

Agreement to Drive and Record of Details Form

Name of Establishment:

Name of Volunteer:

Date:

Thank you for offering to transport pupils in your vehicle. In order to ensure the safety of our pupils it is important that you agree to the following (please tick as appropriate):

	Yes	No
I hold business insurance for my vehicle, or my insurance company is willing to include driving for the school as part of my cover. *		
I hold a valid driving licence which does not have prosecutions for drink driving, dangerous driving and/or 9 points for speeding. *		
My vehicle has a current MOT certificate or is under 3 years old and has up to date road tax.		
I will ensure that my vehicle is roadworthy before transporting any pupils.		
I will ensure that I am fit to drive before transporting any pupils and will not consume alcohol or drugs which may impair driving.		
I have no medical conditions which affect my ability to drive.		
I understand that any damages to my vehicle will be claimed from my insurance company and not from the school or Local Authority.		
I will ensure that everyone in my vehicle (including myself) is seated and restrained correctly and that everyone has a designated seat. I will also make use of child proof locks on rear doors where appropriate. **		
I will ensure that I adhere to the appropriate speed limit and drive in accordance with the Highway Code.		
I understand that I am responsible for the care of the pupils in my vehicle and will supervise them accordingly. Should I have any concerns I will report these to the Lead Teacher or Head teacher as soon as I can.		
I will update the school should any details stated on this form change.		

* You will need to provide a copy of your insurance documentation and driving licence to the school which will be held on file.

** Please make sure that you are aware of current legislation around restraints.

Full Name			
Signature		Date	

School Checklist (for school use):

	Yes	No
Driver has been issued with our current volunteer policy and appropriate safeguarding documents.		
Insurance document checked and a copy taken for record		
Driving licence checked and a copy taken for record		
Driving licence checked for penalties at www.gov.uk/check-driving-information		
MOT and Road tax checked at https://www.gov.uk/get-vehicle-information-from-dvla		

GDPR Statement

By signing this form, I confirm my agreement to School / Establishment processing my personal data for the purpose of ensuring I am legally competent and covered to drive my vehicle on behalf of School / Establishment. We do this to meet our professional responsibilities to look after you / your child and other children we are responsible for. This data may be shared with legal officers and other professionals to help us keep you / your child and other children safe. This data will be retained for one year, other than in the event of an accident/ incident, in line with HCC / School Retention Policy. You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection