

## MOTOR VEHICLES

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

### 1 PURPOSE

This document details the procedure governing the provision, allocation and utilisation of motor vehicles at CQUniversity. The aim of this procedure is to enable effective and efficient utilisation of CQUniversity vehicles thereby reducing overall capital outlay, maintenance and running costs.

This procedure ensures that appropriate controls are in place and that motor vehicles are adequately managed on an ongoing basis. CQUniversity vehicles consists of five categories; Fleet Pool Vehicles, Commercial Vehicles, Specialised Vehicles, Salary Packaged Vehicles (see also Definitions section) and Senior Executive Packaged Vehicles.

The International and Services Division is responsible for the acquisition and disposal of all CQUniversity vehicles. Facilities Management Directorate DFM is responsible for the operational management of Fleet Pool Vehicles, Specialised Vehicles and Commercial Vehicles.

### 2 SCOPE

This procedure applies to all CQUniversity vehicles.

**3 EFFECTIVE DATE**            21 October 2015

### 4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998](#)  
[Transport operations \(Road Use Management\) Act 1995 and subordinate legislation](#)  
[Fringe Benefits Tax Assessment Act 1986](#)  
[Fringe Benefits Tax Act 1986](#)  
[Income Tax Regulations 1997](#)

### 5 PARENT POLICY

[Motor Vehicle Policy](#)  
[Travel Policy](#)

### 6 PROCEDURE

#### General Conditions and Responsibilities of Vehicle Fleet Use

6.1 The following general conditions of use apply to all CQUniversity vehicles.

#### CQUniversity Vehicle Fleet

6.2 CQUniversity Vehicle Fleet consists of five categories of vehicles; Fleet Pool Vehicles, Commercial Vehicles, Specialised Vehicles, Salary Packaged Vehicles, and Senior Executive Staff Packaged Vehicles.

6.3 A Commercial Vehicle is defined typically as trades utilities/vans, fitted out with specialised equipment such as ladder racks and tool boxes specifically for the use of DFM staff.

- 6.4 A Security Vehicle is for the specific use of the CQUniversity Security staff on the Rockhampton Campus.
- 6.5 Specialised Vehicles are specifically allocated to a particular project, 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 Division of International and Services and are subsequently recharged to the particular team. Where projects specify vehicle requirements the Division of International and Services will coordinate the fit out of vehicles to accommodate the project.
- 6.6 Salary Packaged Vehicles are specifically allocated to employees who agree to forgo part of their remuneration in return for benefits provided by CQUniversity. This procedure does not apply to employees that have agreed to forego part of their remuneration through the University's Salary Package Provider to purchase a personal motor vehicle.
- 6.7 Senior Executive Salary Packaged Vehicles are allocated to the Vice Chancellor and Deputy Vice Chancellors as a part of their salary package. Vehicle allocations are reviewed on an annual basis with purchase limits determined by Council.

### **Safe Driving Principles**

- 6.8 CQUniversity is committed to ensuring the safety of employees and others who are required to drive motor vehicles as part of their official duties.
- 6.9 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 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,
  - communication devices will be provided appropriate for the terrain and locality to be travelled,
  - risk management principles must be used in the planning of activities related to the operation of motor vehicles,
  - strategies for fatigue management must be implemented in all areas of CQUniversity.
- 6.10 A Safe Driving – Driver Safety Checklist (Attachment A) and Travel Plan (Attachment B) have been prepared for drivers to use to help them prepare for their vehicle journey.

### **Roles and Responsibilities**

- 6.11 Senior Executives (Vice-Chancellor/Deputy Vice-Chancellors/Pro Vice-Chancellors/ Associate Vice-Chancellors) and Senior Managers (Directors/Deans):
- 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,
  - ensure an appropriate accountability framework is established throughout the University in relation to these principles.
- 6.12 Managers/Supervisors:
- develop and implement safe driving procedures in line with relevant legislation and University principles and procedures, and
  - ensure appropriate communication is undertaken with employees and others with regard to the application of these principles.
- 6.13 Employees
- comply with local and University safe driving policies, principles and procedures,
  - 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.

### **Authorised Users**

- 6.14 CQUniversity vehicles are available for use by any staff member for business purposes during business hours. Undergraduate students are not normally permitted to drive CQUniversity vehicles; however under certain circumstances approval may be granted.

## Drivers Licenses

- 6.15 All drivers of CQUniversity vehicles are required to hold a current Australian, or recognised International driver's license, appropriate to the class of vehicle to be driven. Learner's licenses are not acceptable.

