

FROM:

ADDRESS:

DATE:

TO:

RE POLICY NUMBER:

Dear Sir/Madam

I intend to undertake voluntary work which involves occasional use of my vehicle to carry passengers on behalf of

insert group name

insert SC number

and carry out duties, as requested. I will receive a mileage allowance for these journeys to cover costs of my vehicle in accordance with Section 1 (4) of the Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage/Private Hire Car licensing laws.

I would be grateful if you could confirm that my existing policy covers me for such volunteer driving. Please use the slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully

FROM: (Insurance Company).....

POLICY NUMBER

POLICY HOLDER/DRIVER

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work

ISSUED BY

DATE

OFFICIAL STAMP