

Document 1.4: **INSURANCE DECLARATION**

This undertaking must be signed by each employee and Board member who is authorised to use his/her own transport on official business of (INSERT NAME OF GROUP).

I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time, and in particular, to the condition that it is insured, and will continue to be insured by me for the purpose of the Road Traffic Act 1961. It is at present insured with (INSERT NAME OF INSURANCE COMPANY) and I undertake to notify (INSERT NAME OF GROUP) of any change.

I am aware that (INSERT NAME OF GROUP) will accept no liability for any loss or damage resulting from the use of my motor vehicle on official business.

Name: _____
(BLOCK CAPITALS)

Signed: _____

Date: _____