



Application for Authority to Drive a University Vehicle

Name in Full			
Department			
College/School/Division			
Phone Number			
Driver's Licence Number		State	
Expiry Date of Driver's Licence		Class of Licence	

I have read and noted the [Drivers Responsibilities](#) on the University Fleet Services web page.

Driver's Signature			
Uni ID		Date	

Other nominated drivers known to specified driver.

Full Name			
Driver Licence number		Expiry date	
Full Name			
Driver Licence number		Expiry date	

Please attach a photocopy of your licence, and all other nominated drivers' licences.

Approved by Delegated Officer (Dean / Director / Head of School / General Manager) – **Must sight Current Drivers Licence.**

Name		Uni ID	
School/Department/Section			
Duration of Authority * (see below)			
Signature		Date	

Approved Authority to Drive is to be filed at the nominated drivers Area/Department.

- Note Duration of Authority should be as deemed appropriate by Delegate. It is recommended that this should not be beyond the duration of the current licence.

ACT Licence class codes and conditions

<http://www.rego.act.gov.au/assets/PDFs/ACT%20licence%20type%20information%20sheet.pdf>

Visiting Drivers

Visiting drivers are not required to obtain an ACT Driver Licence providing their International Driving Permit and/or overseas licence are current. A visiting driver is a person from overseas who arrives in the ACT with no intention of becoming a permanent resident. This includes:

- tourists;
- business people;
- people on working holiday visas; and
- people studying or working temporarily in the ACT who intend to return to their home countries when they finish their courses or jobs.

When driving in the ACT a visiting driver must carry:

- Your foreign driver licence written in English; or
- Your international driving permit accompanied by your foreign driver licence; or
- Your foreign driver licence that is not in English, accompanied by an official English translation of the licence. An official translation means a translation by an Embassy or Consulate, The Department of Immigration and Citizenship or the [National Accreditation Authority For Translators and Interpreters \(NAATI\)](#).

An International Driving Permit is only valid if it is accompanied by the foreign licence.

Visiting drivers may only drive vehicles they are permitted to drive in their home country and must comply with any restrictions endorsed on their overseas licence.

List of Approved Overseas Licences

On 20 May 2002 recognition of approved overseas licences was introduced in NSW and in the ACT.

Clients applying for an ACT licence from 20 May 2002 who hold a current (or expired by less than 5 years) Full licence from an approved country will be entitled to an equivalent ACT licence when they:

1. Produce their overseas licence (if not in English, an official translation must be provided);
2. Produce Proof Of Identity and Proof Of Residency; and
3. Undertake an eyesight test.

They are exempt from having to do the licence knowledge test and practical test.

This applies to car and motorcycle licence classes only. Heavy vehicle licence classes will still require a heavy vehicle knowledge test and a practical test. Please note:

- Clients are subject to the usual age requirements.
- This policy does not apply to Learner, Provisional or Probationary licence types.
- An international driving permit is not acceptable, the overseas licence must be produced.

For more information on driver licensing in the Australian Capital Territory please click on the link below. It will take you to the rego.act website.

<http://www.rego.act.gov.au/licensing/licencemain.htm>