

Vehicle Use Authorisation

This Vehicle Use Authorisation is to be completed by any driver of any vehicle where that person:

- Is not a direct CTC, IntoWork employee but can be an on-hired employee; or
- Is a CTC or IntoWork employee who does not have a company vehicle allocation incorporated in their salary package or employment agreement?

Conditions of use:

1. A copy of the driver's appropriate and current driver licence must be provided to CTC IntoWork to accompany this form.
2. The driver must obtain the consent of the vehicle's allocated driver prior to use.
3. If requested, the driver will record what date and time the vehicle was taken and returned, by completing a Motor Vehicle Log Sheet.
4. Any damage must be reported to the allocated driver immediately upon return of the vehicle.

Upon signing this document I declare to have read, understood and accepted the conditions stated within the CTC/IntoWork Vehicle Policy and those stated above.

Name: _____

Signature: _____

Date: _____