



# LEVENS SCHOOL

Headteacher: Mr M Foxwell

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School greatly values your support in helping to transport pupils to and from activities. Without your help, it would be difficult to undertake some activities and this would clearly disadvantage the pupils. However it is a statistical fact that any activity on the highway is far more dangerous than the school environment. It is the duty of the School Management to do what we can to minimise the risks associated with road transport and we therefore ask all drivers (volunteers and employees) to conform to the checklist below, sign and date it. As a safeguard for parents in general, we shall require drivers for all planned visits organised by the school to have lodged the completed checklist before they drive other people's children to or from events. This in no way invalidates or curtails private arrangements undertaken between parents.

NAME OF DRIVER \_\_\_\_\_

- I passed my test for the class of vehicle I am using over 3 years ago.
- I have no more than 3 points on my licence.
- My car carries insurance, which is renewed each year on \_\_\_\_\_ (date), and I have checked with my insurance company that my insurance covers transporting pupils on a voluntary basis.
- The road fund licence is current and always renewed by/on the expiry date on the tax disc.
- The vehicle is regularly serviced, kept in a safe running condition and, where required, has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate its insurance.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" - a separate insurance classification)

## ADDITIONALLY FOR THOSE EMPLOYED BY OR FOR THE SCHOOL:

- 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.  
(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)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Vehicle Registration number \_\_\_\_\_

