**Lightwave Community CIO (“Lightwave”)**

**Car User Annual Document Check**

If you use your own vehicle on Lightwave business, in the course of your role either as an employee or volunteer, you are required for contractual and/or insurance purposes to hold a current driving licence, appropriate MOT Certification and business class insurance for any vehicle(s) you use for work related activities.

You are also required to disclose to your insurance company that you are using your vehicle whilst on Lightwave business.

It is the obligation of Lightwave to obtain evidence of the above and record it on file on an annual basis to ensure that records are kept up to date and we remain legally compliant.

Please complete this form and provide the following original documents to your line manager for inspection (for volunteers including trustees this could happen at a meeting or over zoom, please contact the Lightwave Treasurer who will find the easiest way to make this happen)

* Your current paper driving licence (you will need to print this by visiting [www.gov.uk/view-driving-licence](file:///C:\Users\lisa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\Y5QHS7FI\www.gov.uk\view-driving-licence))
* Where applicable an MOT certificate for any vehicle you use for work related activities
* Vehicle insurance policy showing proof of business class insurance for the same vehicle(s)

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job or Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please delete as applicable)**

* I confirm that the documents I have submitted for inspection are the original documents and satisfy the above criteria and that I have informed my insurance company that I am using my vehicle on Lightwave business.
* I do not use my own vehicle for work related activities at any point

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Documents provided:

**Current Driving Licence □**

**MOT Certificate □**

**Insurance Documents □**

**Documents checked by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Form last published 10th June 2021]