

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 to enable effective and efficient utilisation of CQUniversity vehicle fleet thereby reducing overall capital outlay, maintenance and running costs.

2 SCOPE

- 2.1 This policy and procedure applies to all motor vehicles belonging to CQUniversity, but not to any subsidiary organisations such as Travel Crew or CQUniversity Development.
- 2.2 This policy and procedure does not apply to salary packaged vehicles or Senior Executive packaged vehicles. Refer to the [Salary Packing Policy](#) or [Motor Vehicle Allowance Policy and Procedure](#).

3 POLICY STATEMENT

- 3.1 CQUniversity motor vehicles consists of three categories: fleet pool vehicles, commercial vehicles and specialised vehicles.
- 3.2 CQUniversity vehicle management is facilitated by the International and Services Division, and Finance and Planning Division.
- 3.3 Vehicles are to be driven responsibly, in accordance with the relevant Act for the State it operates in. The University accepts no responsibility for infringement notices or fines of any type related to the CQUniversity vehicle issued to the driver. Fines are the responsibility of the driver. CQUniversity must be notified by the driver as soon as practical after an infringement occurs.

4 PROCEDURE

Safe driving principles

- 4.1 CQUniversity is committed to ensuring the safety of employees and others who are required to drive motor vehicles as part of their official duties.
- 4.2 The Safe Driving Principles aim to 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 in all areas of CQUniversity.
- 4.3 [Appendix A - Safe Driving – Driver Safety Checklist](#) and [Appendix B - Travel Plan](#) have been prepared for drivers to use to help them prepare for their vehicle journey.

Roles and responsibilities

- 4.4 The provision, allocation and utilisation of CQUniversity motor vehicles will be at the discretion of the Vice-Chancellor and President.
- 4.5 International and Services Division:
 - vehicles will be acquired and managed by International and Services Division
 - new additional vehicles will be approved by the Senior Deputy Vice-Chancellor (International and Services) prior to acquisition
 - the Facilities Management Directorate (DFM) is responsible for the operational management of CQUniversity vehicles.
- 4.6 Senior Executives (Vice-Chancellor/Deputy Vice-Chancellors/Pro Vice-Chancellors/Associate Vice-Chancellors) and Senior Managers (Directors/Deans) will:
 - ensure that the appropriate types and levels of resources are allocated so far as is practicable to manage the risks associated with work-related driving and ensure compliance with these principle, and
 - ensure an appropriate accountability framework is established throughout the University in relation to this policy and procedure.
- 4.7 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.

4.8 Employees and other persons will:

- comply with local and University safe driving policies and procedures, and
- 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.
- assume responsibility to ensure that the vehicle they are using complies with all the relevant legislation and acts provided for as part of being a licenced driver within Australia and by using the vehicle supplied by the University they accept all the conditions of this document.

Authorised users

4.9 CQUniversity vehicles are available for use by any employee for business purposes during business hours. Undergraduate & VET CQUniversity students are not normally permitted to drive CQUniversity vehicles unless approval is granted by the Director, Facilities Management.

4.10 Where a non-CQUniversity staff member is nominated to drive the vehicle, for example where a spouse accompanies a staff member on official business, they are required to hold a current Australian, or recognised International driver's license, appropriate to the class and type (auto/manual) of vehicle and complete a separate Driver Acknowledgement form for each driver.

Driver's license

4.11 All drivers of CQUniversity vehicles are required to 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

4.12 All CQUniversity fleet and commercial vehicles are branded and are readily identifiable by University logos affixed to the vehicle. Specialised vehicles are branded on a vehicle by vehicle bases.

Vehicle documentation

4.13 Each CQUniversity vehicle will contain the following documents:

- Vehicle Log Book – to be completed at the beginning and completion of journey, or on 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.
- Motor Vehicle Accident Report– information to be collected, if possible, at the scene of the accident. This will help ensure that all details required to complete the insurance claim form are provided by the driver. Forms are located in the glovebox, additional forms are available from DFM or [StaffNet](#).

