



Authorised Driver
Audit 2018-19.doc

Dear All,

The above Authorised Driver audit was previously done on an annual basis, however it will now become a rolling programme which should make it a much more effective and efficient process. Please see the guidance below regarding completing the attached form.

1. Completing the Authorised Driver Audit for the first time

Please complete Part 1 of the attached form and provide the necessary documentation as indicated on the declaration.

2. Previously completed the Authorised Driver Audit

You should complete Part 2 of the attached form again as soon as you fulfil any of the following criteria:

- Your annual insurance cover has expired, please forward a copy of your renewal certificate
- Your licence has expired or your address has changed, please forward a copy of your new licence.
- Your driving status has changed and you are disqualified from driving, please forward your printout from the DVLA website.

Please note all documentation can be emailed to dt3@bolton.ac.uk or sent by internal post, there is a dedicated box in the post room for the forms.

You do not drive at work

You need take no further action, however, if your role changes and you are required to drive at work please follow the instructions in point 1 above.

Please do not hesitate to contact me should you have any questions regarding the process.

David Thurston
University Health & Safety Manager