

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. **Authorisation:** Complete the 'Authority to Drive a Northside Vehicle Form' before using any vehicle.
2. **Usage:** Use the vehicle only for Northside-related activities.
3. **Security:** Never leave the vehicle unattended with the keys in the ignition; always lock it when not in use.
4. **Defect Reporting:** Immediately report any defects or issues to your Manager/Supervisor after using the vehicle.
5. **Refuelling:** Use the provided fuel card to refuel the vehicle when the tank is below one-quarter full. Record the odometer reading and provide the PIN to the service attendant.
6. **Traffic Laws:** Adhere to all traffic laws and regulations.
7. **Infringements:** All driving infringements and penalties are the responsibility of the driver.
8. **Licence Changes:** Notify your Manager/Supervisor of any changes to your driver's licence status.
9. **Liability for Damages:** Employees who do not follow these guidelines may be held responsible for any resulting damages.
10. **Prohibited Use:** Do not use Northside vehicles for private purposes.
11. **Breakdown Assistance:** Contact your Manager/Supervisor for road or breakdown service information.

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.*