

Motor Vehicle Policy

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Description	The University owns, leases and hires motor vehicles to conduct University business and for the provision of full private usage of vehicles to designated staff. This policy outlines the provision of University motor vehicles for business and private use. For detailed procedures refer to the Financial Management Practice Manual.

Related documents

[Motor Vehicle Acknowledgement and Request Form](#)
[Private Motor Vehicle Usage Claim Form](#)
[Motor Vehicle Disposal Application](#)
[Motor Vehicle Damage Report Form](#)
[Financial Management Practice Manual - Use Of University Motor Vehicles](#)
[Financial Management Practice Manual - Use of Private Motor Vehicles](#)
[Guide to Driving on University Business](#)
[Griffith University Privacy Plan](#)

[\[Definitions\]](#) [\[Policy\]](#)

1. DEFINITIONS

1.1 University vehicles

are all vehicles acquired or leased by the University, regardless of the source of funding, and used by staff for official business or full private use as part of a remuneration package.

1.2 Executive vehicles

are vehicles supplied to the Vice Chancellor and all senior executives approved by the Vice Chancellors for full private use as part of their remuneration package.

1.3 Senior manager vehicles

are vehicles supplied to senior academic and general staff for full private use as part of their remuneration package.

1.4 Responsibility Allowance Salary Contribution Vehicles (RASCV)

are vehicles supplied to approved staff in receipt of a Responsibility Allowance who salary sacrifice all or part of their allowance to fund a fully maintained motor vehicle for full private use.

1.5 Pool vehicles

are vehicles administered by the Office of Planning and Financial Services (PFS) that are available to all staff to utilise for business use as and when required. Senior Manager vehicles normally form part of the pool complement and are used to supplement pool needs.

1.6 Other vehicles

are vehicles dedicated to an element for specific needs. These vehicles are generally funded and administered by the respective element. As with all University vehicles they form part of the University's Transport fleet and must be used to supplement the element's needs when not required for their specific purpose.

2. POLICY

2.1 All University vehicles are subject to the requirements and guidelines of this policy and the document *Use of University Motor Vehicles* included in the Financial Management Practice Manual.

2.2 All use of University vehicles is restricted to official University business or other approved use as stated in this policy.

2.3 Purchase, Lease and Disposal of Vehicles

The Logistics Office within the Office of Planning and Financial Services (PFS) is responsible for the purchase, lease and disposal of all vehicles.

2.4 Funding of Vehicles

Executive vehicles, as defined on the list of 'Approved Executive Vehicles' are funded from the PFS Vehicle Replacement fund. An Executive officer may seek approval from the Vice President (Corporate Services) for a vehicle that is not on the current list. If approval is granted partial funding of the vehicle may be required from the Executive Officer's respective element budget.

Pool vehicles and senior manager vehicles made available to the PFS vehicle pool during business hours are funded from the vehicle replacement fund.

Responsibility Allowance Salary Contribution Vehicles are funded by the staff members salary contributions and the respective element budget.

All other vehicles are funded by the office/element concerned.

2.5 Approved users of University Vehicles

- All general and academic staff including: Continuing; Fixed Term; Casual and Sessional staff.
- Postgraduate, PhD and Honours Students - (all vehicle use must have prior approval by the student's supervisor and all vehicle bookings must be made by the supervisor).
- "Nominated Drivers" as endorsed on the appropriate Acknowledgement and Request Form.
- Other drivers as approved by the Vice President (Corporate Services).

In the event of an emergency any licensed person may drive a University vehicle.

