

## Terms of Contract for the use of the Trusts E-car s

*Completed copy to be retained by E-Car user and Travel Team*

**Travel Team**  
Royal Berkshire Hospital  
London Road  
Reading  
RG1 5AN

By accepting these terms I (print name)  
..... am agreeing to  
the following Terms of Contract:

1. I hold a full and valid UK driving licence.
2. I am responsible for downloading the appropriate records from the DVLA website and making it available when registering to use the Trust E-car s. A copy of the document will be retained by the travel team for reference. (This document will need to be renewed annually should you wish to continue use of the Trusts E-car). Link for the required penalty points driving record. Please access, download and print the relevant document here: <https://www.gov.uk/view-driving-licence>
3. All bookings are subject to E-car availability.
4. In case of non-availability of an E-car I will make my own travel arrangements.
5. I agree as the registered E-car user to make my own booking of the E-car's and will not make any booking on behalf of another, nor allow another to drive the E-car booked in my name, nor allow any other person to book an E-car on my behalf.
6. I agree that by booking the E-car I am responsible for any fines or traffic violations that are incurred; even if I am not driving the car but have allowed a third party to drive. I agree that I will be liable for the payment of the fine and any subsequent costs.
7. I will contact the Travel team in a timely manner to report any cancelation of a booked E-car
8. I will not block book or double book the Trusts E-car s, preventing other potential users from E-car use.
9. I will only take and sign for the keys to the E-car that I have previously booked.
10. I will sign the relevant E-car in and out of use, completing the paperwork in a legible manner, ensuring my name and any contact details are completed in BLOCK CAPITALS, and return the key in a timely manner on the day of use, unless I have made prearrangement with the Travel Team to retain the keys overnight.
11. I agree to treat the E-car with due respect and agree to remove all personal property, equipment and litter from the car leaving the interior in a clean, safe and tidy state after use. *\*Failure to leave the vehicle in a clean condition for the next user will result in a financial penalty of £10.00 for cleaning costs.*

12. I agree to report to the Travel Team any equipment, personal property or shortfall in the cleanliness of the E-cars interior left by the previous driver.
13. I agree that only I as a member of Trust staff and registered as an E-car user am authorised to drive and be in control of the E-car whilst it is in my possession.
14. I as the registered driver will not give permission to any third party to drive or be in control of any trust E-car assigned to me.
15. I will provide and agree that a copy of my driving licence will be retained by the Travel Team for reference.
16. I have no pre-existing medical condition or impairment that disqualifies me from driving.
17. I am responsible for ensuring that the E-car is locked and secure whilst unattended, whilst in my possession.
18. If I incur any fines for traffic violations, whilst responsible for the Trust E-car, I will report the details of the incident to the Travel Team immediately, and I agree that I will be liable for the payment of the fine and any subsequent costs.
19. I will immediately report any damage to the E-car to the Travel Team.
20. I will only use the E-car for Trust business use.
21. The trust will not be liable for any belongings left in the car.
22. I will, on returning from Trust business connect the car to a charging point and ensure that the car is recharging correctly.
23. I agree that my application or future authorisation to use the E-car's is at the discretion of the Trust and may be refused / withdrawn if E-car Terms of contract are not adhered to.

I agree to all the above.

Print name:

Department:

Managers Name:

Telephone number:

Sign:

Date: