

UNIVERSITY TRANSPORT POLICY

Motor vehicles, purchased by the University, are managed under one of two arrangements. Each of these arrangements is governed by a discrete policy as indicated below. Although each of the policies has common elements, there are important differences. Thus, before applying a policy, it is necessary to know the category of vehicle-

1. University General Fleet refers to conditions for management of vehicles purchased by the University for pool or special purpose use.
2. Executive Fleet where the conditions for provision of vehicles to senior staff by virtue of their office or where their salary package is determined individually by Council are described.

TABLE OF CONTENTS

1. Purpose
2. Definitions
3. Authority
4. Responsibility
5. Vehicle Standards and Specifications
6. Purchase/Disposal/Replacement
7. Operating Procedure
8. Use of Private Vehicles on University Business
9. Taxis
10. Rental Vehicles
11. Lease
12. Insurance
13. Personal Loss/Damage
14. Non-Compliance

SCHEDULE

APPENDICES

- Appendix A Authorised User Undertaking
- Appendix B Conditions of Use of General Fleet Vehicles
- Appendix C Vehicle Log
- Appendix D Vehicle Booking Log

THE UNIVERSITY OF MELBOURNE
TRANSPORT POLICY - GENERAL FLEET

1. Purpose

- (1) The University has adopted this Transport Policy - General Fleet as its standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's general motor vehicle fleet, and for the management of related forms of personnel transport. This policy does not apply to Executive Fleet vehicles (see Transport Policy – Executive Fleet), nor to vehicles acquired through novated lease arrangements.

2. Definitions

- (1) 'University vehicle' is defined as any motor driven vehicle owned by the University and registered in the name of the University.
- (2) 'Special purpose vehicle' is any non-passenger vehicle.
- (3) 'Authorised User' is any member of the University or associate authorised by a dean of a faculty or head of department to operate a University vehicle for University business purposes.
- (4) 'Accountable items' are the vehicle log, vehicle keys, magnetic University gate keycard and vehicle fuel card.
- (5) 'Notifiable Event' is an accident or incident involving damage to a University vehicle.

3. Authority

- (1) The Senior Vice-Principal holds delegated authority from, and is responsible to, Council for all aspects of the University's Transport Policy.

4. Responsibility

- (1) The Vice-Principal (Property and Campus Services) is responsible to the Senior Vice-Principal for-
 - management of the University's General Fleet;
 - the implementation, monitoring and on-going review of the Transport Policy - General Fleet;
 - provision of central support services to facilitate the effective management of the Transport Policy - General Fleet;
 - provision of an annual report to the Senior Vice-Principal on the operation of the Transport Policy - General Fleet which will include certification of compliance.
- (2) The Vice-Principal (Property and Campus Services) will make adequate budgetary provision to meet the initial purchase and replacement cost and such annual provision to meet the cost of registration, traffic accident charge, comprehensive insurance (including appropriate insurance 'excess'), maintenance, repair and operating costs and a University parking permit for all vehicles of the University's General Fleet.
- (3) The Fleet Manager shall:
 - record on a central database all General Fleet vehicle details and relevant information;

- maintain vehicles in a safe and roadworthy condition at all times ;
 - maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorised service provider;
 - direct that petrol and lubricants are purchased using the University's fuel card system;
 - direct that vehicles be operated only in accordance with the manufacturer's instructions;
 - direct that continuing arrangements for the proper garaging and/or securing of vehicles are effected;
 - be responsible for the interior and exterior cleanliness of vehicles;
 - maintain a register of Authorised Users;
 - direct that vehicles are used only by Authorised Users;
 - direct that vehicles are never used for personal purposes;
 - direct that only members of the University or other persons specifically authorised by the dean of a faculty or head of department or their nominee travel in General Fleet vehicles;
 - liaise with the Insurance Manager regarding any and all damage as a result of accidental or deliberate act and organise effective repairs by a suitable repairer at the earliest opportunity;
 - direct that vehicles be provided with a vehicle log (Appendix C) which is maintained;
 - direct that all elements of this policy, as amended from time to time, are complied with;
 - that smoking, administration of illicit drugs or consumption of alcohol is not conducted in vehicles;
 - provide a certification, as at 31 December in each year for annual accounts purposes that, to the best of his or her knowledge, vehicles have been operated in accordance with this policy in the preceding calendar year.
- (4) Authorised Users will be required to complete an Authorised User Undertaking, (Appendix A) as amended from time to time, prior to first use of any vehicle.

5. Vehicle Standards and Specifications

- (1) Vehicles for General Fleet purchase by the University are listed in the Schedule to this Policy, or are special purpose vehicles appropriate to purpose.

6. Purchase/Disposal/Replacement

- (1) All vehicles will be acquired by the Fleet Manager.
- (2) The procedure for purchase and disposal of University vehicles will be in accordance with Regulation 17.1.R6 - Purchasing Procedures and Delegations in Relation to Financial Matters as amended from time to time.
- (3) The period of time a vehicle is retained will be determined by the Fleet Manager.
- (4) All vehicle replacements and disposals will be arranged by the Fleet Manager.

7. Operating Procedure

- (1) For the use of any University General Fleet vehicle, a booking will be recorded in an appropriate Vehicle booking log (Appendix D) by the Fleet Manager.
- (2) The Authorised User will be provided with the accountable items for the vehicle by the Fleet Manager.
- (3) At the completion of the period of authorised use, the Authorised User will complete the trip record in the vehicle log, return the accountable items to the Fleet Manager, report any Notifiable Event, provide any receipt of expenditure and advise the current location of the vehicle.

8. Use of Private Vehicles on University Business

- (1) Use of private vehicles on University business is discouraged.
- (2) The University will not accept any liability of whatsoever nature which may arise from use of a private vehicle on University business.
- (3) Use of a private vehicle on University business must not exceed one thousand kilometres in any calendar year by any member of the University without the written approval of the Vice-Principal (Property and Campus Services).
- (4) All use of a private vehicle on University business must be approved in advance by a dean of a faculty or head of department and agreement reached, as appropriate, for reimbursement of cost.
- (5) The rate of reimbursement will be at the rate prescribed from time to time in *Personnel Policy and Procedures*.

9. Taxis

- (1) A dean of a faculty or a head of department may authorise the use of taxis at their discretion on a limited and irregular basis, in accordance with *Personnel Policy and Procedures*, and must make budgetary provision for costs of such use, including fringe benefits tax where appropriate.

10. Rental Vehicles

- (1) Where it is not possible to obtain a University vehicle, a dean of faculty or a head of department may authorise use of a commercially operated, self-drive rental vehicle for a period not exceeding one calendar month in any calendar year on a cumulative basis for any particular University purpose.
- (2) The approval of the Vice-Principal and Chief Financial Officer is required for any hire/rental agreement in excess of one month.
- (3) Arrangements for a hire vehicle are to be in accordance with Regulation 17.1.R6 - Purchasing Procedures and Delegations in Relation to Financial Matters as amended from time to time.
- (4) The budget centre concerned will meet all costs associated with the rental vehicle.

11. Lease

- (1) No vehicle leasing arrangements may be entered into without prior approval of the Vice-Principal and Chief Financial Officer.

12. Insurance

- (1) The University keeps operative comprehensive and third party insurance for all registered University vehicles which provide insurance cover and indemnity, the benefit of which is available to authorised users of those vehicles.
- (2) Under the terms of its policy no insurance cover is provided when a University vehicle is driven by:
 - an unauthorized driver
 - a driver under the influence of drugs
 - a driver under the influence of alcohol exceeding the legal limit
 - an unlicensed driver with the knowledge of the University.
- (3) In any of the instances listed above, all costs to repair damage are to be borne by the driver.
- (4) Budget units are responsible for any insurance excess charges.
- (5) The Fleet Manager is responsible for coordinating all motor vehicle insurance claims and subsequent repairs.

13. Personal Loss/Damage

- (1) The University's insurance cover does not apply to unauthorised use of vehicles or in cases where conditions of use have been breached.
- (2) The University will not accept liability for any damage, injury, loss or theft involving use of a University vehicle where that damage, injury, loss or theft is not covered by the University's insurance policies.

14. Non-Compliance

- (1) Use of a University vehicle under this policy is a privilege and not a right. Non-compliance with the policy may result in the withdrawal of usage entitlement and, where appropriate, the instigation of disciplinary proceedings.

University Transport Policy General Fleet

SCHEDULE

VEHICLE STANDARDS AND SPECIFICATIONS APPROVED FOR GENERAL FLEET PURCHASE

- (1) Vehicles approved for General Fleet purchase are preferably Australian-made 6-cylinder or 4-cylinder vehicles available on Government Contract pricing. The particular make and model of vehicles to be purchased will be determined by the Fleet Manager, based on the planned use and overall cost to the University and professional advice periodically obtained from a Fleet Management Consultant.
- (2) University General Fleet passenger vehicles will be equipped with the standard engine, standard automatic transmission, air-conditioning, power steering, cruise-control (if available), driver and passenger airbags and anti-lock (ABS) braking. Cargo barriers will be provided for wagons. Vehicles will be registered business. Each University van, bus and truck will be fitted with a reverse warning beeper.
- (3) Specifications for commercial vehicles may vary according to need and use.
- (4) Vehicle colour will be selected from across the range of available colours having particular regard to factors of safety and resale value. Some colours may not be permitted.

**THE UNIVERSITY OF MELBOURNE
TRANSPORT POLICY - GENERAL FLEET**

AUTHORISED USER UNDERTAKING

I (PLEASE PRINT NAME) of
faculty/department agree that when
using a University General Fleet vehicle as an Authorised User-

1. I will use a University vehicle only for University business purposes and not for personal purposes.
2. I will use a University vehicle if and only if -
 - (a) I hold a current driver's licence valid in the State of Victoria appropriate for the vehicle driven.
 - (b) I have provided details of my licence number and expiry date to my dean of faculty/head of department and the dean/head has sighted my driver's licence.
 - (c) I am not under the influence of alcohol or drugs when driving the vehicle.
3. Whilst in my care and control I will-
 - (a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
 - (b) Ensure that petrol and lubricants are purchased using the University's fuel card system
 - (c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
 - (d) Ensure the vehicle is safely secured when not in use.
 - (e) Be responsible for the interior and exterior cleanliness of the vehicle.
 - (f) Ensure the vehicle log is properly completed and maintained.
 - (g) Notify the Fleet Manager if the vehicle is to be driven outside Victoria.
4. I further acknowledge that-
 - (a) I am aware of, and will comply with, the University's Transport Policy as amended from time to time.
 - (b) It is my responsibility to comply with the *Road Safety Act (Vic) 1986* and the Road Safety (General) Regulations (Vic) 1999 when the vehicle is used.
 - (c) I am liable for any traffic infringements involving the vehicle of whatsoever nature which occur during any period of my use.
 - (d) I am aware of and will comply with-
 - (i) the University's procedures to be followed in the event of mechanical failure or breakdown;
 - (ii) in the case of an accident, the legal and reporting requirements of the University's insurance policies;
 - (iii) in the case of damage, the requirement to promptly report the damage to the Fleet Manager.
5. I have read the Conditions of Use (found at Appendix B) and will comply with them.

Dated this.....day of.....20....

Signed by

(Authorised User)

CONDITIONS GOVERNING USE OF UNIVERSITY VEHICLES

The University Transport Policy sets out below the conditions governing use of University vehicles.

A. General Conditions of Use of General Fleet Vehicles

1. Drivers must hold a current driver's licence valid in the State of Victoria.
2. In accordance with the University's no smoking policy, smoking is not permitted in University vehicles.
3. The vehicle is to be locked when unattended.
4. All articles carried are to be stowed to avoid damage.
5. The driver is responsible for penalties imposed as a result of a traffic or parking offence.
6. General Fleet vehicles must not be used for personal purposes.

B. Accidents

1. In the event of an accident resulting in serious personal injury or death, call a doctor or ambulance (Emergency phone 000).
2. Notify the police if any personal injury or damage to property is involved. A police report is required to support any WorkCover claim.
3. In the event of an accident with another vehicle(s), the following details must be obtained:
 - Name and address of Driver(s) of other vehicle(s)
 - Name and address of Owner(s) of other vehicle(s)
 - Registration number(s) of other vehicle(s)
 - Description of vehicle(s)
 - Damage to other vehicle(s)
 - Name of insurance company (ies).
4. Obtain name and address of any witnesses.
5. Admission of responsibility or liability must not be made.
6. Circumstances of the accident must not be discussed with anyone other than authorised personnel, e.g. police.
7. Any and all damage must be reported promptly to the Fleet Manager.
8. Claims, letters of demand, writs, summonses or other legal correspondence received must be forwarded unanswered to Fleet Manager, immediately on receipt.

C. Fuel card

1. Drivers must check the fuel level before using a General Fleet vehicle. If refuelling is required, this should be carried out using the fuel card provided. An odometer reading must be provided at the point of sale.
2. Unless specified by the vehicle manufacturer, standard unleaded petrol must be used.
3. If a fuel card is lost or stolen, immediate notification must be given to the Fleet Manager.

D. Breakdown

1. In the event of a breakdown or mechanical failure, the vehicle must be removed from the carriageway and secured after ensuring all University and personal possessions are removed from the vehicle.
2. The appropriate service provider, as specified in information contained in the glove box of the vehicle, should be contacted.
3. Arrangements should be made to tow the vehicle to an authorised repairer if the appropriate service provider is unable to repair.
4. The Fleet Manager should be contacted promptly.

TABLE OF CONTENTS

1. Purpose
2. Definitions
3. Authority
4. Responsibility
5. Vehicle Standards and Specifications
6. Purchase/Disposal/Replacement
7. Insurance
8. Personal Loss/Damage
9. Replacement Vehicle
10. Fuel Card
11. Accident Procedure
12. Breakdown Procedure
13. Non-Compliance

SCHEDULE

APPENDIX

- Appendix A Eligible Officer - Executive Fleet Undertaking

THE UNIVERSITY OF MELBOURNE
TRANSPORT POLICY - EXECUTIVE FLEET

1. Purpose

- (1) The University has adopted this Transport Policy - Executive Fleet as its standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's Executive Fleet. This policy does not apply to General Fleet vehicles (see Transport Policy – General Fleet), nor to vehicles acquired through novated lease arrangements.

2. Definitions

- (1) 'University vehicle' is defined as any motor driven vehicle owned by the University and registered in the name of the University.
- (2) 'Eligible Officer - Executive Fleet' is a member of the senior staff of the University whose university office has been determined by the Remuneration and Employment Conditions Committee.
- (3) 'Permitted User' is any member of the immediate family of an Eligible Officer - Executive Fleet, or a person who is an Authorised User in accordance with the Transport Policy General Fleet - and who is authorised to use the vehicle in association with the duties of the appropriate Eligible Officer.
- (4) 'Notifiable Event' is an accident or incident involving damage to a University vehicle.

3. Authority

- (1) The Senior Vice-Principal holds delegated authority from, and is responsible to, Council for all aspects of the University Transport Policy - Executive Fleet.

4. Responsibility

- (1) The Vice-Principal (Property and Campus Services) is responsible to the Senior Vice-Principal for-
 - management of the Executive Fleet
 - the implementation, monitoring and on-going review of the Transport Policy - Executive Fleet;
 - the provision of central support services to facilitate the effective management of the Transport Policy - Executive Fleet;
 - provision of an annual report to the Senior Vice-Principal on the operation of the Transport Policy - Executive Fleet;
 - maintenance of a register of Eligible Officers - Executive Fleet and the vehicle assigned to each.
- (2) The Eligible Officer - Executive Fleet, for whom a University vehicle has been provided, must:
 - maintain the vehicle in a safe and roadworthy condition at all times;
 - maintain the vehicle in accordance with the manufacturer's recommended service schedule by an authorised service provider;
 - purchase petrol and lubricants using the University's current fuel card system wherever possible and report the loss or theft of that fuel card immediately to the Fleet Manager;
 - operate the vehicle only in accordance with the manufacturer's instructions;
 - make continuing arrangements for the proper garaging and/or securing of the vehicle;
 - be responsible for the interior and exterior cleanliness of the vehicle;

- promptly report any and all damage as a result of an accidental or deliberate act to the Fleet Manager
 - liaise with the Fleet Manager regarding the replacement of the assigned vehicle, as and when required;
 - comply with all elements of this policy as amended from time to time;
 - direct that smoking, administration of illicit drugs or consumption of alcohol is not conducted in the vehicle.
- (3) Eligible Officers - Executive Fleet will be required to complete an Eligible Officer Undertaking, (Appendix A) as amended from time to time, prior to first use of the assigned vehicle.
- (4) The University will charge to the remuneration of the Eligible Officer - Executive Fleet a nominated amount for the motor vehicle benefit. This amount will be calculated in accordance with the University's motor vehicle costing formula approved by the Remuneration and Employment Conditions Committee.

