

This form has been developed with reference to The University of Melbourne Vehicle Use OHS Requirements Procedure to ensure that staff and students at the University of Melbourne exercise due care using personal vehicles for University work.

1. Personnel Details

Person:	Date:
Department/Unit:	Staff/Student no:
Signature:	

2. Agreement

I acknowledge and agree to adhere to the following requirements as stipulated in The University of Melbourne Vehicle Use OHS Requirement procedures and any amendments to the procedure.

- I am using my own vehicle for commuting between job sites.
- I have a current and valid Victorian driver's licence.
- I have 3rd party / comprehensive car insurance (I am aware my vehicle will not be covered by University insurance).
- The vehicle is registered and roadworthy.
- Incidents will be reported.
- I will not drive more than 10 hrs in a day. There will be a 20-minute break after continuous driving for 3 hours. If there is more than 3 hours of continuous driving, there will be more than 1 person driving.

N.B. This document is to be stored within the applicant's department personal record file.

3. HoD/Supervisor Approval

Name:	Date:
Signature:	