



Driver's annual declaration (volunteers)

There will be times when volunteers are required to drive a personal motor vehicle to carry out activities organised by the parish. The Diocese does not hold any motor insurance for either employees or volunteers and it relies upon your personal motor insurance policy providing sufficient cover in the case of an accident.

Examples of church activities include: (N.B. This is not exhaustive)

- A parish financial volunteer driving to the bank to deposit collection monies.
- A car rota to collect members of a lunch club.
- Ministers taking Holy Communion to the sick or housebound.
- An organised or semi organised arrangement where parishioners with cars are asked to pick up other parishioners to bring them to mass.

Insurance

- Many private motor policies restrict use to social, domestic and pleasure (SDP) driving only. Some insurers provide quotations for SDP plus commuting to and from your normal place of work. This type of insurance cover will not cover you when driving for church activities and your insurance company may choose not to pay out on any claim that you or a third party make.
- **In all cases you should check the level of cover provided by your insurance company and tell them that you are volunteering. In the vast majority of cases your insurance company will not charge an additional insurance premium for your volunteering work and will simply make a note on your policy.**
- They may provide cover under your SDP policy or they could choose to add **personal** business cover. If they suggest that a payment is required; this may be waived if you tell them how little you drive for the church compared to your other activities.
- Please complete this annual declaration and submit the form to your parish health and safety representative. You do not need to provide any other documentation.

Surname:	First Name:	
Church/parish	Telephone Number:	
Do you have a full UK licence?	YES	NO
Do you have suitable personal motor vehicle insurance for church activities?	YES	NO

I hereby declare that the above statements and particulars are true and there is no material fact that should be disclosed. I understand my obligation to inform the Diocese of any changes in particulars.

Signature:	Date:
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Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice. This can be accessed at www.rcdhn.org.uk/dataprotection/dataprotection.php or by request from the Data Protection Team by email at data.protection@diocesehn.org.uk or by telephone on 0191 2433317.