

Authority to Drive a Northside Vehicle Form

Name in Full			
Program			
Phone Number			
Driver's Licence Number		State	
Expiry Date of Driver's Licence		Licence Class	
Please attach a photocopy of your licence.			

Driver Responsibilities and Information

1. Employees wishing to use a Northside vehicle are required to complete an 'Authority to Drive a Northside Vehicle Form' prior to using a Northside vehicle.
2. Only use the vehicle for Northside-related purposes.
3. Do not leave vehicles unattended with the key in the ignition, and ensure, when away from the vehicle, that the vehicle is locked.
4. **Complete the 'NCS Vehicle Checklist' every 1st Thursday of each month with information on vehicle presentation and odometer reading.**
5. Advise the direct Manager/Supervisor of any defects, breakdowns or other problems immediately on returning the vehicle.
6. Refill the vehicle using its fuel card if the petrol gauge indicates that the tank is less than a quarter full. **Drivers must provide an odometer reading and a PIN to the service attendant each time Northside vehicle is re-fuelled using the Caltex/Ampol fuel card provided with the vehicle.**
7. Comply with all laws relating to the driving of vehicles in a public place.
8. Drivers must comply with all relevant motor traffic rules and regulations. Any infringements and penalties incurred by a driver of a Northside vehicle are the responsibility of the driver.
9. Notify the direct Manager/Supervisor 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 direct

manager/supervisor revokes an authority to drive for a reason relating to unsatisfactory driving or non-observance of Northside policies and procedures.

10. An employee who fails to observe Northside policies and procedures, permitted uses, and reasonable care and control will be deemed to be "self insurers of the Northside vehicle in their care" and may be required to bear the cost of any damages which might arise because of their failure.
11. Northside vehicles are not to be used for private purposes.
12. For information on road/breakdown service please speak with your direct Manager/Supervisor.

I have read and accept the Drivers Responsibilities noted this form.			
Driver's signature		Date	

Approved by Manager/Supervisor - Must sight Current Drivers Licence.			
Name			
Position			
Duration of Authority * (see below)			
Signature		Date	

** Note Duration of Authority should be as deemed appropriate by Manager/Supervisor. It is recommend that this should not be beyond the duration of the current licence.*