

**All employees and volunteers** must read the *Transport & Vehicles policy & procedure* prior to completing this form. This form is to be completed by employees and volunteers authorised to use a private vehicle to conduct Inclusion Melbourne business.

Employees and volunteers using a privately owned vehicle for Inclusion Melbourne related purposes are required to meet the following requirements:-

- a) The employee or volunteer must have a **current Victorian licence**;
- b) The vehicle must be maintained in a roadworthy state; must be registered and insured;
- c) The employee or volunteer **must** advise their supervisor immediately if any of the above requirements change.

Employees and volunteers are strongly encouraged to check with their insurer regarding any restrictions that the insurer may impose on work related usage. It is also strongly recommended that employees obtain fully comprehensive insurance.

**Note: Comprehensive insurance** includes insurance against legal liability for damage caused by your vehicle to the property of other people. **Under no circumstances** is anyone authorised to undertake work related activities in an uninsured or unsafe vehicle.

This authority remains current until such time as the licensing, insurance or registration details are altered, suspended or revoked. **It is the employee’s responsibility to advise their supervisor immediately if any of the following details change:**

**Driver Details**

<b>Full Name:</b>			
<b>Role:</b>	Employee <input type="checkbox"/>	Volunteer <input type="checkbox"/>	
<b>Valid Licence</b>	Full <input type="checkbox"/> Probationary <input type="checkbox"/>	Licence no:	
<b>Conditions</b> (eg, prob spectacles)		Expiry date:	

**Vehicle Details**

<b>Vehicle Make/Model:</b>		<b>Registration No:</b>
<b>Vehicle is Roadworthy</b> Yes <input type="checkbox"/> <b>Vehicle is Registered</b> Yes <input type="checkbox"/>		
<b>Insurance Company Name:</b>		
<b>Type of Insurance:</b> (e.g. 3 <sup>rd</sup> Party/comprehensive)		

**DECLARATION FOR DRIVING PRIVATELY OWNED VEHICLES**

I confirm that I have read and understand the *Transport & Vehicles policy and procedure*. I give authority for the use of my vehicle for conducting Inclusion Melbourne business and confirm that I am the only driver for these purposes.

**I acknowledge that:**

- at all times whilst driving my vehicle for conducting Inclusion Melbourne business I will adhere to the requirements of the Transport & Vehicles policy;
- the information provided on this form is correct;
- my vehicle is safe, in a roadworthy condition and the vehicle interior is hygienic;
- any changes to my circumstances that affect driver authorisation and competency I must disclose immediately to Inclusion Melbourne.

**Employee\Volunteer Declaration:**

<b>Full Name:</b>		
<b>Signature:</b>	<b>Date:</b>	

**Organisational authorisation:**

<b>Full Name:</b>		
<b>Signature:</b>	<b>Date:</b>	

(CEO, Manager, Admin, HR)

**OFFICE USE ONLY:**

Current Victorian driver licence sighted:

Driver's Licence details added to HR3: