These general conditions apply to all University Department and should be read in conjunction with the University’s *‘Motor Vehicle Policy and Motor Vehicle Procedure’*.

**DRIVERS**

**DRIVER AUTHORISATION**

1. The Driver Authorisation form must be completed prior to driving a University Motor Vehicle to provide:
* Driver acceptance of these Conditions of Use; and
* Manager approval and confirmation that the driver holds a current licence.

**LICENCE REQUIREMENT**

1. No-one is to be permitted to drive a University Motor Vehicle unless they are the holder of a current driver’s license appropriate to that type of vehicle.
2. A current licence includes a probationary licence, however, in such cases **‘P’ plates must be displayed**.
3. Drivers must notify their manager of any change to their licence status (lapsed, suspended, restricted etc.) and must not drive a University Motor Vehicle until such time as a current licence sighted by the manager, and recorded in the Department Authorised Driver Register.

**SAFETY**

1. It is the responsibility of each driver to ensure any University Motor Vehicle is driven safely and in accordance with the prevailing road laws for the jurisdiction that the vehicle is being operated in, and University Occupational Health & Safety policies, procedures and guidelines.
2. The University’s “No Smoking” policy extends to University Motor Vehicles.

**NO PRIVATE USE**

1. University vehicles may only be used for business purposes only.

**LOG BOOKS**

1. Drivers must ensure that the logbook is filled out correctly - e.g. dates, times, odometer reading, kilometres travelled etc. are essential. Please note this is a legal requirement for Fringe Benefit Tax purposes.

If a logbook is required, please contact the Procurement Hub via email at procurement@vu.edu.au.

**MOTOR VEHICLE ACCIDENTS**

(Please disregard the leasing company’s procedures in their documents.)

**VU manages this process via Finance Services, therefore, please refer to the details below.**

1. The University’s Motor Vehicle fleet is fully comprehensively insured
2. In case of a vehicle accident the following procedures should be undertaken:
* Arrange the appropriate assistance for injured parties.
* Do not leave the scene of the accident, until you are no longer required.
* Notify the police if any party is injured or property is damaged.
* Do not admit liability under any circumstances.
* Obtain the following information from the other party:
	+ Driver’s name,
	+ Licence No.
	+ Driver’s address,
	+ Vehicle Reg. No./make/model/colour,
	+ Driver’s telephone No.
	+ Vehicle owner and address,
	+ Insurance company,
* If there are any witnesses to the accident, please obtain:
	+ Driver’s name,
	+ Name,
	+ Address,
	+ Telephone No.

**Please Note:** An accident claim form can be obtained from the Insurance Officer, Finance Department and must be completed as soon as possible in order to action the claim and expedite the repair of the vehicle. Refer to the motor vehicle comprehensive insurance policy.

**If the vehicle cannot be driven please contact the University’s preferred vehicle repairer.**

**VEHICLE BREAKDOWN**

1. A 24-hour roadside assistance program covers all University vehicles.
* Please check for the 24-hour assistance cards and telephone numbers in the service manual located in the glove compartment.

**FUEL CARDS**

1. All University vehicles are issued with a Shell Card for the purpose of purchasing fuel. Shell Cards are to be collected from Procurement by the vehicle custodian and signed for. Note that Shell cards have a PIN associated with them.
2. The Shell Card is for the purchase of **normal unleaded fuel/diesel/gas**, oil and wash.
3. It is the driver’s responsibility to ensure that the **odometer reading is given each time the Shell Card is used** to obtain fuel.
* The only specified requirement is to provide an **ODOMETER** **reading** and failure to do so may result in removal of the Shell Card entitlement.
1. Drivers should ensure that the Shell Card is not left in the vehicle. Shell Cards should be kept with the vehicle keys. Departments may be charged for any illegal purchases made on a Shell Card.
2. All lost and stolen Shell Cards should be reported immediately to the Procurement Department via email at procurement@vu.edu.au in order to cancel and re-issue a new Shell Card.
3. Shell Cards must not be used to purchase fuel for private vehicles.

**FINES AND TRAFFIC INFRINGEMENTS**

1. All parking fines and other traffic infringements associated with the use of University Motor Vehicles are the responsibility of the driver using the vehicle at the time of infringement.
2. Unpaid parking fines and traffic infringements will be forwarded by the Procurement Department direct to the driver for payment.
3. University funds must not be used for the payment of parking fines or traffic infringements.

**DEPARTMENTS**

**COMPLIANCE**

1. Departments will maintain a register of Authorised Drivers and ensure that drivers are compliant with the Motor Vehicle Policy, Procedure and Conditions of Use

**MANAGEMENT OF VEHICLE**

1. Departments will nominate a Vehicle Custodian to manage the vehicle including
	* Servicing and maintenance
	* Registration
	* E-tags
	* Lease term and vehicle change over
	* Log books and “No Private Use” Declarations

**SCHEDULED SERVICE / MAINTENANCE**

The department is responsible for:

1. Ensuring the vehicle is serviced at an authorised outlet as approved by the leasing company so that warranty requirements are complied with.
2. Making all service bookings and ensuring that the vehicle is properly serviced and maintained, in accordance with the maintenance schedule provided with the vehicle.
3. Safety checks such as tyre pressures, coolant and oil levels etc. are regularly carried out.
4. Ensuring that all defective, broken, vandalised or missing items, are promptly repaired or replaced by an approved dealer (the leasing company can advise you of the preferred dealer).
5. When booking your vehicle in for service/maintenance, please:
* Inform them it is a University leased vehicle and the name of the lease company.
* Make sure the vehicle’s service book is filled in and stamped.
* For items under warranty please ensure that the invoice is made out to the leasing company.
* Items that are not under warranty will be charged to your department and therefore the invoice is to be made out to Victoria University.

**REGISTRATION OF MOTOR VEHICLE**

1. Procurement Department will receive the registration and forward to you for placement on the vehicle.
2. If you have not received your new registration seven days before the expiry date, please call Procurement Department immediately on 9919 4292.

**E-TAGS**

1. E-tags are fitted to University vehicles.\
2. E-tags are not to be adjusted or removed from the vehicle.
3. A lost or stolen E-tag must be reported to the Procurement Department immediately on 9919 4292.
4. Any toll way infringements are the responsibility of the driver.
5. If the E-tag stops beeping then it is no longer working and needs to be replaced, please contact Procurement on 9919 4292.

**LEASE TERM AND RETURNING YOUR VEHICLE**

1. The lease kilometre limit and expiry date is on the front of this information pack.
2. The driver must contact the Procurement Department on 9919 4292 twelve (12) weeks before the lease expiry date if it is apparent that the kilometre limit will be exceeded. There are penalty charges for late delivery and/or excess kilometres.
3. Your current vehicle is to be returned free of accident damage, parking scrapes etc. Any restoration costs beyond the normal fair wear and tear ‘policy cover’ will be charged back to your Department.
4. Please ensure that the service booklet and manual is returned with the vehicle.

**EARLY RETURN OF VEHICLE**

1. Early return of a leased vehicle incurs a penalty payment, and will be on-charged to your Department.

**KEYS**

1. All vehicles are issued with two (2) sets of keys and these must be returned with the vehicle at lease expiry. Failure to do so will incur a replacement fee.

**ORDERING YOUR NEW VEHICLE**

1. The ‘Order Form For Fleet Vehicles’ should be completed and forwarded to the Procurement Department on 9919 4292, at least 12 weeks prior to the lease expiry date of your current vehicle. This will allow the lease company time to secure the vehicle of your choice.