

## University Vehicles – Conditions of Use

### Purpose

This A to Z Guide provides information on the Conditions of Use when driving a University Vehicle.

For any queries around University Vehicles please contact;

[carsnathan@griffith.edu.au](mailto:carsnathan@griffith.edu.au) / (07) 3735 5511

All Users of University Vehicles are expected to adhere to these Conditions of Use when driving a University Vehicle.

For the purposes of this Guideline, the following definitions apply.

**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 a remuneration 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.

## Accidents

Details of all Vehicle accidents must be reported immediately to the Fleet & Logistics, Campus Life, Nathan campus on (07) 3735 5511 or 0466 590 456.

In the event of an accident, the following points are offered as a general guide:

- Stop and render assistance if safe to do so. When exiting the vehicle, ensure you wear the high vis vest provided in the glovebox;
- Notify the police immediately in the event of any injury, or if property or vehicle damage is in your opinion estimated to be more than \$2,500. If in doubt, ring the police and record details of station called and officer notified. The police will indicate if they are attending the accident site or will authorise removal of the vehicle. Police will attend in the event of an injury;
- Do not make any admission of liability, as this could prejudice any insurance claim; Exchange names, addresses, registration, and licence numbers of person/vehicle involved. The name of the insurer of the other party should be obtained if possible;
- Record the exact location of the accident together with times involved and condition of road (e.g. slippery following rain);
- Record the names, addresses, and contact details of as many witnesses as possible at the scene of the accident.

All motor vehicle accidents causing damage to the vehicle require the completion of the [Commercial Motor and Motor Fleet Claim Form](#) to be submitted to the Fleet & Logistics office. This is to be completed by the Staff member in charge of/custodian of the motor vehicle at time of the accident.

An insurance claim excess of \$1,000 applies to damage to University vehicles, where repair costs cannot be recovered from a 'third party' (excluding hire vehicles). The excess is payable by the Element/office of the driver in charge of or responsible for the vehicle at the time of the incident. For damage less than \$1,000, the repair cost is charged to the Element/office of the driver in charge of or responsible for the vehicle at the time of the incident.

If a third party is responsible and full details of the other party involved in the accident are provided to the Insurer compensation and the claim excess may not apply.

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.

## Approved Users of University Vehicles

- All professional and academic staff including continuing and fixed term staff can register through the PoolCar system and once approved make bookings for the use a Pool or Element Vehicles
- Casual and Sessional staff as well as Postgraduate, HDR and Honours students are entitled to use a Pool or Element Vehicle, however their direct supervisor is responsible for making the booking and ensuring the purpose of the booking indicates who the booking is for
- Drivers on their Provisional license are entitled to use University Vehicles, providing they display the appropriate plates – provision license holders are responsible for providing their own 'P Plates'
- Driver on their Learner license are not entitled to use University Vehicles
- For Full Private Use Vehicles, non-Griffith University individuals may be entitled to drive these vehicles provided they are over the age of 25, are named on the 'Full Private Use Vehicle Form' and this Form has been returned to Fleet and Logistics office.

## Before Starting your Journey

- Complete a visual safety check of the vehicle before getting in the driver's seat – walk around the car and check the tires are inflated, glass is intact and uncracked and there is no visible damage to the panelling
- Report any defects immediately to Fleet & Logistics
- Check vehicle fuel level to ensure you have enough fuel for your trip. All cars have fuel cards with

- the keys. If it is under half-full, please refuel before returning the vehicle
- If vehicle safety features are in place you must not interfere with these features (e.g. speed alert);
  - Most University vehicles are fitted with ABS (anti-skid brakes). In sudden braking situations this system prevents the brakes from locking and the car skidding. When this happens, the brake pedal may pulsate and there may be a banging noise. Use firm pressure on the brake pedal – do not pump the pedal.

## Booking

When booking a University pool car, sufficient details must be provided in the purpose field to demonstrate why the pool car has been booked. It does not suffice to simply write 'business use' or 'business purpose' or 'research'.

## Breakdown

All University vehicles are covered by RACQ membership. The University's service number, 0014997481, should be quoted to obtain RACQ service via 1800 648 058.

Membership provides emergency (roadside) breakdown service. In the event of a breakdown, notify the RACQ, quote the membership number, and give brief details. RACQ membership details are on each vehicle's key ring. The RACQ will provide service to rectify the problem or arrange for towing of the vehicle.

Drivers should, where possible, contact Fleet & Logistics (telephone (07) 3735 7325 or (07) 3735 5511 for instructions after the accident/ incident and before the vehicle is towed.

## Cleanliness

**Pool and Element vehicles** are made available for use by staff for university business. It is expected that you remove litter and personal items on completion of your trip. Regular internal and external cleaning will be undertaken by the Fleet & Logistics office.

**Full Private Use Vehicles** users are to ensure they keep the interior of their vehicle clean and tidy and vacuum regularly. It is the responsibility of the custodian of the vehicle to wash and cover and cost of this maintenance.

## Fuel/Charging

Staff are expected to be considerate of other drivers and ensure that there is half a tank or more of fuel/charge upon returning the vehicle. Fuel can be obtained from any Ampol petrol or BP outlet (Shell for Logan Campus vehicles) using the fuel card(s) supplied with the vehicle. Staff are not required to retain a receipt for this. You must use E10 or Ron 91 Unleaded fuel type or Diesel depending on the vehicle being driven. This fuel type is identified inside the fuel cover.

