

LA TROBE UNIVERSITY

DRIVING TRIP AUTHORISATION AND BOOKING FORM FOR UNIVERSITY VEHICLES

Drivers wishing to use a University car for round trips of 150 Kilometres or more must submit this form to the Vehicle Manager.

SECTION A

DEPARTMENT/ SCHOOL/ SECTION:.....

TRIP PURPOSE:

DETAILS OF VEHICLE TO BE USED:

Are you familiar with the vehicle? Yes / No

TRIP DETAILS

Destination:.....

Departure date:..... Departure time:.....

Return date:..... Return time:.....

Please outline below your planned schedule, specifying estimated times of arrival and departure from particular places, and points at which rest breaks are planned, in accordance with the University's Guidelines for Trip Planning and Fatigue Management.

If a University Vehicle is to be used

WILL THE VEHICLE BE RETURNED BY CLOSE OF BUSINESS ON THE RETURN DATE? Yes/No

IF NOT, When will it be returned?

Date:..... Estimated time:

LICENCE DETAILS

	Name	Licence No.	Type	Expiry	Place of Issue
Driver					
Driver					
Driver					
Person collecting vehicle (if different from the drivers)					

Anyone disqualified from driving in any State or Territory in Australia, or in another country, or whose licence or permit has been suspended, cannot drive in Victoria.

Drivers will be required to produce one of the following current licences, applicable for the type of vehicle being driven: -

1. *A Victorian licence*
2. *A New South Wales licence (for Albury/Wodonga staff living in New South Wales)*
3. *A licence from other states) except where the holder has resided in Victoria*
4. *A licence from New Zealand) for a continuous period of more than 3 months*
5. *A licence from another country (excluding New Zealand) and written in English (or accompanied by an accurate English translation) except when the holder has held a permanent visa under the Migration Act 1958 for more than 3 months.*
6. *A licence from another country (excluding New Zealand) coupled with a current International Driving Permit, except when the holder has held a permanent visa under the Migration Act 1958 for more than 3 months*

I have planned my trip and related work schedule in accordance with the Vehicle and Driver Safety Procedure, particularly the attached extract on work schedules.

..... /...../.....
Signature Name (please print) Date

SECTION B

DRIVER’S SUPERVISOR, AUTHORISATION:

I confirm that this trip and related work schedule is in accordance with the Vehicle and Driver Safety Procedure, particularly the attached extract on Work Schedules.

..... /...../.....
Signature Name (please print) Date

SECTION C

VEHICLE MANAGER, AUTHORISATION:

I authorise the use of the Vehicle Make:..... Reg No.:.....
 be used for the for purposes specified above.

..... /...../.....
Signature Name (please print) Date

THE WORK SCHEDULE SHOULD BE PLANNED SO THAT IT:

- allows drivers to be well rested before departure, and avoids the need to drive with a significant sleep deficit (eg. someone may have worked for most of the night when their sleep patterns were not adapted to 'night shift'; they should not then be expected to drive)
- avoids driving at times when the driver would normally be asleep
- avoids driving when it is more than 16 hours since the driver awoke from the previous night's sleep, regardless of time spent driving, or working on other tasks (e.g. it may be unwise to drive home from the airport after a long day away)
- takes account of likely weather, road and traffic conditions and other factors likely to influence travel time
- includes 10-15 minute rest breaks at approximately 2-hour intervals
- does not entail more than a total of 10 hours 'on the road' in any 24 hour period
- does not require more than 12 hours in any 24 hour period for any combination of: driving, other work duties and rest breaks
- does not entail driving for most of the working day on more than three consecutive days; every fourth day should be a non-driving day.
- Give particular consideration to the amount and type of driving expected of drivers aged less than 25 years, or with less than 5 years driving experience. Because such drivers tend, on average, to be at higher risk than older, more experienced drivers, plan the trip to minimise their driving, particularly under relatively high risk conditions (eg. on rural highways and at night).