

Vehicle Use Policy Form

Each member of a department is required to sign a form, acknowledging that they understand the Vehicle Usage Policy and agree to abide by it. This form should be signed by members of a department/ministry, regardless of post, that are eligible and authorised to drive a government vehicle. The Department Head/PS should ensure that all eligible and authorised drivers sign this form. All forms certifying driver acceptance of this policy should be retained by the Department Head/PS and made accessible to the Fleet Manager. **All Drivers should ensure that licenses are current and relevant to the terms of the policy.**

MINISTRY/DEPARTMENT

By signing this Vehicle Use Policy Form I acknowledge that I am in receipt of, read and understood the Vehicle Usage Policy and will abide by and undertake the obligations outlined therein before being permitted to drive a Government vehicle

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Department Head

Signature

Date

List of authorised drivers from the Ministry/Department under the policy

Vehicle Use Policy Form

Page 2 of

MINISTRY/DEPARTMENT

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No. Date

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Department Head

Signature

Date

List of authorised drivers from the Ministry/Department under the policy

Vehicle Use Policy Form

Page 3 of

MINISTRY/DEPARTMENT

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No. Date

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Department Head

Signature

Date

List of authorised drivers from the Ministry/Department under the policy

Vehicle Use Policy Form

Page 4 of

MINISTRY/DEPARTMENT

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Name

Signature.....

Licence No.

Department Head

Signature

Date

List of authorised drivers from the Ministry/Department under the policy