



# Acquisition and Management of Faculty/Department Vehicles Procedure

<b>Policy Hierarchy link</b>	This procedure details actions and processes pursuant to the <a href="#">Fleet Management Policy</a>		
<b>Responsible Officer</b>	Manager, Campus Services, Ext: 53978		
<b>Contact Officer</b>	Manager, Fleet, Ext: 55497		
<b>Superseded Documents</b>			
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<b>Associated Documents</b>	<a href="#">Pool Vehicle Hire Procedure</a> <a href="#">Salary Sacrifice (Novated Vehicles) Guideline</a>		
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## 1. Purpose

This procedure has been created under the University's Fleet Management Policy to detail how Faculty/department vehicles are acquired at the University. All vehicles will be provided under company operating leases which are fully maintained by LeasePlan.

## 2. Scope

This procedure applies to Business Unit Heads and assigned vehicle custodians within Faculty/Departments.

## 3. Definitions

Refer to the definitions in the Fleet Management Policy

## 4. Procedure

### 4.1 Introduction

The operating lease for a faculty/department vehicle is based on the criteria of 36 months and 20,000 kilometres are to be estimated on a per annum basis. If a vehicle is likely to achieve the nominated maximum kilometres before 36 months then the lease term will be reduced to coincide with the lease expiry on or about 20,000 kms. Conversely, if the vehicle upon completion of its 36 month term is significantly below the nominated 20,000 kms per annum the company (in agreement with the lease provider) has the option to re-lease the vehicle for a further period.

Under a fully maintained operating lease the residual risk at end of lease rests with the lease provider (LeasePlan as the lessor), however, penalties can be imposed by the lessor where the vehicle is not returned in a reasonable condition at end of lease. Employees who are required to use faculty/department vehicles must treat the vehicle with the same care and diligence as if the vehicle were owned by UNSW.

Whilst the faculty/department vehicles are not owned by the UNSW and thus not subject to capital expenditure financing limits, they are still subject to general capital expenditure guidelines and the appropriate approval process. All vehicles will be acquired under lease as new vehicles except where another faculty/department vehicle has been identified as surplus to needs. In this circumstance the UNSW may assign the surplus vehicle to an individual or business unit until the existing lease has expired.

### 4.2 Categories of Faculty/department Vehicle

Faculty/department vehicles will be determined by the need of the University to carry out its business (e.g. sedan, station wagon, four wheel drives, and 8 seater buses) and the estimated lease and running costs over the projected life of the vehicle. Having determined the type of vehicle, the section of the vehicle make should be determined using the following criteria:

- Suitability of the vehicle for the intended purpose
- Vehicle cost-effectiveness on a whole of like basis - normally reflected in the term/lease cost
- Do the features of the vehicle meet serviceability and reliability standards
- Vehicle availability under State Government contract

Once the make of the vehicle has been determined, the model should be

chosen within the range that provides the necessary features to undertake the organisation's business. For normal requirements, the selection of the base model within the range will generally be appropriate for undertaking University business.

The Fleet Manager in consultation with LeasePlan will provide advice to managers on a regular basis concerning the appropriate make and model selection based on a current assessment and costing measures. Procurement options for the University will be limited to vehicles listed in this advice. Vehicles that meet a minimum of 3.5 stars under the ANCAP (safety) rating system, achieve a fossil fuel efficiency rating of 12 or greater, and are within three months of build when delivered will be purchased by the University. UNSW will refer to the GVG ratings at [www.greenvehicleguide.gov.au](http://www.greenvehicleguide.gov.au).

Preference is to be given to a 4 cylinder vehicles, where a 6 cylinder vehicle is approved, the University will provide an alternative fuelled vehicle unless it can be proved that insufficient fuel availability exists in the vehicles intended operating environment. All vehicles are to be minimum four doors.

The Director, Procurement, may limit the choice of vehicle in any category for a specified period where additional capital savings can be achieved through selective or exclusive manufacturer supply.

#### 4.3 Standard Vehicle Specification

Where possible all University vehicles (functional vehicles) will be equipped to a standard specification. That specification will generally be in accord with the RTA 'Safe Fleets' recommendation, and will be used to carry out normal business functions of the University.