5. Vehicle Standards and Specifications

- (1) Vehicles for purchase by the University for the Executive Fleet are listed in the Schedule to this Policy.

6. Purchase/Disposal/Replacement

- (1) All Executive Fleet motor vehicles will be acquired by the Fleet Manager.
- (2) The procedure for purchase and disposal of University vehicles will be in accordance with Regulation 17.1.R6 - Purchasing Procedures and Delegations in Relation to Financial Matters as amended from time to time.
- (3) The period of time a vehicle is retained will be determined by the Fleet Manager.
- (4) All motor vehicle replacements and disposals will be arranged by the Fleet Manager.

7. Insurance

- (1) The University keeps operative comprehensive and third party insurance for all registered University vehicles which provide insurance cover and indemnity and the benefit of which is available to authorised users of those vehicles.
- (2) No insurance cover is provided when a University vehicle is driven by:
- an unauthorized driver
 - a driver under the influence of drugs
 - a driver under the influence of alcohol exceeding the legal limit
 - an unlicensed driver with the knowledge of the University.
- (3) In any of the instances listed above, all costs to repair damage are to be borne by the driver.
- (4) Budget units are responsible for any insurance excess charges.
- (5) The Fleet Manager is responsible for coordinating all motor vehicle insurance claims and any subsequent repairs.

8. Personal Loss/Damage

- (1) The University's insurance cover does not apply to unauthorised use of vehicles or use in breach of these rules.
- (2) The University will not accept liability for any damage, injury, loss or theft involving use of a University vehicle where that damage, injury, loss or theft is not covered by the University's insurance policies.

9. Replacement Vehicle

- (1) If an assigned vehicle is under repair as a result of a Notifiable Event which occurred whilst engaged on University business, a rental vehicle may be arranged for the period of the repair.
- (2) The budget centre concerned will meet all costs associated with the replacement vehicle.

10. Fuel card

- (1) A University fuel card must be used when refueling, and an odometer reading provided at the point of sale.
- (2) Unless specified by the vehicle manufacturer, standard unleaded petrol must be used.
- (3) If a fuel card is lost or stolen, immediate notification must be given to the Fleet Manager.

11. Accident Procedure

- (1) In the event of an accident resulting in serious personal injury or death, call a doctor or ambulance (Emergency phone 000).
- (2) Notify the police if any personal injury or damage to property is involved. A police report is required to support any WorkCover claim.
- (3) In the event of an accident with another vehicle(s), the following details must be obtained:
 - Name and address of Driver(s) of other vehicle(s)
 - Name and address Owner(s) of other vehicle(s)
 - Registration number(s) of other vehicle(s)
 - Description of vehicle(s)
 - Damage to other vehicle(s)
 - Name of insurance company (ies).
- (4) Obtain name and address of any witnesses.
- (5) Admission of responsibility or liability must not be made.
- (6) Circumstances of the accident must not be discussed with anyone other than authorised personnel, e.g. police.
- (7) Any and all damage must be reported immediately to the Fleet Manager.
- (8) Claims, letters of demand, writs, summonses or other legal correspondence received must be forwarded unanswered to the Fleet Manager immediately upon receipt.

12. Breakdown Procedure

- (1) In the event of breakdown or mechanical failure, the University vehicle must be removed from the carriageway and secured, after ensuring all University and personal possessions are removed from the vehicle.
- (2) The appropriate service provider, as specified in information contained in the vehicle's glovebox, should be contacted.
- (3) Arrangements should be made to tow the vehicle to an authorised repairer if the appropriate service provider is unable to repair on site.
- (4) Notification must be provided to the Fleet Manager as soon as possible.

