

# MOTOR VEHICLE POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure creates a framework to govern the provision, allocation, utilisation and maintenance of motor vehicles belonging to CQUniversity.

## 2 SCOPE

- 2.1 This policy and procedure applies to motor vehicles belonging to CQUniversity.
- 2.2 This policy and procedure does not apply to:
- salary packaged vehicles under the [Salary Packaging Policy](#), or
  - motor vehicles belonging to controlled or non-controlled entities of CQUniversity.

## 3 POLICY STATEMENT

- 3.1 There are three categories of University road registered motor vehicles:
- fleet pool vehicles – motor vehicles owned by the University, available for short term University business use
  - commercial vehicles – motor vehicles owned by the University that are provided to Facilities Management trade employees, Security and Student Residential colleges (trades type vehicles, buggies, vans etc), and

- specialised vehicles – vehicles specifically allocated to a particular project, program or business area (ambulance, research vehicle etc).

3.2 The provision, allocation and utilisation of University motor vehicles will be at the discretion of the Vice-Chancellor and President.

### **Safe driving principles**

3.3 The University is committed to ensuring the safety of employees and others who are required to drive motor vehicles as part of their official duties.

3.4 Safe driving principles ensure the safe and efficient use of University motor vehicles, reduce the incidence of driving-related incidents and improve the overall standard of driver skill and awareness. The safe driving principles are:

- those persons who are required to drive in the performance of their official duties must be appropriately licensed and skilled for driving tasks
- risk management principles must be used in the planning of activities related to the operation of motor vehicles, and
- strategies for fatigue management must be implemented.

3.5 The [Safe Driving Driver Safety Checklist](#) and [Safe Driving Travel Plan](#) have been prepared for drivers to use to assist them prepare for their vehicle journey.

## **4 PROCEDURE**

### **Roles and responsibilities**

4.1 The provision, allocation and utilisation of University motor vehicles will be at the discretion of the Vice-Chancellor and President.

4.2 The Facilities Management Directorate is responsible for the operational management of University vehicles.

4.3 Managers/supervisors will:

- develop and implement safe driving procedures in line with relevant legislation and University policy documents, and
- ensure appropriate communication is undertaken with employees and others with regard to the application of this policy and procedure.

4.4 Employees and other persons will:

- comply with local and University safe driving documents
- advise managers/supervisors where a personal medical condition, injury, or illness or medications/other substances may adversely affect the employee's capability to safely operate a motor vehicle
- ensure that the vehicle they are using complies with all the relevant legislation provided for as part of being a licenced driver within Australia, and
- by using a vehicle supplied by the University, accept all the conditions of this document.

### **Authorised users**

4.5 University vehicles are available for business use by employees only for business purposes during business hours.

4.6 Students or visitors conducting University business will not be permitted to drive University vehicles unless approval is granted by the Director Facilities Management.

## Driver's license

- 4.7 All drivers of University vehicles must hold a current Australian, or recognised International driver's license, appropriate to the class and type (auto/manual) of vehicle to be driven. Learner's licenses are not acceptable.

## Vehicle branding

- 4.8 University fleet pool and commercial vehicles are branded and readily identifiable by University logos affixed to the vehicle. Specialised vehicles are branded on a vehicle-by-vehicle basis.

## Vehicle documentation

- 4.9 Each University vehicle will contain the following documents:
- vehicle log book – to be completed at the beginning and completion of each journey, or change of driver, providing full details including starting and finishing kilometres
  - fuel card – a fuel card is issued for every vehicle. Fuel may only be purchased at supported fuel stations
  - RACQ tag (or similar State organisation) or vehicle manufacturer's roadside assistance information for use in the event of a break down - one side of the tag contains the contact number, the flipside contains the customer reference number to be quoted in the event of breakdown. This is located in the glovebox, and
  - Motor Vehicle Accident Report – information to be collected, if possible, at the scene of the accident. This will ensure that details required to complete an insurance claim is provided by the driver. Forms are located in the glovebox, additional forms are available from the Facilities Management Directorate or [StaffNet](#).

