

UNIVERSITY MOTOR VEHICLE DRIVER AUTHORISATION FORM



This form must be completed prior to driving a University Motor Vehicle, and re-submitted when any details change (Driver's position, department, manager etc.)

APPLICANT DETAILS		
Name of Driver:	VU Ext:	Staff / Student ID:
Position:	School/Department:	
Driver's License Number:	Expiry Date:	

APPLICANT SIGNATURE	
I declare that I have read, understood and will comply with the attached Conditions of Use.	
Driver Signature:	Date

APPROVED BY	
Manager Name	Position
Driver's licence as has been sighted Department Driver Register has been updated	
Manager Signature	Date

CONDITIONS OF USE FOR UNIVERSITY VEHICLES



These general conditions apply to all University Departments and should be read in conjunction with the University's *'Motor Vehicle Policy and Motor Vehicle Procedure'*.

DRIVERS

DRIVER AUTHORISATION

1. The Driver Authorisation form must be completed prior to driving a University Motor Vehicle to provide:
 - Driver acceptance of these Conditions of Use; and
 - Manager approval and confirmation that the driver holds a current licence.

LICENCE REQUIREMENT

2. No-one is to be permitted to drive a University Motor Vehicle unless they are the holder of a current driver's license appropriate to that type of vehicle.
3. A current licence includes a probationary licence, however, in such cases **'P' plates must be displayed**.
4. Drivers must notify their manager of any change to their licence status (lapsed, suspended, restricted etc.) and must not drive a University Motor Vehicle until such time as a current licence sighted by the manager, and recorded in the Department Authorised Driver Register.

SAFETY

5. It is the responsibility of each driver to ensure any motor vehicle is driven safely and in accordance with the prevailing road laws for the jurisdiction that the vehicle is being operated in, and University Occupational Health & Safety policies, procedures and guidelines.
6. The University's "No Smoking" policy extends to a University Motor Vehicles.

NO PRIVATE USE

7. University Motor Vehicles may only be used for business purposes only.

LOG BOOKS

8. Drivers must ensure that the logbook is filled out correctly - e.g. dates, times, odometer reading, kilometres travelled etc. are essential. Please note this is a legal requirement for Fringe Benefit Tax purposes.
If a logbook is required, please contact the Procurement Hub via email at procurement@vu.edu.au.

MOTOR VEHICLE ACCIDENTS

(Please disregard the leasing company's procedures in their documents.)

VU manages this process via Finance Services, therefore, please refer to the details below.

9. The University's Motor Vehicle fleet is fully comprehensively insured

10. In case of a vehicle accident the following procedures should be undertaken:

- Arrange the appropriate assistance for injured parties.
- Do not leave the scene of the accident, until you are no longer required.
- Notify the police if any party is injured or property is damaged.
- Do not admit liability under any circumstances.
- Obtain the following information from the other party:
 - Driver's name,
 - Licence No.
 - Driver's address,
 - Vehicle Reg. No./make/model/colour,
 - Driver's telephone No.
 - Vehicle owner and address,
 - Insurance company,
- If there are any witnesses to the accident, please obtain:
 - Driver's name,
 - Name,
 - Address,
 - Telephone No.

Please Note: An accident claim form can be obtained from the Insurance Officer, Finance Department and must be completed as soon as possible in order to action the claim and expedite the repair of the vehicle. Refer to the motor vehicle comprehensive insurance policy.

If the vehicle cannot be driven please contact the University's preferred vehicle repairer.

VEHICLE BREAKDOWN

11. A 24-hour roadside assistance program covers all University vehicles.
- Please check for the 24-hour assistance cards and telephone numbers in the service manual located in the glove compartment.

FUEL CARDS

12. All University vehicles are issued with a Shell Card for the purpose of purchasing fuel. Shell Cards are to be collected from Procurement by the vehicle custodian and signed for. Please note that Shell Cards have a PIN associated with them.
13. The Shell Card is for the purchase of **normal unleaded fuel/diesel/gas, oil and wash.**
14. It is the driver's responsibility to ensure that the **odometer reading is given each time the Shell Card is used** to obtain fuel.
- The only specified requirement is to provide an **ODOMETER reading** and failure to do so may result in removal of the Shell Card entitlement.
15. Drivers should ensure that the Shell Card is not left in the vehicle. Shell Cards should be kept with the vehicle keys. Departments may be charged for any illegal purchases made on a Shell Card.
16. All lost and stolen Shell Cards should be reported immediately to the Procurement Department via email at procurement@yu.edu.au in order to cancel and re-issue a new Shell Card.
17. Shell Cards must not be used to purchase fuel for private vehicles.

FINES AND TRAFFIC INFRINGEMENTS

18. All parking fines and other traffic infringements associated with the use of University Motor Vehicles are the responsibility of the driver using the vehicle at the time of infringement.
19. Unpaid parking fines and traffic infringements will be forwarded by the Procurement Department direct to the driver for payment.
20. University funds must not be used for the payment of parking fines or traffic infringements.