

C H HMF EN V N J OT ONRDR



Contents

1	Policy Statement.....	4
2	Responsibilities.....	4
3	The Driver.....	5
3.1		
3.2		
3.3		
3.4		
3.4.1		
3.4.2		
3.5		
3.5.1		
3.5.2		
3.7		
3.8		
3.9		
3.10		
3.11		
4	The Vehicle.....	11
4.2		
4.3		
4.4		
4.6		
4.7		
5	The Journey.....	13
5.1		
5.2		
5.3		
5.4		
5.5		
5.6		
5.7		
5.8		
5.9		

ON KHB RS SDL DMS

Cqulmf g r sgd onsdnsh ksn b trdcd sgnqrddqnt r hnt qz Hlr m bslulxsg sl mxrs ee
 tncdqs jd enqv nqj ot qonrdr dudmtenntx nbb rlm m kx Sgd Tntudq lxx ne d chmf adktudr
 sg sl m fmf qz jr qz lmf eqnl c qulmf enqv nqj lr sgd inhs qdr onmr lal kx nesgd Tntudq lxx
 m: hsr dl okxddr

DR ON MR HAHKIS HDR

Trudex Cudq



Sq lmlf enqTmludq lxx Cqludq

ccshnm kdpt hoi dms hmTmudq lxx udgfbldr

L mla tr dr

hrj rrdrrl dms

Roddc

RI njlmf onkbbx

Cqulmf aqn c

B l otr qn cr

ET SGD HMEN L SHNM MCFNNC
O BSHBDFTHC MBD

The flowchart titled "University Driver Record Form" outlines the process for managing university drivers. It begins with a "Drivers" section (leased vehicles) and a "M, Manager" section (Approved Manager). A note states: "Note 1: It is recommended that the Driver Record Form for University Drivers should be reviewed annually to ensure that the driver remains entitled to drive." The process then moves to "M to assessment recruitment". A decision point asks: "Does the driver meet the requirements to have business insurance?". If "No", it leads to "Does the driver meet the requirements to have business insurance?". If "Yes", it leads to "Complete the University Driver Record Form". The process then branches into "Driving member" and "Non-driving member". The "Driving member" path includes "Driving member" and "Non-driving member". The "Non-driving member" path includes "Non-driving member" and "Driving member". The process ends with "Driving member" and "Non-driving member".

		<i>DD D D D</i>	

oodnchw2 L dclb kbnnclshmr

ooodmhw3 Ehqd Dwshmf hr gdlq

0

0

oodnɛ hw4 Udg lmbnnsqk

