

## Drivers Declaration Form

ICH is committed to ensuring that all people including workers and service users are safe while travelling for ICH purposes. This form collects information about the driver and any personal vehicles driven for work-related purposes. For more information, see ICH's *Vehicle Use Policy*.

Worker Details	
Name:	
Position:	
Service:	

Driver Details	
Licence Number:	
Expiry:	
<b>A copy of your licence must be attached to this form and kept on file by Human Resources.</b>	
Is your licence currently suspended or cancelled?	Yes / No
Are you disqualified from driving?	Yes / No
Do you have any condition imposed on your licence (e.g. alcohol interlock, restrictions driving between certain times)?	Yes / No
Do you have any medical conditions or take medication which may affect your ability to drive?	Yes / No
<b>If you indicated yes to any of the above, please provide details to Human Resources.</b>	

### Personal Vehicles

Complete this section if you use your personal vehicle/s for work-related purposes regardless of the frequency of use. Space for two vehicles has been provided if you alternate vehicles.

Vehicle Details		
	Vehicle #1	Vehicle #2
Registration:		
Your vehicle/s make, model and year may be searched through the TMR registration check.		
Colour:		
Are these vehicle/s registered?	Yes / No	
Are the vehicle/s in a roadworthy condition and regularly serviced?	Yes / No	
Are these vehicle/s appropriately insured? Note that it is your responsibility to confirm that your insurer will cover travel for work-purposes where you may be reimbursed through mileage. <i>Work-purposes does not include your commute to and from work.</i>	Yes / No	

Driving Checklist	
<p>This checklist summarises some key responsibilities while driving for work-related purposes. This checklist applies regardless of whether you are travelling in an ICH or personal vehicle, claiming mileage or not.</p> <p>By ticking the below boxes, you understand that you must prior to and during each trip:</p>	
<p>Prior to driving:</p> <ul style="list-style-type: none"> <li>• Ensure that you are appropriately licenced and there is nothing which impacts upon your ability to drive safely</li> <li>• Check the child locks are on if transporting children or young people</li> <li>• Complete a Pre-Start Checklist prior to travelling</li> </ul>	<input type="checkbox"/>
<p>During the drive:</p> <ul style="list-style-type: none"> <li>• Employ safe driving practices and follow all road rules</li> <li>• Ensure that all people are wearing a seatbelt or appropriate child restraint</li> </ul>	<input type="checkbox"/>
<p>When transporting service users:</p> <ul style="list-style-type: none"> <li>• Not transport service users in personal vehicles</li> <li>• Be aware of risks and practices surrounding transportation of service users (i.e. behaviour, distraction, manual handling, service user protection requirements)</li> <li>• Ensure that no service users are left unattended in vehicles</li> </ul>	<input type="checkbox"/>
<p>General:</p> <ul style="list-style-type: none"> <li>• Consider any risks before, during and after the trip</li> <li>• Ensure vehicles are secured</li> <li>• Keep vehicles clean and tidy</li> <li>• Record the details of the trip in accordance with Service requirements</li> </ul>	<input type="checkbox"/>

Declaration	
<p>By completing this form, you agree that the information provided is true and correct. You also acknowledge and agree that to drive at work:</p> <ul style="list-style-type: none"> <li>• You must maintain your licence to drive at ICH</li> <li>• You must report any circumstance which may impact upon your ability to drive including any changes to your licence, serious traffic infringements, any health conditions/medication</li> <li>• You must not be under the influence of alcohol or illicit drugs or other medication which impacts your ability to drive</li> <li>• When using personal vehicles at work: <ul style="list-style-type: none"> <li>○ You are responsible for all costs associated with your vehicle, this includes registration, insurance, maintenance, fuel and any damage or incidents</li> <li>○ Employees will be able to claim mileage for approved work-related trips by completing the <i>Employee Reimbursement Form</i>. This does not include trips to and from your home and the office.</li> <li>○ Your vehicle is kept in a roadworthy condition and serviced regularly</li> <li>○ You must maintain your vehicle registration and your insurance (after having confirmed that it will cover work-related travel where you may receive mileage as reimbursement)</li> <li>○ You are not permitted to transport service users in personal vehicles</li> <li>○ In the event that you use an alternative personal vehicle, you are required to meet the same requirements (as above)</li> </ul> </li> <li>• All drivers are required to complete a <i>Pre-Start Checklist</i> prior to travelling and should not travel if there are issues with the vehicle</li> <li>• You have read and understood the <i>Vehicle Use Policy</i> and associated <i>Procedure/s</i></li> </ul>	
Signature:	Date: