance with the EU General Data Protection Regulations and the Data Protection Act 2018.

Drivers should adhere to the University Driving at Work Policy <http://www.bristol.ac.uk/safety/policies/>

Signature:	Date:
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FOR OFFICE USE **Driver declarations should be updated annually and retained by the Dept.**

Licence inspected by:	Date:
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Further particulars:

Question (1):

- Please advise whether you hold an international driving licence and which Country your licence was issued in:

Question (2)

For each incident, please advise:

- The date of the incident
- Description of circumstances
- Were there any injuries, if so, to whom?
- Was the claim awarded against you

Question (3)

- If you have answered yes to question 4, medical condition, has the DVLA (or other regulatory body) confirmed that you have met the required driving standards? If not, please explain:

Question (4): **Only** if the University wishes to check your details with the DVLA, will you be required to advise:

- Your driving licence number
- Your national insurance number
- The postcode on your driving licence

Question (5): Please explain:

- Circumstances and dates: