

| Agreement to Drive and Record of Details | | | | | |
|---|--|----------------|-------------|--------------------|--|
| Name of School/Centre: | | | | | |
| As part of the Risk Assessment of all who drive on the Council's behalf which includes all volunteers, parents, teachers and youth workers, this form needs to be completed for each and every driver. | | | | | |
| Use of Private Car for transporting Pupils/Clients on behalf of Hampshire County Council, Portsmouth City Council and Southampton City Council | | | | | |
| Thank you for offering your services in transporting pupils/clients. As you will agree, it is essential for the Council to maintain the highest standard of safety for their pupils/clients and as part of their Risk Management, the following items needs to be inspected to make sure they agree with the Council's policies, as follows: | | | | | |
| <ul style="list-style-type: none"> • All private vehicles that are driven on behalf of the Council must be insured for Business Use, unless your vehicle is insured for "Social, Domestic and Pleasure" and your insurance company is willing to include driving for the school/centre within that definition. Confirmation in writing must be provided by the insurance company. • That Road Tax and MOT are valid • That you have a full driving license which does not have prosecutions for drink driving, dangerous driving, etc and/or 9 points for speeding. • That you are fit to drive and free from any Drugs, Alcohol or Medicine which is likely to impair judgment and ability to drive. | | | | | |
| I have read the above and have provided the requested information/documentation: | | | | | |
| Car Registration Number | | | | | |
| Driving License Number | | | | Expiry Date | |
| Car Insurance Policy Number | | Insurer | | Expiry Date | |
| MOT certificate Number | | | | Expiry Date | |
| <ul style="list-style-type: none"> • I understand that if my vehicle is used for the transport of pupils in agreement with the school or as a private arrangement between parents, then any claim costs will be borne by the insurance covering the relevant vehicle and not Hampshire County Council, Portsmouth City Council or Southampton City Council. • The driver of the vehicle will wear a seatbelt at all times whilst driving • The driver will ensure that pupils are seated and restrained correctly* | | | | | |
| I have read and understood the information and instructions above and have verified with my motor insurer that I am insured to transport children/young people in my vehicle. I undertake to inform the School/Centre of any change in this circumstance which might prohibit my transporting children/young people. | | | | | |
| Signed | | | Date | | |
| Print Name | | | | | |
| Confirmation by School/Centre: | | | | | |
| <ul style="list-style-type: none"> • I have inspected and agreed as acceptable the above particulars on behalf of Hampshire County Council/Portsmouth City Council/Southampton City Council | | | | | |
| Signed | | | Date | | |
| Print Name | | | | | |

***Restraints:**

- Legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt. Children 3 years to 135 cm in height are allowed to travel in the rear and use an adult belt in certain circumstances, e.g. for unexpected necessity over a short distance, if the right child restraint is not available

DBS Checks if applicable:

| | |
|----------------------|-------|
| Original Seen (Tick) | Date: |
| Copy Taken (Tick) | Date: |
| Valid Until: | |