

**PERMISSION FOR NON UNIVERSITY PASSENGERS TO TRAVEL IN A
UNIVERSITY VEHICLE**

When completed this form is to be lodged with the Vehicles Office for all Pool and Sub Pool Vehicles or with the Financial Delegate for Faculty or Divisional Vehicles.

In line with the current insurance conditions, the following non – University passengers will be travelling in a University vehicle.

NAME	STATUS E.g. Husband/wife/son/daughter/member of the public	SIGNATURE (see note 2)

- Note:**
1. Non University passengers are covered by the vehicle's Compulsory Third Party Insurance only.
 2. To be signed by either a parent or guardian where any passenger is younger than 16 years of age.

The details of travel are as follows.

Driver's name _____

Department _____

Phone number _____

Vehicle Registration No. _____

Destination _____

Departure (date & time) _____

Return (date & time) _____

Signature of Driver _____

Signature of Supervisor _____ (Required when driver is a student)

OFFICE USE ONLY

Pool Vehicles: Director Estate Office or delegate
Faculty & Division Vehicles: Head of Department