

## Employee membership application form

To be completed in full and signed by the employee of a Co-cars member organisation hiring a vehicle from the policyholder

### 1. Driver details

Full name	
Employer	
Home address (incl. post code)	
Job title	
Home telephone number	
Work telephone number	
Mobile telephone number	
E-mail address	
Date of Birth	

### 2. Licence details

If the answer to any question below is 'YES', please give further details on the right.

	YES/ NO	
Do you hold a full licence to drive motor cars?:		Period full licence has been held (years)
License no:		Expiry date:
Have you any physical disability or disease, loss of limb or eye, defective vision or hearing?		Details
Have you been convicted of, or received a fixed penalty notice for, a motoring offence in the last 10 years or is any prosecution pending?		
Have you been refused insurance or had special conditions imposed?		
Have you had more than one accident or loss in the last 4 years?		

**IMPORTANT: Under the terms and conditions of our insurance, cover will only will be provided to authorised members who:**

- Hold a full license
- Are aged between 21 and 75
- Are not a professional sports person, member of the entertainment profession, model or itinerant worked
- have not been disqualified for a period exceeding 6 months in the last 3 years or been disqualified for a period exceeding 3 months during the past year
- Have not been involved in 3 accidents in the last 3 years as a 'driver'
- Have had no more than 2 theft claims in the last three years
- Have no more than 3 traffic endorsement penalty points

If you do not comply with these conditions **at any time** you would not be covered by our insurance and therefore personally liable for costs relating to any accident for which you are deemed responsible. If your circumstances change and you do not comply with the above conditions it is your responsibility to notify Co-cars immediately and to not use any cars owned by Co-cars until authorised to do so by a member of staff.

**Please tick to confirm you have read and comply with the above**

#### 4. Declaration

I declare that to the best of my knowledge and belief the answers given are true and complete and I have not withheld any material information. I undertake that any car hired to me will only be driven by myself or an authorised Co-cars member.

I have read and agree to be bound by the current contractual terms and conditions of Co-cars and fully comply with the insurance requirements as set out in this document.

Signature of Driver:..... Date:.....

Co-cars current terms and conditions can be downloaded from [www.co-cars.co.uk](http://www.co-cars.co.uk)

#### 5. Next steps

Please send the **completed application form** to:

Postal: Co-cars Ltd, 13 Monmouth Hill, Topsham, Devon, EX3 0JF  
Email: [drive@co-cars.co.uk](mailto:drive@co-cars.co.uk)

We will then call you between 9am and 5pm, Monday to Friday and confirm your licence details with the DVLA.

You will then be sent an email containing your user handbook and account information.

If you would like an induction with one of the cars please do not hesitate to ask.

Telephone: 0845 345 2544  
Email: [drive@co-cars.co.uk](mailto:drive@co-cars.co.uk)  
Website: [www.co-cars.co.uk](http://www.co-cars.co.uk)  
Twitter: @CoCars  
Facebook: CoCars