

Endeavour (UK) Limited is committed to ensure that health and safety is considered in all areas of our business.

Vehicle Damage Report Form

When Endeavour (UK) Limited uses a third party company to supply a hired vehicle, we fill in our own 'Vehicle Damage Report Form' at the start, and again at the end of the contract and this is stored on our database system.

Nominated Drivers

All nominated drivers (on our accredited courses) have to provide physical documents; as proof to Endeavour (UK) Limited, that they hold a full UK driving license and they must either supply a copy (or we can scan their original document), in order for us to keep on our data base and pass on their details to the vehicle hire company.

The vehicle hire company will be requested to provide Endeavour (UK) Limited, a copy of the insurance policy; showing that the nominated drivers, are named, and covered on the relevant vehicle insurance policy.

The vehicle will not be used on a skid pan, or be allowed to carry out any form of evasive driving.

The nominated driver agrees to, at all times, drive in a safe manner, and adhere to UK laws, legislation and the Highway Code. To read the Highway Code visit the website: <https://www.gov.uk/highway-code>

The nominated driver agrees to pay (the full amount) any fines, penalty points and/or parking fines, which may have occurred when he/she is responsible for the vehicle (driving or when the vehicle is parked). These fines, penalty points and costs will be passed to the nominated driver who was driving or in charge of the vehicle at the time of the event occurring.

The nominated driver agrees to cover (and be responsible for), any damage caused to the vehicle, or any incident that may result in any other damage or loss to the vehicle; when he/she is responsible for the vehicle (driving or when the vehicle is parked). The costs of which (including any **insurance excess**), will be passed to the nominated driver who was directly responsible for the vehicle at the time of the incident.

It is the nominated driver's responsibility to check the vehicle over, every time before using the vehicle. They must check the vehicle is safe to use, and with no apparent damage. If any damage is seen, this needs to be reported to a tutor instantly; the vehicle is not to be used, until the tutor has logged this information, and agrees the vehicle is safe to use.

Only nominated drivers will have permission to drive any (fleet) hire vehicle if they sign the bottom of this form and agree to comply with this policy.

Signed

Mr Christopher Lucas-Jones
Managing Director of Endeavour (UK) Limited
Signed Date: 02/01/2019

I have read and agree to all areas of this policy.

Full Name: _____ **Date:** _____

Driving Licence number: _____