

**APPENDIX 10**

**Private Cars Declaration Form  
for Members of Staff who carry Children and Young People in their cars**

Name of Establishment
Address
Phone

Member of Staff Name
Address
Phone

<b>VEHICLE DETAILS</b>				
Manufacturer (e.g. Ford, Vauxhall)				
Model (e.g. Focus, Astra)				
Confirmation that vehicle has seatbelts	Please Tick Front      Rear			
	<input type="checkbox"/>	<input type="checkbox"/>		
Engine Size (cc)				
Fuel Type				
MOT Certificate	Please Tick Yes      No			
	<input type="checkbox"/>	<input type="checkbox"/>		
Insurance Certificate seen?	Please Tick Yes      No		Full Driving Licence seen?	Please Tick Yes      No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>

Signature of Member of Staff \_\_\_\_\_ Date \_\_\_\_\_

**Declaration:** this is to certify that the above details are correct and the relevant documentation has been verified.

Signature of Head of Establishment \_\_\_\_\_ Date \_\_\_\_\_

**CONDITIONS:**

Details of changes in make, type, engine capacity of car being used must be intimated to Head of Establishment as soon as possible after the purchase of the new car. If there are any endorsements added to the driving licence after these have been checked these should be intimated also to the Head of Establishment.