

Policy Title: Vehicles – University and Private Vehicles Used for University Business

Policy Owner: Manager, Campus Operations and Resources

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Policy Code: PL114 [fs031]

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1. INTENT

To define responsibilities of Faculties, Centres and staff allocated or operating University fleet vehicles and private vehicles on University business.

2. ORGANISATIONAL SCOPE

All staff and students of Edith Cowan University and other non-staff engaged in conducting business related to the University.

3. DEFINITIONS

TERM	DEFINITION
“Authorised Driver” means	Anyone who has approval to drive a University vehicle.
“Home garaging” means	Garaging a University vehicle at an employee’s private address overnight and/or on weekends or at a location where an employee is staying overnight on University business.
“Guidelines” means	“Guidelines for Acquiring and Operating a University Vehicle and Use of Private Vehicles for University Business”, and which are appended to this Policy.
“Job Needs Vehicle” means	A vehicle allocated for University business to a specific position or organisational unit.
“Metropolitan” means	The area covered in the current Perth Street Directory (UBD or similar).
“Private Vehicle” means	Any non-University vehicle.
“Private Use” means	Any use for non-business purposes and/or outside the

	terms of the employment contract.
“Relevant Line Manager” means	An ECU staff member authorised by the relevant Faculty/Centre Delegations Procedure to approve expenditure and operational activities.
“Staff member” means	An employee of Edith Cowan University.
“Specialised vehicle” means	A vehicle other than a passenger sedan or wagon, e.g. 4 x 4 off road vehicles, utes, tractors, golf buggies, , motor scooters and bikes, trailers and the like.
“University” means	Edith Cowan University.
“University vehicle” means	Any vehicle leased or owned by the University.
“University Pool Vehicle” means	A University vehicle available for short term use from Facilities and Services Centre.

4. POLICY CONTENT

- 4.1. Facilities and Services Centre have overall responsibility for the University Fleet including purchasing and leasing of vehicles and monitoring operating performance of the Fleet.
- 4.2. The document “Guidelines for Acquiring and Operating University Vehicles and Use of Private Vehicles for University Business” is appended to this Policy and details the requirements and processes for implementation of the Policy.
- 4.3. Faculties/Centres or Staff allocated a University vehicle must ensure accurate records are kept of its use and operating costs and the vehicle is serviced and maintained according to the manufacturer's recommended specifications. All operating costs are the responsibility of the faculty or centre.
- 4.4. University vehicles shall only be driven by:
 - Staff of the University;
 - Students holding the appropriate approval;
 - Contractors, consultants, Honorary and Adjunct appointees, Emeritus Professors and other non-staff engaged on University business, and with the approval of the relevant line executive or nominee.
- 4.5. Drivers of a University vehicle must hold a current driver's licence applicable to that vehicle (learner drivers are not permitted to drive University vehicles).
- 4.6. Drivers of a University vehicle must comply with all relevant legislation, University policies and drive in a safe and considerate manner while in control of a University vehicle
- 4.7. University vehicles shall not be used for private purposes (excluding those staff that has a University supplied vehicle in their employment contract).

- 4.8. Faculties and centres operating specialised vehicles must ensure staff are adequately trained in the operation of the vehicle.
- 4.9. Staff home garaging a University vehicle must complete the *Request to Use a University Vehicle (Overnight Garaging Request)* available from <http://www.ecu.edu.au/fas/forms/> and comply with the requirements outlined in the Guidelines.
- 4.10. The driver of a University vehicle is responsible for any parking or traffic infringement received whilst driving or in possession of a University vehicle.
- 4.11. Where the driver of a University vehicle is involved in a motor vehicle accident or breakdown, they shall follow the accident procedures set out in the "Fleet Services" brochure provided with the vehicle and the Guidelines.
- 4.12. Drivers of University vehicles are responsible for the vehicle while it is allocated to them and must operate the vehicle in accordance with the Guidelines.
- 4.13. Any person authorised to drive a University vehicle may have their right to use of the University vehicle suspended in certain circumstances.
- 4.14. The University will provide pool vehicles on each campus for use by Staff. Facilities and Services Centre is responsible for operating and managing the pool fleet, including determining the numbers and types of vehicles allocated to each campus.
- 4.15. Staff should always use a University vehicle for University business. Conditions apply for using a private vehicle on University business.
- 4.16. Special conditions apply to vehicular travel to non-metropolitan locations (including travel between Perth and the South West Campus).
- 4.17. Faculties/Centres staff may be allocated a University vehicle for University use where there is a need demonstrated by meeting the criteria outlined in the Guidelines.
- 4.18. Senior Executive staff may be provided with a University vehicle where this is specified in their employment contract and/or as approved by the Vice-Chancellor.
- 4.19. Students are permitted to use University vehicles in certain circumstances as specified in the Guidelines.
- 4.20. Fleet vehicles will be disposed of in accordance with the University's Asset Management - Recording, Tracking and Disposal Policy and the Guidelines.
- 4.21. Private vehicles can only be used for University business where they meet the requirements stated the Guidelines and prior approval has been obtained

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

The Policy Owner – Manager Campus Operations and Resources has overall responsibility for the content of this policy and its operation in ECU.

The Contracts and Projects Manager has the overall responsibility to ensure that the administration and operational processes and procedures are managed as per the established Policy.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- Guidelines for Acquiring and Operating a University Vehicle

6.2 Other documents which are relevant to the operation of this policy are as follows:

- Request to Use a University Vehicle (Overnight Garaging Request) Form
- Student Request to Use a University Vehicle Form

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Campus Operations and Resources
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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GUIDELINES FOR ACQUIRING AND OPERATING A UNIVERSITY VEHICLE AND USE OF PRIVATE VEHICLES FOR UNIVERSITY BUSINESS

To be read in conjunction with the Policy (PL114/fs031) Vehicles – University Vehicles

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1. Intent

To define:

- 1.1. Conditions of use of all University vehicles.
- 1.2. Guidelines for vehicular travel in non-metropolitan locations (including travel to and from the South West campus).
- 1.3. Eligibility and process for allocation of a Job Needs Vehicle including eligibility criteria and responsibilities.
- 1.4. Eligibility and process for allocation of a Senior Executive Vehicle.
- 1.5. Guidelines for staff and non-staff (excluding students) use of University and private vehicles on University business.
- 1.6. Guidelines for student use of University and private vehicles for University sanctioned activities.
- 1.7. Monitoring of Usage of University vehicles.
- 1.8. Process for disbursement of Surplus Funds resulting from the disposal of a Faculty/Centre leased or owned vehicle.
- 1.9. Use of private vehicles for University business.

2. Organisational Scope

All staff and students of Edith Cowan University and other non-staff engaged in or conducting business directed activities on behalf of the University.

3. Definitions

Term	Definition
<i>Adjunct Appointment</i>	A staff member, often employed by an external organisation, who is offered a position by the University in order to share their knowledge and expertise with University staff.
<i>Authorised driver</i>	Anyone who has approval to drive a University vehicle.
<i>Business Area</i>	Centres, Branches, Business Units, Faculties, Schools, or any other University recognised group or team.
<i>Campus Support Office</i>	New name for Facilities Management Office
<i>Exceptional</i>	Circumstances of an important or critical nature that

circumstances	occur outside the normal day to day events of University life.
FBT	Fringe Benefit Tax
Hazardous Use	The use of a vehicle in conditions not experienced by most drivers on a day-to-day basis. Such conditions include and are not limited to use in remote locations or on unsealed roads.
Home garaging	Where an employee is permitted to garage a University vehicle at or near their private address overnight and/or on weekends. This also includes when the vehicle is not on a University premises and the user has custody of the vehicle.
Job Needs Vehicle	A vehicle allocated to a specific position or organisational unit for University business. Such a vehicle may be home garaged with the relevant approval.
Metropolitan	Area as covered in the current Perth Street Directory (UBD or similar).
Organisational unit	Centres, Branches, Business Units, Faculties, Schools, or any other University recognised group or team.
“P” Plates	Drivers with provisional licences must display white-on-red 'P' plates whenever they drive within the first 6 months and for last 18 months, provisionally licensed drivers must display white-on-green 'P' plates.
“Private Vehicle”	Any non-University vehicle.
Private Use	Any use for non-business purposes and/or outside the terms of the employment contract.
Probationary Driver	After obtaining a provisional license, a driver continues to be subject to restrictions during a 2 year probationary period.
Relevant Line Manager	An ECU staff member authorised by the relevant Faculty/Centre Delegations procedure to approve expenditure and operational activities.
Roadworthy	A term used to describe a vehicle that is mechanically and structurally sound.
Senior Executive Vehicle	A vehicle allocated to a senior executive through provision of the employment contract.
Staff member	An employee of Edith Cowan University.
Surplus Funds	Surplus funds returned to the University through disposal of a Faculty/Centre leased or owned vehicle.
University	Edith Cowan University.
University vehicle	Any vehicle registered in the name of Edith Cowan University.
University Pool Vehicle	A University vehicle available from the Campus Services Office for short term use.
University vehicle usage	Fuel consumption, kilometres and number of hours travelled by a University vehicle.

Vehicle Management System (VMS)	Electronic recording system for booking and recording University vehicle usage
Visiting Fellow	A person (usually an academic) from another university who is invited for a set period of time to visit the University to share their knowledge and experience with staff.

4. Policy Content

4.1 Conditions of use of all University Vehicles

- a) University vehicles shall only be driven by:
- Staff of the University including Senior Executives;
 - Students holding the appropriate approval;
 - Authorised persons, in accordance with 4.1 g) and 4.1 h) and only upon providing evidence of a current and appropriate driver's licence; or
 - All of the above must hold a current driver's licence (learner drivers are not permitted to drive University vehicles).
 - Probationary drivers must display the relevant "P" Plates at all times while driving a University vehicle.
- b) University vehicles shall not be used for private purposes (excluding Senior Executive Vehicles – refer to 4.5 c).
- c) University vehicles shall not be driven by staff, students or authorised persons, under the influence of drugs or alcohol.
- d) Drivers of University vehicles must abide by the road rules and drive in a safe and considerate manner at all times.
- e) When using a vehicle to travel between the University's metropolitan campuses, University vehicles should be used as the preferred mode of transport.
- f) Drivers utilising University vehicles for purposes considered as hazardous use are to provide evidence of having successfully completed a training course relevant to the conditions the vehicle is to be used in. Refer definition for "Hazardous Use".
- g) Staff home garaging a University vehicle must complete the *Request to Use a University Vehicle (Overnight Garaging Request)* available from <http://www.ecu.edu.au/fas/forms/>
- h) Contractors, consultants, and other non-staff on University business may drive University vehicles, in exceptional circumstances and with the approval of the relevant line executive or nominee.
- i) Honorary and Adjunct appointees and Emeritus Professors may, with the approval of the relevant line executive or nominee, drive University vehicles.

- j) Drivers of a University passenger vehicle must at the end of each trip complete the log book supplied with the vehicle by providing driver and trip details.
- k) The driver of a University vehicle shall be responsible for any parking or traffic infringement received whilst driving or in possession of a University vehicle.
- l) Where the driver of a University vehicle is involved in a motor vehicle accident or breakdown, they shall follow the accident procedures as set out in the "Fleet Services brochure provided with the vehicle including reporting the accident to Facilities and Services or the Campus Services Office as soon as possible and are required to complete a Motor Vehicle Accident Claim form within 24 hours following the accident.
- m) Drivers shall ensure passenger and load limits in the vehicle are not exceeded.
- n) Drivers shall make reasonable secure parking arrangements at all times, including off-street parking.
- o) Use of mobile phones is not permitted while driving a University vehicle.
- p) Any person authorised to drive a University vehicle may have their right to the use of a University vehicle suspended, at the discretion of the Vice-President (Corporate) or nominee if they:
 - Have been convicted of a serious driving offence; and/or
 - Have been judged to have incurred excessive insurance claims; and/or
 - Have not maintained the vehicle in a suitable manner; and/or
 - Have breached any of the conditions of use.

4.2 University Pool Vehicles

- a) University pool vehicles shall normally be available for a maximum period of five (5) days. Longer periods may be available during off-peak periods and shall be negotiated with the Manager Contracts and Projects otherwise this shall be covered by use of a hire vehicle.
- b) The Campus Services Office on each campus will provide a liaison role as required to assist staff to maximise any opportunities for carpooling.
- c) Vehicle keys must be collected from the relevant Campus Services Office at the specified booking commencement time and returned at the specified booking finishing time.
- d) Each vehicle is supplied with a log book. Users of a pool vehicle are required to complete the log book and include: date, time out, starting kilometre reading, time in, finishing kilometre reading, kilometres travelled, project cost code, destination, driver's name and signature.
- e) University pool vehicles are provided with fuel cards to be used to purchase fuel and oil. The fuel card shall be used wherever possible. Where fuel and/or oil is purchased by a method other than the fuel card, a receipt is to be obtained and reimbursement may be sought through the Manager Contracts and Projects.

- f) The user of a pool vehicle being home garaged needs to complete a Request to Use a University Vehicle (Overnight Garaging Request) form prior to using the vehicle. The form is available from <http://www.ecu.edu.au/fas/forms/>.
- g) University pool vehicles are provided with roadside assistance. Information on this service is provided in the ECU Fleet Services brochure inside the logbook folder.

4.3 Travel in Non-Metropolitan Locations (including travel between Perth and the South West Campus)

- a) The following conditions apply to all travel in non-metropolitan locations on University business:
 - Use of a University pool vehicle for such travel which will be completed within any given day requires the prior approval of the relevant line manager;
 - Overnight use of a University pool vehicle for travel in non-metropolitan locations requires the approval of the relevant line manager;
 - Under normal circumstances drivers will not be reimbursed by the University for the use of a private vehicle to travel between Perth and non-metropolitan locations; and
 - Staff who prefer to travel to and from Bunbury by train may claim a refund of their travelling expenses, through the appropriate approvals.
- b) Drivers travelling to and from non-metropolitan locations (i.e. South West campus) should follow the "Drive Safe Handbook" available from the Department of Planning and Infrastructure's website at: https://www.transport.wa.gov.au/mediaFiles/licensing/LBU_DL_B_DriveSafeFull_c.pdf
- c) Any variations to the arrangements referred to in 4.3 a) shall be recorded and approved in writing, setting out the nature of the business to be conducted, the arrangements which have been made and details of the costs involved.

4.4 Job Needs Vehicles

- a) Any organisational unit or staff member can apply for a Job Needs Vehicle by completing the "Requisition for University Job Needs Vehicle" form available from the F&S website, having it authorised by their Director or Executive Dean and submitting it to the Manager Contracts and Projects.
- b) The University will consider providing a Job Needs Vehicle where:
 - Business (work related) kilometres exceed 15,000 km per annum.
 - Specific project/business area requirements are identified that cannot be satisfied by use of a University pool vehicle.
 - A specialised vehicle is required e.g. security patrol vehicle, equipped maintenance or grounds vehicle, 4WD, Golf Buggy.
 - Vehicle is in use on a daily basis by the Business Area staff greater than 75% of the time.

- c) The allocation of a Job Needs Vehicle is not automatic upon satisfying the criteria set out at 4.4 b) and an application for such shall be subject to an assessment of the request and the availability of funds and demonstrated advantage to the University which is supported by a business case.
- d) For financial reasons, leases for Job Needs vehicles will often be taken over 24 months. Should the organisational unit or employee no longer the Job Needs vehicle during this period, the Manager Contracts and Projects should be contacted to discuss the most appropriate means of disposal.
- e) Home garaging is limited to maximum of 10 working days and requires the approval of the relevant line executive, business area staff must complete the Request to Use a University Vehicle (Overnight Garaging Request) available from <http://www.ecu.edu.au/fas/forms>. and shall be justified by:
 - Providing example(s) of an operational benefit to the University e.g. driver/user starts or finishes work on a different campus
 - Staff member is “on-call” to attend to afterhours emergencies or maintenance issues at the University.
- f) FBT charges incurred through home garaging shall be payable to the University by the organisational unit.
- g) Faculties/Centres or staff responsible for operating University vehicles which go off campus, are responsible to ensure a logbook is maintained in the vehicle and the vehicle usage is recorded in the Vehicle Management System..
- h) Faculties/Centres or staff responsible for operating University vehicles are responsible to ensure the vehicle is regularly serviced and maintained according to the manufacturer's recommended specifications and records of these services are recorded in the Vehicle Management System.
- i) The Faculty/Centre to which the vehicle is allocated is responsible for all costs associated with the lease/purchase, disposal and operation of the vehicle.

4.5 Senior Executive Vehicles

- a) Senior Executive staff may be allocated a Senior Executive Vehicle where this is specified in their employment contract and/or as approved by the Vice-Chancellor.
- b) The right to a Senior Executive Vehicle allows for use of the vehicle for University business and for full private use by the staff member and their nominee(s).
- c) A standard Senior Executive Vehicle is a Holden Commodore (Evoke). Where costs are comparable alternative vehicles may be approved by the Vice President (Corporate).
- d) Senior Executives are responsible for providing their own parking permits unless the vehicle is expected to be utilised regularly by other University staff in which case a University Vehicle Permit will be provided.