## Roadside assist

- 4.10 University vehicles are covered by 24HR roadside assistance RACQ or similar for the relevant State. The service ID and contact number are located on the keys of the vehicle.

## Vehicle accidents

- 4.11 If involved in a vehicle accident, all legal responsibilities on the part of the driver must be followed. The accident should also be reported to Security (via 0418 792 982) as soon as possible, and 000 called, or the SafeZone application activated, if there are any injuries, damage over \$2,500, or towing is required.
- 4.12 A Motor Vehicle Accident Report must be completed as soon as practicable. A copy of this report is available in the glovebox, or from the Facilities Management Directorate or [StaffNet](#).
- 4.13 As much information as possible should be detailed about the accident, including photos, and:
- date of accident
  - time of accident
  - other vehicle/s or property involved
  - whether police attended
  - any injuries
  - amount of damage to the University Vehicle
  - driving conditions
  - other driver's particulars, and
  - other driver's insurance details.
- 4.14 The Facilities Management Directorate will contact the relevant insurance organisation with the information provided by the driver.

## Infringements

- 4.15 Drivers must comply with the relevant road regulations pertaining to where they are driving. Drivers are responsible for the consequences of any infringement of government acts or by-laws. Any infringement must be reported to the Facilities Management Directorate (via [fleet@cqu.edu.au](mailto:fleet@cqu.edu.au)).
- 4.16 Where an infringement is received by the University and the driver cannot be identified, the corporate charge for an infringement (currently five times that of the fine applied to the personal infringement notice) will be allocated to the driver's business area. Drivers are not permitted to pay the corporate charge in lieu of a personal infringement charge so as to avoid incurring demerit points.

## Private use

- 4.17 Vehicles are not to be used for private purposes, unless specifically requested in writing and approved by the Director Facilities Management.
- 4.18 Unless specifically included in an employee's contract, or approved by the Director Facilities Management, all vehicles will be garaged at a University campus overnight and will not be driven home by the employee as it may incur Fringe Benefits Tax (FBT).
- 4.19 In addition to approval from the Director Facilities Management, the Deputy Director Financial Accounting and Operations, must be notified if a University vehicle will be stored in a home garage for:
- periods of up to 48 hours, or
  - any overnight bookings outside of business hours.
- 4.20 As travel to and from work is private use of a vehicle which may attract FBT, only in the following circumstances, and providing appropriate prior approval by the Director Facilities Management has been given, are employees permitted to home garage a University vehicle without incurring FBT charges:
- the employee will perform employment duties (e.g. attend a conference) at an offsite location (i.e. non-University premises) and has an early start the next day, and the employee can justify the inconvenience and inefficient use of time in having to travel from home to their main campus to collect a fleet pool car, and
  - due to performing employment duties outside their usual campus, if the employee finishes work after 7pm and is able to justify the inconvenience and inefficient use of time in having to travel to their home campus to return the fleet pool car.

This convenience should not be misused for the employee's private use.

- 4.21 Vehicles are strictly limited to business use only and employees are not permitted to use fleet pool vehicles for private use, other than those scenarios stipulated above. If an employee's employment contract with the University stipulates that the employee is supposed to work across multiple campuses on a regular basis, the employee should not be home-garaging the University pool vehicle.

## General conditions

- 4.22 Drivers must properly secure vehicles and, where possible, provide off street parking for vehicles retained overnight.
- 4.23 With the exception of 4WD vehicles, vehicles should not be driven off formed roads. Drivers will take the shortest possible routes, giving due regard to current roadwork and conditions. Drivers must ensure that the vehicle is driven in a responsible manner, giving due regard to other road users.
- 4.24 Drivers will adhere to all current state laws as applicable and will be solely responsible for any infringements incurred should these rules be broken.

## Smoking

- 4.25 Smoking is not permitted at any time in a vehicle owned or operated by the University.

## **Pets and other animals**

- 4.26 Pets or other animals will not be carried in or on any University vehicle, unless required for research or business needs (with the exception of approved assistance animals e.g. guide dogs).

