

# Motor Vehicle Procedure

## Section 1 - Summary

(1) This Procedure describes the University standards and related conditions for the allocation, management and use of University motor vehicles.

## Section 2 - TEQSA/ASQA/ESOS Alignment

(2) Nil.

## Section 3 - Scope

(3) This Procedure applies to all University Motor Vehicles owned or leased by the University and includes:

- a. passenger vehicles;
- b. light commercial vehicles; and,
- c. minibuses.

(4) This Procedure does not apply to:

- a. Teaching resource vehicles. For example, certain vehicles used by TAFE or ambulance vehicles used in the delivery of Paramedics courses to train and/or teach students;
- b. Non-passenger vehicles such as forklifts, caravans, trailers or similar;
- c. Vehicles used for vehicle-related research purposes; and,
- d. Novated leases (refer to [Salary Packaging Policy](#)).

## Section 4 - Definitions

(5) Authorised Driver: Licenced Driver who has been authorised by their manager / supervisor using the [Driver Authorisation Form](#).

(6) Department Vehicle: University Motor Vehicle leased or owned by a Department, College or School.

(7) Fringe Benefit: A Fringe Benefit arises where an when an employer makes a car available for the private use of an employee.

(8) Private Vehicle: Vehicle not owned or leased by the University, e.g. vehicle owned by a staff member.

(9) Vehicle Custodian: Staff member with responsibility for the management and maintenance of a University Motor Vehicle.

# Section 5 - Policy/Regulation

(10) [Motor Vehicle Policy](#)

## Section 6 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
VCE member / Band 2 Delegate	Approval of new lease agreement for University Motor Vehicles
Executive Director Procurement and Finance Operations	Approval of new lease agreement for University Motor Vehicles
Department	Payment of all costs relating to Department Vehicles Maintaining a register of authorised drivers
Vehicle Custodian	Ensuring vehicles are registered, serviced and maintained Completion of "No Private Use" Declaration for FBT Following University processes in this Procedure and the Agreement of Use
Managers	Authorising drivers of university vehicles Periodically checking the current licence status Maintaining staff/student details in the department register of authorised drivers
Drivers	Completion of <a href="#">Driver Authorised Form</a> Adherence to licence requirements, road rules and safety requirements Consideration of sustainability in their usage of University Motor Vehicles Accurately completing logbooks Payment of any traffic fines/infringements incurred during their use Following University processes in this Procedure and Conditions of Use for Drivers
Procurement Hub	Management of lease agreements Provision of fuel cards and logbooks to departments Auditing logbooks, Authorised Driver registers and compliance with policy and procedure
Insurance Officer	Management of University Motor Vehicle insurance policy and any claims submitted

### Sustainability

(11) To reduce the University's impact on the environment, the management of the University Motor Vehicle fleet will focus on:

- a. Proactively finding ways to reduce the size of the University's Motor Vehicle fleet;
- b. Actively support the greater redeployment and sharing of Department Vehicles to further assist in further reducing the University's Motor Vehicle fleet;
- c. Require the procurement and use of low energy/emissions vehicles for University business travel, where it is practical to do so; and,

- d. Greenhouse gas emissions relating to the University's vehicle fleet fuel consumption will be offset annually through the purchase of carbon offsets through an approved scheme.

(12) Driver Obligations to improve Sustainability will include:

- a. Alternatives to travel, such as video conferencing, must be considered prior to travel;
- b. Alternative forms of transport such as public transport, Uber, or hire car should also be considered in lieu of using a University Motor Vehicle. Please refer to the [Travel Procedure](#) for additional information;
- c. If alternatives to a motor vehicle are not practical, drivers must consider:
  - i. sharing trips with other people who may be travelling to the same place at the same time;
  - ii. only booking the smallest and most fuel-efficient vehicle practical for the trip, taking into consideration the number of passengers;
  - iii. trip planning, including travel at non-peak times where possible, to avoid traffic congestion; and
  - iv. driving in a sustainable manner, including avoiding harsh acceleration and braking.

## **Use of University Motor Vehicles**

(13) No one is to be permitted to drive a University Motor Vehicle unless they are the holder of a current driver's licence appropriate to that type of vehicle.

- a. The University's insurance policy places certain restrictions on University Motor Vehicle use. The insurance policy is to be reviewed and complied with prior to any proposed use of a University vehicle by a learner driver or a driver older than 75 years of age.

(14) Staff and students may use University Motor Vehicles if such use is authorised by their supervisor or manager by completing the [Driver Authorisation Form](#).

