Managers and supervisors may, in exceptional circumstances, give approval for the use of an employee’s private vehicle for University purposes. In these cases, the employee shall first prove to the University’s satisfaction that the vehicle meets the requirements specified in the University’s Vehicle Standards and is registered and comprehensively insured.

Prior to driving an authorised vehicle for University purposes the Authorisation to Drive a University Vehicle Form (either through ServiceNow [for staff] or located on the Safety and Wellbeing Website under Risk Topics – Driving – Responsibilities [for students]) must be completed.

The Risk Topics – Driving webpage provides information on responsibilities and standards to ensure you travel as safely as possible.

**EMPLOYEE TO COMPLETE BEFORE TRAVEL**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Employee No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational unit</td>
<td></td>
</tr>
<tr>
<td>Vehicle Make</td>
<td>Vehicle Model</td>
</tr>
<tr>
<td>Registration No.</td>
<td>Engine Capacity (cc)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date(s) of Travel</th>
<th>Destination</th>
<th>Reason for Travel</th>
<th>Justification for using Private Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End:</td>
<td></td>
<td></td>
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</tbody>
</table>

Please attach details if multiple journeys to be undertaken

I apply for approval to use my private vehicle for University purposes as detailed above and certify that I have read the University Driving guidance and understand my responsibilities and have completed the Authorisation to Drive a University Vehicle Form.

I also certify that the vehicle detailed above has all of the following features which are required for University use. Vehicles without these features cannot be used for University purposes. I will notify my Manager of the private vehicle use before each trip and will complete a new form if the private vehicle changes.

### Mandatory
- ☐ Has an Australasian New Car Assessment Program (ANCAP) 5 Star rating; or
- ☐ Has an ANCAP 4 Star rating and a kerb weight of 1300 – 1700kg; or
- ☐ Is a specific purpose vehicle assessed and authorised using an approved University risk assessment*
- ☐ Is registered and comprehensively insured **
- ☐ Has a spare tyre and tyre changing equipment

### Optional
- ☐ First aid kit (portable)
- ☐ Fire extinguisher (CO2 / Powder)

* Risk Assessment attached.
** All Insurance claims are the responsibility of the employee including the payment of any excess.

Signature Date

**MANAGER OR SUPERVISOR TO COMPLETE BEFORE TRAVEL**

In exceptional circumstances, a manager or supervisor may give approval for use of a private vehicle for University purposes.

I certify that the Authorisation to Drive a University Vehicle Form has been completed and to the best of my knowledge the vehicle has all of the features required for University use (which are detailed above). Approval is given for use of the private vehicle as detailed above. My employee is aware to notify their Line Manager of the private vehicle use before each trip.

Signature Date

This form is to be retained by the College/Division and must be completed annually if multiple or regular trips are approved or following a change in Private Vehicle used.

**CLAIMING THE KILOMETREAGE ALLOWANCE ON RETURN**

If you wish to claim the allowance for kilometreage, please login to MyHR.

Further information on making the allowance claim, please visit How do I claim for a kilometreage allowance?

Employees need to keep sufficient documentation to claim a deduction at tax time. The ‘cents per kilometre’ method is only applicable up to 5,000km per year. Payments using this form are not taxed but are reported to the Australian Taxation Office.

Reimbursement rate - $0.72 per KM (Approx HBT to LTN return $316) PLEASE NOTE: The reimbursement rate covers all costs including fuel (i.e. no separate claim should be made for the cost of fuel)

Issue Date: 26/04/2021

Private Vehicle Approval Form