

Rannán Airgeadas na Scoileanna
An Roinn Oideachais agus Scileanna
Cor na Madadh
Baile Átha Luain
Co. na hIarmhí
N37 X659



Schools Division Financial
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Circular 0017/2016

**To the Managerial Authorities of Recognised Primary, Secondary and
Community and Comprehensive Schools**

Indemnity Declaration Form

I am directed by the Minister for Education and Skills to draw the attention of the Managerial Authorities of Recognised Primary Schools, Secondary and Community and Comprehensive Schools to the requirements regarding the completion of an Insurance Declaration/Indemnity Form.

Prior to the use of his/her own motor vehicle by a person on official school business, a written Declaration must be submitted to the Managerial Authority stating that it is appropriately insured for the purpose of the Road Traffic Act 1961.

The Managerial Authority, the Department of Education and Skills, nor the State, will accept no liability for any loss or damage resulting from the use of the said motor vehicle on official school business, including professional development.

A copy of the Indemnity Declaration Form is set out in Appendix 1

- Completed Declaration Forms should be retained by the Managerial Authority.
- Claims received relating to mileage expenses should not be paid until this Declaration is received by the Managerial Authority.
- Expenditure on travel and subsistence should continue to be strictly appraised and monitored. It is the duty of the Managerial Authorities to ensure that only essential travel is undertaken and that every effort is made to keep expenditure to a minimum.

Any queries regarding the implementation of this Circular should be addressed to School Division Financial - Section in Athlone (e-mail address ccfinancial@education.gov.ie).

This Circular can be accessed on the Department's website under www.education.ie Circulars and Forms-Active Circulars

Hubert Loftus
Schools Division Financial
February 2016

Appendix 1

Indemnity Declaration Form for use of personal motor vehicle on official school business authorised by the Board of Management

To be completed by Teaching staff, Non-Teaching staff, Board of Management Members and other persons conducting official school business on behalf of the Board of Management.

I acknowledge that the authority given to me by the Board of Management of _____ School, to use my own motor vehicle (**details of nominated vehicle** _____) on official school business, is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is insured, and will continue to be insured, by me for the purpose of the Road Traffic Act 1961.

I have duly informed my conventional motor insurer of such business use and this reflected in my motor insurance policy.

It is at present insured with _____ and I undertake to notify my School's Principal/ Board of Management of any change.

I am aware that the Board of Management of _____ School, the Department of Education and Skills, nor the State, will accept no liability for any loss or damage resulting from the use of my motor vehicle on official school business, including professional development.

I further confirm that I am not prohibited from driving due to any legal constraints imposed by the judicial system.

Signed: _____

Position: _____

Date: _____

***This completed Indemnity Declaration Form should be returned to the Board of Management**