- a. Authorised drivers must advise their managers of any change to the currency, conditions or restrictions of their driver's licence.
- b. Departments must maintain a register of authorised drivers and ensure:
  - i. Any changes/restrictions to an authorised driver's licence conditions are recorded in the department register
  - ii. The register must be maintained to ensure all information is current and accurate.
- c. Any driver whose licence is not current (e.g. lapsed, suspended) is not authorised to drive a University Motor Vehicle until a current driver's licence has been sighted by their manager and recorded in the department register.

(15) University Motor Vehicles are not to be used for private purposes. A fringe benefit arises when an employer makes a car available for the private use of an employee. A car is treated as being available for private use by an employee on any day the car:

- a. Is used for private purposes by the employee or associate;
- b. Is not parked at the University premises, and the employee is permitted to use it for private purposes; and
- c. Is garaged at their place of residence, regardless of whether they have permission to use it privately.

(16) 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 the University [Health and Safety Policy](#), procedures and guidelines.

(17) Drivers are personally responsible for any traffic fines or infringements that are incurred whilst the University

Motor Vehicle is in their possession, as recorded in the logbook. University funds are not to be used for the payment of traffic fines or infringements.

(18) University Motor Vehicles are to be garaged overnight on University premises.

(19) In the event of an accident, drivers are required to promptly provide full accident details and collect all relevant information to assist in the quick administration and resolution of the claim and repair. Contact the Insurance Officer via [Insurance@vu.edu.au](mailto:Insurance@vu.edu.au) on how to lodge an insurance claim.

(20) A 24-hour roadside assistance program covers all University Motor Vehicles. Please check for the 24-hour assistance cards and telephone numbers in the service manual located in the glove compartment.

(21) Fuel cards will be provided for all University Motor Vehicles by Procurement. Fuel cards are specific to each vehicle/registration and must not be used to fill any other vehicle.

(22) University Motor Vehicles must only be re-fuelled at service stations that accept the fuel cards provided.

(23) Where a University Motor Vehicle is fitted with technology to allow for automated electronic trip recording, a paper-based logbook is not required to be maintained. Drivers must ensure that any access token, such as a smartcard that has been assigned to them, is not shared with any other person.

(24) A logbook must be maintained clearly showing the dates, times and purpose of the trip that a vehicle was in possession of a driver.

## **Vehicle Management**

(25) Organisational units responsible for Department Vehicles must service the vehicle according to the manufacturer's guidelines which can be found in the service book of the vehicle.

(26) A Department Vehicle cannot be changed over or sold before the lease term is reached unless approval is obtained from the Executive Director Procurement and Finance Operations.

(27) Early return of a leased vehicle incurs a penalty payment and will be on-charged to the relevant Department.

## **Use of Private Vehicles**

(28) An employee may use their own vehicle if no other vehicles (Department Vehicles, Uber, or hire cars) are available.

(29) Approval must be obtained from the employee's supervisor/manager (with the appropriate delegated financial authority) prior to the use of a private vehicle. Note that the University:

- a. does not provide insurance coverage for private vehicles; and
- b. the cost of any accident repairs, damage, and liability (including insurance excesses) in private vehicles are the sole responsibility of the driver.

## **Vehicle Specifications**

(30) All University Motor Vehicles will be equipped with standard accessories. If not already included in the standard accessories, the vehicle will also be fitted with: ABS brakes, air conditioning, automatic transmission and driver and passenger airbags. A tollway transponder will also be fitted.

(31) The only additional options which can be equipped for a vehicle are a tow bar, headlight protectors, bonnet protectors, mud flaps, floor mats, cargo protection barriers (for station wagons).

## Compliance

(32) Compliance with the [Motor Vehicle Policy](#) and this Procedure is achieved by:

- a. the signing of the 'Order for Fleet Vehicles' by the relevant Vice Chancellor's Executive (VCE) officer (Band 2 delegation) and the Executive Director Procurement and Finance Operations;
- b. Vehicle custodians and Heads of Departments, signing the 'Department Agreement for Use of University Vehicles' form;
- c. Drivers and managers completion of [Driver Authorisation form](#) and maintenance of a Department register of authorised drivers; and
- d. Drivers to maintain and sign the vehicle log books for each use.

(33) The Procurement Hub will undertake regular audits of:

- a. Department registers of authorised drivers and vehicle logbooks;
- b. overnight garaging of pool vehicles;
- c. fuel card transactions; and
- d. VicRoads registration details.

(34) For FBT purposes, the Tax Compliance will:

- a. Send a "No Private Use Declaration" to be completed by the vehicle custodian for each department vehicle.
- b. Conduct an audit of logbooks to ensure:
  - i. Department vehicles have been used for business purposes only; and
  - ii. Logbooks are completed accurately and in accordance with ATO Guidelines.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	29th April 2022
<b>Review Date</b>	29th April 2025
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	29th April 2022
<b>Expiry Date</b>	Not Applicable
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