

POLICY ON OFFICIAL USE OF UNIVERSITY MOTOR VEHICLES

COLLECTION AND RETURN OF VEHICLES

Vehicles are allocated according to the time specified on an approved Travel Plan. The Travel Plan must clearly specify the commencing and finishing times of the journey. Vehicles will not normally be available in advance of the time specified on the Travel Plan unless specific approval is obtained from the delegated authorising officer. Staff are requested to be punctual with the collection and return of motor vehicles and should notify the Fleet Office if the vehicle cannot be returned at the specified time. If a journey commences after 8.30 am staff are expected to collect the vehicle from the Fleet compound at that time. Where a journey is to conclude prior to 5.00 pm staff are expected to return the vehicle to the Fleet compound at the conclusion of the journey. Outside normal office hours vehicles can still be collected and returned, each campus has different requirements. An information sheet detailing these requirements is provided in the vehicle information folder. In the unlikely event that the collection and return procedures cannot be followed contact the Security Office on campus.

ONE WAY JOURNEY TO A CAMPUS OF THE UNIVERSITY

Booking a vehicle for a one way journey between campuses, is made in the normal way, with a note in the comments "One way trip".

FUEL CARD

Where fuel is purchased during a journey it must be purchased from a fuel card service station. A fuel card is provided in the vehicle information folder. It is imperative that the odometer reading is recorded on the purchase docket. The purchase docket is to be retained with the fuel card in the vehicle information folder. It is important that the purchase dockets are kept as they are used to reconcile the monthly invoices and also to calculate fuel consumption of each vehicle. The fuel card is to be secured within the locked vehicle at all times. The driver is responsible for ensuring that vehicles are refuelled with the correct type of fuel.

LOG SHEET

The vehicle log sheet must be completed recording details of the odometer reading at the commencement and conclusion of the journey. All details are to be filled in and correct. This is an audit requirement.

DRIVER'S LICENCE AND ROAD RULES

It is the responsibility of the driver to drive and behave in a safe manner and display a level of courtesy to other drivers that will enhance the image of the University in a positive way.

All users of University vehicles must be properly licensed, that is, they must hold a driver's licence that is current, as defined by RMS (Roads and Maritime Service) NSW. Staff holding a provisional driver's licence may be permitted to drive University vehicles for official business. Learner's (L plate) drivers are not permitted to drive University vehicles.

It is the driver's responsibility to ensure they hold the correct class of licence for the vehicle they are driving.

The University is not liable for any traffic infringements or fines. It is the duty of the driver to abide by the traffic rules and not breach the law.

BREAKDOWNS AND ACCIDENTS

All University vehicles have roadside assistance, Coverage extends to flat tyres. Information on accessing this service is provided in the vehicle information folder. You must inform the Fleet Office if you have accessed this service.

Vehicle's are not to be driven if a warning light is displayed on the dash. In the event that a warning light comes on whilst driving you are to pullover at the first safe place available and turn off the engine. You must contact road side assistance or during business hours a Fleet staff member before proceeding with your journey.

You may be liable for any consequential damage incurred while driving a vehicle displaying warning lights on the dash.

All damage to a vehicle must be reported to the Fleet Office upon your return. i.e. windscreen chips.

Accidents must be reported. Single vehicle accidents require the "Vehicle Accident Report" provided in the vehicle information folder to be filled in and given to the Fleet Office as soon as possible. All injuries must be reported to the Division of Human Resources by submitting a "Notice of Injury Report". If an air bag has been deployed as a result of an accident the vehicle must not be driven as it is deemed not road worthy and will not be covered by insurance.

Multi vehicle accidents require both a "Vehicle Accident Report" and a "Motor Fleet Claim form" to be completed.

CARE OF VEHICLES

Where a vehicle is retained overnight it must be secured in a safe location, preferably parked off the street.

Animals are not to be carried in University vehicles, unless authorised by the Fleet Manager.

Smoking is not permitted in University vehicles.

Please inform Fleet staff if you believe there may be pages missing or if you have removed pages from the Vehicle information folders.