

Application to use private vehicle on official duty

This form is to be used to request approval to use a private vehicle on official duty by all employees of the VCAA. Information collected on this form is required to determine the entitlement and the personal information provided will be kept secure against unauthorised use or disclosure. It is your responsibility to ensure all details are current and up to date by submitting another form if required.

Send the completed form to the HR Unit vcaa.hr@education.vic.gov.au to place on the employee's personnel file. For queries please contact VCAA HR Unit on 1800 718 320.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that your Employer holds about you and request that it be corrected by contacting your Supervisor/Manager or the HR Unit. Information about the privacy policy is available at: <https://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx>

EMPLOYEE DETAILS

Last name

First name(s)

Employee VCAA ID Contact number

Enter your Position Code (found on your Letter of Offer of Employment) for each appointment you will be using your private vehicle for.
If multiple roles, use Position Codes 2 & 3.

Base location: Indicate the location from which you will be travelling from e.g. home address or school address.

Position Code 1	<input type="text"/>	Base location 1	<input type="text"/>	Postcode	<input type="text"/>
Position Code 2	<input type="text"/>	Base location 2	<input type="text"/>	Postcode	<input type="text"/>
Position Code 3	<input type="text"/>	Base location 3	<input type="text"/>	Postcode	<input type="text"/>

EMERGENCY CONTACT DETAILS

Last name

First name

Relationship Contact number

Contact email

DETAILS OF VEHICLE OWNER

Name of the registered owner of the vehicle:

What is your relationship to the vehicle's owner?

Is the vehicle comprehensively insured? Yes No Are you as a driver covered by comprehensive insurance when driving the vehicle? Yes No

Please note: The motor vehicle must be registered and have full comprehensive insurance for VCAA approval purposes

DECLARATION BY EMPLOYEE FOR PRIVATE VEHICLE USE

I declare the vehicle is currently registered and has a comprehensive insurance policy that covers the vehicle and driver when used for business purposes.

Employee signature Date

(electronic submission of this form constitutes acceptance of the above declaration) Yes

APPROVAL (HR INTERNAL USE ONLY)

Use of private vehicle approved for the period: / / End date (where applicable) / /

VCAA HR Approver signature Date

VCAA HR Approver name