



CERTIFICATION - CANBERRA BASED SELF-DRIVE VEHICLE

Returning your completed form Scan and Email to: crm@sgfleet.com	Enquiries: VIP Fleet Manager Email: crm@sgfleet.com Phone: (02) 6250 2030
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SDV HOLDER	▶ Name of SDV holder:	
	▶ Electorate office address:	
		Postcode

Self drive vehicles (SDV) are provided subject to the conditions set out on the [Vehicle administration page](#)

Use of your SDV

Your SDV is provided for the dominant purpose of conducting your parliamentary business. An SDV must not be used for a commercial purpose and must be predominantly used and garaged in Canberra. While occasional use and garaging outside Canberra is permitted, Canberra must remain the ordinary location of the vehicle.

You are also subject to value for money obligations under the parliamentary work expenses framework. Accordingly, transport costs for travel within Canberra, such as COMCAR and taxi services, cannot be claimed in circumstances where it would be reasonable to use your SDV instead, including where you have made the SDV available to another person for the conduct of your parliamentary business.

Failure to comply with the conditions of use of your SDV, including the requirements relating to dominant purpose, value for money, commercial use, or the requirement that the vehicle be predominantly used and garaged in Canberra, may result in you being required to repay any related expense to the Commonwealth. Any amount not repaid within 28 days of the original claim may attract a 25 per cent penalty loading, which is a debt due to the Commonwealth.

Car washing services

Car washing services may be charged to the fuel card provided with the vehicle, or claimed as a reimbursement via SG Fleet. Services appropriate to maintain the vehicle's presentational condition, noting the fair wear and tear guidance on the constant use of automatic car washes and any manufacturer's advice on washing requirements, will be met by the Commonwealth.

Accidents and Damage

You must report all damage to your SDV to SG Fleet regardless of how minor. A QR code is included in the vehicle information pack, which links to guidance on repairs and what to do following an accident.

Fuel and charge cards

Included with the delivery of your new SDV will be fuel cards. Please note that each fuel card is only programmed for the purchase of **LPG, diesel, or regular unleaded petrol (ULP)** as appropriate for your type of vehicle, with the lowest research octane number that your car can run on. Fuel cards cannot be used for the purchase of premium unleaded petrol (unless specified by manufacturer) or for any store purchases.

The odometer reading must be entered every time the car is refuelled.

Electric vehicles (EVs) are issued with a charge card for use at compatible EV charging stations. Tesla drivers will have access to the Tesla supercharging network, via SG Fleet Tesla for Business.

Lease term

It is expected that you will take over the SDV of the previous incumbent, and will retain the vehicle until the end of lease. SG Fleet will contact you regarding replacement in advance of the lease end.

Permitted drivers

There is no requirement to notify IPEA or SG Fleet of those nominated to drive your SDV, but it is your responsibility to ensure that those driving have an appropriate licence and do not use the vehicle for commercial purposes.

Reporting of costs	Please note that all SDV costs will be included in reports which detail parliamentarians' expenditure.
Maintenance and Servicing	It is your responsibility to maintain and service the vehicle in line with the manufacturer's recommendations.
Toll costs	Parliamentarian – You are personally responsible for the payment of toll road charges incurred in respect of a SDV. To avoid toll infringements and admin fees, please supply a personal e-tag for your SDV. Electronic toll tags (ie. e-tags and equivalent) are not provided by IPEA.
Traffic, parking and toll infringements	<p>The SDV holder is responsible for payment of any fine specified on the infringement notice, other than where a statutory declaration has been returned to the issuing authority identifying another person as the driver of the vehicle at the time of the infringement. Where an administrative charge for processing an infringement notice is levied, IPEA will obtain reimbursement from the relevant parliamentarian.</p> <p>A B-class parking label is provided with a Canberra-based Commonwealth-leased vehicle that is registered in the ACT to enable use of parking spaces reserved for Commonwealth vehicles. To request a B-class parking label for your SDV, contact IPEA.</p>

SIGNATURE

I certify that I understand my obligations in relation to my SDV.

By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Parliamentarian

Date