## Vehicle Branding

- 6.16 All CQUniversity vehicles are branded (except Salary Packaged Vehicles and Senior Executive Vehicles) and can be identified by the University logo on the side doors.

## Vehicle Documentation

- 6.17 Each CQUniversity vehicle will contain the following documents:
1. Vehicle Log Book – this is to be filled in at the beginning and on completion of the journey, or on change of driver, providing full details including starting and finishing kilometres, except Salary Packaged Vehicles.
  2. Fuel Card – a Fuel Card is issued for every vehicle, including Salary Package Vehicles. Fuel may only be purchased at Caltex fuel stations.
  3. 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.
  4. Vehicle Accident Report Form detailing 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. Additional forms are available from DFM.

## Roadside Assist

- 6.18 All CQUniversity vehicles are covered by RACQ Fleet Care phone 1800 648 058 or similar for the relevant State.

## Vehicle Accidents

- 6.19 If you are involved in a vehicle accident, all legal responsibilities on the part of the driver are to be followed. In addition, the accident is to be reported to DFM by telephone on 07 4923 2325 as soon as possible.
- 6.20 A Fleet Vehicle Accident Report is to be completed as soon as practicable. A copy of the Fleet Vehicle Accident Report is available from DFM and in the glove box of every CQUniversity vehicle.
- 6.21 Please provide as much information as possible about the accident, **take photos** if possible and consider the following:
- a) date of accident
  - b) time of accident
  - c) other vehicle/s or property involved
  - d) Police attended
  - e) any injuries
  - f) amount of damage to Fleet Vehicle
  - g) driving conditions
  - h) other driver's particulars
  - i) other driver's insurance details.
- 6.22 DFM will contact the relevant insurance organisation with the information provided by the driver.

## Returning a Vehicle

- 6.23 When returning a vehicle the following steps must be followed:
- a) all litter is to be removed,
  - b) clean internally and externally,
  - c) fully fuelled using the provided fuel card,
  - c) advise the applicable DFM representative of any defects, accident damage or any known traffic infringements.

## Private Use of CQUniversity Vehicle Fleet

### Fleet Pool Vehicles, Commercial Vehicles and Specialised Vehicles

- 6.24 Fleet Pool Vehicles, Commercial Vehicles and Specialised Vehicles are not generally to be used for private purposes.
- 6.25 Unless specifically included in a staff member's contract, all Fleet Pool Vehicles, Commercial Vehicles and Specialised Vehicles are to be garaged at the campus overnight and should not be driven home by the staff member. If a CQUniversity vehicle that is not a Salary Packaged Vehicle is garaged at home it may incur Fringe Benefits Tax (FBT).
- 6.26 This does not include the use of a vehicle to drive home from CQUniversity prior to commencement of a business journey, or to CQUniversity from home following completion of a business journey, provided that this has been pre-arranged and approved by DFM.
- 6.27 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 of vehicle and complete a separate Driver Acknowledgement form for each driver.

### Salary Packaged and Senior Executive Vehicles

- 6.28 Salary Packaged and Senior Executive Vehicles can be used by members of the employee's immediate family or any person who is authorised to do so by the employee, providing that such persons using the vehicle have a current Australian driver's license or recognised International license. Salary Packaged Vehicles may also be used by the employee during normal periods of leave.

### Smoking

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

### Pets and other animals

- 6.30 Under no circumstances are pets or other animals to be carried in or on any CQUniversity Fleet Vehicles (Salary Packaged Vehicle accepted), unless required for research or business needs.

### General

- 6.31 At all times drivers must properly secure CQUniversity vehicles and where possible provide off street parking for vehicles retained overnight.
- 6.32 With the exception of 4WD vehicles, CQUniversity vehicles should not generally be driven off formed roads. Users 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.
- 6.33 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.
- 6.34 Where the driver of a vehicle cannot be identified and an infringement is received by CQUniversity, 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 unit. Drivers are not permitted to pay the corporate charge in lieu of a personal infringement charge so as to avoid incurring demerit points.
- 6.35 The current CQUniversity fuel supplier is Caltex. The fuel card will not work with any other fuel supplier.
- 6.36 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](http://www.caltex.com.au); a Caltex Australia Site Locator App 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.

