

## PERMISSION FOR NON UNIVERSITY PERSON(S) TO DRIVE A UNIVERSITY VEHICLE

When completed this form is to be lodged with the Vehicles Office for all Pool and Sub Pool Vehicles or with the Financial Delegate for Faculty or Divisional Vehicles.

In line with the current insurance conditions, the following non-University Person(s) will be driving a University vehicle.

NAME	STATUS Eg. Authorised Visitors	SIGNATURE

**Note:** Non-university drivers are only covered under CTP if they are not at fault. If the non-university driver is at fault, there is no cover for injury to them under the CTP and no cover under any other JCU insurances. JCU's Vehicle Policy will cover the vehicle and any third party property damage.

The details of travel are as follows:

Requester's name \_\_\_\_\_

Department \_\_\_\_\_

Phone number \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_

Destination \_\_\_\_\_

Departure (date & time) \_\_\_\_\_

Return (date & time) \_\_\_\_\_

Signature of requester \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

OFFICE USE ONLY

\_\_\_\_\_

**Pool vehicles:** Director Estate Office or delegate

Organisation Units: Head of Department or Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

To be filed with the completed vehicle log sheet as proof of authorisation.