



FORM OV 7D (CSF4261)

VOLUNTEER DRIVERS FORM

Establishment: Manland Primary School, Harpenden

To: The Headteacher / Head of Establishment

I confirm that:

- I am willing to use my own vehicle for transporting pupils on school visits.
- I have a valid full driving licence suitable for the type of vehicle.
- I have **Penalty Points** on my licence (Please state number)
- I have a current valid insurance policy for the vehicle in which I intend to carry children / young people.
- I have checked with my insurers and have received confirmation of cover for this activity.
- The vehicle is roadworthy in all respects and has / will have a current MOT certificate (if it is more than 3 years old)
- Each young person will have a recognised seat with seatbelt (and booster cushion where appropriate) and that the vehicle cannot carry more than 8 passengers.

I understand that I am not covered under the above establishment's Insurance for the use of my vehicle.

Under the terms of the Data Protection Act 1998 we must inform you of the following:
By signing this form you are giving your consent to the above-named establishment and/or Hertfordshire County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies.

Signed: _____ Date: _____
Name: (print)

Address:

For office use only:	
Original documents seen? <ul style="list-style-type: none">• Driving Licence• Insurance Certificate• Registration Document• MOT Certificate	Y / N (date)

Hertfordshire Children's Services and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Driving Licence, Insurance Certificate, Registration Document and MOT Certificate.