

All staff and volunteers must read the *Transport and Vehicles Policy & Procedure* prior to completing this form.

This form is to be completed by all staff members and volunteers driving Inclusion Melbourne vehicles to conduct Inclusion Melbourne business. Inclusion Melbourne business is defined in the Vehicles Policy & Procedure. This form authorises the driver to the use of a vehicle until the license expiry date listed below, the license is suspended or revoked or there is a change in the conditions associated with the individual requiring an amendment to the existing licensing requirements (eg: spectacles).

Please complete the following table

Name: _____

Role: Staff member Volunteer Other (eg. Oncall)

Program area: _____

Current Victorian driver licence: Yes **Licence number:** _____

Conditions: _____ **Expiry date:** _____

A copy of your license must be available for verification.

DECLARATION FOR DRIVING INCLUSION MELBOURNE VEHICLES

I confirm that I have read and understand the Vehicles Procedure. I acknowledge that at all times whilst driving an Inclusion Melbourne vehicle I will adhere to the requirements of the Vehicles Policy & Procedure. I also confirm that the information provided above is valid. Where there are any changes to my circumstances that affect driver authorisation and competency I must disclose this to Inclusion Melbourne immediately.

Employee\Volunteer Declaration:

Name:		
Signature:	Date:	

Organisational authorisation:

Name:		
Signature:	Date:	

(CEO, Manager, Admin, HR)

OFFICE USE ONLY:

- Original current Victorian driver licence sighted.
- Driver’s Licence details added to HR3.