Faculty of Sciences

Application for Private Vehicle Use

Permission to use private vehicles for off-campus/field activities and/or other travel activities may be obtained from your supervisor with the following provisions:

* You declare that the vehicle is roadworthy and suitable for the tasks required.
* It is understood that the vehicle is **not** covered by University insurance and that the University has no liability for:
  + Any damage to the vehicle.
  + Anything the vehicle might cause damage to.
  + Any contents of said vehicle.
  + Any passengers in the vehicle except under the normal liabilities for the University's staff, students and volunteers.
  + Any excess or other costs should the vehicle be involved in an incident.
* If a first aid kit is noted as a control measure in any risk assessment related to the trip, first aid kits can be booked via the [Sciences Fleet and Field office](https://sciences.adelaide.edu.au/intranet/research-technical-services#fleet-fieldwork-and-boats).
* At your supervisor’s discretion, further requirements such as the latest service checklist or a visual inspection of the vehicle may be requested.
* Personal insurance cover should be checked with your insurer to ensure that it is valid for work-related journeys.

**Finance Details**

It may be possible to claim some running costs from the project line for your field activity. Discuss this with your supervisor and be sure you have the correct records and/or receipts to make any claims.

**Vehicle Details**  **Field Trip Conditions**

Car registration On-road Yes / No

Make Off-road Yes / No

Model Towing Yes / No

Last service date Remote area\* Yes / No

4WD vehicle Yes / No

\*Remote area field activities are those that include one or more of the following:

1. where rescue and medical assistance is not immediately available (e.g. covered by the fire service, ambulance service within normal response times); or
2. standard communication arrangement are not operational or reliable (e.g. mobile phone signal); or
3. travel is outside of metropolitan areas (Roseworthy is considered metropolitan); or
4. a worker is working on their own in a remote/secluded/isolated workplace.

Applicant name Licence # Signature Date

I, Supervisor name authorise the use of this vehicle for (please circle) *off-campus/field activity (number, name, date)* **or** *Twelve months (general use)*. Signature Date

If this form is being used for private vehicle usage related to a specific off-campus/field activity, then this form should be completed, submitted and retained as a part of the [off-campus activity risk assessment process](https://sciences.adelaide.edu.au/intranet/hsw#off-campus-activities-ocas-and-field-trips). In all other circumstances this form should be retained with other local area/lab records.