Roadside assist

4.14 All CQUniversity 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

4.15 If you are involved in a vehicle accident, all legal responsibilities on the part of the driver are to be followed. The accident should also be reported to Security 24/7 by telephone on 0418 792 982 as soon as possible and ring 000 if any injuries or if damage over \$2500/if owing is required.

- 4.16 A Motor Vehicle Accident Report is to be completed as soon as practicable. A copy of the Report is available in the glovebox, or from DFM or [StaffNet](#).
- 4.17 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
 - Police attended
 - any injuries
 - amount of damage to CQUniversity Vehicle
 - driving conditions
 - other driver's particulars
 - other driver's insurance details.
- 4.18 DFM will contact the relevant insurance organisation with the information provided by the driver.

Infringements

- 4.19 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 DFM.
- 4.20 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 organisational 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

- 4.21 Vehicles are not to be used for private purposes.
- 4.22 A fringe benefit arises when an employer makes the car available for the private use of an employee. A car is treated as being available for private use by an employee on any day that either:
- the car is not at the University premises, and the employee is allowed to use it for private purposes, or
 - the car is garaged at the employee's home.
- 4.23 Unless specifically included in an employee's contract, or approved by the Director, Facilities Management, all vehicles will be garaged at the campus overnight and will not be driven home by the employee as it may incur Fringe Benefits Tax (FBT).
- 4.24 Prior approval from the Director, Facilities Management, and notification to the Finance and Planning Division is required for limited home garaging of vehicles for:
- periods of up to 48 hours, or
 - any overnight bookings outside of business hours.
- 4.25 As travel to and from work is private use of a vehicle which may attract FBT, only in the following circumstances, and providing appropriate approval above has been given, are employees permitted to home garage a University vehicle without incurring FBT charges:
- the employee is required to perform employment duties (e.g. attend a conference) at an offsite location (i.e. non-CQUniversity premises) and has an early start the next day. If The employee can justify the inconvenience and waste of time in having to travel from home to their main campus to collect a pool car, the employee will be permitted to take the pool car home the night before

- due to performing employment duties outside their usual campus, if the employee finishes work after 7pm and is able to justify the inconvenience and waste of time in having to travel to their home campus to return the pool car, the employee will be permitted to take the pool car home that night.

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

- 4.26 Vehicles are strictly limited to business use only and employees are not permitted to use the 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

- 4.27 Drivers must properly secure vehicles and, where possible, provide off street parking for vehicles retained overnight.
- 4.28 With the exception of 4WD vehicles, vehicles should not be driven off formed roads. Drivers are required to 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.

Phones

- 4.29 Phones used by drivers shall be in line with current State Law as applicable.

Smoking

- 4.30 Smoking is not permitted at any time in a vehicle owned or operated by CQUniversity.

Pets and other animals

- 4.31 Under no circumstances are pets or other animals to be carried in or on any CQUniversity vehicles, unless required for research or business needs (with the exception of approved assistance animals e.g. guide dogs).

Fuel supplier

- 4.32 The current CQUniversity fuel supplier is Caltex. The fuel card will not work with any other fuel supplier.
- 4.33 Drivers are advised to plan fuel stops according to the location of Caltex stations if on an extended journey. A list of all Caltex fuel stations is available on www.caltex.com.au; a Caltex Australia Site Locator Application is also available for download from the Caltex website. When refuelling, the driver is required to key in the kilometre/odometer reading of the vehicle and sign for the fuel.
- 4.34 The fuel card can be used to clean the vehicle at a Caltex service station that provides a car wash facility.

Vehicle management and operation

- 4.35 DFM is responsible for fleet pool and commercial vehicles:
- replacement when the vehicle has reached its optimum age
 - are maintained according to manufacturer's requirements
 - running costs including - fuel, maintenance, and registration except where the costs are to be allocated to the research area,
 - optimising the use of CQUniversity vehicles.
- 4.36 All costs associated with the acquisition and operations of specialised vehicles is the responsibility of the organisational area.

