



Driver Agreement – Learner

This agreement must be read in conjunction with Driving and Vehicle Safety Policy.

Important:

- Special approval is required from the Manager for a student to drive for a course related activity for Otago Polytechnic. This is granted when driving skills are a component of future work e.g. driving tour groups to outdoor recreational activities.
- This does not relate to driving to and from work (experience) in your own vehicle.

Group/Field Trips

- By law, minivans MUST have a P Class driver if carrying more than 12 occupants including the driver.
- If on overnight trips: to deal with emergencies, at least two designated drivers are assigned to the trip.

Required:

- A photocopy of driver's license must be attached.
- Any change of validity, such as loss of license or loss of class, will be notified to the formal leader / Programme Head immediately.
- I have approval from my Manager to use my own vehicle for course related activity and it has comprehensive insurance cover.
- My insurer has been notified that my own vehicle is used for work purposes.
- Van use: I have received training and supervision in safe driving. Training was completed by: _____ on _____

Learner

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

Driver name	
Driver signature	
Date	

Formal leader / Programme Head

Photocopy of driver's license attached	Yes / No	Approval to use private 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)			

<i>on way to or from work/ etc.)</i>	
Formal leader	
Formal leader signature	
Date	