Employee application to drive a motor vehicle

D15/85424

#### All sections must be completed.

A copy of your **current driver licence** must be submitted along with the completed form/s.

If an individual does not provide the information requested in this form, [insert department name] will not be able to assess the individual’s capacity legally to drive a vehicle and therefore cannot permit that individual to drive a vehicle. An individual’s signature indicates his/her acceptance of the terms of this document. If an applicant fails to sign this form, he/she will be not be permitted to drive, or to nominate other drivers to drive, any vehicle.

#### Additional information – Executive vehicles only

If the Employee (Executive) nominates any drivers, a *separate nominated driver (private purposes) form must be submitted for each nominated driver*.

|  |
| --- |
| **1. Employee’s personal details** |
| Full name: |  | Full home address (incl. postcode): |
|       |  |       |
| Date of birth: |  | Contact number: |  |
|       |       |  |
| **2. Employee’s business details** |
| Department name: | Full business address (incl. postcode): |
|       |       |
| Branch name: |  |
|       |  |
| Position title: |  | Business number/s: |
|       |  |       |
| Business email: |  |  |
|       |  |  |
| **3. Employee’s driving details** |
| Licence number: |  | Expiry date: |  | Licence type: |  | State where licence is held: |
|       |  |       |  |       |  |       |
| Give details of any conditions on your driver licence: |
|       |
| Give details of any motor vehicle accidents during the last two years: |
|       |
| Give details of any traffic related convictions or infringements during the last two years: |
|       |
| **4. Driver/s nominated to drive for private purposes** |
| Full name: |  | Full home address (incl. postcode):      |
|       |  |
| Licence number: |  | Licence type: |  | Expiry date: |
|       |  |       |  |       |
| Give details of any conditions on your driver licence: | Any accidents or driving convictions during the last 2 years? |
|       | [ ]  No |  | [ ]  Yes (see\* below) |
| Full name: |  | Full home address (incl. postcode):      |
|       |  |
| Licence number: |  | Licence type: |  | Expiry date: |
|       |  |       |  |       |
| Give details of any conditions on your driver licence: | Any accidents or driving convictions during the last 2 years? |
|       | [ ]  No |  | [ ]  Yes (see\* below) |
| Full name: |  | Full home address (incl. postcode):      |
|       |  |
| Licence number: |  | Licence type: |  | Expiry date: |
|       |  |       |  |       |
| Give details of any conditions on your driver licence: | Any accidents or driving convictions during the last 2 years? |
|       | [ ]  No |  | [ ]  Yes (see\* below) |
| Full name: |  | Full home address (incl. postcode):      |
|       |  |
| Licence number: |  | Licence type: |  | Expiry date: |
|       |  |       |  |       |
| Give details of any conditions on your driver licence: | Any accidents or driving convictions during the last 2 years? |
|       | [ ]  No |  | [ ]  Yes (see\* below) |
| Full name: |  | Full home address (incl. postcode):      |
|       |  |
| Licence number: |  | Licence type: |  | Expiry date: |
|       |  |       |  |       |
| Give details of any conditions on your driver licence: | Any accidents or driving convictions during the last 2 years? |
|       | [ ]  No |  | [ ]  Yes (see\* below) |

5. Acknowledgements of employee

As the Employee, I acknowledge that:

1. I have read the document ‘General conditions of use of government vehicle’ (attached) and the ‘Whole of government vehicle policy’ at http://www.vicfleet.vic.gov.au/policy and I agree to abide by the provisions of the policy.
2. I further agree to advise the State in writing if I cease (permanently or temporarily) to be entitled to drive a motor vehicle or if the conditions placed on my driver licence are added to or altered.
3. I have read the document ‘Exclusions applicable to Sections 1 and 2 of Relevant Victorian government comprehensive vehicle insurance policy’ (attached).
4. If the State’s insurer successfully relies upon any exclusions in the Government vehicles insurance policy so as to enable the Insurer to refuse a claim by the State on the policy for loss or damage that was caused or contributed to:

by my use of the vehicle; or

by the use of the vehicle by any driver I have nominated;

then I acknowledge that the State reserves the right to recover any such loss or damages from me.

