**Use of University Vehicles by PhD Students**

Where PhD students require use of a University vehicle on official University business, permission for such use may be granted provided the request is supported in writing by the Head of College/School/Research Institute (or his/her Nominee).

As University vehicles are a valuable resource there are several conditions regarding their use:

**1** University vehicles (and insurance cover) must only be used on bona fide University business.

**2** When a University pool vehicle is requested (or University insurance cover used) a Declaration Form must be submitted to Transport Services at the time of the booking.

**3** All PhD students wishing to use a University vehicle must first sit, and pass a

University driving assessment.

**4** Where it is deemed appropriate a risk assessment should be carried out by the College/School/Research Institute and a record of the assessment retained.

**5** Driving licences must be submitted for annual check or upon request by either, the Head of College/School/Research Institute (or his/her Nominee), Transport Services or his/her Deputy. Any change in a driver’s licence (e.g. traffic offence, change of address etc.) must be notified in writing to Transport Services - failure to do so will result in permission to drive vehicles being withdrawn.

**6** While it is not a legal requirement that non-UK driving licence holders apply for a UK

counterpart driving licence it is a University requirement.

This form must be completed and forwarded to Transport Services prior to any PhD student being permitted to drive a University vehicle on fieldwork or project work.

Failure to forward completed forms to Transport Services could result in insurance cover being invalidated.

 **PLEASE PRINT CLEARLY IN BLACK INK**

|  |  |
| --- | --- |
| College/School/Research Institute: |  |
|  |  |
| Drivers full name: |  |
|  |  |
| Project Number: |  |
|  |  |
| Estimated duration of project:  |  |
|  |  |
| I confirm that the nature of the work the student is engaged in requires the use of a University vehicle and that no other practical or reasonable mode of transport is suitable or available in order to carry out the work. |
|  |  |
|  Authorised by: (please print name and designation) |  |
| Signed: | Date: |

Please return completed form to: ecs-business-hub@glasgow.ac.uk