6.37 The fuel card can be used to clean the vehicle at a Caltex service station that provides a car wash facility.

## **Vehicle Management**

### **Funding**

- 6.38 DFM is responsible for Fleet Pool Vehicles, Commercial Vehicles and Specialised Vehicles:
- budgeting for the replacement of CQUniversity vehicles, when the vehicle has reached its optimum time for replacement,
  - vehicles are in good working condition at all times,
  - all running costs including fuel, maintenance and registration, except Specialised Research Vehicles, where the costs will be allocated to the research area, and
  - optimising the use of CQUniversity vehicles, except Salary Packaged Vehicles.
- 6.39 Procurement is responsible for Salary Packaged Vehicles dealership negotiations for all vehicles in consultation with DFM. The employee who has the Salary Packaged Vehicle is responsible for ensuring the vehicle is safe at all times.

### **Servicing and Maintenance**

- 6.40 It is the responsibility of DFM to maintain and meet service and maintenance requirements for vehicles, except for Salary Packaged Vehicles. Salary Packaged Vehicle drivers are responsible for maintaining and meeting service maintenance requirements to their allocated vehicle.
- 6.41 All requests for ad hoc servicing or repairs for CQUniversity Fleet Vehicles, except Salary Packaged Vehicles, are to be arranged through DFM.

## **Fleet Pool Vehicles, Commercial Vehicles and Specialised Vehicles**

### **Selection and Replacement of Fleet Pool, Commercial and Specialised Vehicles**

- 6.42 Procurement of Fleet Pool Vehicles, Commercial Vehicles and Specialised Vehicles is the responsibility of Facilities Management Directorate (DFM) and selection of type of vehicles is the responsibility of the Director, DFM based on information gathered from drivers and value for money.
- 6.43 Vehicles are replaced by the Director, DFM at the optimum change-over period. Passenger vehicles are not typically held beyond three years, with the exception of service utilities and trucks.
- 6.44 Exceptions to the optimal replacement position must be approved by the Deputy Vice-Chancellor (International and Services) and based on an alternate value for money business case.
- 6.45 Vehicles will be standardised, where possible to aid in managing driver safety, maintenance planning and costs. CQUniversity Fleet Pool, Commercial and Specialised Vehicles are replaced as determined at the time by CQUniversity. For small, medium and large vehicles at 60,000 kilometres and 80,000 kilometres for SUV and 4WD's, dependent on condition, cost of servicing/maintenance and trade-in price achievable.
- 6.46 Once a vehicle has reached its optimum time for replacement, DFM will initiate the vehicle replacement process.

### **Vehicle Bookings and Pick-up**

- 6.47 Due to the high demand and limited number of vehicles available; advance bookings for vehicles is essential. Prior to booking a Fleet Pool Vehicle one of the following is required:
- request approval to travel in the University's Travel and Expense Management System, or
  - approval of ESSO leave request for Off Campus Commitment (OCC), or
  - email confirmation from supervisor.

- 6.48 Bookings for the use of a Fleet Pool Vehicle are to be made via TASAC [tasc@cqu.edu.au](mailto:tasc@cqu.edu.au) or [TASC online](#). DFM will allocate vehicles on a priority basis. All vehicle keys are to be collected from the appropriate DFM representative on each site.
- 6.49 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.
- 6.50 Staff will be advised as soon as possible if a booking is cancelled / becomes unavailable to allow time to make alternative arrangements.
- 6.51 If a vehicle is not available for loan, staff are advised that hiring of a rental vehicle is to be coordinated and funded by their organisational unit.
- 6.52 On arrival to pick-up the vehicle all drivers are to complete a 'Driver Acknowledgement Form' and present their Driver's License to the Campus Fleet Officer, DFM upon request. The driver is to inspect the assigned vehicle for damage. If any anomalies are found, the driver is to report damage to the applicable Campus Fleet Officer.

### **Salary Packaged Vehicles (Excluding vehicles purchased through the University's Salary Package Provider)**

- 6.53 Salary Packaging is an arrangement where the employee agrees to forgo part of their remuneration in return for benefits provided by CQUniversity. Salary Packaging offers flexibility to suit individual lifestyle choices.
- 6.54 Eligible employees are to make Salary Packaging arrangements through People and Culture Directorate.
- 6.55 Senior Executive staff remuneration packages include access to a fully maintained vehicle for business and private use with arrangements/contributions as indicated below.
- 6.56 Vice-Chancellor
- vehicle to the value of \$58,000 (reviewed annually by the University Council)
  - provided as part of package.
- 6.57 Deputy Vice-Chancellors, Provost and Pro Vice-Chancellors
- vehicle to the value of \$50,000 (reviewed annually by the University Council)
  - provided as part of package.
- 6.58 Directors, Deans, and relevant Senior Contract Staff (as approved)
- vehicle to the value of \$50,000
  - 20% of cost provided as part of package
  - 80% salary sacrificed by employee
  - option to negotiate split through the use of a log book
  - users may purchase higher value vehicles provided the salary packaging arrangement does not exceed the 20% of \$50,000 provided by CQUniversity.

