

APPLICATION FOR USE OF PRIVATE VEHICLE FOR BUSINESS PURPOSES

I, _____ have informed my Insurance Company _____ that I will be using my Vehicle, registration number _____, for individual/business related business purposes.

I request permission to use my private motor vehicle and company fleet vehicles in the course of my duties and I agree:

- To comply with policies, procedures and additional information regarding vehicle usage and responsibilities.
- To keep my vehicle registered and insured with minimum compulsory third-party insurance (CTP).
- To ensure that my vehicle insurance policy allows for my vehicle to be used in the course of employment.
- To ensure that I do not drive my vehicle if any Government department defect notices apply.
- To provide Access4U with my valid South Australian Driver's Licence and to notify of any changes to my Driver's Licence immediately of that change being affected. Changes include, but are not limited to, medical restrictions, partial or full impairments and loss of licence.
- To provide my Driver's Licence to check on renewal.
- To observe all road traffic rules and to transport Customers in a safe, comfortable and reliable manner.
- To use my vehicle only in the instance of a fleet vehicle not being available and for a trip necessary for customer-related business.
- To accept by way of mileage the rate as stated in Access4u policy, or to accept from Access4u a letter clarifying permission to use my vehicle and to claim such mileage as a taxation expense.
- To not use my vehicle in the absence of current insurance policy and or current vehicle registration.
- To ensure that my vehicle is serviced on a yearly basis and provide a copy of the Private Vehicle Roadworthiness Report.
- To notify my Manager immediately should for any reason I believe my vehicle to be un-roadworthy or unsafe.

I acknowledge that:

- I am responsible for any traffic infringement notices, parking tickets incurred whilst I am using my private vehicle and will not seek reimbursement for these from the company or customer.
- That should my vehicle sustain damage, whether property damage or mechanical damage, whilst being used in the course of my duties, no responsibility for such damage shall attach to Access4u, its servants or agent, and I hereby indemnify and keep indemnified Access4u from such claim.
- That should my vehicle be involved in an accident and thereby cause damage to the property of another, whether property damage or mechanical damage, whilst being used in the course of my duties, no responsibility for such damage shall attach to Access4u Incorporated, its servants or agent, and I hereby indemnify and keep indemnified Access4u from any such claim.
- That my vehicle is maintained in a safe, roadworthy condition and that should my vehicle be involved in an accident due to -
 - My vehicle not being roadworthy, or
 - Me being under the influence of alcohol or drugs, and thereby cause the insurance policy to be void, I hereby indemnify and keep indemnified Access4u, its servants or agent from any claim.
- The use of alcohol and controlled substances prior to and during the operation of any vehicle is prohibited.

I hereby indemnify and keep indemnified Torrens Health, its servants or agent from any claim.

I acknowledge that this authorisation may be terminated by the company at any time.

I acknowledge that I have read the policies and procedures relating to vehicle usage and agree to be bound by these.

Signature of Applicant		Date	
Name of Applicant			