

Non-staff/student | Request authorisation to drive a University Vehicle:

This form is used to request permission to drive University fleet vehicles. When submitted, it must go to the relevant People Manager for approval.

Driver Details

Requested For: _____
First Name Surname Name

Faculty / Division: _____ School / Section: _____

Location: _____
Campus/location of the selected position

License Details

License Number: _____ Licence Expiry Date: _____

Authorisation to Drive Conditions

I hold a current Australian, Overseas or International driver's license of the appropriate class/type for the vehicle to be driven and I will provide advice of any changes to my License which restricts my ability to legally drive. Current means it isn't expired, cancelled, suspended or disqualified.

❖ *Please attach a copy (front and back) of your current Australian or International license to this form. Information on driving in Tasmania on an interstate or overseas licence is available [here](#).*

I acknowledge that I have read and understand the University Driving [guidance](#) and understand my [responsibilities](#) in relation to driving for University business.

I declare that to the best of my knowledge the information given by me is complete and true. Non-compliance shall result in appropriate disciplinary action, which may include removing approval for me to drive University vehicles.

By signing below, I agree to comply with these conditions:

_____	_____	_____
Full Name	Signature	Today's Date
_____	_____	
Manager / Supervisor Name	Manager / Supervisor Signature (if approved)	

- ❖ *Completed Authorisation Form (including an attached copy of the Driver's licence) should be sent to Vehicle.Fleet@utas.edu.au prior to first vehicle hire booking. A copy should also be held within the relevant Organisational Unit.*
- ❖ *The Vehicle Driver's Licence will be checked by the Vehicle Hire Officer at the commencement of each vehicle hire booking.*
- ❖ *A new form must be completed once your licence has expired.*