Participants or their nominees may choose to provide a vehicle for Kyeema staff to use when transporting the participant.

Where this takes place, this form is to be signed so that each party understands the expectations.

* The Participant’s vehicle must have current comprehensive vehicle insurance a copy of which must be kept on file. This is a requirement prior to the Participant’s vehicle being used by any Kyeema employees.
* Participant’s vehicles must meet the minimum safety standard of being fitted with airbags (this is a standard feature of all vehicles from 2006 onward) and carry a first aid kit.
* It is the Participant’s or their nominated representative’s responsibility to ensure that the vehicle is mechanically safe and legally roadworthy at all times.
* Neither Kyeema nor its employees who drive a Participant’s vehicle will be liable for the insurance excess or other associated costs as a result of damage caused to the Participant’s vehicle in the course of undertaking services
* All Participant vehicles must have some form of Roadside Assist, in the event of vehicle breakdowns it is the responsibility of the Participant for all vehicle repairs and transportation.
* It is the responsibility of Kyeema staff to note anything the participant or their nominee needs to know about the condition of the vehicle and pass this on to a team leader or coordinator.
* It is the responsibility of the participant or nominee to clean the vehicle. Where the participant is able to do this independently or with a support worker this should be encouraged

Signed by the owner of vehicle with registration number:

Name:

Signature:

Date:

**Office Use Only:**

Scanned and filed in participant file on (date):

By: