

# Vehicle Usage - Operational Policy

## 1. Purpose of policy

The purpose of this policy is designed to ensure that the use of all vehicles support the University's requirements whilst being operated in a safe, efficient and flexible manner and is compliant with legislative requirements.

## 2. Policy scope and application

The policy applies to any use of University owned, leased or rented vehicles. It should be read in conjunction with the Conditions of Vehicle Usage.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

University Vehicle is any motor vehicle or vessel as defined in the *Transport Operations (Road Management) Act 1995* (Qld) that is owned, leased or rented by the University of the Sunshine Coast.

Fleet refers to all vehicles owned, leased or rented by the University.

## 4. Responsibilities

4.1 The purchase, maintenance and coordination of University Fleet Vehicles is the responsibility of the Director, Facilities Management or delegate.

## 5. Authority to drive

5.1 Only staff members holding a valid current driver licence (of the appropriate class) acceptable in Queensland may drive a University vehicle. Authority to drive lapses if:

- a person no longer holds an acceptable current driver licence of the appropriate class and/or
- the Chief Operating Officer revokes an authority to drive for a reason relating to unsatisfactory driving or non-observance of University procedures or otherwise
- the relevant person ceases to be a staff member.

5.2 Students and other persons who may be required to drive a University vehicle require the prior written approval of the Chief Operating Officer.

5.3 Drivers on a probationary "P" license must display "P" plates, when driving University Vehicles. "P" platers are not able to drive vehicles provided through rental hire agreements. Drivers on learner's permits are not allowed to drive University Vehicles.

5.4 Drivers of University specialist 4WD vehicles will be required to undertake a specialist registered training (RTO) course prior to use off road. Details for this course is available through Facilities Management.

## 6. Conditions of use

6.1 At all times, drivers must ensure due care is taken and must comply with relevant legislation, road rules and USC policies and procedures. Refer also to the University's Conditions of Vehicle Usage and Conditions of parking.

6.2 If a University Vehicle is involved in an accident that may have caused injury to a person or damage to any vehicle or property, all relevant information must be recorded and reported in accordance to Facilities Management within 48 hours of the damage occurring. An accident report will also need to be completed.

6.3 Drivers should be aware of the Safe Driving Guidelines, with regards to fatigue management. Drivers should take regular breaks to reduce the risk of fatigue. It is suggested that drivers rest every two hours for a 15 minute break, and should not drive for more than 10 hours in any 24-hour period, or drive and work for more than 10 hours in any 24-hour period.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

### DESIGNATED OFFICER

Director, Facilities Management

### FIRST APPROVED

3 October 2000

### LAST AMENDED

22 July 2020

### REVIEW DATE

8 June 2023

### STATUS

Active

## 7. Smoking in University vehicles

7.1 Smoking is prohibited in or on all University Vehicles, and within 10 metres of a University Vehicle. All University campuses are smoke free.

## 8. Mobile phone usage

8.1 No driver is to use any mobile phone while driving a University Vehicle. This includes calls, texting and using the internet. Drivers on an open driver's licence are permitted to use a vehicle's Bluetooth hands-free system.

8.2 Learner and P1 provisional drivers under the age of 25 are not permitted to use hands-free, wireless headsets or a mobile phone's loudspeaker function. Passengers of a vehicle driven by a learner or P1 provisional driver are also not permitted to use a mobile phone's loudspeaker function.

## 9. Repairs Maintenance and Servicing

9.1 Facilities Management will specify the authorised qualified repairer for University Vehicles. No unauthorised upgrades or features are to be added to any University Vehicle without permission.

## 10. Eligibility for private use

10.1 All University Vehicles, whether purchased or leased, are to be used exclusively for University purposes unless otherwise approved. The 'private' use of University Vehicles is permitted only when provided for in a contract of employment, or expressly approved by the Vice-Chancellor and President for either private use (full) or private use (conditional) as follows:

10.1.1 Private use (full) is the permitted use by the incumbent of an approved position for purposes 'other than University purposes'. The incumbent of the approved position has use of the vehicle in accordance with the guidelines set down in Conditions of Private Use.

10.1.2 Private use (conditional) is the limited but permitted use by the incumbent of an approved position for purposes 'other than University purposes'. Limitations on use will be determined either as a condition of a contract of employment or as approved by the Chief Operating Officer.

10.1.3 Home garaging is the permitted use by a member of staff to operate a University Vehicle for travel between the usual place of work at the University and the place of residence of that member of staff. Such use is permitted for persons who are designated by the Chief Operating Officer as responsible for the security of University infrastructure or for such other responsibilities as the Chief Operating Officer deems appropriate.

10.2 Fringe Benefits Tax (FBT) is payable on University Vehicles used for private use including home garaging.

END

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### RELATED DOCUMENTS

- Financial Management Practices - Operational Policy
- Parking - Operational Policy
- Smoking - Operational Policy

### LINKED DOCUMENTS

- Conditions of Vehicle Usage
- Conduct on University Premises - Operational Policy

### RELATED LEGISLATION / STANDARDS

- University of the Sunshine Coast Act 1998 (Qld)
- Transport Operations (Road Management) Act 1995 (Qld)
- Queensland Procurement Policy 2019