


<p><b>Transport</b></p> <p>Annual check list for employees driving their own vehicle on Cheshire business.</p>	
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This form must be completed and signed by the employee using their own vehicle on Cheshire business. When completed the form **along with copies of relevant documentation** (indicated by #) must be given to the person responsible for transport in the Centre/service.

	Yes	No	
Are you insured on the vehicle you are using for Cheshire business?			
Is your insurance policy up to date?			Give expiry date: / /
Is 'Cheshire Ireland' indemnified on your insurance policy?			# Provide copy of policy showing indemnity:
Do you have a current full driving licence?			# Provide copy of licence:
Have you incurred any penalty points on your licence, endorsements or disqualifications?			If <b>Yes</b> notify your supervisor immediately:
Does the vehicle you use for Cheshire business require an NCT test?			# If <b>Yes</b> provide copy of up to date test:
Is the vehicle currently taxed?			# If <b>Yes</b> provide copy of tax disc:
Is there any medical condition or other reason which exists that could influence your ability to drive your vehicle on company business?			If <b>Yes</b> please provide details to person responsible for transport or the service Manager:

I have furnished all the above required information and I agree to keep the vehicle which I use for Cheshire business in a safe and roadworthy condition and drive it safely in accordance with the road traffic laws:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Centre or service: \_\_\_\_\_

Signed by person responsible for transport: \_\_\_\_\_

Date: \_\_\_\_\_

**Any deliberate misstatement or omission could be a disciplinary matter.**