

MOTOR VEHICLES

[Policy Statement](#) | [Responsibilities](#) | [Definitions](#) | [Related Legislation and Documents](#)

1 PURPOSE

This policy creates a framework for the acquisition, disposal, use 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

This policy applies to all motor vehicles belonging to CQUniversity, but not to any subsidiary organisation such as Travel Crew.

3 EFFECTIVE DATE 24 November 2015

4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998](#)
[Transport operations \(Road Use Management\) Act 1995 and subordinate legislation](#)

5 POLICY STATEMENT

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

All aspects of CQUniversity Vehicle management is facilitated by the International and Services Division. CQUniversity vehicles consist of five categories of vehicles: Fleet Pool Vehicles, Commercial Vehicles, Specialised Vehicles, Salary Package Vehicles, and Senior Executive Package Vehicles.

CQUniversity vehicles are to be acquired and managed by International and Services Division in consultation with other responsibility centers. If, by exception, a Responsibility Centre requires a vehicle, it must be approved in writing by the Vice-Chancellor and President prior to any acquisition being made.

The Financial Services Division and International and Services Division have responsibilities for managing Salary Package Vehicle administration and will from time to time issue guidelines in relation to Salary Packaged Vehicles.

All vehicles belonging to CQUniversity will be used in accordance with the Motor Vehicle Procedures.

Vehicles are to be driven responsibly, in accordance with the *Transport Operation (Road Use Management) Act 1995* observed at all times. CQUniversity 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.

6 RESPONSIBILITIES

Compliance, Monitoring and Review

6.1 The Deputy Vice-Chancellor (International and Services) has overall responsibility for this policy.

6.2 All drivers are responsible for the proper use of CQUniversity vehicles.

Records Management

6.3 The Deputy Vice-Chancellor (International and Services) is responsible for ensuring appropriate records and administrative systems are maintained in a recognised CQUniversity record keeping system.

7 DEFINITIONS

Salary Package Vehicle: a motor vehicle that is owned by CQUniversity and used for both private and business purposes by an approved university staff member, usually a senior staff member or other approved staff member.

Commercial Vehicle: a motor vehicle that is owned by CQUniversity that is not a Salary Package Vehicle and is provided to 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 Vehicle Fleet and is owned by CQUniversity and is not a Salary Package Vehicle.

Specialised vehicles are specifically allocated to a particular project (including Academic Research Projects), with funds from that project providing for the full cost of purchase and maintenance of the vehicle. Registration, maintenance, and disposal of these vehicles are coordinated by the International and Services Division and are subsequently recharged to the particular team. Where projects specify vehicles requirements International and Services Division will coordinate the fit out of vehicles to accommodate the project

8 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[Motor Vehicle Procedures](#)

Related Legislation and Supporting Documents

Fringe Benefits Tax Act 1986

Approval and Review	Details
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Advisory Committee to Approval Authority	Audit, Compliance and Risk Committee.
Administrator	Deputy Vice-Chancellor (International and Services)
Next Review Date	21/10/2018

Approval and Amendment History	Details
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