



## Application for Authority to Drive a University Vehicle

Name in Full		Uni ID	
Area / Dept.		Phone	
I have read and accept the <u>University Driver Responsibilities</u> (see printed on page over)			<input type="checkbox"/> YES (Mandatory)
I have attached a <u>Photocopy of my Licence</u> to this form submission			<input type="checkbox"/> YES (Mandatory)
Driver's Licence Number		State	
Class of Licence		Licence Expiry Date	
Driver's Signature		Date	

\* [ACT driver licence information, class codes and conditions.](#)

\*\* You can use interstate or overseas driver licence for the first 3 months in ACT, NT and NSW, if you are from *Approved jurisdictions for mutual recognition of driver licence*. For more information about **Visiting Driver's Licence** eligibility and conditions in [ACT see here](#); for [NSW see here](#); for [NT see here](#).

<b>Other nominated drivers known to specified driver.</b>			
Name in Full			
Driver's Licence Number		Expiry Date	
Has read and accepted University Drivers Responsibilities		<input type="checkbox"/> YES (Mandatory)	
Name in Full			
Driver's Licence Number		Expiry Date	
Has read and accepted University Drivers Responsibilities		<input type="checkbox"/> YES (Mandatory)	

Please attach photocopy of your licence, and all other nominated drivers' licences

<b>Approved by Delegated Officer (Dean/Director/Head of School/General Manager)</b>			
Name		Uni ID	
Duration of Authority (date of authorisation expiry) (Note: Duration is as deemed appropriate by Delegate. Recommended this should not exceed current licence expiry)		DD / MM / YYYY	
Signature		Date	
<i>Approved Application to Drive is to be <u>filed at the nominated drivers local Area/Department.</u></i>			

# University Driver Responsibilities and Information

- 1) Drivers wishing to use a University vehicle are required to complete an "**Application for Authority to Drive a University vehicle**" [https://policies.anu.edu.au/ppl/document/ANUP\\_007602](https://policies.anu.edu.au/ppl/document/ANUP_007602) or, where available certify via a College/Area online vehicle booking tool that:
  - a) they have read and will abide by these *University Driver Responsibilities and Information*;
  - b) they hold a valid drivers licence.Booking vehicles is processed via your **Transport Officer** or **Vehicle Custodian** at your School.
- 2) Comply with ANU [Travel Policy](#), and [Procedure: Working safely away from campus](#) at all times.
- 3) Only use the vehicle for University-related purposes. University vehicles are not to be used for private purposes (other than a vehicle assigned to a staff member for private purposes.)
- 4) Drivers taking a University car on a field trip or long journey (6 hours or more of driving in a day) must complete an "**Approval to Travel Form**" [https://policies.anu.edu.au/ppl/document/ANUP\\_000846](https://policies.anu.edu.au/ppl/document/ANUP_000846)
- 5) [Complete a log book](#) when the vehicle is being used for University related purposes.
- 6) The following principles must be considered by the Driver and their Delegate when planning and approving work involving work related driving. Employees must:
  - a) regularly assess the total hours driven against human biological limits associated with adequate sleep and recovery to review work schedules; take a break from driving at least every 2 hours; stop for at least 15 to 30 minutes for each break period, leave the car, and stretch and walk around to avoid sustained static postures; monitor symptoms of fatigue.
  - b) conduct risk assessments as appropriate; this includes managing risks of powered mobile plant, hazardous manual tasks and falls from height, and common road transport hazards such as: time pressures, shift work, fatigue and physical fitness, vehicle design, manual handling, working at height, and potential exposure to gases and fumes.
- 7) Advise your School Transport Officer or Vehicle Custodian of any defects, breakdowns or other problems immediately on returning the vehicle.
- 8) Refill the vehicle using its fuel card. **Fuel tank must be at least a quarter full** at end of journey.
  - a) Drivers must provide an odometer reading and a PIN to the service attendant each time the vehicle is refuelled. Fuel cards are linked to the ANU Registration Plate.
- 9) Comply with the laws relating to the driving of vehicles in a public place or private property, including ANU parking regulations. *NOTE: Any infringements and penalties incurred by a driver of a University vehicle are the responsibility of the driver.*
- 10) Not leave vehicles unattended with the key in the ignition, and ensure, when away from the vehicle, that the vehicle is locked.
- 11) Notify the appropriate local delegate of any restrictions / changes to your driver's licence. The authority to drive lapses if a person no longer holds a current drivers licence and / or the Delegate revokes an authority to drive for a reason relating to unsatisfactory driving or non- observance of University procedures/code of conduct.
- 12) Members of staff who fail to observe University policies, permitted uses, and reasonable care and control will be deemed to be "self-insurers of the University vehicle in their care" and may be required to bear the cost of any damages which might arise because of their failure.
- 13) In an emergency outside the University campus, where a driver is unable to contact an authorised driver, a non-authorised person may drive the University vehicle.
- 14) For roadside assistance / breakdown service, call **Sgfleet Driver Assist 1800 009 082 [Option 2]** with your University Vehicle registration plate number ready.
- 15) Failure to adhere to these requirement may result in revocation of the authority to drive a University vehicle.