



Application for After-Hours Use of a University Vehicle

I have already completed or have attached to this form, my Application for Authority to Drive a University Vehicle			<input type="checkbox"/> YES (Mandatory)
Name in Full		Uni ID	
Area / Dept.		Phone	
Destination			
Purpose			
From Date		Time	AM / PM
To Date		Time	AM / PM
Approved by Delegated Officer (Dean/Director/Head of School/General Manager)			
Name		Uni ID	
Signature		Date	
<i>Approved Application to Drive is to be filed at the nominated drivers Area/Department.</i>			

Complete the following section as part of your approved after-hours journey(s), and submit this form to your **School Fleet Custodian / Transport Officer**.

Vehicle Running Sheet					
Vehicle Make and Model					
Registration Plate					
Odometer Readings					
From		To		Km's	
From		To		Km's	
From		To		Km's	
From		To		Km's	
From		To		Km's	
From		To		Km's	
Checked By Transport Officer (Supervisor / School Fleet Custodian)					
Name				Uni ID	
Signature				Date	