

# University Vehicles Use Policy

## Section 1 - Purpose

(1) This documents sets out Charles Sturt University's policy on the use of Charles Sturt University (the University) vehicles.

## Section 2 - Glossary

(2) Nil.

## Section 3 - Policy

### Part A - The University Vehicle Fleet

(3) The University Fleet comprises of the following vehicles:

a. Pool Vehicles

- i. Pool vehicles are available to all members of staff for use on official business, and in some instances private hire. The types of vehicles available are:
  - sedans/small AWD station wagons (all campuses); and
  - small buses (all campuses, official use only);
- ii. Special purpose 4WD Station Wagons (as a limited category, all campuses).

b. Service Vehicles

- i. Service vehicles are assigned to specific sections or individuals for use in performing the day to day duties required of the section or individual. The type of vehicle provided will be in accordance with the requirements of the individual or section. Service vehicles are not generally available for private hire.

c. Large Buses

- i. Large buses are maintained at Wagga for the purpose of providing a passenger service between the North and South campuses. Due to their lack of seat belts these buses are for local use only. For student excursions outside the Wagga City Council boundary, coaches will be utilised from hirers for the transportation of students.

d. Personal Vehicles

- i. Personal vehicles are provided to Senior Executive staff who elect to take a fully maintained vehicle as part of a remuneration package. The conditions under which motor vehicles are allocated to Senior Executives are outlined in the Executive Remuneration and Appointment Policy of the University. The policy specifies the level of vehicle as follows:

Vice-Chancellor	No limit subject to agreement by the Chancellor.
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## **Part B - General**

### **Funding**

(4) The Division of Financial Services operates on a cost recovery basis and charges for the use of University vehicles at a specified rate which is designed to meet all running costs and some depreciation.

(5) In special circumstances a motor vehicle may be assigned to an office for exclusive use. In these cases the vehicle forms part of the normal transport fleet and is only available for official use and is subject to the normal University policies regarding use, including costing.

### **Replacement**

(6) All University vehicles are purchased from government contract and the University receives an input tax credit for the GST paid. The vehicles are required to be retained for 15,000 km or nine months.

### **Specification**

(7) All pool vehicles or vehicles allocated as part of an executive salary package will be fitted with air-conditioning, cruise control, ABS brakes, driver and passenger air bags, and where possible side air bags and traction control options. Large station wagons that are used for carrying cargo for Roadshows will be fitted with a cargo barrier.

## **Part C - Conditions of Use**

(8) The following conditions of use apply to all University vehicles

### **Smoking**

(9) Smoking is not permitted in any University vehicle (either owned or leased).

### **Pets and Other Animals**

(10) Under no circumstances are pets or other animals to be carried in or on University vehicles, the exception being farm vehicles or vehicles designed specifically for this purpose.

### **Private Use Whilst on Official Business**

(11) University vehicles allocated for official purposes may not be used for private use unless approved by the appropriate budget centre manager. With the approval of the Transport Officer the University vehicle may be driven to a staff member's home prior to the commencement or after the completion of an official journey. All kilometres travelled are to be recorded on the motor vehicle running sheet and will be charged to the users account code.

### **Criteria for the Use of Pool Vehicles for Official Purposes**

(12) Vehicles will be allocated for official purposes on the submission of a properly authorised travel order. Official purpose is defined as normal business of the University which includes the attendance by a staff member at conferences, seminars etc.

## Drivers Licences

(13) All drivers of University vehicles are required to hold a current drivers licence appropriate to the class of vehicle to be driven. Learners licences are not acceptable but provisional licences may be used under certain circumstances with the approval of the Transport Officer. Staff in the Transport Office may request to sight licences prior to releasing a vehicle.