2.6 Driver Requirements/Responsibilities

- Before driving a University vehicle staff should make themselves familiar with the features of the vehicle, It is recommended that staff read the University's 'Guide to Driving on University Business'.
- The usual driver of the vehicle will be the Officer to whom the vehicle is allocated.
- University vehicles may be driven by any staff member of the University for official business purposes provided they have a valid licence for the type of vehicle being used. University vehicles cannot be driven by a person with a "Learner's Permit".
- Prior to taking receipt of a private use vehicle the Officer allocated the vehicle must read and sign the Acknowledgement and Request Form. On the form an Officer with full private use of a vehicle may also nominate one person (over 25 years of age) as an authorised driver of the vehicle. The completed form will be retained in the Logistics Office in PFS. The Officer may make a written request to the Vice President (Corporate Services) for

approval for a 'Nominated Driver' under 25 years of age. If approval is granted and the Nominated Driver is involved in a motor vehicle incident any insurance excess imposed, or the first \$500 in damages as a result of the incident, is to be paid personally by the Officer. No University funds may be used to pay this liability.

- It is the responsibility of the staff member who has full private use of a University vehicle to ensure that the 'Nominated Driver' holds a valid driver's licence for the class of vehicle.
- In the event of an accident or damage to the vehicle the driver must complete a Motor Vehicle Damage Report Form and submit it to the Logistics Office in PFS.
- For staff with access to a full private use vehicle who has their driver's licence suspended or cancelled, arrangements must be made for the vehicle to be returned to the Logistics Office in PFS for the duration of the suspension or cancellation. Where appropriate no deductions will be made from any Responsibility Allowance during such periods.

2.7 Choice of Motor Vehicle and Replacement

The range of motor vehicles available is reviewed periodically by the Vice President (Corporate Services). Passenger vehicles will normally be replaced every 30 months or at the time the nominated kilometres are reached (generally 60,000 kilometres). Commercial vehicles will be replaced depending on a number of factors, including the funding element's requirements, the application of the vehicle and operating costs of the vehicle.

For Responsibility Allowance Salary Contribution Vehicles the range of motor vehicles available is reviewed periodically by the Vice President (Corporate Services). These vehicles are leased and the lease can be structured in-line with individual personal requirements in relation to term and estimated number of kilometres travelled per annum.

For 'Pool' or 'Other' vehicle categories a four cylinder vehicle should be the first consideration. Approval must be obtained from the Vice President (Corporate Services) for the purchase of a vehicle with a larger capacity than four cylinders. All approval requests to the Vice President (Corporate Services) should be made via the PFS Logistics Office, Nathan campus.

2.8 Accessories

Cargo Barriers for Station Wagons and window tinting are the only approved standard accessories that can be fitted. Any additional accessories required can be fitted at the staff member's personal expense, with prior approval of the Vice President (Corporate Services).

2.9 Parking on Campus and Security

Associate Deans, Heads of Schools, Deputy Heads of Schools/Departments and Research Centre Directors who elect to have a university vehicle as part of their remuneration package are provided with a Limited Access Parking Permit. All other senior officers, as approved by the Vice President (Corporate Services), who have university vehicles are provided with a University parking permit, which allows the vehicle to be parked in designated University vehicle parking bays. Cost of parking permits will be charged to the appropriate vehicle operating account.

University vehicles must be parked on campus in appropriately designated areas and locked when unattended.

Approval is required by the Vice President (Corporate Services) for the transfer of a University vehicle parking permit to a private vehicle or to utilise University funds to pay for a parking permit.

2.10 Full Private Use of a University Vehicle

The primary purpose of a vehicle being allocated for full private use is to provide official and private transport for the staff member concerned. Other than RASCV scheme vehicles the University will bear all running costs, insurance, maintenance and FBT costs relating to the provision of the vehicle. Running costs include road toll charges incurred on all toll roads.

The secondary purpose is to supplement transport available to the University during business hours, excluding RASCV scheme vehicles. Therefore, when the staff member does not require the vehicle during business hours it must be made available to other staff or the vehicle pool for official use.

Staff who are provided a vehicle for Full Private Use or a vehicle provided under the RASCV scheme are not eligible to claim reimbursement for business use of the vehicle.

2.11 Limited Home Garaging of a University Vehicle

Limited Home Garaging requires the approval of the Vice President (Corporate Services).

