

THE UNIVERSITY OF MELBOURNE
TRANSPORT POLICY
AUTHORISED USER AUTHORITY AND UNDERTAKING

I (PLEASE PRINT NAME)

DRIVERS LICENCE NO.....

ofFaculty/Department

agree that when using a University pool vehicle as an Authorised User-

1. I will only use a University vehicle for University business purposes and not for personal purposes.
2. I will only use a University vehicle if-
 - a) I hold a current Full Driver's Licence valid in the State of Victoria appropriate for the vehicle driven. I have provided details of my licence number and expiry date to my Head of Department and the Head has sighted my drivers licence.
 - b) I am not under the influence of alcohol or drugs when driving the vehicle.
3. Whilst in my care and control I will-
 - a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
 - b) Ensure that petrol and lubricants are purchased using the University's fuelcard system (where possible).
 - c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
 - d) Ensure the vehicle is safely secured when not in use.
 - e) Be responsible for the interior and exterior cleanliness of the vehicle.
 - f) Ensure the Vehicle Log is properly completed and maintained.
 - g) Notify the Insurance Officer if the vehicle is to be driven outside Victoria.
4. I further acknowledge that-
 - a) I am aware of, and will comply with, the University's Transport Policy as amended from time to time.
 - b) It is my responsibility to comply with the Motor Car Act 1958, the Road Safety Act 1986 and the Road Safety (Procedures) Regulations 1988 when the vehicle is used.
 - c) I am liable for any traffic infringements involving the vehicle of whatsoever nature which occur during any period of my use.
 - d) I am aware of and will comply with-
 - i) the University's procedures to be followed in the event of mechanical failure or breakdown;
 - ii) in the case of an accident, the legal and reporting requirements of the University's insurance policies;
 - iii) in the case of damage, the requirement to promptly report the damage to the Head of Department.

Dated this.....day

Dated this.....day

of.....

of.....

Signed by

Signed by

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(Authorised User)

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(Head of Department, Earth Sciences)