

University of Surrey Students' Union Driver Application Form

First Name	<input type="text"/>	Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Email Address	<input type="text"/>
Student/Staff	<input type="text"/>	URN (if student)	<input type="text"/>
Date Test Passed	<input type="text"/>	License Type	<input type="text"/>
Country of Issue	<input type="text"/>	Driving Experience (yrs)	<input type="text"/>
Contact No (mob)	<input type="text"/>	Vehicle Class	<input type="text"/>
Do you wish to be on the volunteer driver email list?			<input type="checkbox"/>

Do you have any physical or mental defects or suffer from diabetes, epilepsy or heart defects?

Have you had any motor accidents or made any claims (including theft) in the last 5 years?

Have you had (or have pending) any convictions in connection with a motor vehicle in the last 5 years?

Have you had or pending any conviction not listed below or more than 1 conviction in connection with a motor vehicle in the last 5 years?

Has an insurance company or underwriter refused you any insurance or imposed any special terms?

I declares that the above particulars are true and correct to the best of their knowledge and that no material information which would affect the insurer's assessment or acceptance of this risk has been withheld.

I agree to comply with the requirements of the University of Surrey Students' Union Minibus Handbook.

I agree to pay any fines incurred by me whilst driving any vehicles owned, leased or hired by the Students' Union (including but not limited to speeding, parking, congestion charge or as listed in the minibus handbook)

I agree to pay the excess incurred in the event of an own fault insurance claim (note drivers under 21 will have a higher excess, please check with reception)

I agree to tell the Students' Union immediately should I make any motoring related insurance claim

I agree to tell the Students' Union immediately should I commit any traffic offence

I agree to tell the Students' Union immediately of any change to my medical conditions which might affect my ability to drive.

I will not drive any vehicles owned, leased or hired by the Students' Union; or any other vehicle on student union business; whilst under the influence of alcohol or illegal drugs or other medication that can affect my ability to drive.

Signed: Date:

Endsleigh aim to respond to your form within three working days, however if approval is required the driver must refrain from driving any vehicle owned or hired by the Students' Union until cover has been confirmed by Endsleigh Business Insurance Services.

Driver Application Form Guidance Notes

Defective vision corrected by glasses or contact lenses does not need to be declared.

Please include details of all incidents for vehicles both owned and driven by you.

Offences should be declared where the date of conviction is within the last five years, regardless of whether or not the conviction is still shown on the licence.

Convictions

Where a driver is non-standard solely on the basis of **one** conviction in the past **five** years and the conviction is of one of the following codes, then a non-standard drivers' form must be completed, *but will not need to be sent to Endsleigh*.

Code	Description
CU10	Using a vehicle with defective brakes.
CU20	Causing or likely to cause danger by reason of unsuitable vehicle or using vehicle parts or accessories (other than brakes, steering or tyres) in a dangerous condition.
CU30	Using a vehicle with defective tyres.
CU40	Using a vehicle with defective steering.
CU50	Causing or likely to cause danger by reason of load of passengers.
LC20	Driving otherwise in accordance with a licence.
LC30	Driving after making a false declaration about fitness when applying for a licence.
LC40	Driving a vehicle having failed to notify a disability.
LC50	Driving after a licence has been revoked or refused on medical grounds.
MS10	Leaving a vehicle in a dangerous position.
MS20	Unlawful pillion riding.
MS30	Play street offences.
MS40	Driving with uncorrected defective eyesight or refusing to submit to a test.
MS70	Driving with uncorrected defective eyesight.
MS80	Refusing to submit to an eyesight test.
MS90	Failing to give information as to identity of driver etc.
MW10	Contravention of Special Road Regulations (excluding speed limits).
PC10	Undefined contravention of Pedestrian Crossing Regulations.
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle.
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle.
PL10	Driving without learner plates.
PL20	Driving whilst not accompanied by a qualified person.
PL30	Carrying a person not qualified.
PL40	Drawing an unauthorised trailer.
PL50	Undefined failure to comply with the conditions of a provisional licence.
SP10	Exceeding goods vehicles speed limits.
SP20	Exceeding speed limit for type of vehicle (exc. goods or passenger vehicles).
SP30	Exceeding statutory speed limit on a public road.
SP40	Exceeding passenger vehicle speed limit.
SP50	Exceeding speed limit on a motorway.
SP60	Undefined speed limit offence.
TS10	Failure to comply with traffic light signals.
TS20	Failure to comply with double white lines.
TS30	Failure to comply with "Stop" sign.
TS40	Failure to comply with direction of a Traffic Constable or Traffic Warden.
TS50	Failure to comply with traffic sign (exc. stop signs, lights or double white lines).
TS60	Failure to comply with a school crossing code.
TS70	Undefined failure to comply with a traffic direction sign.