1. I have informed each driver nominated by me of his/her responsibilities with respect to his/her use of a government vehicle and of exclusions for insurance purposes (refer to attached insurance policy excerpt entitled ‘Exclusions applicable to Sections 1 and 2 of Relevant Victorian Government Comprehensive Vehicle Insurance Policy’).
2. For each driver I have nominated on this form, I have attached a separate Nominate driver (private purposes) form which has been duly completed and signed by the relevant nominated driver (executive vehicles only).
3. I have read the attached Privacy Statement and consent to the use and disclosure of my personal information in accordance with its terms.

|  |  |  |
| --- | --- | --- |
| Nominated driver signature: |  | Date: |
|  |  |       |

### General conditions of use of government vehicles

#### Vehicle responsibility

You are authorised to drive an executive leased vehicle and are responsible for the vehicle while it is in your charge. You must keep the vehicle in a clean and tidy condition.

#### Parking

When unattended, the vehicle must be left securely locked. The vehicle should be parked ‘off street’ overnight whenever practicable.

#### Traffic/parking infringements

All traffic and parking infringements incurred by you are your responsibility. If you intend to drive on a toll road, it is your responsibility to ensure an electronic tag (e‑tag) is fitted.

#### Use

Vehicles are provided for work use. They are also available for private use but not for commercial purposes.

#### Unauthorised drivers

Except in exceptional circumstances, you must not permit any unauthorised person to drive the vehicle.

#### No smoking

A no smoking policy extends to the vehicles.

#### Fuel card purchases

The fuel card provided to you must only be used for fuel e.g. petrol, oil, LPG, and lubricants. You must not use the card for any customer loyalty points or for a personal benefit.

#### Accident/breakdown

In the case of an accident involving vehicle/property damage, you must comply with your obligation under road safety legislation to exchange your name and address as driver (and, as vehicle owner, your department’s details and vehicle registration).

You must also report the accident to the Fleet Manager and complete the insurance forms when required.

In the case of injury (or the other driver/property owner is not in attendance at an accident), you must report it to police.

### Exclusions applicable to sections 1 and 2 of relevant Victorian government comprehensive vehicle insurance policy

This policy does **not** cover:

1. Liability arising under any undertaking or indemnity given or contracted by the Named Insured without the written authority of the Authority unless such liability would have arisen notwithstanding such undertaking or indemnity.
2. Loss, damage, liability and/or compensation for damage and/or injury caused whilst the Insured Vehicle:

Is driven by or in the charge of any person:

whose faculties are impaired by any drug or intoxicating liquor, or

who is convicted of driving, at the time of loss, under the influence of any drug or intoxicating liquor, or

with a percentage of alcohol or drugs in their breath, blood or urine in excess of the percentage permitted by law, or

who refuses to provide or allow the taking of a sample of breath, blood or urine for testing or analysis as required by law.

is engaged in racing, pacemaking, reliability trials, speed or hill-climbing test or whilst being tested in preparation therefore with the knowledge and consent of the Named Insured.

is being used in an unsafe or unroadworthy condition if such conditions could reasonably have been detected by the Named Insured provided that this exclusion shall not apply if the damage, liability or injury was not caused by such unsafe or unroadworthy condition

is being driven by the Insured or by any person with the consent of the Named Insured if to the knowledge of the Named Insured, the driver was not duly authorised under all relevant Laws, By-Laws and Regulations to be driving such Insured Vehicle for the purpose for which it was being used.

Provided this Exclusion 2(d) shall not apply if the driver, being currently unlicensed, had been so licensed within the period of twelve months immediately prior to the date of accident, and is not disqualified or suspended from being so licensed.

### Privacy statement

Attached pursuant to the acknowledgement with respect to privacy rights made by the driver.

#### Respecting privacy

(The department), in accordance with the *Privacy and Data Protection Act 2014* has policies and processes in place to ensure the proper management of individuals’ privacy rights. The Department’s privacy policy is available on your departmental intranet site.

#### What is personal information?

Personal information is any information or an opinion (including information or an opinion forming part of a database) that is recorded in any form and, whether true or not, is about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

#### Collection of personal information

Personal information is collected by the attached form.

#### Consequences of not providing personal information

If an individual does not provide his or her relevant personal information, the department will not be able accurately to assess the individual’s capacity legally to drive a vehicle and therefore cannot permit that individual to drive a government vehicle.

#### Use and disclosure of personal information

Personal information collected by the attached form is made available to government personnel whose duties require them to inspect or to use the information.

Personal information collected by the attached form may be passed to a third party including: the insurer of government vehicles to enable assessment of a claim against the policy by the State; to VicRoads to check the accuracy and currency of driver details; and to police in the case of a criminal offence.

#### Access to personal information

An individual may, upon request, obtain access to any personal information collected about him or her. Such requests should be addressed to, or contact made with your departmental Privacy Officer.

If an individual considers information held about him or her by their employing department to be incorrect, he or she may request the department to correct the information.