

Motor Vehicle Policy

Approving authority	Finance, Resources and Risk Committee
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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](#)
- [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](#)
- [Griffith Travel](#)

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

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. This policy excludes vehicles that are funded by salary sacrifice arrangements offered by the University, taken up through the use of novated lease arrangements.

1.2 Executive vehicles

Are vehicles supplied to the Vice Chancellor and all senior executives approved by the Vice Chancellor 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 Pool vehicles

Are vehicles administered by the Office of Finance, 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.

1.5 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 Scope

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.

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

2.2 Purchase, Lease and Disposal of Vehicles

The Logistics Office within the Office of Finance is responsible for the purchase, lease and disposal of all vehicles.

2.3 Funding of Vehicles

Executive vehicles, as defined on the list of 'Approved Executive Vehicles' are funded from the Executive Officer's respective element budget. An Executive officer may seek approval from the Vice President (Corporate Services) for a vehicle that is not on the current list.

Pool vehicles are funded from the Logistics capital budget.

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

2.4 Replacement of Vehicles

The range of motor vehicles available is reviewed periodically by the Vice President (Corporate Services). Vehicles will be replaced at a frequency with consideration for the optimum resale value, warranty period, kilometres travelled, maintenance costs and appearance.

The mix of fleet passenger, load carrying and special purpose vehicles will be managed by the Logistics Office to meet the University Sustainability Plan, whilst meeting the functional, safety and economic needs of the University. This includes the review of element vehicles at time of replacement to determine if the need can be best met through the use of a pool vehicle.

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

- Drivers of University vehicles must hold a current, valid driver's licence for the type of vehicle being used; abide by all road rules and refrain from driving if impaired by tiredness or medication.
- 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 cannot be driven by a person with a “Learner’s Permit”.

2.7 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. 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. This includes Executive vehicles and Senior manager vehicles.

In the case of Senior manager vehicles, the secondary purpose is to supplement transport available to the University during business hours. 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 are not eligible to claim reimbursement for business use of the vehicle.

2.7.1 Driver requirements/ responsibilities (additional) – Full private use vehicles

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 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 damages as a result of the incident, are 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.

For staff with access to a full private use vehicle who have their driver's licence suspended or cancelled, arrangements must be made for the vehicle to be returned to the Logistics Office for the duration of the suspension or cancellation.

2.7.2 Accessories

Cargo Barriers for Station Wagons and window tinting are the only approved standard accessories that can be fitted. Towbars and Roof Racks are also allowed for vehicles allocated to Senior Executive Officers. Any additional accessories required can be fitted at the staff member's personal expense, with prior approval of the Vice President (Corporate Services).

2.7.3 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.

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.

2.7.4 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.

2.7.5 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 for alternative utilisation or disposal.

2.7.6 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).

2.8 Pool Vehicles

The Office of Finance maintains a car pool for the use of all elements through its Logistics office.

2.8.1 Booking/ Ride Share and Keyless Entry

All pool vehicles are enabled by an online booking system and keyless entry technology. The driver is responsible for having a charged mobile phone that is web enabled for the purposes of initially unlocking and finally locking the vehicle once the booking is complete. During the journey the key is to be used as normal. The key is to be returned to the glovebox at the end of the booking and the vehicle to be checked back in via the online system.

“Share a Ride” booking option should be utilised as a preference when using the Poolcar system. Using this function allows the user to car pool with another user travelling to the same destination, making the most use of the Pool Vehicle.

2.8.2 Limited Home Garaging

A fringe benefit arises when an employer makes the 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 that either:

- the car is not at the University premises, and the employee is allowed to use it for private purposes; or
- the car is garaged at the employee's home.

Prior approval from the Logistics & Fleet Operations Manager is required for limited home garaging of Pool Vehicles for

- periods of up to 48 hours; or
- any overnight bookings outside of business hours.

As a general rule, travel to and from work is private use of a vehicle which will attract Fringe Benefits Tax (FBT). Only in the following circumstances are employees permitted to home-garage a University pool car without incurring FBT charges:

- The employee is required to perform employment duties (e.g. attend a conference) at an offsite location (i.e. non-Griffith University premises) and has an early start the next day. If the employee can justify the inconvenience and waste of time in having to travel from home to their main campus to collect a pool car, the employee will be permitted to take the pool car home the night before;
- Due to performing employment duties outside their usual campus, if the employee finishes work after 7pm and is able to justify the inconvenience and waste of time in having to travel to their home campus to return the pool car, the employee will be permitted to take the pool car home that night.

This convenience should not be misused for the employee's private use.

Pool vehicles are strictly limited to business use only and employees are not permitted to use the pool vehicles for private use, other than those scenarios stipulated above. If an employee's employment contract with the University stipulates that the employee is supposed to work across multiple campuses on a regular basis, the employee should not be home-garaging the University pool vehicle.

2.8.3 Record and Monitoring of Journey

All pool vehicles and other element owned vehicles that are fitted with GPS tracking for the purposes of managing scheduling, utilisation and recovery do not require Log Sheet records. While kilometres continue to be recorded, the GPS tracking is turned off outside of business hours for all vehicles routinely taken home by senior managers.

For Element Vehicles not managed by Poolcar System, the regular driver must complete a Log Sheet and submit to the Logistics Office at Month End.

2.9 Maintenance

Arranging maintenance of executive vehicles, pool vehicles, and senior manager vehicles is the responsibility of the Logistics Office. Ensuring availability for scheduled servicing for all other vehicles is the responsibility of the relevant user or element. The University pays all costs incurred through its preferred suppliers.

2.10 Traffic Fines and Infringement Notices

All penalties imposed on users of University vehicles as a result of any traffic or parking offences 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.

2.11 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 and through the Poolcar System (for pool vehicles). An insurance claim form must be completed and submitted to the Insurance provider with an electronic copy forwarded to the Logistics Office. Costs involved will be paid by the Element to which the driver belongs, should the driver be at fault.

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.

2.12 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 hire vehicle can be booked through the Griffith Travel online booking tool which allows access to preferred suppliers of hire car services.

- 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.

2.13 Use of Private Motor Vehicles on Official Business

Staff may use their private motor vehicle on official University business only when a University vehicle is not available, opportunities to use public transport or share a ride with another pool car user have been exhausted or when deemed more appropriate based on the travel circumstances. If a private vehicle is used for travel on official University business, a mileage

claim should be completed and submitted for approval and reimbursement via the University Expense management system. 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.

The University provides no insurance cover for privately owned vehicles used for work purposes. The user is required to ensure they have arranged the appropriate cover through their own insurers.

2.14 Fringe Benefits Tax

Fringe Benefits Tax (FBT) arises if a University vehicle is used by an employee for private use. FBT is a major component of the overall cost of operating a vehicle. The ['Financial Management Practice Manual - Use Of University Motor Vehicles'](#) provides more detail of requirements in relation to FBT on motor vehicles and FBT declarations.

2.15 General

Griffith University collects, stores, and uses personal information only for the purposes of administering Poolcar and University Vehicles including the management of infringement notices or other matters relating to the use of a University vehicle. The information collected will be handled in accordance with Griffith University's Privacy Plan.