

AUPAIR CONNECT — TEMPLATE

Vehicle use agreement

A written agreement template for the au pair's use of a car.

TEMPLATE

ENGLISH

V1.0.0

Insurance, a car and a foreign driving licence: three topics that can block a stay or expose the family. Here is the general framework to check before handing over the keys, and the questions to ask your insurer.

The essential insurance cover

An au pair stay requires at least health cover and liability insurance. Check that the family's household liability covers the cohabitation and that the au pair has health cover valid for the whole stay.

- Household liability: does it cover damage caused by the au pair?
- Health cover valid for the entire stay (European card or private policy).
- Repatriation cover for non-EU/EEA nationals.
- Keep copies of the certificates in the family file.

Lending a car: the sensitive point

Lending a car to an au pair is never automatic. The driver must be declared and covered; write the conditions down to avoid any dispute after an incident.

- Confirm with the insurer that the additional driver is covered and declared.
- Limit use: allowed trips, children transported, no lending to a third party.
- Check the licence is valid and recognised where you live.
- Sign a written agreement before any use of the car.

VEHICLE CONCERNED (MAKE, PLATE)

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Foreign licence: what varies

Recognition of a foreign licence depends on the host country and where the licence was issued. Sometimes an exchange is required; sometimes a translation or an international permit is enough. Check the host country's official rule.

- Check the official authority website of the host country.
- Plan a sworn translation where required.
- Allow time for a licence exchange if one is needed.

- Never let anyone drive without a valid, recognised licence.

Checklist before handing over the keys

- Licence valid, recognised, translated if needed.
- Additional driver declared with the insurer.
- Written vehicle-use agreement signed.
- Emergency numbers and accident procedure visible in the car.
- Age-appropriate child car seat checked.

To complete together

AUTHORISED TRIPS

CHILDREN TRANSPORTED / CAR SEATS

PROHIBITIONS (LENDING TO A THIRD PARTY, LONG DISTANCE...)

ADDITIONAL DRIVER DECLARED ON (DATE)

FAMILY SIGNATURE

AU PAIR SIGNATURE
