1. **Purpose**
   This procedure has been created under the University’s Fleet Management Policy to describe the Pool Vehicles hire service which allows staff to hire cars for use while carrying out University business.

2. **Scope**
   This procedure applies to all employees of the University and authorised vehicle hirers.

3. **Definitions**
   Refer to the definitions in the Fleet Management Policy.

4. **Procedure**
   Vehicles hired for business purposes have the following fees and conditions.

4.1 **Pool Vehicle Hire Fees**

<table>
<thead>
<tr>
<th>S/Wagon- Sedan</th>
<th>8-Seater</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 hours</td>
<td>$30.00</td>
</tr>
<tr>
<td>3-4 hours</td>
<td>$50.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

If a vehicle is involved in an accident, the hiring faculty/department will be liable for payment of an insurance excess of $1000 together of any costs relating to the unexpired portion of the hire whilst the vehicle is being repaired.

4.2 **Conditions of Hire**

**Use of vehicle**
- Employees must hold a current and valid driver’s licence to drive a pool vehicle. Students, voluntary workers, consultants, visiting academics, etc, require written approval from the Head of School.
Where travel is outside the metropolitan area, the cost of fuel/oil etc must be met by the user.
Hire vehicles must not be taken outside the state of NSW except Canberra.
Smoking is not permitted in any UNSW vehicle.
Vehicle must be returned in a clean and tidy condition. A cleaning fee will be charged for any vehicle returned in a dirty condition.
Where a vehicle is involved in an accident, the hiring faculty/department will be liable for payment of the insurance excess together of any costs relating to the unexpired portion of the hire whilst the vehicle is being repaired.
If carrying goods ensure that a cover is used as to protect the interior of the vehicle.

Driver responsibilities

- The driver will be personally responsible for any driving and parking offences committed while driving a hire vehicle.
- It is the responsibility of the hirer to inspect the vehicle for any damage before leaving the transport area and to report any faults or damage. Hirers are liable for all damages during the hire period.
- When purchasing fuel the driver must provide an accurate odometer reading and transactions receipts are to be returned to the Fleet manager.

Return of Vehicle

- Vehicle must be returned with at least one quarter tank of fuel.
- Drivers must complete the logbook by clearly printing name, odometer readings, times departure/arrival and business purpose and location visited.
- The hirer will be charged the daily rate as a late fee for any vehicle not returned by the due date.
- Vehicles are not to be kept overnight unless it is part of the trip.
- When returning the vehicle after hours it must be parked in its designated area and keys are to be left in the overnight box.

4.3 How to Hire a Pool Vehicle

1. Consider vehicle requirements for the business activity that you need to undertake.
2. Email carhire@unsw.edu.au and provide the following details:
   - Type of car required (if applicable)
   - Driver’s full name
   - Driver’s staff number
   - Drivers licence number
   - UNSW Department / Unit
   - Internal account code (for charging)
3. Receive e-mail confirmation of booking
4. Collect vehicle and keys from Level 2 of the Mathews Building (via Mathews Pavilions)

5. Evaluation & History

The Manager, Campus Services is responsible for review of this procedure. The procedure will only be amended with approval from the Manager.
## Appendix A: History

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Director, Procurement</td>
<td>17 July 2007</td>
<td>17 July 2007</td>
<td>New procedure</td>
</tr>
<tr>
<td>1.1</td>
<td>Manager, Fleet</td>
<td>5 March 2008</td>
<td>5 March 2008</td>
<td>4.3 key collection location updated.</td>
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</table>