To prevent theft, fuel cards should be secured in the centre console or glove box of the vehicle.

Electric vehicles should be placed on charge at the nearest charging station on campus when charge is at half or below. Full Private Use electric vehicle charging is the responsibility of the staff member to which the vehicle is allocated. Home charging is not reimbursable by the University.

## Infringement Notices

The University accepts no responsibility for penalties in relation to traffic infringements imposed on users of University vehicles when using the vehicle. The driver, at the time of any alleged infringement or offence, is responsible for the infringement notice. In the absence of any other information, it is assumed that the person to whom the car is allocated is the driver at the time of any traffic infringement.

Consequently, it is important that PoolCar bookings and vehicle log sheets are maintained accurately for the vehicle.

If an infringement notice is received by the University, the driver of the vehicle is required to supply license and home address details when requested by Fleet & Logistics Office. This information will be made available to the relevant authorities. The University has an obligation to be able to identify the person in charge of any University vehicle.

The Fleet & Logistics Office regularly reviews infringement notice statistics and may consider assessment of a drivers access to University vehicles following an accident, near miss or road violation.

### License

When driving a University vehicle you must hold a current and valid Australian driver license appropriate to the vehicle you are driving. If your license has been suspended, cancelled or expired you are no longer eligible to drive a University vehicle.

Drivers of University vehicles are required to supply their license details and home address details when requested by Fleet & Logistics. These details are stored securely within the PoolCar System and according to the University's Privacy Plan.

This information is made available to the relevant authorities in the event of traffic accidents or infringements. The University has an obligation to be able to identify the person in charge of any University vehicle.

Before driving a University vehicle, you are required to self assess your physical and mental state to ensure you are not impaired to operate a vehicle. If you are of the view your driving ability is impaired, you are not to drive the vehicle. In accordance with the University's Code of Conduct you are not allowed to perform work (including driving) whilst under the influence of alcohol, drugs or medication likely to cause danger to yourself or others.

Throughout your trip, make certain you are following the relevant state or territory road rules, ensuring your mobile phone is stowed so not to be distracted by it. It is recommended that you take a break every two hours and drive no longer than 10 hours per day. You are to take a 12 hour rest period between each 10 hour period of driving. Plan your trip accordingly to account for rest period and unforeseen delays to arrive at your destination with time to spare.

### Log Sheet Information

All pool vehicles and most element vehicles are fitted with GPS tracking for the purposes of managing scheduling and utilisation – they do not require log sheet records.

Element vehicle Log Sheets must be maintained by vehicle users for vehicles not bookable via the Poolcar System. Vehicle Log sheets require the following information to be filled in after each journey.

- Date of journey;
- Destination;
- Time Out;
- Time In;
- Odometer reading out;
- Odometer reading in;
- Distance travelled;
- Name of driver;

- Element;
- Purpose of Travel and
- Accounting details.

### Limited Home Garaging

Fringe Benefits Tax (FBT) arises when a vehicle is made available for private use. If a car is garaged at or near an employee's home, is it considered as being made available for private use.

Head of Element approval is required for all instances of limited home garaging of University vehicles and is to be forwarded to the Fleet & Logistics office ([carsnathan@griffith.edu.au](mailto:carsnathan@griffith.edu.au)) before the vehicle booking is able to be approved. This is required for:

- Vehicles used for periods of up to 48 hours; or
- Any overnight bookings; or
- Bookings outside of business hours

When providing approval for limited home garaging, Heads of Elements should consider only the following circumstances:

- 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 may 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 may be permitted to take the pool car home that night.

All University vehicles are strictly limited to business use only and employees are not permitted to use these vehicles for private use, other than those scenarios stipulated above. If an employee's employment contract with the University stipulates that the employee is required to work across multiple campuses on a regular basis, the employee should not be home-garaging or utilising the University pool vehicle for travelling from home to their place of work or vice versa.

Full private use vehicles which form part of employment contract are approved for Home Garaging. When these staff are travelling or not utilising the vehicle, it is recommended the vehicle is returned to campus to minimise the FBT applicable. If the vehicle is parked at or near an employee's home and the employee declares that the vehicle has not been used, FBT still applies as the vehicle was made available for the employee's use.

### Parking/Security

University vehicles are to be:

- Locked when parked and unattended
- Parked on site in areas designated University vehicle bays (indicated by signage and red parking lines)

When away from the University campus, vehicles are to be parked in accordance with the law. Drivers are required to make themselves conversant with any special parking conditions applicable in the area of operation. The University does not accept responsibility for penalties imposed as a result of parking

offences when in public or on Griffith University Campuses.

When parking on campus, Full Private Use Vehicles users are required to purchase at minimum, a General Parking Permit, but are permitted to park in University Vehicle bays.

### Ride Sharing

When making a PoolCar bookings, users should consider using the 'Share a Ride' booking function. Using this function allows the user to car pool with another user travelling to the same destination, making the best use of a Pool Vehicle and helping to reduce carbon emissions which will benefit the planet.

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