## Appendix 2 Registration Form Checklist

All Scarborough and Ryedale CCG employees who are required to use their own vehicle for business purposes need to provide the documentation listed below. This information will be copied and added to your personal file.

The documents must be kept up to date at all times and a new form must be completed as documents are renewed e.g insurance.

|  |  |  |
| --- | --- | --- |
|  | **Effective date and** **expiry date (where applicable)** | **Manager name** **and date seen** |
| **Driving Licence** **(paper and photo card)** |  |  |
| **Car Insurance** **- including business** |  |  |
| **Car Tax** |  |  |
| **MOT** |  |  |

This form should be stored in the employee’s personal file.

Payroll form HR3, Record of Vehicle Details, (available on the intranet) should also be completed and returned to payroll.