

DIVISION OF SCIENCE & ENGINEERING

VEHICLE POLICY AND EXPLANATORY NOTES FOR VEHICLE USERS

1. Application of Policy:

- 1.1. This is primarily intended for DSE members and to Divisional, School/Programme funded vehicles.
- 1.2. DSE vehicles purchased from external research funds may be exempt from some of the following: relevant grant holders will provide details of their requirements upon request.
- 1.3. Members of other Divisions may apply for use of DSE vehicles, by applying to the DSE Divisional Business Manager, or a relevant nominee (i.e. relevant School Manager).
- 1.4. Failure to comply with this policy may result in the forfeiture of the privilege to use Divisional vehicles.

2. Delegation :

- 2.1. Whilst the Executive Dean is responsible for all DSE facilities, the overall administration of the vehicle policy is delegated to the Divisional Business Manager.
- 2.2. The Divisional Business Manager may delegate the day to day implementation of policy items to other School Managers as appropriate.

3. Drivers Requirements:

- 3.1. Drivers must have an appropriate, current, motor vehicle driver's licence to drive University Vehicles in accordance with the W.A. Road Traffic Act.
- 3.2. Conventional, 2 wheel drive vehicles are not to be driven in off-road areas ordinarily requiring use of four wheel drive vehicles.
- 3.3. Drivers are strongly encouraged to participate in an approved 'Defensive Drivers' course to satisfy insurance requirements. Failure to participate will result in an insurance excess payment by driver/account in the event of an accident.
- 3.4. Where four wheel drive vehicles are to be driven in off-road areas the driver must prove a satisfactory level of competency through the completion of MdU's Four Wheel Drive Vehicle Training Course, or a suitable equivalent.
- 3.5. Adherence to the University's Policy on Field Trips is required.

4. Exclusions:

- 4.1. Relatives, friends or general members of the public may not be carried in or drive University vehicles except:
 - In cases of emergency
 - Where they may be involved on official university business (i.e. visiting speakers, collaborative workers, fieldwork volunteers, etc.)
- 4.2. Undergraduate Students (except 4th year/Honours level students) may not drive University vehicles except:
 - In cases of emergency
 - Where a special arrangement has been approved by the Executive Dean/nominee.
- 4.3. Private use of Divisional vehicles, by DSE members, is not ordinarily permitted except for: (with prior approval by the Dean or delegated officers).
 - Cases of emergency
 - New members of staff who are, at the outset of their Murdoch employment, without transport of their own
 - Relevant non-University staff where the university has been appointed by outside agencies to carry out specific projects.

Research vehicles may be accessed for private use, if approved by the holder of the Grant from which the vehicle was purchased, or the Director of the Centre to which the vehicle is nominally attached (if applicable). Charges for private usage will be recouped by payroll deduction (staff) or by the issue of an invoice (others).

5. Bookings:

- 5.1. To be made, wherever possible, well in advance of proposed trip - i.e. if vehicle use is for an extended period of >1 week duration at least 2 weeks booking notice is requested.
- 5.2. In the event of an initial booking clash the priority of use is:
 - 1) Teaching support.
 - 2) Official Divisional Business/Maintenance requirements, including vehicle servicing and repairs.
 - 3) Staff Research (including research travel for 'seconded' staff or visiting researchers).
 - 4) Postgraduate Research.
 - 5) Honours Research.
 - 6) Authorised private purposes.
- 5.3. Bookings must be, wherever possible, assigned to the appropriate vehicle type to ensure adequacy of facilities to all potential users.
- 5.4. Bookings made in the relevant vehicle diary must clearly show actual booking times, drivers name and contact phone number, and, for extended trips the trip destination. (If you subsequently experience a problem with your planned booking please telephone the relevant contact officer to adjust the booking if you are off campus and unable to do this yourself).
- 5.5. If a booked vehicle is not taken within 1 hour of initial booking time the booking will lapse and will allow another person to book and use the vehicle.
- 5.6. Users must return the booked vehicle within the booking time. If a delay is likely the user is to notify the vehicle overseer immediately. Significant overrun of a booking can hamper the next booking so users consideration is expected.

6. Vehicle Care/User-Driver Responsibilities:

- 6.1. During the period of the vehicle booking, the driver is totally responsible for the vehicle, including road worthiness and maintenance, as well as being expected to conform to all road rules and regulations. Any vehicle abuse and/or breaches of road rules and regulations may result in disciplinary action by either the University or the police.
- 6.2. In the event that a defect occurs, resulting from normal vehicle use, the details are to be brought to the attention of the relevant vehicle 'overseer', upon returning the vehicle.
- 6.3. Users are responsible for the safe-keeping of the vehicle at all times. In the event that the vehicle becomes immobilised users must ensure the vehicle is safeguarded and arrangements made for its return to Murdoch as quickly as possible, notifying the vehicle overseer of the circumstances.
- 6.4. Vehicles are to be returned in a clean and tidy condition. If users fail to comply any subsequent cleaning/maintenance costs will be debited to their support account, or via salary for private use.

7. Fuel:

- 7.1. Each vehicle is supplied with a Fuel/Service Card, with credit purchases to be made according to the condition of the card supplier.
- 7.2. The Fuel Service Card may only be used for the vehicle nominated, and for fuels specific to that vehicle. Any dockets obtained from the various dealers are to be sent to the nominated vehicle "overseer" for matching up with the monthly statements from card supplier.
- 7.3. Any misuse of the Fuel/Service Card may result in disciplinary or civil action.

8. Telephones:

- 8.1. Car phones have been installed in most of the school vehicles, to ensure good communication with University contact people, for safety reasons etc.
- 8.2. Whilst phone rental is included in vehicle hire charge, actual call costs are directly charged to the user's account. Users must enter call details on the appropriate log sheet in the vehicle.

9. Accidents:

- 9.1. Drivers must comply with all obligations to the Police, any other driver involved, any injured person and the insurer.
- 9.2. Details of names and addresses of other parties or witnesses involved, insurers of other vehicles and their vehicle details must be obtained.
- 9.3. Where an accident has rendered the vehicle unroadworthy, contact the relevant vehicle overseer or your Murdoch supervisor so they can assist in making arrangements for the removal/repair of the vehicle, and notify members who had the vehicle booked following its (safe) return.
- 9.4. Upon return to the University the driver/user is to obtain the relevant insurance claim form from the Manager, Financial Accounting, Financial Services, complete this immediately and submit it via the Divisional Business Manager, back to the Manager, Financial Accounting.
- 9.5. The driver is responsible for the movement of the damaged vehicle, the prompt insurance assessment and effective repairs by a recognised repairer. The vehicle overseer may provide advice to aid the prompt finalisation of vehicle repairs and its ultimate return for future use.

10. No Smoking:

- 10.1. Smoking is not permitted within ANY Murdoch workplace, INCLUDING vehicles.

11. Vehicle Details:

- 11.1. Listings are held at the various booking sites. Details of all vehicles are available on DSE's Web page. <http://wwwscience.murdoch.edu.au/admin/>.

EXECUTIVE DEAN
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