



## Melba College Staff Driving and Car Parking Information Form

*This form must be completed on an annual basis by any staff member who intends to drive to school either occasionally or regularly and park their car at Melba College.*

Staff name:	
Car Make:	
Colour:	Registration Number:

**Note:** If you intend to drive any car other than the one registered on this form, it must also be registered with the school.

**Note:** If you are intending to drive any students in **your own car** you must complete the following information and also seek approval from the Melba College Principal prior to taking students in your car.

Vehicle Insurance Company:
Insurance level (must be fully comprehensive to drive a student):
Driver's licence no:

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to **Pam Peters** or **Bethany Freeman**