

University motor vehicles may be available for private hire by staff subject to the following conditions:

- A vehicle is available and is not required at that time for official use. The priorities for use of University vehicles is as follows:
 - teaching and administrative purposes
 - use by students on research and practicum work
 - use by staff of University controlled entities ie. Conservatorium Centre
 - private hire

If a vehicle reserved for a private hire and is subsequently required for a higher priority, then the private booking may be cancelled.

- Only employees of the University (i.e. Continuing – Full time or Part Time & Fixed Term) are permitted to private hire vehicles.
- In special circumstances a vehicle may be available to staff employed by University controlled entities.
- The rate charged (as approved by the University Council each year) will be determined by the engine capacity of the motor vehicle subject to a minimum charge.
- Each vehicle is supplied with a fuel card for the hirer to use before returning the vehicle to Fleet Services.
- The vehicle will be provided in a clean condition (inside and out) and must be returned in the same condition. Vehicles returned dirty will be cleaned and a cleaning fee charged to the hirer.
- The vehicle is not to be used off-road.
- The private hire form outlines a range of conditions and staff members hiring a vehicle must abide by all of these conditions.
- Where a vehicle has been allocated for an official journey and, subject to approval, a staff member may make a detour and use the vehicle for private use. Where this occurs the vehicle log sheet must be completed up to the commencement of the private hire and at the conclusion of the private hire. The kilometres travelled will be charged at the official kilometre rate with a minimum charge to apply. The vehicle may only be driven by approved University staff and designated family members.
- Generally only pool vehicles will be available for private hire but in special circumstances a commercial vehicle may be available. A minimum charge will also apply to commercial vehicles.