

# Conditions of Vehicle Usage

These Conditions of Use are to be read in conjunction with the Vehicle Usage - Operational Policy.

DESIGNATED OFFICER

Director, Facilities Management

They apply to use of all University Vehicles, including 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.

1. At all times, drivers must ensure due care is taken and must comply with the Vehicle Usage - Operational Policy, Safe Driving Guidelines and other relevant policies and procedures, as well as the University's Conditions of Parking.
2. Under no circumstances may a University Vehicle be used for private purposes, unless the vehicle is assigned to a staff member as a 'private use vehicle'. Drivers must document all University-related use of a University Vehicle in the vehicle logbook. Any use that is not recorded is deemed to be private use and will be subject to Fringe Benefits Tax (FBT). The requirement of a log book may be waived for vehicles that are allowed private use as per individual employment contracts.
3. Any traffic infringements or penalties incurred by the driver of a University Vehicle are the responsibility of the driver and the driver in charge of the vehicle at the time must pay any fines arising out of the use or parking of the vehicle. Where appropriate, the University will advise the relevant external authorities of the identity and contact details of the driver.
4. When using University Vehicles, approval must be sought to carry passengers participating in the journey. Passengers who are not members of University staff and/or have no connection with the University-related purpose, for which the vehicle is being used, may not be carried in a University Vehicle without the authority of the Chief Operating Officer or delegate.
5. 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. University Vehicles may not carry items that the vehicle is not designed to carry. This includes chemicals, livestock, pets, and illegal substances. Any large items carried in a properly designed hold must be secured properly. Researchers who need to transport chemicals and/or animals should seek prior approval through Facilities Management. Any alterations required to make University Vehicles fit for purpose of transporting chemicals and/or animals will be at the cost of the department responsible for that vehicle.
7. All users of University Vehicles should ensure the necessary approvals from their cost centre managers have been provided prior to travel. This includes the use of hire vehicles through Facilities Management.
8. All University Vehicles have a fuel card included, for use in that specific vehicle. The fuel card is to be used specifically for fuel and oil purchases only. The odometer reading should also be recorded in the logbook when the transaction occurs. Loss of this card should be notified to Facilities Management immediately.
9. All University Vehicles will be provided with a road side assistance service. Details will be included inside the vehicle glovebox.
10. All drivers must ensure University Vehicles are kept clean (internal and external) always, as this standard reflects the University's professional image. Any minor interior damage should be reported to Facilities Management. Condition reports are to be completed by the driver prior to the hiring of cars.
11. Driving with more than the prescribed blood/breath alcohol content or under the influence of drugs is illegal. Any driver found guilty of such an offence while driving a University Vehicle may be responsible for paying all fines and costs, and in the event of an accident may be responsible for all costs, and may be subject to disciplinary action.
12. All University Vehicles will have e-toll tags fitted for use on relevant tollways. Any unauthorised travel through tollways may be subject to an individual cost.
13. The parking of all University Vehicles outside University grounds may be subject to costs to the driver. These may be reimbursed by the University where business use applies, at the Cost Centre Manager's discretion.
14. All University Vehicles will be fitted with a basic first aid kit. It is the responsibility of the vehicle driver to replenish kits at the university's cost if used. Facilities Management must be advised if any specific emergency equipment supplied with the vehicle is used to allow replenishment. i.e., Fire Extinguishers.

15. Drivers should be aware of the Safe Driving Guidelines, with regards to fatigue management. Details of this is available on the University website.

16. Smoking is prohibited in or on all University Vehicles, and within 10 metres of a vehicle. University campus grounds and buildings are also smoke free areas.

17. No driver is to use any mobile phone while driving a University Vehicle. This includes calls, texting and using the internet. All University cars are fitted with a Bluetooth hands free system which can be used for calls if the driver has an open licence. If the driver is on a learner or P1 provisional licence, and is under the age of 25, they 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. A driver of a University Vehicle must not be able to view any other electronic device whilst driving, including the use of Laptops, iPads and DVD players.

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#### RELATED DOCUMENTS

- Parking - Operational Policy
- Vehicle Usage - Operational Policy