|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smartfleet Online Pool Car Application Form | | | | | | | | | | | | | | UOM-Rev3D_S_Sm copy | | | | |
| Enquiries regarding this form can be made to: Chris Stavrou on 8344 3168 or [fleet-pb@unimelb.edu.au](mailto:fleet-pb@unimelb.edu.au)  Once this form has been completed please send it via email to: [**fleet-pb@unimelb.edu.au**](mailto:fleet-pb@unimelb.edu.au) | | | | | | If you would like the user to be able to authorise their own bookings, with no notification to the approver, please tick ‘yes’ in the self-approving section.  Authorised approvers must have financial delegation for the themis account code. | | | | | | | | | | | | |
| **PRIVACY INFORMATION:** All details in this form are used for the purpose of creating a Smartfleet pool car account.  Driver’s licence and personal details are required to be obtained due to any possible traffic infringements being incurred by the driver. | | | | | | Your personal address and date of birth are only to be used for this purpose and are filed away securely by Fleet Services. If you wish to sign up to GoGet, please advise and an account will be setup. For GoGet, your private information will be securely stored on GoGet servers. If you wish to access your private information, email **fleet-pb@unimelb.edu.au**. | | | | | | | | | | | | |
| 1. user information | | | | | | | | | | | | | | | | | | |
| Please note that the user must be the designated driver of any vehicle they book. Sections marked \* are mandatory. | | | | | | | | | | | | | | | | | | |
| Given Names\* | |  | | | Family Name\* | | | | | |  | | | | | | | | |
| Position\* | |  | | | Department\* | | | | | |  | | | | | | | | |
| Campus/Location\* | |  | | | Phone\* | | | | | |  | | | | | | | | |
| Staff / Student ID | |  | | | Mobile | | | | | |  | | | | | | | | |
| Unimelb Username\* | |  | | | Email\* | | | | | |  | | | | | | | | |
| Driver’s Licence No.\* | |  | | | DL Expiry Date\* | | | | | |  | | | | | | | | |
| Date of Birth\* | |  | | | DL Issuing State or Country\* | | | | | |  | | | | | | | |
| Address as displayed on Drivers Licence\* | |  | | | | | | | | | | | | | | | | |
| 2. Self approving - Yes = Vehicle allocated automatically. no = vehicle not allocated until approved | | | | | | | | | | | | | | | | | | |
| Self-Approving User? | | Yes (go to section 4)  No (complete section 3) | | | | | | | | | | | | | | | | |
| 3. Approver Details | | | | | | | | | | | | | | | | | | |
| This section is only to be completed if the user is not Self Approving. | | | | | | | | | | | | | | | | | | |
| Given Names | |  | | | Family Name | | | | | |  | | | | | | | | |
| Position | |  | | | Department | | | | | |  | | | | | | | | |
| Campus/Location | |  | | | Phone | | | | | |  | | | | | | | | |
| Fax | |  | | | Email | | | | | |  | | | | | | | | |
| Approver’s Signature | |  | | | | | | | | | | | | | | | | |
| 4. account details | | | | | | | | | | | | | | | | | | |
| Company | Budget | | Section | Natural | | | Project | | | Group | | | | | Activity | | Location | |
|  |  | |  | 7234 | | |  | | |  | | | | |  | |  | |
| 5. delegation approvals | | | | | | | | | | | | | | | | | | | |
| User’s Signature | |  | | | | | | | | | | Date | | | |  | | | |
| Signature of Financial Delegate | |  | | | | | | | | | | | | | | | | | |
| Name of Financial Delegate  (Level 5 Delegation) | |  | | | | | | | | | | Date | | | |  | | | |
| FURTHER privacy information | | | | | | | | | | | | | | | | | | | |
| All information will be stored securely and only used or released in accordance with the Privacy and Data Protection Act 2014 (Vic). All information collected by the University is governed by the University’s Privacy Policy. | | | | | | | | For further information about how the University deals with personal information, please refer to the University’s Privacy Policy or contact the University’s Privacy Officer at [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au) | | | | | | | | | | | |
| office use only | | | | | | | | | | | | | | | | | | | |
| Processed by | |  | | | | | | | Date | | | |  | | | | | | |
| Stamp | |  | | | | | | | Username | | | |  | | | | | | |
|  | |  | | | | | | |
| smartfleet account information | | | | | | | | | | | | | | | | | |
| Once the authorisation request has been received and processed, an email will be sent to you advising you of your user ID and password. You will then be able to access the system and book your vehicles at [www.smartfleetaustralia.com.au](http://www.smartfleetaustralia.com.au) | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Authorised User Undertaking | | UOM-Rev3D_S_Sm copy |
| Please read this form thoroughly, complete all sections and return with the Smartfleet Booking and Authorisation Form. | | | |
| I       of faculty/department       agree that when using a University Pool Vehicle as an Authorised User - | | | |
| 1. I will use a University vehicle only for University business purposes and not for personal purposes. 2. I will use a University vehicle if and only if – 3. I hold a current driver’s licence valid in the state of Victoria and appropriate for the vehicle driven. 4. I have provided my full driver’s licence details to my dean of faculty/head of department and the dean/head has sighted my driver’s licence. 5. I am not under the influence of alcohol or drugs while driving the vehicle. 6. Whilst in my care and control I will – 7. Ensure that the vehicle is maintained in a safe and roadworthy condition at all times. 8. Ensure that petrol and lubricants are purchased using the University’s fuel card system 9. Ensure the vehicle is operated in accordance with the manufacturer’s instructions. 10. Ensure the vehicle is safely secured when not in use. 11. Be responsible for the interior and exterior cleanliness of the vehicle. 12. Ensure the vehicle log is properly completed and maintained. 13. Notify the Fleet Manager if the vehicle is to be driven outside of Victoria. 14. I further acknowledge that –     1. I am aware of, and will comply with, the University’s Vehicle Fleet Procedure as amended from time to time.     2. It is my responsibility to comply with the Road Safety Act (Vic) 1986 and the Road Safety (General) Regulations (Vic) 1999 when the vehicle is used.     3. I am liable for any traffic infringements involving the vehicle of whatsoever nature which occur during the period of my use.     4. I am aware and comply with – 15. the University’s procedures to be followed in the event of mechanical failure or breakdown; 16. in the case of an accident, the legal and reporting requirements of the University’s insurance policies; 17. in the case of damage, the requirement to promptly report damage to the Fleet Coordinator | | | |
| Date | |  | |
| Signature of User | |  | |
| Name of User | |  | |