

Motor Vehicle Acknowledgement and Request Form

Private Use of a Responsibility Allowance Salary Contribution Vehicle / Other University Vehicle or Limited Home Garaging

Please complete this form in Adobe Reader and print out. Send signed form to: Transport Office, Logistics, Office of Planning and Financial Services, Nathan campus or fax 3735 7927. Enquiries: 3735 7325.

Use this form to request access to either a 'Responsibility Allowance Salary Contribution Vehicle', 'Full Private Use of a University Vehicle' or 'Limited Home Garaging' of a University vehicle. By signing this form you acknowledge your agreement to be bound by the conditions outlined in the Motor Vehicle Policy (and related Procedures).

Section 2 allows nomination of your choice of vehicle from the approved list of vehicles where a new vehicle is to be acquired. This section does not apply to staff where approval for 'Limited Home Garaging' is being sought.

1. Vehicle Category (select one box)

- Salary Contribution
 Full Private Use
 Limited Home Garaging From: _____ To: _____ (Go to section 3)

2. Vehicle Selection (for selection of a 'Salary Contribution' or 'Full Private Use' vehicle from list of approved vehicles)

Make: _____
Model: _____
Body Type: Sedan
 Station Wagon
Accessories: Window Tinting
 Cargo Barrier (for station wagons only)
 Other: _____ (Subject to approval by Pro-Vice Chancellor Administration)
Colour: 1. _____
2. _____

3. Acknowledgement

I acknowledge that I, and my 'Nominated Alternative Driver', have read the Motor Vehicle Policy (and Related Procedures), and agree to be bound by the provisions of the policy and procedures.

Staff Name: _____

Staff ID: _____

Nominated Alternative Driver: _____ (Salary Contribution Vehicle or Full Private Use only, over the age of 25)

Signature: _____ Date: _____ **On completion of this form please print and sign.**

Office Use Only

<input type="checkbox"/> Approved	PVC (Administration)
<input type="checkbox"/> Not Approved	Signature: _____ Date: _____