Non-Standard Additional Drivers Questionnaire

Policyholder
University of Surrey Students' Union

Policy Number
Y004755FLT0108A

E-mail Address to Send Confirmation
union.information@surrey.ac.uk

Full Name of Driver

Date of Birth
DD / MM / YYYY

Type of Licence (circle)
UK / EU / Non-EU

Date Test Passed
DD / MM / YYYY

Country of Issue

Length of Driving Experience

Please answer the following questions by circling the appropriate box and giving full details where applicable:

1. Do you have any physical or mental defects or suffer from diabetes, epilepsy or heart complaints? YES / NO

If "YES" please give details here

2. Have you had any motor accidents or made any claims (including theft) in the last 5 years? YES / NO

If "YES" please give details here

Date DD / MM / YY	Circumstances	Costs		NCD affected?
		Own	3 rd Party	
DD / MM / YY				
DD / MM / YY				
DD / MM / YY				
DD / MM / YY				

3. Have you had (or have pending) any convictions in connection with a motor vehicle in the last 5 years? YES / NO

If "YES" please give details here

Date DD / MM / YY	Conviction Code	Circumstances	Disqualification Period	Fine
DD / MM / YY				
DD / MM / YY				
DD / MM / YY				
DD / MM / YY				

4. Has any insurance company or underwriter refused you any insurance or imposed any special terms? YES / NO

If "YES" please give details here

I declare that the above particulars are true and correct to the best of my knowledge and that no material information which would affect the insurer's assessment or acceptance of this risk has been withheld.

Driver's Signature

Date
DD / MM / YY

Endsleigh Use Only:

Date Form Received		Standard Excess	£	Special Terms/Comments
Date Cover Agreed		Additional Excess	£	
Date Sent to Insurers		Total Excess Applicable	£	
Date Endorsement Rcd		Additional Premium	£	
Date Client Informed		D/N Raised		

Non-Standard Additional Drivers Questionnaire Guidance Notes

You are a Non-Standard driver if you are aged 20 or under, have held your full driving licence for less than two years, have a licence that was not issued in Great Britain or Northern Ireland or you can answer “Yes” to any of the questions numbered 1 to 4 on the Non-Standard Drivers Questionnaire.

- You must complete all sections of the form. Forms submitted with blank fields or which are not signed will be rejected.
- It is the responsibility of the policyholder to establish whether a licence is valid for the vehicle being driven. Any queries relating to driver licensing should be referred to the DVLA on (0870) 240 1651.
- Drivers with licences that have not been issued by the DVLA in Swansea, or the DVLANI in Belfast may only drive vehicles with 8 or fewer passenger seats.
- All drivers must have held their full licence for at least 12 months.
- If you have any queries relating to this form, please contact the Education Affinity Team on (01242) 866800.

Question 1: Please ensure that you give details of all medication taken.

Confirm that the DVLA have been made aware of your condition, and advise if any restrictions have been imposed.

Defective vision corrected by glasses or contact lenses does not need to be declared.

Question 2: Please ensure that you give as much detail regarding the circumstances of the accident or claim as possible.

Please include details of all incidents for vehicles both owned and driven by you.

Question 3: Please ensure that you quote the correct conviction code, e.g. SP30.

The date must be the date of the conviction, not the date of the offence.

If you have a drink-driving conviction, please ensure that you give the blood/alcohol level at the time of the offence.

Offences should be declared where the date of conviction is within the last **five** years, regardless of whether or not the conviction is still shown on the licence.

Question 4: Please give full reasons for any refusal of insurance or any special terms that have been applied.

Please also include dates.

A COPY OF THIS FORM ALONG WITH A PHOTOCOPY OF THE FRONT AND BACK OF THE LICENCE AND ANY PAPER COUNTERPART MUST BE SUBMITTED TO:

✉ student.drivers@endsleigh.co.uk

☎ (01242) 866 961

📍 Education Affinity Team, EBIS, Hadley House, Shurdington Road, Cheltenham, GL51 4UE

We aim to respond to your form within three working days, however the driver must refrain from driving any vehicle owned or hired by the Policyholder until cover has been confirmed by Endsleigh Business Insurance Services.