

Notification Form for the Use of a Private Motor Vehicle/s on School/WSCC Business*

Part 1 – to be completed by the employee

A. Personal Details	
Surname (Block capitals)	
Forename & Title	
Place of Employment	

B. Vehicle Details	
Vehicle Make	
Vehicle Model	
Registration Number	
Engine Size	

B. Second Vehicle Details (if applicable)	
Vehicle Make	
Vehicle Model	
Registration Number	
Engine Size	

C. Vehicle Use Details	
Duties that require transport	
Reason for not using Public or WSCC Transport	

D. Declaration	
<p>I hereby apply to use the private vehicle/s referred to in B above on School/WSCC business. I confirm that I have provided my driving licence, valid car MOT/s, and valid insurance certificate/s with business cover to my Line Manager/Headteacher/Chair of Governors</p>	
Signed	Date

Part 2 – to be completed by the Line Manager/Headteacher/Chair of Governors

E. Authorisation	
<p>I have authorised the employee named in A above to use the vehicle/s referred to in B above on school/WSCC business. I confirm that the employee's documents have been inspected as below and are valid:</p> <ul style="list-style-type: none"> • Driving Licence • Car MOT (where applicable) • Car insurance certificate with cover for business use (where applicable) 	
Signed	Date

Notes -

This form is to be retained on the employee's personal file kept by the school. When changing vehicles, employees should complete the Notification Form for the Change of a Private Motor Vehicle to be used on School Business. MT10 mileage claim forms should be submitted with the correct authorisation to HR Shared Services.

* Refer to the Schools Guidance on Work Related Journeys for clarification