13. Non-Compliance

- (1) Use of a University vehicle under this policy is a privilege and not a right. Non-compliance with the policy may result in the withdrawal of usage entitlement and, where appropriate, the instigation of disciplinary proceedings.

SCHEDULE

**VEHICLE STANDARDS AND SPECIFICATIONS APPROVED
FOR EXECUTIVE FLEET PURCHASE**

- (1) Vehicles approved for Executive Fleet purchase are as follows:

Eligible Officers – Executive Fleet	Type of Car
deans, deputy vice-chancellors, vice-principals and academic board officers	Preferably Australian-made vehicle available on Government Contract pricing, such as Holden Calais or equivalent.
deputy principals and other senior staff whose university office has determined by the Remuneration and Employment Conditions Committee	Preferably Australian-made vehicle available on Government Contract pricing, such as Holden Berlina or equivalent.

or any vehicle as otherwise approved by the Vice-Chancellor on the recommendation of the Vice-Principal (Property and Campus Services) on the basis of an appropriate costing.

- (2) Executive Fleet passenger vehicles will be equipped with the standard engine, standard automatic transmission, air-conditioning, power steering, cruise-control, driver and passenger airbags and anti-lock (ABS) braking, unless approved by the Vice Chancellor on the recommendation of the Vice-Principal (Property and Campus Services). Cargo barriers will be provided for wagons. Vehicles will be registered private/business.
- (3) Vehicle colour will be selected from across the range of available colours having particular regard to factors of safety and resale value. Some colours may not be permitted.

**THE UNIVERSITY OF MELBOURNE
TRANSPORT POLICY - EXECUTIVE FLEET**

ELIGIBLE OFFICER - EXECUTIVE FLEET UNDERTAKING

I.....
(Please print name)

in consideration of the University pursuant to the provisions of its Transport Policy - Executive Fleet having authorised me to be an Eligible Officer - Executive Fleet of a University vehicle, covenant with the University and undertake that-

1. I will use or allow to be used a University vehicle if and only if-
 - (a) The driver holds a current driver's licence valid in the State of Victoria appropriate for the vehicle driven.
 - (b) I have provided details of my licence number and expiry date to my dean of faculty/head of department and the dean/head has sighted my driver's licence.
 - (c) The driver is not under the influence of alcohol or drugs when driving the vehicle.

2. Whilst in my care and/or control I will-
 - (a) Maintain the vehicle in a safe and roadworthy condition at all times.
 - (b) Purchase petrol and lubricants using the University's fuel card system (where possible).
 - (c) Operate the vehicle in accordance with the manufacturer's instructions.
 - (d) Secure the vehicle when not in use.
 - (e) Be responsible for the interior and exterior cleanliness of the vehicle.
 - (f) Notify the Fleet Manager if the vehicle is to be driven outside Victoria.

3. I further acknowledge that-
 - (a) I am aware of, and will comply with, the University's Transport Policy - Executive Fleet as amended from time to time.
 - (b) It is my responsibility to comply with the *Road Safety Act (Vic) 1986* and the Road Safety (General) Regulations (Vic) 1999 as amended from time to time.
 - (c) I am liable for any traffic infringements involving the vehicle of whatsoever nature.
 - (d) I am aware of and will comply with-
 - (i) the University's procedures to be followed in the event of mechanical failure or breakdown;
 - (ii) in the case of an accident or damage, the legal and reporting requirements of the University's insurance policies;
 - (e) I am responsible to meet any excess with respect to any insurance claim where, under the University's insurance policies, an 'excess' applies to drivers under a particular age.

4. I acknowledge that, other than myself, I will allow only a Permitted User to use the vehicle.

5. I will indemnify and hold the University harmless against any claim, demand or loss made against or incurred by the University as a result of any wilful misconduct or bad faith or negligence or breach by me or a third person with respect to the covenants and undertakings herein contained.

6. The undertakings herein are continuous and apply for so long as I am an Eligible Officer - Executive Fleet.

Dated this.....day

of.....20.....

Signed by

.....
(Eligible Officer - Executive Fleet)

[Made as a policy on 17/3/2008]