

## Application for Hire of External Vehicle

City East   
  City West   
  Magill   
  Mawson Lakes   
  Whyalla   
  Mt. Gambier

Request Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**Dates Vehicle Required**

From: \_\_\_\_\_ Time: \_\_\_\_\_

To: \_\_\_\_\_ Time: \_\_\_\_\_

Flight No. Arrival \_\_\_\_\_ Time \_\_\_\_\_

Flight No. Departure \_\_\_\_\_ Time \_\_\_\_\_

Type of Vehicle Required (if available): \_\_\_\_\_

Special Requirements: (Tow bar etc) \_\_\_\_\_

Full Name of Driver/s and tel: number/s: \_\_\_\_\_

Full Name and tel no. of all Passengers: \_\_\_\_\_

If necessary, provide these details on an extra page and attach to this form.

Does the driver have the appropriate license:  YES  NO

Destination: \_\_\_\_\_

Work Diary – **VERY IMPORTANT** As the driver, I understand my responsibility under the **National Heavy Vehicle Regulations** link: <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/about> that it is a legal obligation to complete a current version of the National Driver Work Diary link: <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-diary>

Reasons for Travel: \_\_\_\_\_

**ACCOUNT CODE**

AD	PG	SR	TN	PD	Other	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="font-size: 10px;">-</div> <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="font-size: 10px;">-</div> <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="font-size: 10px;">-</div> <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div>
						PD Only                      Cost Centre                      Item

Signed (**Cost Centre Manager**) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 First Name                      Last Name

Signed (Person Booking Vehicle) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 First Name                      Last Name

**OFFICE USE ONLY**

Booking Number:	_____
Cost of Hire:	_____
Full Name:	_____ Date: _____
Customer Advised:	Yes / No                      Date: _____

Please Note: Vehicles are NOT to be used for private purposes