

Application for long term vehicle hire

Office Use
Registration -
Date of Collection -

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

Please forward this form to Manager - Car Pool Services at carbookings@dtf.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, driver licence must be submitted with this form.

Section B

Is this request to extend an existing hire arrangement?

Yes

No

Proceed to section C

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

No

If yes, provide details below. Then proceed to section E

Proceed to section E

Special requirements

Section E

Vehicle requirements

Type of vehicle:	Period of Hire:
Sedan <input type="checkbox"/>	Start date
Wagon <input type="checkbox"/>	End date
Other (please specify) <input type="checkbox"/>	Total days
Estimated weekly travel kms	Estimated overall travel kms

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, provide details below.* Yes No
proceed to section G

Where will the vehicle will be garaged when commuting between home and office?*(Complete below).*

Business hours

Street Number Street Name

Suburb

After hours

Street Number Street Name

Suburb

Is the vehicle to be used for private travel during the week? *(Private travel may include travel between work and home).* Yes No

If yes, please provide estimated distance to be travelled in kms per week.

Distance: km

Is the vehicle to be used on a weekend and/or public holiday? Yes No

If yes, please provide estimated distance to be travelled in kms per week.

Distance: km

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 logsheet, and
- the overnight parking location must be clearly identifiable from the logsheet.

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. Vehicle log sheets are to be scanned horizontally and forwarded to SSP Car Pool at carbookings@dtf.vic.gov.au by the end of each working week (COB Friday or where used on the weekend, Sunday evening). This allows the SSP Car Pool team to accurately invoice, record scheduled service and meet Australian Tax Office Fringe Benefits 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 Shared Service Provider car pool 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 Shared Service Provider car pool team.
6. All accident damage will be reported immediately to Shared Service Provider car pool team. Accident claim forms will be completed by the allocated driver and returned to carbookings@dtf.vic.gov.au within 24 hours of incident. Shared Service Provider car pool 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). <https://www.dtf.vic.gov.au/vicfleet/standard-motor-vehicle-policy>
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 car pool 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, Car Pool Manager, telephone (03) 7005 9255 – carbookings@dtf.vic.gov.au.