

CHE School Vehicle



UNSW

(EMPLOYEE ID MUST BE PROVIDED. PLEASE PRINT CLEARLY.)

Personal Details			
Employee ID:		Employment Record No.:	
Family Name:		Initials:	
School/Dept : Chemical Engineering		Phone: (w)	
Position Title:		Email:	
<input type="checkbox"/> Academic Staff		<input type="checkbox"/> General Staff	
<input type="checkbox"/> Postgraduate		<input type="checkbox"/> Research/Visitors	
Licence Details			
Licence No:		Expiry Date:	/ /
Type of Licence:	International	Local	
<i>(Please tick one)</i>			
Country of Origin:			

- **Please ensure that all details on this form are completed before using the School car and a copy of your current drivers licence is attached hereto.**
- Please make sure that all details are accurate. All persons using the vehicle must hold a current and valid full licence.
- **Student / Visitors must receive approval from Head of School, before obtaining the School vehicle.**
- If there are any changes to your details you are obliged to resubmit a NEW updated version of this form.
- All traffic and parking fines are the responsibility of the driver, UNSW will not pay any fines including toll fines.
- Report all accidents, including minor damage and scratches to the Lease Plan, Insurer with 48 hours of the damage and notify the School Administrator.
- Smoking in vehicle is prohibited at all times. Driving with more that the prescribed content of alcohol or under the influence of drugs is illegal.
- In case of personal property being stolen from the vehicle contact the Fleet Manager on ext 55497 for claims details.
- Legibly, fully and accurately complete the trip details on the [LOGBOOK](#).
- The Vehicle keys must be returned to the School Office **immediately** after use.
- The vehicle must be kept clean at all times.

I have read and understand the above terms and conditions using the CHE School Vehicle.

Employee's /	Date:
Student Signature:	Date:
APPROVAL	
Supervisor Signature:	Date:
Head School Signature:	Date: