**All sections must be completed.** Failure to do so will result in this application being rejected. For further details please refer to the **Transport Policy Manual**.

Applicants must complete part 1 which must then be verified by a senior independent member of staff at part 2.

You MUST include (1) a photocopy of your Licence or Photo Card (front only) and (2) a DVLA Licence Summary or check code (**NI ONLY**: Paper Counterpart should be supplied as DVLA Licence Summary not available in NI).

Approval forms and supporting documents should be sent to the Corporate Transport & Insurance Manager who will confirm the outcome of the application.

**Part 1 – Driver Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | National Insurance No |  |
| Job Title |  | DoB |  |
| Nation/Region |  | Mobile No |  |
| Dept/Project |  | Cost Centre |  |
| Driver Type(delete/tick as appropriate) | **[ ]  Staff** **[ ]  Volunteer****[ ]  Spouse/Partner -** Name of staff member:  | Driving Licence No |  |
| Photo card Expiry Date |  |
| D1 on Photo Card | **[ ]  Yes [ ]  No** |
| Does the applicant have any visual/hearing impairment, physical infirmity or fits of any description?If so, please give full details including any aids required for driving or state 'None'. |
|  |
| Does the applicant have any endorsements/convictions that are not 'spent' under the terms of the Rehabilitation of Offenders Act? If so, please give full details or state 'None'. |
| **NOTE**: You must list the dates and codes of any convictions or offences. You must also record any fines, disqualification periods or penalty points awarded. |
|  |
| **TYPE OF VEHICLE:** Please state below the type(s) of vehicle for which approval is sought and the relevant experience (in years) of driving under each one. |
| [ ]  **Vehicle up to 8 passenger seats** Years of Experience:[ ]  **Commercial vehicle up to 7.5 tonnes** Years of Experience: | [ ]  **Van up to 3.5 tonnes gross** Years of Experience:[ ]  **Minibus between 9-16 passenger seats\*** Years of Experience: |
| \*All Minibus drivers must be accredited with a valid Midas Certificate (Minibus Driver Awareness Scheme), before being authorised to drive a minibus on behalf of Barnardo's business. It is a condition of this approval to drive a minibus, that drivers must maintain valid MIDAS accreditation at all times whilst driving minibuses on behalf of Barnardo’s business. MIDAS is applicable to both staff as well as volunteers and equally applies to vehicles that are hired or loaned from other organisations from time to time. The law requires persons wishing to drive any vehicle having between 9 to 16 passenger seats, or the capacity thereof ( ie. Converted minibuses) to have a category D1 driving licence entitlement. **This is a legal requirement**. |

**RETAIL ONLY –** State which vehicle is being assigned to the driver and the ABM responsible

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle Registration |  | ABM |  |

**Part 2 – Driver Declaration**

**YOUR SIGNATURE BELOW CONFIRMS THAT YOU HAVE READ AND UNDERSTAND THIS SECTION.**

* **Accidents -** If you have an accident please contact us immediately. You are required to report accidents to Zurich on 01489 882110. Policy number QLA-01QG02-0023.
* **Penalty Charges** – Barnardo’s **does not pay any fines issued to drivers under any circumstances** and reserves the right to recover any costs relating to charges through a direct salary deduction.
* **Toll charges and parking -** You MUST ensure that any required payments are made to use a toll road, bridge crossing, drive in a congestion charge zone or any similar tolls. You must also ensure that any relevant charges for parking are made. These must be made to the appropriate operator whether there is a payment booth or online payment system. This applies to any Barnardo’s vehicle or one provided by our hire suppliers. These costs should be claimed as expenses. Failure to do so may result in a fine (and an admin charge for hire vehicles) which may be recovered through a salary deduction.

**HIRE VEHICLES ONLY -** Important information relating to hire vehicles supplied by Barnardo’s

* **Driving within the hire period -** YOU CAN ONLY DRIVE THE HIRE VEHICLE FROM THE DATE AND TIME BOOKED AS SHOWN ON YOUR CONFIRMATION EMAIL. IF YOU DO DRIVE OUTSIDE THE HIRE PERIOD, YOU WILL BE DRIVING ILLEGALLY AND COULD FACE PROSECUTION AS YOU WILL NOT BE INSURED.
* **Check booking details on the confirmation -** It is the driver’s responsibility to check that the dates and times on the confirmation e-mail are correct as these cannot be disputed once the hire has commenced.
* **Reporting damages not marked -** It is the driver’s responsibility to advise the Transport Team of any scratches, dents or chips that have not been marked on the paperwork upon delivery.
* **Refuelling -** It is the driver’s responsibility to re-fuel before off-hiring as suppliers charge a premium for this service. NOTIFY THE TRANSPORT TEAM IMMEDIATELY IF YOU DO NOT RECEIVE A FULL TANK ON DELIVERY. There will be a fuel surcharge applied and this part of the charge may be recovered via salary deduction.
* **Vehicle Collection when you are not available -** Please notify the Transport Team, at the time of booking, if you are not going to be available when the car is to be collected to advise them of where the car key will be left. It is recommended that any key location (such as under a plant pot, doormat, bin, etc.) does not leave the key easily on view. **The key must never be left on or under the vehicle as this would invalidate any insurance claim in the unlikely event of theft.** If you do not have a safe place where the key can be left then you should make arrangements directly with the delivery driver. There will be a charge applied for any failed collections which may be recovered via salary deduction.
* **Cancellation -** If you need to cancel a hire, please provide us with half a day’s notice as we are charged for late cancellations.
* **Contacting us not the hire company -** Contact the Transport Team for queries or complaints. Only call the branch directly for emergencies.
* **Misuse of rentals -** The Transport Team are required to report cases of insufficient mileage, failure to refill, failed collections and any other misuse during the rental period. **This may affect your eligibility for future rentals.**

|  |
| --- |
| **Driver Declaration -** Tick the declaration below and email this form to transport@barnardos.org.uk  **and** copy in your counter signatory below. |
| **[ ]** I hereby confirm that I have read and understood the above and have reviewed Barnardo's **Transport Policy** and **Guide to Vehicle Users** and agree to comply with these policies. |
| **Counter Signatory -** Tick the declaration below and email this form to transport@barnardos.org.uk. |
| **[ ]** I verify the above details and have seen original licence above and confirm that it is both current and valid for the vehicle types for which approval is being sought.  |
| NAME |  | DATE |  |

**HEAD OFFICE USE ONLY – Vehicles authorised to drive**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Vehicle up to 8 passenger seats1[ ]  Commercial vehicle up to 7.5 tonnes[ ]  Van up to 3.5 tonnes gross2[ ]  Minibus between 9-16 passenger seats1Includes disabled access vehicles with fewer seats2not exceeding 3.5 tonnes Maximum Authorised Mass | Excess |  | Entered on to system by |  |
| Signed |  |
| Date |  | Scanned date |  |