Servicing and maintenance

- 4.37 All requests for ad hoc servicing or repairs for vehicles are to be arranged through DFM via the University's Maintenance System, [ARCHIBUS](#) online.

Selection and replacement of vehicles

- 4.38 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 CQUniversity, typically at 80,000 kilometres.

Bookings and pick-up

- 4.39 Bookings are to be made via the University's Maintenance System, [ARCHIBUS](#). DFM will allocate vehicles on a priority basis. All vehicle keys are to be collected from the appropriate DFM or nominated representative on each campus.
- 4.40 Except in the case of genuine emergencies, all booking requests should be made no less than five days prior to the requested departure date to ensure best possible chance of vehicle availability.
- 4.41 Employees will be advised as soon as possible if a booking is cancelled/becomes unavailable to allow time to make alternative arrangements.
- 4.42 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 organisational area.
- 4.43 On arrival to pick-up the vehicle, all drivers or nominated representatives will complete a [Fleet Vehicle Pickup and Return Form](#) and present their driver's license to the Campus Fleet Officer. The driver will inspect the assigned vehicle for damage and report any anomalies or damage found on the form to the Campus Fleet Officer.

Returning a vehicle

- 4.44 When returning, the vehicle will:
- have all litter will be removed
 - be left clean internally and externally
 - be fully fuelled using the provided fuel card, and
 - will advise the DFM 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.
- 5.2 All drivers are responsible for the proper use of CQUniversity vehicles.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 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.
- 5.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

6 DEFINITIONS

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

Terms and definitions

Commercial vehicle: a motor vehicle that is owned by CQUniversity that is provided to DFM Tradesmen or Security personnel for specific University business.

Fleet pool vehicle: a general business use vehicle available for loan that comprises part of the CQUniversity fleet that is owned or leased by CQUniversity, and is available for short term general University business use, at no cost to the user. Managed by DFM through the Archibus System.

Other person: contractors, visitors, volunteers, and students..

Specialised vehicles: a vehicle specifically allocated to a particular project, program, or business group. Example: Ambulance; Research Vehicle; or Residence Vehicle.

7 RELATED LEGISLATION AND DOCUMENTS

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

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

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

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

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

[Traffic Act 2010](#) (NT)

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

[Travel Policy and Procedure \(FMPM\)](#)

8 FEEDBACK

8.1 Feedback about this document may be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, Facilities Management
Next Review Date	06/03/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 06/03/2019
Amendment Authority and Date	Minor Amendments Administrator Approval – Director, Facilities Management 03/10/2019; Editorial Amendment 19/03/2020.
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).

10 APPENDICES

Appendix A – Safe driving – driver safety checklist

The following list of control measures may be applied to minimise risks identified from a risk assessment.

General driving conditions

- select the most suitable vehicle for the travel required
- ensure driver is familiar with the operation of the vehicle, adjusting mirrors, seat and head restraints for optimum comfort and visibility
- provide communication and safety equipment appropriate to travel required
- ensure weather and road conditions are checked prior to departure.

Fatigue management

- higher risk driving occurs earlier than 6am and later than 9pm – a formal risk assessment needs to be completed if driving outside of these hours
- where a driver is travelling further than 400km in a single day a formal risk assessment needs to be completed
- drivers must have minimum sleep prior to commencement of driving - the thresholds are five hours sleep in a 24 hour period or 12 hours of sleep in 48 hour period
- many individual factors will impact upon the driver's ability to drive a vehicle distances thus influence the risk rating, these include but are not limited to age, experience, medical conditions, time of travel, sleep quality, previous personal commitments.

Towing/carrying loads

- load capacity of vehicle or trailer is not exceeded
- load is secured to prevent movement
- trailer is inspected and any major defects are repaired prior to travel
- safety equipment is provided to adequately contain the load, e.g. cargo barrier, trailer cage etc.

Vehicle breakdown/mechanical problems

- contact RACQ or other roadside assist program
- pull well over to the side of the road on firm flat ground where possible
- engage hazard lights to warn other road users
- check-in with Campus Fleet Officer/Security if A/H
- remain with the vehicle
- do not open vehicle doors to unknown persons offering assistance.