#### 4.4 Approved Faculty/department Vehicle Accessories

It is mandatory for all Faculty/department vehicles to be fitted with the following accessories/features unless the accessory/feature cannot be provided with the vehicle:

- Automatic transmission
- Air conditioning/climate control
- Power steering
- Mudflaps
- ABS brakes
- Driver side air bag.
- Cargo barrier and blind (wagons only).
- Tow bars (if justified on case by case basis).
- Window tint
- A decal (university logo) is to be fitted to all faculty/department vehicles

No additional options, even at the faculty/business unit expense, may be added to a Faculty/department vehicle.

As a safety initiative all vehicles will be equipped with the "headlights-on" feature (RTA See and be Seen safety programme). Dark vehicle colours and metallic colours are not permitted all vehicles are to be white.

Where appropriate, a Shu-Roo deterrent will be permitted provided fitment does not impact on the integrity of the vehicle panel work or operation of the airbag. Bullbars are only allowed on 4WD as required.

## 4.5 Mobile Phone Fitment

Mobile telephones are an accepted component of modern business communication; however their use in the context of motor vehicle operation represents a potential risk to the driver, passengers and other road users. Legislation specifically prohibits the use of any hand-held communication device while operating a motor vehicle. See <http://www.rta.nsw.gov.au/roadsafety/mobilephones.html>

Hands-free kits can reduce the physical effort to make and receive calls but it doesn't necessarily make it safe to use a phone while driving. It is illegal to use a hands-free phone while driving if it causes you to lose proper control of your vehicle, you are guilty of an offence and the penalty is a significant fine and demerit points.

## 4.6 Faculty/department Operating Arrangements

### 4.6.1 Fuel Cards

A Travel Card fuel card is supplied to the employee which can be used at Caltex, Ampol and Woolworths fuel outlets Australia-wide, designated to the registration of the Faculty/department vehicle. The fuel card permits the purchase of fuel and top up fluids (including oil), but does not cover maintenance or other vehicle costs. Fuel is product specific as per the vehicle requirements e.g. unleaded, diesel, premium, etc. When purchasing fuel, the driver must provide an accurate odometer reading. A transaction receipt will be issued and should be collected by the custodian and retained for checking against LeasePlan invoice then filed for audit purposes.

Where a card is not accepted by the 'swipe' machine at the service station, the fuel transaction must be processed manually by that service station.

Under NO circumstance are fuel cards to be used to purchase petrol for another vehicle, even if it is a University vehicle.

### 4.6.2 Card safety

Drivers should treat fuel cards in the same manner as credit cards and therefore should keep them safe and secure at all times. Loss, theft or damage should be reported immediately to Fleet manager who will advise LeasePlan to arrange for the cancellation and replacement of the card.

### 4.6.3 Cash purchases

Emergency only cash purchases can be made for fuel and top up fluids. These are claimed through the Fleet Manager for reimbursement. A cash claim form is made available on the LeasePlan website ([www.leaseplan.com.au](http://www.leaseplan.com.au)) for this purpose. Cash should only be used in emergency situations where a Caltex, Ampol or Woolworths fuel outlets provider is not easily located.

## 4.7 Registration and CTP

LeasePlan will administer and process the registration and CTP (Compulsory Third Party insurance) of the vehicle each year. However, it is the driver's responsibility to ensure that the vehicle driven has current registration displayed on the vehicle.

Registration certificates will be kept on file by the Fleet Manager and labels will be distributed to custodians.

## 4.8 Repairs, maintenance and servicing

### 4.8.1 Responsibility of Service, Maintenance and Repairs

LeasePlan assumes the responsibility for the approval, management and payment of all costs relating to standard servicing, normal repairs and maintenance of Faculty/department vehicles.

It's the custodian responsibility to ensure the vehicle is serviced in accordance with the manufacturer's specifications. Services should be carried out by a dealership or manufacturer's agent in order to retain the warranty cover. Generally, outside the warranty period, vehicles should continue to be serviced at intervals specified by the manufacturer.

### 4.8.2 Bookings for service and repair

When booking vehicles for service and maintenance please ensure that the booking is made in the name of LeasePlan, so that they are invoiced for work carried out on the vehicle. After a scheduled service has been completed the custodian should ensure the vehicle service book has been completed and stamped by the service provider. Refer to the EASY Guide card or LeasePlan website [www.leaseplan.com.au](http://www.leaseplan.com.au) and select Supplier Finder.

