

CONDITIONS OF USE

All vehicle use is to be in accordance with the **UNIVERSITY MOTOR VEHICLE POLICY AND PROCEDURES**.

The signature of the user on this form will be taken as indication that the user has read and understands the rules as specified in the Motor Vehicle Policy and Procedures.

The Motor Vehicle Procedure and the University Accident Procedure are located in the glove compartment of each vehicle. Users should ensure they are familiar with this information before using the vehicle.

Late return of vehicles or non pick up of vehicles booked may result in **cancellation** of hire rights and/or a **penalty charge**.

PRIVATE VEHICLE USE AUTHORISATION

This section to be completed only if the Vehicle Booking Form is stamped and signed "CAR NOT AVAILABLE" and commercial hire car or public transport is NOT used.

1. To be completed by staff member requesting permission to use private vehicle

A University Vehicle is not available and I request permission to use my own vehicle for the following reasons:

.....
.....

I understand that the University **will not** be responsible for any damage or accident repair claim as a result of using my private vehicle on University business.

Signed: Date: / / 200

2. To be completed by Approving Officer (Area Manager or Budget Centre Head)

I approve the above request for private vehicle use.

Authorised Approving Officer: Date: / / 200

Reference SUP-FRM-00023.2	Approved for use by Ian Clifton	Date of issue/revision 12/3/2008	Page 2 of 2
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