## **Fuel supplier**

- 4.27 The current University fuel supplier is Ampol. The fuel card will not work with any other fuel supplier.
- 4.28 Drivers should plan fuel stops according to the location of Ampol stations if on an extended journey. A list of all Ampol fuel stations is available on [www.ampol.com.au](http://www.ampol.com.au); an Ampol Australia Site Locator Application is also available for download from the Ampol website.
- 4.29 When refuelling, the driver will key in the kilometre/odometer reading of the vehicle and sign for the fuel.

## **Vehicle management and operation**

- 4.30 The Facilities Management Directorate is responsible for fleet pool and commercial vehicles. The Facilities Management Directorate will ensure:
- new vehicles are approved through the capital budget process, and subsequently acquiring the new vehicles
  - vehicles are replaced when they have reached their optimum age
  - vehicles are maintained according to manufacturer's requirements
  - running costs are managed, including fuel, maintenance, and registration (except where the costs are to be allocated to the research area), and
  - the use of University vehicles are optimised.
- 4.31 Costs associated with the acquisition and operations of specialised vehicles is the responsibility of the business area.

## **Servicing and maintenance**

- 4.32 Ad hoc servicing or repairs for vehicles will be arranged through the Facilities Management Directorate via the University's Facilities Management System, [ARCHIBUS](#).

## **Selection and replacement of vehicles**

- 4.33 Vehicles will be standardised, where possible to aid in managing driver safety, maintenance planning and costs. Vehicles are replaced as determined at the time by the Director Facilities Management, in accordance with the [Property, Plant and Equipment Disposal Procedure](#).

## **Bookings and pick-up**

- 4.34 Booking vehicles will be made via [ARCHIBUS](#). The Facilities Management Directorate will allocate vehicles on a priority basis. All vehicle keys will be collected from the Facilities Management Directorate office (or nominated representative) on each campus.
- 4.35 Except in the case of genuine emergencies, all booking requests should be made no less than five days prior to the requested departure date.
- 4.36 Employees will be advised as soon as possible if a booking is cancelled/becomes unavailable to allow time to make alternative arrangements.
- 4.37 If a vehicle is not available or appropriate for requirement for loan, employees may hire a rental vehicle, but this will be coordinated and funded by the employee's business area.

- 4.38 On arrival to pick-up the vehicle, all drivers will complete a [Fleet Vehicle Pickup and Return Form](#) and present their driver's license to the Facilities Management Directorate representative. The driver will inspect the assigned vehicle for damage and report any anomalies or damage to the Facilities Management Directorate representative.

### **Returning a vehicle**

- 4.39 When returning a vehicle, the driver will ensure:
- litter has been removed
  - the vehicle is left clean internally and externally
  - the vehicle is fully fuelled using the provided fuel card, and
  - Facilities Management Directorate is notified of any defects, accident damage or any known traffic infringements.

## **5 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 5.1 The Director Facilities Management is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

### **Reporting**

- 5.2 No additional reporting is required.

### **Records management**

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## **6 DEFINITIONS**

- 6.1 Terms not defined in this document may be in the University [glossary](#).

## **7 RELATED LEGISLATION AND DOCUMENTS**

[Fringe Benefits Tax Act 1986](#) (Cwlth)

[Safe driving – driver safety checklist](#)

[Safe driving – travel plan](#)

[Road Safety Act 1986](#) (Vic)

[Road Traffic \(Administration\) Act 2008](#) (WA)

[Road Traffic Act 1961](#) (SA)

[Road Transport Act 2013](#) (NSW)

[Transport Operations \(Road Use Management\) Act 1995](#) (Qld)

## **8 FEEDBACK**

- 8.1 Feedback about this document may be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

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Notes	This document consolidated and replaced the Motor Vehicle Policy and the Motor Vehicle (21/10/2015). Content from those documents relating to salary packaged and senior executive vehicles is now included in the Motor Vehicle Allowance Policy and Procedure (01/05/2019).