



## **Use of Private Motor Vehicles on AAB Business**

Employees/members using their private motor vehicles on official AAB business and claiming reimbursement of motor mileage allowance must hold a valid driving licence and have insurance without financial limits against claims in respect of: bodily injury to or death of third parties, bodily injury to or death of any passenger, and damage to the property of third parties. The insurance policy must contain a clause either permitting the use of the vehicle by the policyholder in person in connection with his/her business or specifically permitting the use of the vehicle by the policyholder in person on behalf of the business of the Association. In the case of a vehicle owned by the employee's/member's spouse, the insurance policy should specifically cover the use of the vehicle on the Association's business. Damage to or loss of the vehicle should also be covered by the insurance. Policies, which carry an excess requiring the policyholder to meet the first part of any claim and/or exclusions for frost damage, theft of any part or accessory (unless the vehicle itself is stolen) and any article left in the vehicle, are acceptable. When an employee/member is required to carry official cash or equipment in his/her private motor vehicle, he/she should ensure that his/her insurance cover will not be affected (if necessary by notifying his/her insurance company specifically). It is not intended that the employee/member should arrange any special insurance cover in respect of risks to the cash or equipment itself.

**Please note that it is the personal responsibility of each claimant seeking reimbursement of motor mileage allowance to ensure compliance with the conditions of insurance required by the Association.**

**Please return completed forms to:**

**AAB Office**

**c/o Warwick HRI**

**Wellesbourne**

**Warwick**

**CV35 9EF**

**United Kingdom**