

## Driver and Vehicle Declaration Form

All staff and volunteers must read the *Transport and Vehicles Policy & Procedure* prior to using any vehicle to conduct Inclusion Melbourne business. Inclusion Melbourne business is defined in the *Transport and Vehicles Policy & Procedure*.

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

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

Employees/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 declaration authorises the driver to the use of an organisational vehicle unless the driver license has expired, 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).

A copy of your license must be available to Inclusion Melbourne for verification and recording purposes.

### Driver Details

Full Name:	Role/Position Title:
Victorian Driver Licence Number:	Expiry Date:
Conditions:	Full/Probationary:

### Personal Vehicle Details

Personal Vehicle Make/Model:	Registration Number:
Roadworthy Condition:	Currently Registered:
Insurance Provider:	Cover Type:

### **DECLARATION**

I agree to read and the *Transport and Vehicles Policy and Procedure* prior to using a vehicle to conduct Inclusion Melbourne business. I acknowledge that at all times whilst driving, I will adhere to the requirements of the *Transport and Vehicles Policy & Procedure*.

I also confirm that the driving licence and vehicle information provided to Inclusion Melbourne is valid. Where there are any changes to my circumstances that affect driver authorisation and competency, I must disclose this to Inclusion Melbourne immediately.

## Driver and Vehicle Declaration Form

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:

- I hold a current and valid Victorian Driver Licence and any changes to my circumstances that affect driver authorisation and competency, I must disclose immediately to Inclusion Melbourne;
- my vehicle is safe, in a roadworthy condition and the vehicle interior is hygienic;
- at all times whilst driving my vehicle for conducting Inclusion Melbourne business I will adhere to the requirements of the Transport & Vehicles policy;

Full Name:

Digitally Signed:

Date: