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LCS-FRM-COR412	6.0	Ruth Wearne, QM	Tarina Venturin, OM
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NDIS Standard:	Core Module; 0.4.1 Safe Environments		

Please fill out the details of your private vehicle used for transportation during service delivery below.
This form is to be used by staff members who use their own vehicles during service delivery, and clients who wish for their vehicle to be used during service delivery.

IMPORTANT: All transport must be approved by the Director, and a part of the person's care plan.

Name of Owner	
Registration Number	Registration Expiry
Vehicle Model	Odometer Reading
Vehicle Make	Insurer (Full Comp)
Vehicle Year	Insurance Policy Exp

Authorised Drivers				
Name	License Number	Expiry Date	State	Signature

By signing this form as an Authorised Driver, you agree to:

- Provide a copy of your current driver's licence. It is your responsibility to provide a photocopy of all renewals to ensure a current copy is always on file. Any changes to licence conditions will be reported to LCS immediately.
- Keep the vehicle clean and free of loose objects while transporting clients.
- Agree to immediately notify LCS of any medical condition, license cancellation or other restriction that may affect your ability to transport clients.
- Drive to the road conditions and observe road laws.
- Drive defensively in the interests of public safety.
- Not drive the motor vehicle or attempt to put the vehicle in motion while under the influence of alcohol and/or drugs.
- Not smoke in the vehicle
- Not exceed passenger seating limits
- Ensure all passengers are wearing a seat belt during transportation
- Never use unlawful restraints on any passengers.
- Never leave clients unsupervised in vehicles at any time.
- Ensure recommended safety procedures are followed while driving

Owner's Agreement:

I, _____, confirm the above, and agree to the following conditions regarding use of my own private vehicle for transportation during service delivery:

1. I authorise the use of this vehicle for use during service delivery.
2. I will maintain the vehicle in a roadworthy condition.
3. It is my responsibility to maintain current registration and comprehensive insurance of my vehicle.
4. I have checked with my insurer that I can use the vehicle during service delivery.
5. I am responsible for any excess that may be incurred. It is the vehicle owner's responsibility to provide a copy of the comprehensive insurance which covers other people driving the vehicle, current registration certificate and that they accept responsibility for maintaining the vehicle in a roadworthy condition.

Signed _____

Date: _____