### 4.8.3 Choice of repairer

Vehicle custodian can choose a dealer or service agent which is convenient to the custodian provided they are approved by LeasePlan. All service and maintenance expenses are invoiced directly to LeasePlan. These costs are then recorded against the designated vehicle account. LeasePlan has a wide range of suppliers nationally who will contact them for approval prior to commencing work on a fleet vehicle. Under the operating lease arrangement LeasePlan does have the right to redirect the custodian of the vehicle to certain repairers if necessary. Refer to the EASY Guide card or LeasePlan website [www.leaseplan.com.au](http://www.leaseplan.com.au) and select Supplier Finder.

## 4.9 Roadside assistance

Faculty/department vehicles will be provided with either roadside assistance service by the vehicle manufacturer or through the relevant state auto association. For assistance contact LeasePlan Assist Australia on 1800 257 526 and/or refer to the EASY Guide card or website [www.leaseplan.com.au](http://www.leaseplan.com.au) .

## 4.10 Insurance and accident management

Faculty/department vehicles are insured through CGU Limited. LeasePlan will assist all drivers involved in an accident by providing the full range of services associated with claims management. There are no excess or driver age limit restrictions. . For assistance contact LeasePlan's accident management service provider on 1800 646 422 and/or refer to the EASY Guide card or website [www.leaseplan.com.au](http://www.leaseplan.com.au)

## 4.11 Theft of a Motor Vehicle

In the event of a theft of a university vehicle, a staff is required to immediately notify the police and write down the name of the police station and event number to whom it was reported. For assistance refer to the EASY Guide card or website [www.leaseplan.com.au](http://www.leaseplan.com.au) .

Contact the Fleet manager on extension 55497 to report the theft and whether a replacement vehicle is required.

#### **4.12 Theft of Property from Vehicles**

Valuable items such as laptop computers must not be left in vehicles. If it is unavoidable the items must be out of sight and the vehicle securely locked. In case of personal property being stolen from the vehicle contact the Fleet Manager for claims details.

#### **4.13 Logbooks**

All faculty/department vehicles must have a logbook and these must be completed on every trip. It is the responsibility of the custodian to ensure that this occurs as they are auditable documents. These logbooks are subject to examination by internal audit, the Audit Office and The Australian Taxation Office and must be produced when required. They may also be used to identify the driver of a vehicle at the time of an alleged offence. Logbooks are available from the Fleet Manager.

Logbooks are to be completed as follows:

- A separate entry is required for each trip
- Starting and finishing odometer readings, and departure and arrival times are required for each trip
- Clearly print drivers name
- Journey details must be completed describing the business purpose and location visited

#### **4.14 Approved drivers**

Employees operating a faculty/department vehicle must hold a current and valid driver's licence to operate that vehicle. The comprehensive insurance policy covering faculty/department vehicles is for university staff members to drive the vehicle.

There are occasions where faculty/department vehicles are driven by students, voluntary workers, consultants, visiting academics, etc where written approval is required from the Head of School.

Drivers who are not employees are not covered by the University's workers' compensation policy, and managers must inform drivers of this situation.

Drivers on probationary licence must display "P" plates.

Drivers on learners permit are not allowed to drive a UNSW vehicle.

#### **4.15 Parking and traffic offences**

Parking fines and other traffic infringements are the responsibility of the driver and will not be paid or reimbursed by the university. Non payment of these fines may result in disciplinary action.

Custodians who are responsible for a Faculty/department vehicle which may be driven by other employees are required to maintain a suitable log book to be able to identify the driver in the event of a traffic infringement or parking fine. Where a penalty notice with a demerit point offence is received, it is a duty to nominate the responsible driver within the prescribed timeframe. Failure to nominate the driver will result in the SDRO (State Debt Recovery Office) issuing a penalty notice for "Failure to Nominate". This carries a penalty of \$950 for the

company and \$451 for individuals as stated on Schedule 3 of the Road Transport (General) Regulation 2005. In addition the RTA may suspend vehicle registrations for three months under clause 42(2) of the Road Transport (Vehicle Registration) Regulations 1998.

#### **4.16 Driving under the influence of Alcohol or drugs**

Driving with more than the prescribed content of alcohol or under the influence of drugs is illegal. The consequence including fines/jail, as well as financial penalties associated with the voiding of insurance cover and damage to property expenses will be the employee/driver's responsibility. Any employee found guilty of such offence will be responsible for paying all costs and fines resulting from the incident and may be subject to disciplinary action.

#### **4.17 Licensing**

The employee is responsible for ensuring that he/she and others who drive the vehicle are appropriately licensed and operate the vehicle in a safe manner, observing road safety requirements and RTA law.