(14) In NSW and Victoria the licencing requirements are:

Class	Vehicles used
Car (C)	Permits the holder to drive sedans, station wagons, small buses up to 12 passengers, small trucks and vans up to 4.5 tonnes gvm.
Light Rigid (LR)	A vehicle between 4.5 and 8 tonnes gvm. Also includes buses seating more than 12 adults. Towed trailer must not exceed 9 tonnes gvm.
Medium Rigid (MR)	A vehicle with two axles and gvm of more than 8 tonnes. Towed trailer must not exceed 9 tonnes gvm.
Heavy Rigid (HR)	A vehicle with three or more axles and a gvm of more than 8 tonnes. Also includes articulated vehicles in MR. Towed trailer must not exceed 9 tonnes gvm.
Heavy Combination (HC)	A semi-trailer or rigid vehicle towing a trailer with a gvm more than 9 tonnes.
Rider (R)	Any motorcycle.

(15) For Overseas Licences:

- a. Visiting overseas staff must have a licence enabling them to drive in Australia.

## General Conditions

(16) At all times drivers must properly secure and, where possible, provide off street parking for vehicles retained overnight. The cost of providing secure parking for vehicles being used on official business, will be reimbursed on presentation of a receipt.

(17) Drivers must comply with the conditions detailed in the University Driving Hours Policy located at the University's web site <http://www.csu.edu.au/division/healsafe/> .

(18) Ensure that the vehicle is driven in a responsible manner, giving due regard to other road users.

(19) With the exception of 4WD vehicles, no University vehicle is to be driven in "off road" situations such as fire trails.

(20) Users are required to take the shortest possible routes, giving due regard to current roadwork and conditions.

(21) On extended journeys of several days duration drivers should regularly check, or have checked, the oil, water, tyre pressure and battery. Any costs associated with this can normally be charged to the fuel card.

(22) On returning a vehicle all personal litter such as soft drink containers, apple cores, sweet wrappers etc. are to be removed from the vehicle. Items such as apple cores banana skins and other fruit debris can ripen and ferment in hot weather leaving an unpleasant odour which is difficult to remove. Staff who return vehicles in an inappropriate condition may be charged a cleaning fee.

(23) Drivers are responsible for the consequences of any personal infringement of the Motor Traffic Act, particularly those relating to parking, prescribed concentration of alcohol, and speeding infringements.

(24) The University is responsible for the roadworthiness of the vehicle and undertakes to indemnify the driver from

consequences arising from pre-existing defects.

## **Part D - Authorised Users**

### **Drivers**

(25) Any member of staff or passengers holding the appropriate class of licence for the vehicle to be driven.

(26) Students are not normally permitted to drive University vehicles, however under certain circumstances permission may be granted, such circumstances include:

- a. the need to travel in relation to the completion of their course of study, including assistance in research projects, where it is not appropriate for a staff member to accompany them;
- b. to drive vehicles including buses on field trips, where it is not possible for a staff member to drive;
- c. student groups may also be given permission to use University vehicles to attend student conferences, sporting and other special events.

(27) The Transport Officers at the various campuses of the University may approve of a student's use of a University vehicle in these circumstances.

### **Passengers**

(28) Members of the Council, their spouses and family, when accompanying them on official business.

(29) Members of staff, their spouses and family, when accompanying them on official business.

(30) Students of the University.

(31) Official visitors, their spouses and family.

## **Part E - Special Conditions**

### **Service Vehicles**

(32) Supervisors are to ensure that vehicles assigned to their section or individuals within their section are used in accordance with University policy, and for the purposes for which they were assigned.

(33) Assigned service vehicles are to be cleaned regularly, both inside and out, failure to do so may result in a cleaning charge by the Transport Office.

## **Part F - Applying for the Use of University Pool Vehicles**

### **For Official Purposes**

(34) Application for the use of a University vehicle is to be made on a Travel Order form. These are generally held by school or departmental secretaries, replacement books are held by the Division of Finance on each campus.

(35) Page three of the Travel Order is the Vehicle Order, this is to be completed in full giving details of the type of vehicle required, the number of passengers, destination, preferred pick up and return times, drivers licence details and accounting details.

(36) The completed order should be forwarded to reach the Transport Office at least five working days prior to the requested departure date. Transport staff will return the vehicle availability advice three days before departure date.