4.6 Staff and non-staff (excluding students) use of Private Vehicles on University Business

- a) Staff may use a private vehicle on University business when:
- No suitable University vehicle is available; and/or
 - The use of a private vehicle provides a financial and/or work convenience advantage to the University in contrast to the use of a University pool vehicle, for example where attendance at a meeting on another campus is on the staff member's way home.
- b) Staff using a private vehicle for work related purposes are expected to obtain the prior approval of the relevant line manager.
- c) Private vehicles used for work related purposes are to be roadworthy, correctly licensed and have current comprehensive insurance policy coverage.
- d) The University insurance coverage does not cover private vehicles used for University purposes.
- Monetary claims for use of private vehicles on University business should be made using the Private Motor Vehicle Allowance Claim Form available from the FBSC web page:
http://www.fbsc.ecu.edu.au/ss/html/shared_services_forms.cfm and in reference to the vehicle allowance rates available from the Human Resources Service Centre web page:
 - http://intranet.ecu.edu.au/_data/assets/pdf_file/0005/498893/Guidelines-for-the-Payment-of-Motor-Vehicle-Allowances.pdf
 - Reimbursements will generally only be made where prior approval for travel has been granted, as set out in 4.6 b) and are also in accordance with the "Guidelines for the Payment of Motor Vehicle Allowances" available from the Human Resources Service Centre web page above.

4.7 Student use of University and Private Vehicles

- a) The following conditions govern decision making in relation to students using either a University vehicle or a private vehicle during University directed activities:
- When arrangements are made to assemble at the normal location where classes are conducted and the class then proceeds to a nominated venue for part of or the entire period and then returns to the starting point for dismissal at the conclusion of the lecture period, the University has an obligation to provide transportation. Such transportation shall be provided through use of a University vehicle with authorisation of their supervisors. The Student has to provide evidence of a current vehicle and also display P plates when required. Provision is made for the hire of transport for occasions when University owned vehicles are unavailable or are unable to meet the specific capacity requirements. Manager Contracts and Projects will provide advice on suppliers;
 - With regard to 4.7 a), it is the student's prerogative to decline to accept the University offer of transport and, for personal reasons, to use their own vehicle. However this removes all responsibility from the University or staff should the student be involved in a motor vehicle accident; and

- When arrangements are made for a particular lesson or session, including teaching practice, professional placement or a similar activity, to be conducted at a venue or location other than the normal scheduled venue provided by the University and the entire program for the duration of that lecture for that day is to be completed at this one location, then arrangements may be made for assembly of the class at normal starting times and conclusion at normal finishing times at this nominated venue. Under these circumstances it is the responsibility of students to make their own arrangements for transport to and from the venue. The University has no obligation to provide this facility.
- b) Students who may encounter an emergency requiring urgent transportation would not normally be eligible to use a University vehicle under the “exceptional circumstances” provision. Faculties should consider providing a taxi voucher in such circumstances.

4.8 University Vehicle Usage

- a) Facilities and Services will monitor the performance of the University passenger vehicles, including those vehicles allocated to Faculties and Centres. Manager Contracts and Projects will report any anomalous findings to the Faculty/Centre Manager for their action.

4.9 University Vehicle Disposal Funds.

- a) Fleet vehicles will be disposed of in accordance with the University’s Asset Management - Recording, Tracking and Disposal Policy and the Guidelines. Any funds returned to the University as a result of the disposal of a Faculty/Centre leased or owned vehicle will be distributed back to the relevant Faculty/Centre.

References

Policy Code:	PL114 / fs031	File No: SUB/11900
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Amendments:	Apr-07 : Feb-08 : Oct-09 : Jan-10 : June-11 : Jan 12	
Related Policies/Documents:	<p>Work Instructions at http://intranet.ecu.edu.au/staff/centres/facilities-and-services/policies-procedures-work-instructions-and-plans/campus-operations-and-resources</p> <ul style="list-style-type: none"> • 2.3.4.2 Job Needs Vehicle • 2.3.4.3 University Pool Vehicles • 2.3.4.1 Senior Executive Vehicles Forms at http://www.ecu.edu.au/fas/forms/: • Request to Use a University Vehicle (Overnight Garaging Request) • Student Request to Use a University Vehicle Forms at http://www.hr.ecu.edu.au/main/html/ • Guidelines for the Payment of Motor Vehicle 	

	<p>Allowances http://intranet.ecu.edu.au/_data/assets/pdf_file/0005/498893/Guidelines-for-the-Payment-of-Motor-Vehicle-Allowances.pdf</p> <ul style="list-style-type: none"> • Vehicle Allowance Claim Form http://www.fpsc.ecu.edu.au/ss/html/shared_services_forms.cfm
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Contact Information

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