Limited home garaging exceeding 48 hours is to provide access to a University vehicle on a regular basis for after hours business use only. The vehicle can be used to travel to and from home to work. The vehicle is not permitted to be used for other private purposes. Refer to the 'Use of University Motor Vehicles' Financial Management Practice Manual, section 17 for further information. Home Garaging of a Pool or Other Vehicle.

Limited home garaging for periods of up to 48 hours requires the prior approval of the Manager, Logistics.

The purpose of permitting home garaging for up to 48 hours is to provide official transport associated with the staff member's University duties either late evening or early the next day where it would be wasteful of time for the staff member to travel to (or from) the home campus in order to collect (or return) the University vehicle.

2.12 Use of Private Motor Vehicles on Official Business

Staff may use their private motor vehicle on official University business when a University vehicle is not available or when deemed more appropriate based on the travel circumstances. If a private vehicle is used for travel on official University business a Private Vehicle Usage Claim Form should be completed and submitted to Remuneration and Benefits in the Office of Human Resources for reimbursement. Travel from home to the usual place of work and return (or an equivalent distance) is considered private and cannot be claimed as official business travel. 'Private Motor Vehicles' do not include those vehicles provided by the University for full private use.

2.13 Record of Journey

All users of pool vehicles and other vehicles, as defined in section 1, must complete the relevant Vehicle Log Sheets to record usage.

2.14 Maintenance

Arranging maintenance of executive vehicles, pool vehicles, and senior manager vehicles is the responsibility of the Logistics Office in PFS. The arranging of maintenance for all other vehicles is the responsibility of the relevant user or element. The University pays all costs incurred.

2.15 Traffic Fines and Infringement Notices

All penalties imposed on users of University vehicles as a result of any traffic or parking offence are the responsibility of the driver. Under no circumstances can fines incurred be paid or reimbursed from University funds. The cost must be borne personally by the driver responsible for the offence.

In the absence of any other information, i.e. vehicle log sheets, it is assumed that the staff member to whom the vehicle is allocated is the driver at the time of any incident/infringement.

2.16 Accidents, Theft and Insurance

In addition to any legislative requirements, it is mandatory for details of all incidents to be reported immediately to the Logistics Office in PFS.

Personal belongings lost or stolen from a University vehicle, or loss or damage to personal belongings as a result of accident are not covered by the University's motor vehicle comprehensive insurance policy.

2.17 Vehicle Replacement (Accident Repair or Mechanical Breakdown)

In the event of a vehicle being off the road for accident repair or mechanical breakdown a replacement vehicle will be provided. The costs incurred will be met from sources consistent with how the vehicle was funded.

2.18 Termination of Vehicle Use

If a staff member is no longer entitled to private use of the vehicle or resigns from the University the vehicle must be returned to the Logistics Office in PFS for alternative utilisation or disposal.

2.19 Leave

The staff member to whom the vehicle is allocated for full private use may use the vehicle for periods of annual leave and long service leave. Use of the vehicle during other periods of leave requires the prior approval of the Vice President (Corporate Services).

2.20 Hire Vehicles

- Hire vehicles are subject to the requirements and guidelines of this policy as well as to the terms and conditions of the supplier.
- A 'University Vehicle' parking permit will generally not be supplied for a hire vehicle.
- Hire vehicles are not covered by the University's insurance policies. Insurance cover is included as part of the hire arrangements with the relevant supplier.
- When hiring a bus, a bus that is fitted with seat belts must be requested.
- If it is a legal requirement to use a bus fitted with seat belts for the type of use planned, a bus without seatbelts must not be hired.
- Where there is an option to use a bus with or without seatbelts, the University will hire the bus fitted with seat belts.

2.21 General

As per the Griffith University Privacy Plan, personal details may be disclosed, as required by law, to outside organisations in relation to alleged infringement notices, or other matters, relating to the use of a University vehicle.