

ASA VAN Driver's Declaration



**ALBANY STUDENTS'
ASSOCIATION INC.**
Advocacy | Representation | Student Services.
www.asa.ac.nz

GROUP DETAILS

Name of group booking van: _____

Purpose of booking: _____

Date out**Date to be returned**

DRIVER DETAILS

Name: _____

Student ID: _____ Date of Birth: _____

Driver's licence #: _____ Expiry Date: _____

Copy of licence provided: (Mandatory)

Email: _____ Phone No: _____

Home Address: _____

DECLARATION

I declare that I hold a FULL New Zealand driving licence and that I have experience driving a manual vehicle.

I have no pending prosecutions.

Whilst in charge of the vehicle, I will obey the New Zealand road code and will consume no alcohol or drugs (prescribed or otherwise) before or while driving the vehicle.

I will ensure orderly behaviour of my passengers at all times.

I understand that I am responsible for the van once it has left the facility. I take responsibility of ensuring that only drivers who have filled out a copy of this declaration will drive the vehicle.

I will complete the van log book for each trip made including start and end kilometres.

I will return the van at the pre-arranged time.

I will ensure that the van is returned with a full tank of DIESEL or my group will be charged a refuelling fee of \$30 + the cost of the diesel.

I will ensure that the van is clean and tidy when returned or my group will be invoiced for the cost of cleaning. (Approximately \$125)

I understand that the seating arrangement cannot be altered and the seats may not be removed without prior approval of ASA and that no more than 10 people (including the driver) may be transported in the van.

THIS IS A DIESEL VAN.

If petrol is accidentally put in, DO NOT start the van.

ASA Van Driver's Declaration Continued

Damage / Breakdown

The AA service covers the van, so the driver should phone AA if there is any cause for concern – see the windscreen sticker.

If damage, mechanical failure or an accident should occur, I will inform the ASA Office Manager as soon as possible. In the event of any accident, the Police MUST be contacted.

In the event that damage occurs **due to my action or failure to act appropriately** and **is** covered by insurance, the group I am driving for will be liable for the insurance excess and reduction in the insurance no-claims bonus.

In the event that damage occurs **due to my action or failure to act appropriately** and **is not** covered by insurance,(e.g. running the van with no oil), the group I am driving for will be liable for all costs incurred for necessary repairs.

Repairs will be organised by ASA and by a mechanic of their choice with costs being covered by the hiring group.

I will not undertake repairs or contact a mechanic without prior approval of the ASA.

It is my responsibility and my group's liability to ensure that the van is transported safely back to ASA following an incident. (i.e. do not drive the van if this may cause further damage).

ASA undertakes regular maintenance of the van. Whilst the van is maintained to a high standard, ASA accepts no liability in the case of breakdown. Please advise ASA of any matters regarding the van that need to be addressed.

ASA reserves the right to decline applications to use the van.

Insurance Excess Details

Any driver who has held a licence for less than 12 months	\$1500
Driver aged under 21 years	\$1500
Drivers from 21 st birthday until turning 25 years	\$1000
Standard Excess	\$500

Signature of driver

Signature: _____

Date: _____

Authorised by

ASA Name/Signature: _____

Date: _____

Return

Keys returned & all conditions met: Yes / No Kilometres travelled: _____

Details of any charges to be made: _____

ASA Name/Signature: _____ Date: _____