



APPLICATION TO DRIVE A CDU VEHICLE

Telephone: Casuarina Campus (08) 8946 6500 or Palmerston Campus (08) 8946 7800
Facsimile: Casuarina Campus (08) 8946 6562 or Palmerston Campus (08) 8946 7822

Complete all sections of this form and forward to Business and Asset Services Division B15

To be completed by applicant

A copy of your drivers licence must accompany this form

Surname:..... **Given Names:**

Postal Address:

Residential Address:

School/Faculty/Division:.....

Work Phone No:..... **Home Phone No: (08)**.....

D.O.B:..... / /

Licence No:.....

Classes:..... **Expiry Date:** / /

Conditions:..... **Endorsements:**

I agree to abide by conditions of use listed below and accept that the privilege to use vehicles can be withdrawn if conditions are not adhered to.

Signature:

To be completed by Supervisor, Associate Dean, CTO, EO

Authorised by (title):..... **Name:**

Signature:

Date: / /

To be completed by Cost Centre Manager or authorised delegate

Authorised by (title):..... **Name:**

Signature:

Date: / /

CONDITIONS OF USE

Vehicle Hire

- Smoking is not permitted in University vehicles.
- Accidents or defects must be reported immediately to **BASD on 8946 6500**.
- The vehicle must be left secure when unattended.
- Please sign in the BASD key register book when collecting and depositing keys.
- As a courtesy to others, please ensure the vehicle is returned with more than ¼ of a tank of fuel. A fuel card is provided with each vehicle.
- If your return is delayed in any way, please contact BASD on **8946 6500** to avoid inconveniencing others.
- If you are returning after close of business at Casuarina Campus please deposit keys in the security box at the BASD entrance to Building 15. If at Palmerston Campus, please contact security on 8946 7888 to return keys.

**PLACE COPY OF
LICENCE
HERE**

BASD Office Use Only

Authority Number: **Entered by:**

Signature:..... **Date:** / /

