

Application for long term vehicle hire

For vehicle hire exceeding 30 continuous days – less than 90 days

Office Use

Registration

Date of Collection

Please forward this form to Manager - Carpool Services at carbookings@dgs.vic.gov.au

Section A

Departmental / Agency details

Department / Agency: _____

Business Unit: _____

Vehicle hire contact

Contact person: _____

Contact phone number: _____

Contact email: _____

Allocated driver details

Name: _____

Current location/ section: _____

Job title of assigned position _____

A copy of allocated driver's license must be submitted with this form.

Section B

Is this request to extend an existing hire arrangement?

Yes

Proceed to section C.

No

Proceed to section D.

Section C

Complete for extension to existing vehicle hire

Not to exceed 90 days from original commencement date. Any requests over 90 days must have approval by the departmental secretary, agency chief executive officer or the delegate officer - seeking a temporary addition to fleet.

Existing vehicle registration

Make: _____

Model : _____

Original start date: _____

Section D

Please provide reason for long-term allocation of vehicle. (Attach supporting documentation where applicable):

Are there special requirements for the vehicle?

Yes

Please provide details:

No

Proceed to section E.

Section E

Vehicle requirements

Type of vehicle: _____

Period of Hire: _____

Sedan Start date _____

Wagon End date _____

Total days _____

Other (please specify) _____

Estimated weekly travel _____

Estimated overall travel _____

Section F

Please provide the full charge code to which the vehicle will be costed.

Charge code (Full string code) _____

Purchase order number: _____

Copy to be attached with this form.

Financial approval / endorser: _____

Name: _____

Signature: _____

Position: _____

Dated: _____

Section G

Departmental / Agency Fleet Manager acknowledgement

The Departmental / Agency Fleet Manager must acknowledge:

- That they do not have a vehicle in their current fleet that can be supplied to suit the business needs,
- If requirement for LTH is more than three months, the fleet manager will commence a cost analysis of LTH vehicle against procuring from VicFleet. Where there is a saving, the fleet manager will commence the process for an addition to fleet, to procure through VicFleet.
- That the Departmental / Agency Fleet Manager is aware of this vehicle request.

Departmental Fleet Manager

Name: _____

Comments: _____

Signature: _____

Dated: _____

Section H

Vehicle usage

Will the vehicle be used for travel between work and home? If yes,

Yes

Please provide details _____

No

Where will the vehicle will be garaged when commuting between home and office?

Business hours

Address _____

After hours

Address _____

Is the vehicle to be used for private travel during the week? (Private travel may include travel between work and home).

Yes

Please provide estimated distance to be travelled in kms per week. _____

No

Is the vehicle to be used on a weekend and/or public holiday?

Yes

Please provide estimated distance to be travelled in kms per week. _____

No

All drivers must be informed of FBT implications, including as a minimum:

- a new line for each day of travel is to be completed on the log sheet
- the overnight parking location must be clearly identifiable from the log sheet.

Who has informed the driver of FBT requirements? (Name of officer authorised to provide FBT advice)

Print name: _____

Position: _____

The driver also acknowledges that if the logbook is incomplete all travel will be recorded as private.

Driver initial: _____

For bookings greater than one month, less than three months

(Reference – WoG Standard Motor Vehicle Policy 3.3.14.2)

Departmental Secretary, agency Chief Executive Officer or the delegated officer

Name: _____

Title: _____

Department / agency: _____

Date: _____

Signature: _____

By completing an application for registration for long-term vehicle hire, you are agreeing to the following general terms of use.

1. At the end of each fortnight you must forward logbook entries for the vehicle/s under hire to carbookings@dtf.vic.gov.au. This allows the carpool team to accurately invoice, record scheduled service and meet ATO Fringe Benefits Tax legislative requirements.
2. Where a vehicle moves or changes users, the responsibility for the vehicle remains with the original hirer. This includes invoicing, infringements, damage and maintenance of the vehicle. It is the hirer's responsibility to advise the carpool team when a vehicle reallocation occurs.
3. When fuelling vehicles, you must supply a current odometer reading.
4. Vehicles must be serviced as per manufacturers handbook.

Services or maintenance enquiries must be arranged with the Treasury Service Centre (03 7005 9255). Please allow sufficient booking time for the service to be completed at the scheduled interval.

5. Damage, mechanical or safety related issues must be reported immediately to the carpool team.

6. All accident damage will be reported immediately to carpool team. Accident claim forms will be completed by the allocated driver and returned to carbookings@dgs.vic.gov.au within 24 hours of incident. Carpool team will discuss replacement vehicles.

7. Vehicles that have reached 60,000 kms must be returned and may be replaced with another similar vehicle.

8. All drivers of allocated to the vehicle/s under hire will abide by the Whole of Government Standard Motor Vehicle Policy (SMVP).

Failure to adhere to any of these conditions may result in the cessation of hire and full vehicle damage cost recovery.

Allocated driver	Vehicle hire contact
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

Privacy statement:

The above information is collected for the purpose of approving a driver to access carpool facilities. Driver information will only be made available to third parties with prior consent, except in necessary circumstances such as policing activity, vehicles Insurer and/or upon the receipt of a vehicle infringement notice (issuing Authority), where an infringement notice refers to a period in which the driver was the hirer of the vehicle.

Failure to provide the requested information (above) may result in your application for registration as a driver being rejected.

In accordance with the Privacy and Data Protection Act 2014 you may access, on request, the personal information that is recorded against your long-term hire vehicle booking.

For information requests or other matters relating to your driver information contact, Carpool Manager, telephone (03) 7005 9255 – carbookings@dgs.vic.gov.au.