

## 2024 AIMS@JCU process to become a registered driver

In order to be eligible to drive an AIMS@JCU commuter vehicle, you must have at least three years' driving experience and be enrolled at JCU.

You must complete and sign this form after performing all actions outlined below. For the AIMS links to work, you must be registered as an AIMS visitor and either at AIMS or linked via the VPN (call AIMS reception on 07 4753 4444 for more information if required):

1. Read the AIMS@JCU commuter vehicle policy and procedures document at <http://aims.jcu.edu.au/our-facilities-and-infrastructure/commuter-vehicle.aspx>
2. Read the JCU vehicle policy documents at <https://www.jcu.edu.au/policy/estate-and-facility-management/vehicle-fleet-policy> and <https://www.jcu.edu.au/policy/procedures/estate-and-facility-management/long-term-vehicle-use-procedure>
3. Follow link - <http://intranet.aims.gov.au/transport>
  - a) Watch Driver Induction video
  - b) Read Transport Procedures
  - c) Complete form 1 (in Procedure) and forward to [aims@jcu.edu.au](mailto:aims@jcu.edu.au)
4. Send a copy of your licence (front and back) to [aims@jcu.edu.au](mailto:aims@jcu.edu.au)
  - a) If your licence is Australian, please provide details of how long you have been driving on an open licence and how long in Queensland. Then go to number 5.
  - b) If you hold an overseas licence, it may be worth finding out how easy it is for you to transfer your licence to a Queensland licence, please check this link for more information: <https://www.qld.gov.au/transport/licensing/driver-licensing/overseas/transfer>.
  - c) If you plan to continue using your overseas licence:
    - you need a valid international driver's licence written in English which legally permits the driver to drive an 8-seater vehicle in Australia, please send to [aims@jcu.edu.au](mailto:aims@jcu.edu.au)
    - You are required to undertake a driving competency test (paid for by AIMS@JCU) at your convenience. Please contact IN-STeP on 4725 2688 to organise a time which is best for you. Take your licence along with you and let them know that AIMS@JCU are paying for your test
    - They will contact AIMS@JCU with the result, but please let us know when you have done the assessment so we can chase them up if need be
5. AIMS@JCU will then contact AIMS for you to sit an AIMS driving induction, please let us know when you have completed this.
6. Complete the below 2024 AIMS@JCU Driver Agreement and send it to [aims@jcu.edu.au](mailto:aims@jcu.edu.au).



## 2024 AIMS@JCU Driver Agreement

I ..... (print name) confirm that:

I have at least three years' open driving experience	<input type="checkbox"/>
I am enrolled at JCU (and will advise AIMS@JCU immediately if this changes) or have advised AIMS@JCU of my enrolment information	<input type="checkbox"/>
I have read all of the documentation provided by AIMS@JCU, JCU and AIMS from the links on page 1	<input type="checkbox"/>
I have watched the AIMS driver induction video	<input type="checkbox"/>
I have presented AIMS@JCU with a copy of my current driving licence (front and back; English translation if necessary)	<input type="checkbox"/>
I have passed the driving assessment with IN-STeP (Non-QLD driving licence holders only)	<input type="checkbox"/>
I have completed a driving induction at AIMS	<input type="checkbox"/>
I will forward a copy of my updated driving licence to AIMS@JCU upon expiry	<input type="checkbox"/>
I will endeavour to put the safety of myself and passengers first at all times when driving the vehicle	<input type="checkbox"/>
I understand that as the driver:	
<ul style="list-style-type: none"> <li>I will endeavour to always be punctual (prior to 7:30am at JCU and 4:40pm at AIMS) as other members will be relying on me to drive them to work on time</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I am only required to wait 5 minutes in the morning and 10 minutes in the afternoon when picking up passengers</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If my plans change, I will update the AIMS@JCU booking system as early as people as I understand people will be arranging their travel plans around the availability of a driver</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I am responsible for filling in the vehicle log sheet for each trip</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>During each trip, I will periodically monitor things such as:               <ul style="list-style-type: none"> <li>Continued proper operation of lights</li> <li>Tyre pressure and condition</li> <li>Windscreen damage</li> <li>Oil and coolant levels</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I am responsible for inspecting the vehicle after each use and contacting AIMS@JCU straight away if there are any required repairs, cleaning etc. to be undertaken.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I am responsible for promptly reporting any accident, loss or damage to the vehicle to the AIMS@JCU, and where required, the police or any other proper authority, in accordance with the JCU Vehicle Policy, regardless of the cause of the incident.</li> </ul>	<input type="checkbox"/>
I will keep my mobile phone number up-to-date on the AIMS@JCU website	<input type="checkbox"/>
Phone numbers of drivers and passengers are recorded in the system for urgent contact only – I will respect the privacy of other AIMS@JCU members	<input type="checkbox"/>
I have understood and will follow, all of this information	<input type="checkbox"/>

Driving licence expiry date: ..... Mobile phone number: .....

Signed.....

Date.....