

Vehicle Acquisition and Disposal Guideline

1.0 Purpose

To facilitate the efficient management of the University's vehicle fleet through standardised and sustainable acquisition and disposal of vehicles.

2.0 Scope

This guideline applies to all motor vehicles purchased by the University.

University vehicles are managed under one of three categories:

- Pool Vehicles: used for intercampus and external local travel
- Element Vehicles: used by Elements to conduct business operations and grant research activities
- Full private use: Vehicles provided to staff as part of a remuneration package. *Executives only.*

All University vehicles are purchased and managed through the Parking, Traffic & Logistics section of Campus Life. This includes vehicles purchased or leased using external grant funding.

3.0 Vehicles Acquisition

3.1 The purchase of a new Pool vehicle will be approved by the Manager, Parking, Traffic and Logistics whereas the purchase of an Element vehicle will be approved by the relevant Head of Element, on consideration of the following:

- a) Existing vehicles cannot meet the service demand i.e utilisation
- b) The prioritisation criteria for purchasing vehicles are
 - i. Battery electric vehicle
 - ii. Hybrid electric vehicle
 - iii. Plug in hybrid vehicle
 - liii. Fuel efficient vehicle

3.2 All University vehicles are purchased under a Whole of Government arrangement with QFleet. This arrangement provides competitive purchase prices and further value for money by offering vehicles that have been assessed by Qfleet to have reasonable whole of life costs, a 5 Star ANCAP Safety Rating and meet minimum standards under the Australian Government Green Vehicle Guide.

4.0 Full Private Use Vehicles

- 4.1** Executives may be entitled to full private use of a university vehicle as part of their employment contract, as approved by the Director, Human Resources.
- 4.2** When full private use is provided as part of a remuneration contract, this includes all running costs associated with the vehicle including fuel, insurance, tolls and maintenance requirements. However, home charging for electric vehicles is not reimbursable.
- 4.3** The relevant department funding the vehicle will also be liable for the FBT charges relating to the provision of the vehicle (car fringe benefit) and tolls (residual fringe benefit).
- 4.4** Senior Managers currently employed in continuing or fixed term contracts may access full private use vehicles if included as part of their current Employment Contract. The provision of vehicles within contracts for these staff has been discontinued.
- 4.5** The purchase value of the vehicle will be aligned to the nominal dollar value as advised by Human Resources, based on the staff member's employment contract. The nominal value calculation is a rate of 2x the nominal value for a combustion engine vehicle and 4x the nominal value for a zero or low emissions vehicle (up to the value of luxury car tax threshold).
- 4.6** Cargo Barriers for station wagons and window tinting are the only approved standard accessories that can be fitted. Towbars and roof racks may also be fitted at the staff members' expense. Any additional accessories required may also be fitted at the staff member's personal expense, with the approval of the Manager, Parking, Traffic & Logistics.
- 4.7** Vehicles replacements within the final 18months of an employment contract where no extension of at least 2.5 years has been granted requires approval by the Chief Operating Officer

- 4.8 Where the purchase value of the requested vehicle is greater than the nominal value calculation, but no more than 20% of the calculation, approval for purchase is required from the Chief Operating Officer. The Executive will then be required to cover this non-refundable difference from personal funds via either a lump sum deposit or via salary sacrifice for the period of the contract term. For purchases greater than 20% of the nominal calculation, staff will be directed to contact one of the University's novated lease providers (contact Human Resources for more information).
- 4.9 The purchase of a vehicle via a Grant or other form of income does not entitle a staff member to use the vehicle for personal use. If a staff member is required to use the vehicle outside of a work requirement, then an application for after-hours use and/or home garaging request must be completed and signed off by the Head of Element for each use and forwarded to the Parking, Traffic and Logistics section. At the end of the FBT year (31 March), each element must also provide logbook records for these vehicles to the Parking, Traffic and Logistics Department, which will be sent to Finance together with the signed off requests.
- 4.10 Staff who are provided a vehicle for full private use are not eligible to claim reimbursement for business use of the vehicle.
- 4.11 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 Parking, Fleet and Logistic. Alternatively, the staff member may opt to purchase the vehicle through a private sale, at market value as determined by the Parking, Traffic and Logistics department and approved by the Chief Financial Officer.

5.0 Vehicle Disposal

- 5.1 Motor Vehicles will be disposed of in line with the University Asset Disposal processes and guidelines.
- 5.2 Vehicles are disposed via public auction through an approved agency under the QLD Government QFleet contract.
- 5.3 For Full Private Use vehicles, the Senior Manager may opt to purchase the vehicle prior to auction at the market value, as obtained by the Parking, Traffic & Logistics section.
- 5.4 The relevant group Head of Element or equivalent may direct the disposal of an Element vehicle.
- 5.5 As determined by the Parking, Traffic and Logistics section, Pool and Element vehicles will be replaced at a frequency with consideration of current usage, the optimum resale value, warranty periods, kilometres travelled, maintenance costs, appearance, and the University's strategic direction. **Table 1** below provides a general guideline only.

Table 1.

Pool Vehicles	Element Vehicles	Full Private Use Vehicles
Replaced every 5 to 8 years OR above 125,000km	Replaced every 3 to 10 years OR above 125,000km	Replaced every 4 to 5 years, considering contract cessation OR above 125,000km

6.0 Definitions

For the purposes of this Procedure and related documents, the following definitions apply:

Executives refers to the Vice Chancellor, Provost, Deputy Vice Chancellors, Pro Vice Chancellors, Vice Presidents and the Chief Operating Officer.

Market Value is the value of the vehicle as provided by an approved agency under the QLD Government QFleet contract

Nominal Value is a dollar figure provided by Human Resources which represents the staff members' entitlements under their employment contract

Nominal Value Calculation is a rate of 2x the nominal value for a combustion engine vehicle and 4x the nominal value for an electric vehicle (only valid where the luxury car tax is not applicable).

Purchase Value is the value of the vehicle as provided by Qfleet, subject to GST.

University vehicle refers to 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 an employment package. These are categorised into:

- **Pool Vehicles:** used for intercampus and external local travel
- **Element Vehicles:** for Elements to conduct business operations and grant research
- **Full Private Use Vehicles:** provided to Executives as part of a remuneration package.

Zero or low emissions vehicle are vehicles which satisfy both of these conditions:

1. The vehicles is a
 - Battery electric vehicle
 - Hydrogen fuel cell electric vehicle
 - Plug-in hybrid electric vehicle (if purchased prior to 1 April 2025)
2. It is a car designed to carry a load of less than 1 tonne and fewer than 9 passengers (including the driver)

INFORMATION

[Printable version \(PDF\)](#) [Downloadable version \(Word\)](#)

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