

VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Your offer of support to transport young people to offsite activities and events that are organised by the school/establishment is greatly appreciated. To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. Managers/Headteachers can then use this information to assess the suitability of drivers and vehicles for transporting young people. (N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but managers need to be aware of all relevant issues to make informed decisions). Thank you for your assistance and support.

NAME OF DRIVER	MAKE AND MODEL OF VEHICLE(S)	REGISTRATION NUMBER(S)

- The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old);
- The vehicle is regularly serviced, and kept in safe roadworthy condition;
- I understand that I am not covered under the establishment's insurance for the use of my vehicle;
- I have current motor vehicle insurance covering the vehicle(s) and myself;
- My vehicle insurance cover includes the voluntary transport of young people (parents/adult helpers);
- My motor vehicle insurance includes business cover (employees) – also complete section overleaf;
- I am aged 23 years or over;
- I have a valid full driving licence suitable for the type of vehicle;
- I am an experienced driver who has held a full driving licence for at least 2 years;
- I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any significant driving offences (e.g. drink driving) ;
- I have no points or endorsements on my driving licence (if yes, please state details below);

- I have no previous convictions or ongoing investigations regarding offences against young people;
- I am healthy and fit to drive, and will not drive under the influence of alcohol or drugs;
- I shall ensure that all passengers wear correctly fastened seatbelts;
- I am aware that any formal payment for petrol or mileage cost could invalidate my insurance unless it had been previously declared to the insurance company;
- I will not transport a young person on their own (other than my own child) as part of any journey;
- I agree to show supporting documentation of the above to relevant managers, if requested;

Further information provided by the driver (continue on a separate sheet if necessary):

Under the terms of the Data Protection Act 1998, we must inform you of the following:

By signing this form you are giving your explicit consent to East Riding of Yorkshire Council to process your data for the purpose of monitoring health and safety, in accordance with relevant legislation. This may involve sharing relevant information with local regulatory bodies.

- I will immediately notify the Manager/Headteacher in writing of any changes to the information provided above, and will not transport young people until further written approval has been given.
- I consent to East Riding of Yorkshire Council processing the information detailed in this form.

Signed..... (driver)

Date.....



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Recommended checks:

	Date checked	Copy taken?	Signed by
Driving licence			
Vehicle MOT			
Vehicle insurance			

I am satisfied that this driver is suitable to transport young people using their private vehicle

Signed..... (Headteacher/Manager) Date.....

ADDITIONALLY, FOR EMPLOYEES:

My insurance includes business use in addition to social, domestic and pleasure.

The vehicle I shall be using is/is not* insured in my name. (N.B. If you are driving as a “named driver” on someone else’s insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.) As a named driver and an employee, I confirm that the insurance covers me for business use.* (* Delete as appropriate or if not applicable).

Signed..... (driver) Date.....

I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle

Signed..... (Headteacher/Manager) Date.....

Parental/Guardian Consent form for their child to be transported in another adult’s vehicle

- There may be occasions in which your child could be transported to an offsite activity or event in the car of a staff member, parent/guardian or other adult helper.
- The conditions under which other adults are approved to use their own vehicles are listed above.
- I give permission for my son(s)/daughter(s)..... (full names) to be transported in the vehicle of another parent/adult helper or staff member providing the driver and vehicle have been assessed as suitable by the Headteacher/Manager using the information provided on this form.

Signed: Date.....

Relation to child..... (Parent/Guardian/Carer)

Name and address:.....

