

**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.

<b>NAME</b>	<b>STATUS</b> E.g. Husband/wife/son/daughter/member of the public	<b>SIGNATURE</b> (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