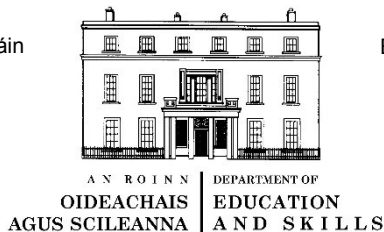


BOO – Airgeadas agus Pearsanra Riaracháin
An Roinn Oideachais & Scileanna
Cor na Madadh
Baile Átha Luain
Co. na hIarmhí
N37 X659



ETB Financial & Administrative Personnel
Department of Education & Skills
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Circular Letter 0037/2017

To the Chief Executive of each Education and Training Board

Indemnity Declaration Form

I am directed by the Minister for Education and Skills to draw your attention 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 business, a written Declaration must be submitted to the Education and Training Board stating that it is appropriately insured for the purpose of the Road Traffic Act 1961.

The Education and Training Board, the Department of Education and Skills, or the State, will accept no liability for any loss or damage resulting from the use of the said motor vehicle on official 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 Education and Training Board.
- Claims received relating to mileage expenses should not be paid until this Declaration is received by the Education and Training Board.
- Expenditure on travel and subsistence should continue to be strictly appraised and monitored. It is the duty of the Education and Training Board 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 sent in the first instance to hr@etbi.ie for collation and forwarding to Department of Education and Skills where appropriate.

This circular can be accessed on the Department of Education and Skills web page:
www.education.ie

Hubert Loftus
Principal Officer
ETB Financial & Administrative Personnel Section
May 2017

Appendix 1

Indemnity Declaration Form for use of personal motor vehicle on official business authorised by <Name of ETB> Education and Training Board

To be completed by all staff employed in Education and Training Boards, Board of Management Members and other persons conducting official business on behalf of the Education and Training Board.

I acknowledge that the authority given to me by the Education and Training Board, to use my own motor vehicle (**details of nominated vehicle** _____) on official 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 the Education and Training Board of any change.

I am aware that neither the Education and Training Board, the Department of Education and Skills, nor the State, will accept liability for any loss or damage resulting from the use of my motor vehicle on official 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 Education and Training Board