University Motor Insurance Regulations (Hires of 3 days or more)

1. Prior to Vehicle Hire
   A headed letter or email from a College/School/Department nominee, authorising staff/students to hire vehicles externally, should be sent to Transport Service in advance of hire. Details should include the hire period, the destination and all named drivers.

   Drivers must submit full driving licence (new style card and paper-part) for inspection to Transport Service. Drivers must also complete an External Insurance Declaration Form (see ‘Attachment A’) which can be obtained from Transport Service. If you are already on Transport Service’s approved drivers list then this will not apply.

2. Vehicle Collection
   When Regulation 1 has been met, Transport Service will issue a Motor Insurance Certificate and a hire detail form (see ‘Attachment B’). These are to be collected prior to the commencement of the hire either in person or by a nominee from the College/School/Department. The driver must submit the certificate to the hire company - photocopies are not permitted. Both the certificate and the completed hire detail form should be returned to Transport Service as soon as possible.

   **Note:** Please ensure you always have your full licence with you when hiring.

3. Delivered Hire Vehicles
   Regulation 1 also applies to vehicles that are delivered by the hire company. The hire company will email the hire details to Transport Service who will check licence details. If the details held are in order, Transport Service will then email authorisation to hire company. The hire detail form must be completed and submitted to Transport Service.

4. Damage to Hired Vehicles (All Hires)
   Transport Service must always be informed of damage to a hire vehicle, regardless of whose insurance was used. If Transport Service is not advised of such damage then the full cost of repairs will borne by the College/School/Department.

   It is in the driver’s best interest to fully check the condition of a hire vehicle on collection/delivery and on return.

5. Vehicle Hires of Less Than 3 days
   Where the vehicle hire is for 1 or 3 days then the hire company’s insurance should be taken out. On these occasions it also advisable to take out the hire company’s insurance waiver which will reduce the level of excess payable.

   **NOTE:** Anyone failing to comply with these regulations will not be covered by the University’s Motor Insurance.

Ronald Ford  May 2012