

Drivers Licence Form

The University of Newcastle requires that **all*** persons who drive a University of Newcastle registered vehicle to complete this form and provide details requested to the vehicle custodian.

In accordance with the University's Fleet Policy the information contained in this form may be used to transfer liability for any penalty notices received by the University to you, if you were the person named on the log sheets as being the driver of the vehicle at the time of the offence. The person to whom the penalty notice has been transferred to retains the right of appeal through the State Debt Recovery Office.

If you are unwilling to provide all information requested on this form you are not permitted to operate a University of Newcastle vehicle.

Full Name: (as appears on Drivers Licence)	
Full Residential Address : (including post code)	
Drivers Licence Number:	
State of Issue:	
Expiry Date:	
Date of Birth:	
Email Address: (for notification of the transfer of liability of a penalty notice)	
University Faculty/Department:	
University Phone Number:	
Mobile Phone Number:	

Complete this section if the vehicle being used is a 4WD intended to be used off-road

If the vehicle is fitted with recovery equipment, does the driver have the appropriate Certificates of Competency for use of 4WD recovery equipment? <i>Evidence of this certification must be provided with this form.</i>	No If No, this driver is not authorised to use any recovery equipment attached to any University of Newcastle 4WD vehicle.
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Signature:		Date:	
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[Print Form](#)

* All includes all staff, students and visitors even in the event of a one off use.

All staff issuing keys are to ensure all relevant documentation is attached to this form.