

TEMPORARY ADDITIONAL DRIVER REQUESTS

Sabre policies provide the full cover shown in the policy schedule for a driver added on a temporary basis.

Users of SSP, TGSL, Applied Systems and Acturis are not able to process temporary adjustments via EDI so if you call or email us with details we will issue cover on your behalf and send the documentation to you. You will not need to create any EDI message for this change.

The following information is required by Sabre when a temporary driver is to be included on the policy: ~

1. **Policy Number**
2. **Policyholder's full name**
3. **Effective date & time**
4. **Expiry date & time**
5. **Temporary driver's full name**
6. **Date of birth**
7. **Licence type including country of issue and if applicable, date test passed**
8. **Full and if applicable, part time occupation**
9. **Claims and/or conviction history including non-motoring convictions**
10. **Medical history**
11. **Marital status**
12. **Relationship to Policyholder**

The above information can be conveyed via any of the following: ~

Email: policy.operations@sabre.co.uk
Telephone: 0330 024 4699

Eligibility Criteria

1. Temporary additional drivers are acceptable on 3, 6, 8 and 12 month policies.
2. The insured vehicle must remain unchanged.
3. Temporary drivers are not permitted on a temporary additional vehicle.
4. Cover is not to be increased.
5. Temporary additional drivers are allowed for a maximum period of 30 days (per TAD not per policy duration).
6. Any temporary driver must follow the same product rules as a permanent driver regarding acceptability.
7. All excesses apply to the temporary additional driver including age related compulsory excess for AD/MD and/or F/T.
8. All endorsements apply to the temporary additional driver.
9. The period for which the temporary additional driver is covered may not extend beyond the expiry date of the policy.
10. If more than one driver is added temporarily the charges will apply to each driver added regardless of whether they were added at the same time.
11. The total number of drivers on a policy cannot exceed the maximum allowed of 5.
12. The maximum number of TAD transactions per policy duration is as follows:

Policy Duration	Max No of TADs
12 months	4
8 months	4
6 months	2
3 months	1

13. Where a driver is added temporarily, extending the period of cover beyond 30 days is not permitted and must be treated as a new temporary adjustment.
14. Cancellation of a temporary driver will result in no return premium unless cover has not come into force then a full refund will be issued.
15. Sabre will apply a pro rata charge to add a temporary additional driver (subject to a minimum charge of £40 + IPT).

16. If you use OpenGi, CDL or Datamatters you can calculate the additional premium for the temporary adjustment and send it via EDI. You will need to run a quote through your EDI system including the temporary driver details and, using the new annual premium, calculate the pro rata additional premium. If the pro rata premium is below £40 the minimum charge will apply.

Days on cover	Charge	Calculation
Up to 30 days	Pro rata subject to a minimum £40.00 + IPT per temporary driver	Annual premium with temporary driver added – current annual premium / policy period in days X days on cover + IPT

If you have any further questions please do not hesitate to contact us.