Where an authorised driver is from Interstate, and the driver has not resided, or does not intend to reside in NSW for longer than three months, then existing licence can be used for up to three months after which you must have a NSW licence in order to drive a vehicle.

Where an authorised driver is from Overseas and do not intend to stay in NSW and do not hold a permanent visa, you will be regarded as a visiting driver. If you hold a current overseas driver licence you are not required to get a NSW Licence even if your stay is longer than three months. If the licence is not written in English, an International Driving Permit, or an English translation must also be carried with the licence. See [http://www.rta.nsw.gov.au/licensing/newtonsw/international\\_drivers.html](http://www.rta.nsw.gov.au/licensing/newtonsw/international_drivers.html). A photocopy of any Interstate or Overseas licence is to be retained by the custodian, together with a record of the person's NSW address.

#### **4.18 Loss or suspension of licence**

In the event of a breach of law which results in the loss or suspension of an employee's licence, he/she must notify the Unit Manager immediately and under no circumstance is to drive a university vehicle. Management will attempt to make arrangements for the employee to undertake duties which do not require the use of a motor vehicle for the period that the employee is without a valid licence.

#### **4.19 Toll way charges/e-Tags**

All UNSW Faculty/department vehicles will be fitted with a e-TAG to permit operation to use the road network where a toll applies in the normal course of business.

e-TAGs are non-transferable to any other vehicle and will only be issued by LeasePlan. They will not be arranged for use in temporary vehicles. All operators of Faculty/department vehicles in which e-TAGs are provided are to ensure they are used correctly.

All e-Tags are numbered and any loss or misplacement of any e-Tag must be immediately notified to the Fleet manager, who will notify LeasePlan. A fee will apply for replacement tags.

Any fine imposed for incorrect use will be the responsibility of the individual concerned.

#### **4.20 Vehicle returns/end of lease/termination of employment**

When a vehicle is returned due to the expiry of the lease or vehicle no longer required, the e-TAG along with the keys and fuel card must be returned to the Fleet manager and ultimately forwarded onto LeasePlan.

#### **4.21 Parking, Garaging**

UNSW faculty/department vehicles must have a valid zone parking permit and park in the allocated reserved parking area. Parking is not permitted in UNSW permit holder's bays, disabled bays, 2P ticket bays or in loading zones longer than the time permitted.

Overnight and on weekends all faculty/department vehicles are to be parked in their allocated area and within UNSW grounds.

Overnight parking on premises other than UNSW is only permitted when the driver is directed (or required in the necessary course of business) to attend a field location in a more direct route to/ from their residence than from UNSW.

This is not permitted on a regular basis (i.e. two or more times per week)

UNSW is under a RTA Restricted Parking Scheme and parking is in marked bays only. This covers the Kensington, Randwick and Western Campus failure to comply with these rules will result in a parking infringement notice.

#### **4.22 Smoking Not Allowed**

Smoking in University vehicles is strictly prohibited at all times.

#### **4.23 First Aid Kits**

Under the requirements of the Occupational Health and Safety (First Aid) Regulation 1989 all workplace vehicles should be fitted out with First Aid Kits. Within the definitions of the Regulation, "premises" includes any vehicle, vessel or aircraft for which an organisation is responsible. LeasePlan will order first aid kits for all new vehicles. It is the vehicle custodian's responsibility to replenish the kits as per the instructions provided at UNSW's cost.

#### **4.24 Standard of care**

Drivers of Faculty/department vehicles must be aware that company vehicles reflect on UNSW image in the community, and must project a professional image at all times. This requires drivers at all times to operate the vehicle with an appropriate level of care and responsibility, giving due consideration for other drivers and pedestrians.

Drivers should ensure the cleanliness of the vehicle (internal and external) is maintained at a good standard at all times with regular washing and cleaning. LeasePlan fuel cards can be used for car wash at Caltex/Ampol service stations where car washing is available. Any damage (even minor dents and scratches) and accidents must be reported to the LeasePlan and Insurer within 48 hours of the damage.

Vehicles will be inspected regularly for both damage and cleanliness. Where damage is identified or the vehicle is not maintained at a clean and presentable standard the cost to rectify or bring the vehicle back to good condition will be charged to the faculty/department.

When using the vehicle to carry goods ensure that care is taken by using a cover to protect the interior of the vehicle.



## 5. Evaluation & History

The Manager, Campus Services is responsible for review of this procedure. The procedure must not be amended without approval from the Manager.

### Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director, Procurement	17 July 2007	17 July 2007	New procedure