

Form

Form Name:	Motor Vehicle Personal Use Form
Updated:	March 2020
Endorsed By:	Directors
Form Code:	FORM010

01. FORM

This form is for employees to use if they require to use their personal vehicle for company use

02. OVREVIEW

This application form applies to all staff seeking permission to use a personal vehicle for company use

03. EMPLOYEES DETAILS

First Name:

Surname:

Position:

Contact Phone:

04. DETAILS OF VEHICLE TO BE USED

- Vehicle is free from damage and safe to drive
- Vehicle is well maintained and service is up-to-date
- Vehicle is capable of making the journey with no adverse prior condition preventing it
- Vehicle is fully registered with 3rd party and comprehensive insurance

05. DETAILS OF JOURNEY

Date of Journey to be made:

Approximate kilometers to be travelled:

Vehicle Registration Number:

Reason for using personal vehicle:

06. AUTHORISATION

I acknowledge that RJA will not accept any liability arising from the use of my personal vehicle to undertake RJA Business.

Employee

___/___/___
Date

Authorisation Manager

___/___/___
Date

Note: once approved please forward the original to Office Manager

Related Resources, Tools and Links

- POL006 – Motor Vehicle Policy

Contact & Further Information

For further assistance please contact your direct manager.

Form Owner

Directors – RJA

Note: This form does not form part of any contract between you and RJA. It must be used for application purposes only and in accordance with applicable legislation. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this form is not intended to give rise to contractual obligations binding on the Company. This form may be varied from time to time.