



Authorized User Authority And Undertaking
Bio21 Institute

I (PLEASE PRINT NAME).....

DRIVERS LICENCE NO.....

Of.....Faculty/Department

Agree that when using a University pool vehicle as an Authorised User-

- 1. I will only use a University vehicle for University purposes and not for personal purposes.
2. I will only use a University vehicle if-
(a) I hold a current Full Driver's Licence valid in the State of Victoria appropriate for the vehicle driven.
(b) I am not under the influence of alcohol or drugs when driving the vehicle.
3. Whilst in my care and control I will -
(a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
(b) Ensure that petrol and lubricants are purchased using the University's Fuel card system.
(c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
(d) Ensure the vehicle is safely secured when not in use.
(e) Be responsible for the interior and exterior cleanliness of the vehicle.
(f) Ensure the Vehicle Log is properly completed and maintained.
(g) Notify the Insurance Officer if the vehicle is to be driven outside Victoria.
4. I further acknowledge that -
(a) I am aware of, and will comply with, the University's Transport Policy as amended from time to time.
(b) It is my responsibility to comply with the Motor Car Act 1958, the Road Safety Act 1986 and the Road Safety (Procedures) Regulations 1988 when the vehicle is used.
(c) I am liable for any traffic infringements involving the vehicle of a whatsoever nature which occur during any period of my use.
(d) I am aware and will comply with-
i) the University's procedures to be followed in the event of mechanical failure or breakdown;
ii) in the case of the accident, the legal and reporting requirements of the University's insurance policies;
iii) in the case of damage, the requirement to promptly report the damage to the Head of Department.

Date this.....day

Date this.....day

Of.....

Of.....

Signed by

Signed by

(Authorised User)

(Director, Bio21 Institute or Delegate)