**Otago Polytechnic Kaimahi Driver’s Agreement Form**

This Kaimahi Driver’s Agreement must be read in conjunction with the Driving and Vehicle Safety Policy.

# Required:

* A photocopy of kaimahi driver’s licence must be attached.
* Any change of validity, such as loss of license or loss of class, will be notified to the Formal Leader immediately.

# Request to use your own vehicle (refer to Clause 6 in [Driving and Vehicle Safety Policy)](https://online.op.ac.nz/about-us/governance-and-management/policy-library/mp0417-driving-and-vehicle-safety-under-merge-review)

**If you wish to use your own vehicle for work purposes, you need approval from your Formal Leader prior to travel and only after all other preferred choices have been exhausted** (refer to Clause 5 in the [Driving and Vehicle Safety Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/mp0417-driving-and-vehicle-safety-under-merge-review)).

* The implications are that your insurer may require a commercial rate of insurance to be paid before they honour your cover.
* It is your responsibility to contact your insurer and notify them that you are using your vehicle for work purposes.
* Discuss private vehicle, or commercial rates of insurance and the excess.
* It is also kaimahi responsibility to ensure the vehicle is registered and warranted and fit for use.

# Kaimahi

By signing the below, I agree to abide by the above terms and conditions and the Driving and Vehicle Safety Policy while driving a vehicle for Otago Polytechnic.

|  |  |
| --- | --- |
| Kaimahi Driver Name |  |
| Kaimahi Driver Signature |  |
| Date |  |
| Is this a change to your initial Kaimahi Drivers Agreement Form *(if Yes state reasons).* | Yes / No |

**Formal Leader**

|  |  |
| --- | --- |
| **Photocopy of Kaimahi**  **Driver’s licence attached to this form** | Yes / No |
| **Approval of the use of kaimahi own vehicle** | Yes / No |
| If **Yes,** define the scope *e.g. to request prior to each trip /pick up small equipment on way to and from work/meeting attendance on way to or from work etc*. |  |
| **Formal Leader Name** |  |
| **Formal Leader Signature** |  |
| **Date** |  |

OFFICE USE ONLY

* Copy uploaded to VAULT Date:
* Copy sent to People and Culture to be held on kaimahi personnel file Date: