



***DRIVER'S LICENCE REIMBURSEMENT GRANT
APPLICATION FORM - HGV &/OR JEEP & TRAILER***

Please tick which driver's licence training you are undertaking:

HGV Driving Training C-C1 Drivers Licence

Jeep & Trailer BE Drivers Licence

Which authorises you to tow a trailer where the combined maximum mass of the towing vehicle and trailer is greater than 3,500kg

DRIVER'S LICENCE REIMBURSEMENT GRANT FOR HGV &/OR JEEP & TRAILER

Equip is committed to offering assistance to support racing and breeding industry employees to developing their skills and qualifications for their current role.

1. Personal Development & Further Education

Where you have identified and signed up for your HGV and/or Jeep and Box driver training, you may apply to avail of the equip HGV/ Jeep & Box reimbursement grant, subject to availability, **should you meet the following criteria:**

- i) You must be currently working in the racing industry and have done so for the last year. Applicants are required to verify this by providing copies of payslips.
- ii) You must work 30+ hours per week with your current employer; this must be confirmed in a reference from your employer.
- iii) The lessons must be carried out by a fully licenced and qualified driver training service provider. (<https://www.rsa.ie/services/learner-drivers/driving-lessons>)

iv) The subsidised HGV/JEEP & BOX driving grant programme will operate on a reimbursement basis.

Applicants to the programme will be required to apply and pay any fees due for their driving lessons/permits/theory test etc themselves. Initially, applicants are required to enrol & pay for 4 lessons for HGV or 2 lessons for jeep & box. Equip will then reimburse 49% of this fee upon submission of this application form, and evidence of enrolment & payment, e.g. a receipt. Should any other lessons be required thereafter, Equip will reimburse 49% of this fee upon submission of evidence of enrolment & payment, e.g. a receipt and newly acquired HGV &/or Jeep & Trailer drivers licence.

PLEASE NOTE (costs of 49% may be reimbursed up to a max of €1,000 subject to deciding officers' decision).

2. Fees

i) A contribution of up to 49%, up to a maximum of €1,000, may be approved

Example 1: Lessons/cost obtaining full Licence etc is €2,000. 49% of this fee is €980; therefore the maximum equip grant available will be €980

Example 2: Lessons/ cost of obtaining full license is €1,500. 49% of this fee is €735; therefore the maximum equip grant available will be €735.

- ii) The grant programme will operate on a reimbursement basis. Applicants to the grant programme will be required to apply, enrol, and pay any fees due for their selected driving licence. Equip will then reimburse part of this fee upon submission of this application form and the documentation outlined above.

To be completed by a representative of the driving school/training organisation

Student name: _____

Driving School/Instructor: _____

Total cost of payments: _____

I hereby confirm that _____ has enrolled with me in order to obtain their Rigid C-C1 and/or BE Jeep & Box licence and have paid in full for the following: (please outline details how many lessons/mock text/theory/permits etc)

Signed: _____ Date: _____

Job title: _____

Email Address: _____

I accept the conditions as defined by the policy and outlined above and confirm that all information supplied herein by me, the named applicant is true and accurate.

Signed: _____ Date: _____
Applicant

Approved: _____ Date: _____
Equip Administrator

Signed: _____ Date: _____
Equip Manager

Process Specification

1. Eligible and successful applicants will be advised to contact their chosen Service Provider (<https://www.rsa.ie/services/learner-drivers/driving-lessons>) and will be required to submit receipts in order for grant payment to be reviewed and processed.
2. Successful applicants - Please note 49% of cost to obtain license may be reimbursed (as per procurement guidelines - Max grant reimbursement, if requirements have been met, is €1,000)
3. Method of Payment – HRI A/C or EFT – please contact smcdonnell@hri.ie to discuss same

Checklist:

You must have supplied / completed each of the items on the below list in order for your application to be processed, if you have any queries about anything on the list, please contact Stacey McDonnell at smcdonnell@hri.ie

1) Copies of two payslips and letter from employer	
2) Copy of receipts for proof of enrolment and payment of 4 lessons (printed official receipts from driving school/service provider will only be accepted) – For clarification please contact smcdonnell@hri.ie	
3) Please ensure that a representative of the driving school/training organisation has fully completed page 4 of this document	
4) Please ensure you have fully completed and signed all sections of this application form	

Please return completed application form email to the following address:

Post: Stacey McDonnell
Horse Racing Ireland
Ballymany
The Curragh
Co. Kildare

Email: equuip@hri.ie / smcdonnell@hri.ie