



Staff use of private vehicles on University of Exeter business

Policy Statement

The University of Exeter will permit its staff to use private vehicles for University Business provided that:

- (a) they hold a full and current UK Driver's licence;
- (b) their vehicles are taxed, roadworthy and suitable for the intended purpose (eg the carriage of heavy or harmful loads);
- (c) they have adequate vehicle insurance which specifically includes business use*; and
- (d) their Head of School / Director of Professional Service consider such use to be necessary.

[* The University of Exeter's financial regulations already require staff to have adequate insurance cover for use of their vehicle on business (*University of Exeter Financial Handbook*, Sect D.4.C, item 21, page D38, 12/12/94)].

Code of Practice

Management and Responsibility

1. The use of private vehicles for University business will be managed at School / Professional Service level and will be the responsibility of the Head / Director.

Organisation

2. Records of staff who use vehicles on University business must be kept, together with a their signed declaration of driver/vehicle compliance (*entitled Staff use of private vehicles on University business, Form SUPVUB1Rev1*). The completed declarations will held, centrally in each School / Professional Service.

Review

3. A system of regular review of the declaration will be implemented at School / Professional Service level (e.g. annually and/or when there is a significant change to personal or vehicle details).

Audit

4. The records may be inspected (with seven days advance notice) by members of the Health, Safety and Environment Office.



School / Professional Service -----

STAFF USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS.

PERSONAL DETAILS							
Name		School / Dept / Centre		Location	Tel Ext No.	Date	
Drivers Licence				Comments:			
No.		Expiry Date					
VEHICLE DETAILS							
Type (e.g. car)	Make	Model	Engine capacity	Age	Reg No.		
1.							
2.							
Is (are) your vehicle(s):							
Taxed?		Roadworthy; If required, does it have an MOT Certificate?		Adequately insured (in your name, including business use)?		Suitable for the intended business purpose (e.g. for the carriage of dangerous goods such as heavy materials or harmful substances)?	
Y	N	Y	N	Y	N	Y	N
Until:		Renewal Date:		Insurance Company:		Comments:	
		Certificate No.		Policy No.			

Staff **MUST** return an **AFFIRMATIVE** response to all the above questions **BEFORE** they are permitted to drive a private vehicle on University business.

I declare that all the above statements are true and that I believe I comply with the University Policy Statement on Staff use of Private Vehicles on University Business.

Signed:- -----

Dated:- -----

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(Driver)

I declare that I consider the use of a private vehicle by ----- on University of Exeter business to be necessary. (Driver)

Countersigned:- -----

Dated:- -----

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(Head of School / Professional Service)