

APPLICATION FOR PRIVATE USE OF UNIVERSITY VEHICLE

Name:		Staff No.	
School / Division:		Extension No.	
Home Address:		Mobile Phone No.	
Destination:		Licence No.	
Pick Up Date:		Pick Up Time:	
Return Date:		Return Time:	

Other Nominated Drivers

Name:		Licence No.	
Name:		Licence No.	

Preferred Vehicle Type: _____ Engine Size (charges are based on this) _____

CONDITIONS FOR PRIVATE USE OF UNIVERSITY VEHICLE

- The hirer of a University vehicle shall:
 - Be a member of staff of CSU; as defined by HR as having a permanent full time, part time or contract status;
 - Be responsible for the kilometre charge (subject to a minimum charge) plus cleaning costs (if applicable and must complete the attached salary deduction authority (minimum repayment is \$100 per fortnight);
 - Properly secure and where possible, provide off street parking for vehicles retained overnight;
 - Carry out a check of oil, water, tyres and battery whenever vehicle requires petrol, or at least once a day;
 - Return the vehicle to Fleet refuelled for the next hirer;
 - Ensure that the vehicle is only driven by the nominated drivers;
 - Not permit the vehicle to be driven by learner drivers under any circumstances, provisional licence holders (both red and green) may drive University vehicles;
 - Under no circumstances allow pets to be carried in the vehicle.
- The driver will be responsible for the consequences of any personal infringements of the Motor Traffic Act, particularly those relating to parking, speed limits and abuse of alcohol or drugs.
- The University, being responsible for the roadworthiness of the vehicle, undertakes to indemnify the driver from the consequences of pre-existing defects of the vehicle. In the event of an accident or mechanical breakdown, the University will not be responsible for the cost of a hire car or other expenses associated with the alternate return transportation of the hirer.
- Vehicles will be provided in a clean condition and must be return in the same condition. Vehicles returned dirty will be cleaned with the hirer charged.
- The University reserves the right to cancel this booking at any time, if the vehicle is required for official use.
- Smoking is not permitted in University vehicles.

On being provided with a University vehicle, I accept the conditions outlined above.

Signature:
(Name can be typed if form is emailed)

Date:

Reset

Print

Submit

Approved:
Fleet Officer, Division of Finance

Date:

**SALARY DEDUCTION AUTHORITY
TO REPAY UNIVERSITY DEBTS**
(Effective 1 September 2012)

Name _____
Staff ID Number _____
Form Number _____
Amount _____

I authorise the following deductions from my salary to be transferred to my debt with Charles Sturt University until my debt is paid in full.

☐ Full Amount
or ☐ Over 4 pay periods (for accounts above \$100).

Deductions will commence as per Note (A) below, and will be concurrent with any other debt repayments that may currently be in place.

Signature:
(Name can be typed if form is emailed)

Date:

NOTES:

- A. Payroll deductions will commence on the first payday following the due date on the invoice. Please do not pay account after that date.
- B. Debts will be concurrent and do not have to await the completion of a prior debt.
- C. In the event of termination of employment with Charles Sturt University, the amount outstanding will be deducted from your termination pay.

FINANCE USE ONLY

Invoice Number: _____
Amount: _____
Invoice Date: _____