Vehicle Accident

Accident not involving injury

- report/log incident details
- advise Campus Fleet Officer/Security if A/H of location and problem
- inspect vehicle to assess damage
- continue on journey if safe to do so.

Accident not involving injury but rendering vehicle un-driveable

- contact Roadside Assistance program – information in glove box of vehicle and on keyring.
- engage hazard lights
- check-in with Campus Fleet Officer/Security if A/H and Organisational Area contact
- advise Police if damage over \$2500/if towing is required.

Accident resulting in injury

- call 000 or activate SafeZone advising location, what service is required, number of injured and types of injuries and the current situation
- check-in with Campus Fleet Officer/Security if A/H and Organisational Area contact
- any decision to provide First Aid is to be based on the employee's level of competency and their assessment of personal risk at the time.

Arriving first on the scene of serious accident

- pull well over to the side of the road on firm flat ground, well away from crash scene
- engage hazard lights to warn other road users/light up crash scene with headlights on low beam
- assess whether it is safe to enter accident scene
- call 000
- any decision to provide First Aid is to be based on the employee's level of competency and their assessment of personal risk at the time.

Dangerous climatic or environmental conditions

- assess whether visit can be delayed pending further information
- check with emergency services, weather channel etc for ongoing updates on conditions
- engage lights on low beam for greater visibility to other road users
- check local council websites for road closures
- if it's flooded do not cross
- remain vigilant for fallen power lines, fallen trees or swollen watercourses.

Bushfire

- heed instructions from Fire services' personnel
- do not proceed if visibility is impaired, return to nearest designated safety point
- when driving through smoke, keep windows up and turn off air conditioning.

Stock/wildlife on road

- do not swerve to avoid an animal on the road
- gently brake and slow down, blow horn/exercise caution when driving early morning or late afternoon/evening.

Travel to or through remote/rural location or long distance travel

- travel plan and map of route is developed and approved by supervisor (refer to [Appendix B](#))
- check-in details and emergency response procedures are known to driver and contact officer/s
- driver has access to emergency contact numbers
- rest breaks of 15 minutes every two hours are factored into Travel Plan
- driving is shared with another licensed driver.

Appendix B – Safe driving – travel plan

SAFE DRIVING TRAVEL PLAN

Map attached <input type="checkbox"/> Tick if yes	From:	To:	<input type="checkbox"/> Return <input type="checkbox"/> One-way
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DRIVER AND PASSENGER DETAILS

Name/s	Position/Workgroup	Driver's Licence	Contact No.

Emergency communication details: *(communication device/number etc)*

Vehicle Make/Model/Colour:	Reg. No. :
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RESPONSIBLE LINE MANAGER

Name	Position/Workgroup	Contact No.

TRAVEL PLAN (EXAMPLE BELOW)

Time	Activity	Est. Travel Time
07.00am	Depart from (location) via Highway (number) or route (x)	2 hours
09.00 am	Check-in Rest break Weather Conditions Road Conditions	15 minutes
09.15am	Travel via Highway (number) or route (x)	2 hours
11.15am	Check-in Rest break Weather Conditions Road Conditions	15 minutes
11.30am	Travel via Highway (number) or route (x)	2 hours
01.30pm	Check-in Rest break Lunch Break Weather Conditions Road Conditions	30 minutes
02.00pm	Travel via Highway (number) or route (x)	2 hours
04.00pm	Check-in Rest break Weather Conditions Road Conditions	15 minutes
04.15pm	Travel via Highway (number) or route (x)	45 minutes
05.00pm	Arrive (location) - Check-in	

JOURNEY DETAILS

Destination	Office/Location	Contact No.
	<i>Overnight Stay Y/N</i>	
	<i>(Motel/hotel) (Address)</i>	
	<i>Check-out</i>	

RETURN JOURNEY DETAILS

Time	Activity	Est. Travel Time
	<i>Depart from (location) etc</i>	
	<i>Arrive (location)</i>	
	<i>Check vehicle for defects/wear and tear</i>	