

TRANSPORT REQUISITION

Telephone: (08) 8946 6500

Facsimile: (08) 8946 6562

E-mail: facilities@cdu.edu.au

Transportation is required as follows:

Required Date: _____ Time: _____ Return Date: _____ Time: _____

Itinerary

A FULLY DETAILED ITINERARY IS REQUIRED IF THE HIRER IS GOING INTO REMOTE AREAS

 Preferred Vehicle *please indicate*:

Sedan	[]	Station Wagon	[]	Tray Ute	[]
4WD Utility	[]	4 WD Troop Carrier	[]	14 Seater Bus	[]
7 Seater People Mover	[]	22 Seater Bus	[]		

Is vehicle to be used: Business Hours [] After Hours [] Overnight [] Weekend []

Where is vehicle to be garaged (address)?

By signing this document you are acknowledging any use of a CDU vehicle may incur FBT (Fringe Benefits Tax) and you have read and agree to abide by the conditions of use.
For FBT purposes, a 'car' is:

- a sedan, station wagon, panel van or utility (including four-wheel drive vehicles)
- any other goods-carrying vehicle with a carrying capacity of less than one tonne, or
- any other passenger-carrying vehicle designed to carry fewer than nine passengers.

A car is taken to be made available for private use by an employee on any day when: it is actually used for private purposes by the employee or associate, or the car is available for the private use of the employee or associate.

If a car is garaged at or near an employee's home, it is taken to be available for the employee's private use, regardless of whether or not the employee has permission to use the car privately. As a general rule, travel to and from work is private use of a vehicle.

Conditions of Use:

- Vehicles must be returned in a clean and tidy condition (as you would expect on pick up).
- Smoking, Eating or Drinking is not permitted in University vehicles.
- Accidents or defects must be reported immediately to **FAS on 8946 6500**.
- The vehicle must be left secure when unattended.
- The key register book must be signed when collecting and depositing keys.
- As a courtesy to others, please ensure the vehicle is returned with a full tank of fuel. A fuel card is provided with each vehicle.
- ODO reading/s is required when purchasing fuel.
- If your return is delayed in any way, please contact FAS on **8946 6500** to avoid inconveniencing others.
- A Special Licence is required to drive the 15 Seater and 22 Seater Bus.
- Evidence of a completed 4 WD course must be produced before a CDU 4 WD vehicle will be provided.
- Home garaged vehicles **MUST** be in a safe and secure environment.
- **Approval must be obtained from the 'Authorised Officer' for all out of hour collection and return of vehicles. If you are collecting a vehicle out of hours at Casuarina Campus; keys may be obtained by telephoning Security on 8946 7777 and collecting the keys from Orange 8. If you are returning a vehicle out of hours at Casuarina Campus; please deposit keys in the security box at the FAS entrance to Orange 8.**

 Name of Driver:.....

Name	Signature	Date
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After Hours contact number for Driver..... **Cost Code** ____ / ____ / ____ / ____

 Requisitioning Officer

Name	Signature	Date
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 Authorising Officer

Name	Signature	Date
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Faculty/ /School.....

FAS Office Use Only

Driver's Authority No:	D/L Expiry Date:	Vehicle Available:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rego No:	Booking Officer Signature	Date:	

