

OP10.F01:-

Driving Eligibility Checklist Form

Prior to undertaking any driving for work this form must be completed and submitted to your line manager. In the event of any changes to your driving status or any details supplied in this form you must complete a new form and re-submit it.

Information supplied in this form will be held in your employee record and kept up to date by your manager.

Please tick each point of the checklist and submit this form with any supporting documents to your line manager;

Employee Name _____ Date _____

Vehicle Registration Number _____

☐

I attach a copy of my **Valid UK Driving Licence**

☐

I attach a copy of my insurance documentation – Including **Insurance for Business Use**

☐

The vehicle I intend to use for business driving has a **current passing MOT status** or does not yet require an MOT

☐

I confirm that I have read and understood the Tideway Care **Driving for Work Policy** (OP10)

☐

I have not been involved in any **accidents** or received any **driving convictions** or **disqualifications in the last 5 years**

- OR -

☐

I have been involved in an accident or received a driving conviction/disqualification and **I will discuss the details of these with my line manager before commencing any driving for work**

☐

I agree to inform my line manager in the event of changes to any of the above circumstances

Employee Signature _____