## **Delegations for the Approval of Travel**

(37) All Travel Orders are to be authorised in accordance with the Financial Delegations approved by the Council (see FIN01).

## **Allocation of Vehicles**

(38) Transport staff will allocate vehicles according to the following priorities:

- a. official business including:- practice teaching; administrative, planning or research; course development; staff interviews etc.;
- b. attendance at conferences, seminars etc.;
- c. other official or semi-official travel authorised by the Albury Finance Manager, the Manager, Supply and Transport or the Chief Financial Officer;
- d. private use (see clause 39).

## **For Private Use**

(39) Vehicles may be booked for private use by University staff using a private booking form, these booking forms are available from the Transport Office on each campus. In addition to all normal conditions of use, the following special conditions also apply:

- a. the member of staff booking the vehicle must actually be travelling in the vehicle;
- b. the person booking the vehicle is responsible for paying the University a charge prescribed by the Vice-Chancellor (at the time of printing that charge was 11c per kilometre), and for the cost of all petrol used. A minimum charge of \$50 applies;
- c. the vehicle may not be driven by other than those drivers nominated on the booking form;
- d. vehicles may not be booked for more than 14 days at a time;
- e. vehicles are provided in a clean condition with a full tank of fuel, and are to be returned in the same condition. Failure to comply will result in a minimum prescribed charge for cleaning or refuelling (that charge at the time of printing was \$20);
- f. the University reserves the right to cancel any booking, at any time, should the vehicle be required for official business.

## **Part G - The Vehicle Folders**

(40) Each University vehicle has its own folder which contains the following documents:

- a. Vehicle Log Sheet - this is to be filled in on completion of the journey, full details including starting and finishing kilometres, Travel Order number, accounting details and petrol used are to be entered;
- b. Fuel Cards - these change from time to time and users are advised to check which cards are in use before commencing their journey;
- c. NRMA card - for use in the event of a break down;
- d. Vehicle Fault Report - to be filled in and handed to the Transport Officer on completion of the journey should the driver notice any defects or irregularities in the vehicle's mechanical or handling performance, or if the vehicle is damaged in any way. In the event that the vehicle is considered unsafe to drive the officer to whom the keys and folder are returned is to be informed;
- e. Vehicle Accident Report Form - to be filled in, if possible at the scene of the accident. This will help ensure that all details required to complete the insurance claim form are to hand;
- f. Vehicle Safety Form - gives details of features included on the vehicle, such as ABS brakes, which may cause

the vehicle to respond differently, in certain circumstances, to your own vehicle.

## **Part H - Accidents**

(41) All accidents are to be reported as soon as possible to the Transport Office, whenever possible the completed Vehicle Accident Report Form should be provided. An insurance claim form should be completed and returned to the Transport Office within 24 hours, or as soon as possible thereafter.

(42) If any person has been injured, or there is damage to property, other than the vehicles involved, of more than \$500, the incident must be reported to the police within 24 hours, unless injuries prevent this.

(43) If any University employee is injured in the accident, no matter how slightly, a University Incident/Accident Report form is to be submitted to the campus Division of Human Resources office as soon as is practicable.

(44) As a general rule never admit liability.

(45) All University vehicles are equipped with First Aid Kits which may be of assistance to people involved in accidents, other than those involving the University vehicle.

## **Part I - Hire Cars**

(46) From time to time when a University vehicle is not available for official use the Transport Office may arrange for a rental car. The conditions of use of the rental car, in addition to the conditions applied by the rental company are exactly the same as those that apply to the use of University vehicles.

## **Section 4 - Procedures**

(47) Nil.

## **Section 5 - Guidelines**

(48) Nil.

## Status and Details

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<b>Unit Head</b>	Paul Dowler Chief Financial Officer +61 2 69332255
<b>Author</b>	Paul Dowler Chief Financial Officer +61 2 69332255
<b>Enquiries Contact</b>	Division of Finance +61 2 69332255