### **Selection and Replacement**

- 6.59 Senior Executive Salary Packaged Vehicles and Salary Packaged Vehicles are purchased and exchanged by CQUniversity under normal purchasing procedures and remain the property of CQUniversity. Salary Packaged Vehicles are replaced at the optimum change-over period and no greater than two years.
- 6.60 A Salary Packaged Vehicle is typically replaced as determined at the time by CQUniversity, for medium, large vehicles at 60,000 kilometres and for SUV's and 4WD's at 80,000 kilometres, dependent on condition, cost of servicing/ maintenance and trade-in price achievable.

- 6.61 Once a vehicle has reached its optimum time for replacement, the Procurement Team in consultation with the Financial Services Division will start the process for replacing the vehicle. The composition of the Salary Packaged Vehicles may vary dependent on achieving best value for money and requirements. Drivers are encouraged to provide feedback at the end of every two year period.

## 7 RESPONSIBILITIES

### Compliance, Monitoring and Review

- 7.1 The Director, Facilities Management is responsible for ensuring these procedures are appropriate, relevant and updated.

### Records Management

- 7.2 All records relevant to this document are to be maintained in a recognised CQUniversity recordkeeping system.

## 8 DEFINITIONS

### Salary Packaged Vehicle

- 8.1 A motor vehicle that is owned by CQUniversity and used for both private and business purposes by a senior staff member or other approved University staff.

### Commercial Vehicle

- 8.2 A motor vehicle that is owned by CQUniversity that is not a Salary Packaged Vehicle and is provided to tradesmen or Security for specific University business.

### Fleet Pool Vehicle

- 8.3 A general business use vehicle available for loan that comprises part of the CQUniversity fleet that is owned or leased by CQUniversity and is not a Salary Packaged Vehicle, and is available for short term general University business use, at no cost to the user.

### Specialised Vehicle

- 8.4 Specifically allocated to a particular project. Registration, maintenance, and disposal of these vehicles are coordinated by DFM and are subsequently recharged to the particular team.

### Other person

- 8.5 Includes contractors, visitors, non-government organisation staff members, volunteers and students on placement.
- 8.6 Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

## 9 RELATED LEGISLATION AND DOCUMENTS

### Related Legislation and Supporting Documents

*A New Tax System (Goods and Services Tax) Act 1999*  
*A New Tax System (Goods and Services Tax Transition) Act 1999*  
*A New Tax System (commonwealth-State Financial Arrangements) Act 1999*  
*A New Tax System (Goods and Services Tax Imposition - General) Act 1999*  
*A New Tax System (Goods and Services Tax Imposition - Customs) Act 1999*  
*A New Tax System Goods and Services Tax Imposition - Excise) Act 1999*

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (International and Services)
Next Review Date	15/07/2018

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	Vice-Chancellor and President 03/12/2004
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## 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 are to have a 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,
- 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 similar 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 contact officer,
- remain with the vehicle,
- do not open vehicle doors to unknown persons offering assistance.

### Vehicle Accident

- **Accident not involving injury**
  - o report/log incident details,
  - o advise contact officer of location and problem,
  - o inspect vehicle to assess damage,
  - o continue on journey if safe to do so.
- **Accident not involving injury but rendering vehicle undriveable**
  - o contact RACQ or similar or other roadside assist program,
  - o engage hazard lights,
  - o check-in with contact officer,
  - o 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 contact officer,
  - 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 - General**

- 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 Attachment 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.

### SAFE DRIVING TRAVEL PLAN

<b>Map attached</b>  Tick if yes	From:	To:	<input type="checkbox"/> Return; or  <input type="checkbox"/> One-way
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DRIVER AND PASSENGER DETAILS			
Name/s	Position/Workgroup	Driver's Licence	Contact No./MOB
Emergency communication details: <i>(communication device/number etc)</i>			
Vehicle Make/Model/Colour:		Reg. No. :	

RESPONSIBLE LINE MANAGER		
Name	Position/Workgroup	Contact No./MOB

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  <i>Rest break   Weather Conditions   Road Conditions</i>	15 minutes
09.15am	Travel via Highway (number) or route (x)	2 hours
11.15am	Check-in  <i>Rest break   Weather Conditions   Road Conditions</i>	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.
	Overnight Stay Y/N	
	(Motel/hotel) (Address)	
	Check-out:	

### Return journey details

Time	Activity	Est. travel time
	Depart (location) etc	
	Arrive (location)	
	Check vehicle for defects/wear and tear	