VEHICLE BOOKING REQUEST/ CONFIRMATION FORM

University of the Sunshine Coast
Facilities Management

Driver's details (please print)

☐ Open Licence ☐ Provisional Licence

Surname: _____

Given names: _____

Faculty/Dept: _____

Bookings

To make a booking please email **fleet@usc.edu.au** – Direct enquiries to **ext. 1195**

Destination and reason for journey: _____

Departure date (DD-MM-YY):	**Departure time** (HH:MM):	**Return date** (DD-MM-YY):	**Return time** (HH:MM):

☐ **University Pool Vehicle**

☐ **Hire Vehicle** (24 hours notice and Cost Centre Manager approval required)

☐ **Other Vehicle**

☐ **Special request** (ie 8-seater, station wagon) _____

☐ **GPS** ($6 per day to hire)

Authorised by: (Cost Centre Manager)

Print name: _____

CCM signature: _____

Account code:

Entity	Cost Centre			Project					Account				

A standard rate of $110 per day ($55 half day) will be charged to the Faculty/Department for University pool vehicles.

Are you taking the car home?

If so this may be classified as a benefit and if your benefit exceeds $1,000 in the period quarter to 31/3 it will be shown on your Payment Statement (issued 30 June). This value will be included for determining liability for: HECS PAYMENTS, CHILD SUPPORT PAYMENTS, SUPERANNUATION SURCHARGE and MEDICARE LEVY SURCHARGE.

Direct all enquiries to Finance on ext. 1180

Sign: _____ **Date:** _____

PLEASE READ CAREFULLY

Parking and Traffic Infringement Policy

6.1.3 Any infringements or penalties incurred by the driver of a University vehicle are the responsibility of the driver and the driver in charge of the vehicle at the time must pay any fines arising out of the use or parking of the vehicle. Where appropriate, the University will advise the relevant external authorities of the identity and contact details of the driver.

Authority to Drive Policy

6.1.4 Only staff members holding a valid current Driver's licence (of the appropriate class) acceptable in Queensland can drive a University vehicle. Please provide CPO with a current photocopy of your licence when collecting a vehicle. Photocopy must clearly display licence conditions and current address.