



Driver Agreement – Staff

This agreement must be read in conjunction with Driving and Vehicle Safety Policy.

Required:

- A photocopy of driver’s license must be attached.
- Any change of validity, such as loss of license or loss of class, will be notified to the formal leader immediately.

Re a request to use private vehicle:

If you wish to use your own vehicle for work purposes, you need approval from your formal leader prior to travel.

Implications are that your insurer may require a commercial rate of insurance to have been paid before they will honour your cover. It is your responsibility to contact your insurer and notify that you use your vehicle for work purposes. Discuss private vehicle or commercial rate of insurance and the excess. It is also the individual’s responsibility to ensure the vehicle is registered and warranted and fit for use.

Staff member

By signing the below, I agree to abide by the above terms and conditions and policy Driving and Vehicle Safety while driving a vehicle for Otago Polytechnic.

Driver name	
Driver signature	
Date	

Formal leader

Photocopy of driver’s license attached	Yes / No	Approval to use private vehicle	Yes / No
(If Yes, define the scope e.g. to request prior to each trip / pick up small equipment on way to and from work / meeting attendance on way to or from work/ etc.)			
Formal leader			
Formal leader signature			
Date			