Purpose

To define University Procedure for all vehicles used for University business.

Scope

These procedures apply to all eligible officers/authorised users of vehicles at all Campuses of the University.

Legislative Context

• Road Safety Act 1986.

Definitions

A complete list of definitions relevant to this procedure is contained within the Motor Vehicle Policy.

A further list of definitions specifically relevant to this procedure is included below:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised User:</td>
<td>A staff member of the University authorised by the Vice Chancellor and President, Senior Deputy Vice Chancellor, Deputy Vice Chancellors, Deans or Managers to drive a University Employment Vehicle for University business.</td>
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</table>
### Term

<table>
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<tbody>
<tr>
<td><strong>Business Use Vehicle:</strong></td>
<td>A vehicle purchased or leased by the University and available for booking by the University's Schools and Portfolios Authorised Users for University Business.</td>
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<tr>
<td><strong>Eligible Officer:</strong></td>
<td>(As designated by the Vice Chancellor and President) is a staff member who has an Employment Vehicle as a condition of his/her appointment.</td>
</tr>
<tr>
<td><strong>General Use Passenger Vehicle – Pool Vehicle:</strong></td>
<td>Pool vehicles are cars, vans or other vehicles the University provides to its employees for business use only.</td>
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<tr>
<td><strong>Private Motor Vehicle:</strong></td>
<td>A 'Private motor Vehicle' is a vehicle owned, leased, rented or provided to and under the lawful care and control of a staff member, is fully registered, is in a roadworthy condition and is fully comprehensively insured.</td>
</tr>
<tr>
<td><strong>Smart Fleet</strong></td>
<td>Vehicle management provider. Includes maintenance, roadside breakdown assistance, replacement etc.</td>
</tr>
<tr>
<td><strong>Smart Fleet System</strong></td>
<td>Vehicle management and electronic booking system.</td>
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</table>

### Actions

#### 1. Booking a University Pool Vehicle  Smart Fleet booking system

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
</table>
| A. Requesting access to the online booking system. | Staff Member | 1. Log on to FedUni intranet.  
2. Navigate to staff resources.  
3. Select University pool vehicle booking.  
4. Request access to the online booking system. |
| B. Seeking Approval to travel.       |                | 1. Discuss rationale for business travel with your line manager.  
2. Document line manager Approval to travel (email is sufficient). |
| C. Booking a vehicle.            | Staff Member  | 1. Log on to FedUni intranet.  
2. Navigate to staff resources.  
3. Select University pool vehicle booking.  
4. Select Online pool vehicle booking system.  
5. Follow Smartfleet step by step booking process.  
6. Finalise booking. |

#### 2. Booking a Hire Car - Concur on-line booking system
### ACTIVITY | RESPONSIBILITY | STEPS
--- | --- | ---
**A. Accessing the Concur online travel booking system.** | Staff Member | 1. Log on to FedUni intranet. 2. Navigate to staff resources. 3. Navigate to travel web-page. 4. Select Book travel.

**B. Booking a hire car.** | Staff Member | 1. Follow Concur step by step booking process. 2. Include any specific requirements such as child booster seat, GPS or vehicle delivery to campus.

### 3. Use of Employee's Private Vehicle Approval and Reimbursement

| ACTIVITY | RESPONSIBILITY | STEPS |
--- | --- | ---
**A. Completing the Private Vehicle Use Approval Form – before travel.** | Staff Member | 1. Log on to FedUni intranet. 2. Navigate to staff resources. 3. Navigate to travel web-page. 4. Select Policy and Procedures tab. 5. Locate the Private Vehicle Use Approval Form. 6. Save the form to your home drive. 7. Complete the form. |

**B. Seeking Authorisation to use your private vehicle.** | Staff Member | 1. Submit the completed form to your Supervisor for Approval. 2. Supervisor Approval must be completed prior to travel (email confirming approval). |

**C. Finalising the Private Vehicle Use Approval Form – after travel.** | Staff Member | 1. Complete the post-travel declaration. 2. Submit the form for reimbursement. 3. If the travel itinerary altered during travel, submit a Staff Requisition for Reimbursement Form. |

### Supporting Documents

**Motor Vehicle Policy**

**Forms.**

- Private Motor Vehicle Use For University Business Approval Form (PDF 70.5kb)
Responsibility

- The Vice Chancellor and President, the Senior/Deputy Vice Chancellors, Deans and Directors of Schools/Portfolios and Sections, Managers or nominees will approve the use of a Pool Vehicle and staff members privately owned motor vehicle for University business. They will also negotiate remuneration packages for Employment Contract Vehicles (Allocated).
- The Chief Operating Officer/Chief Financial Officer will have the responsibility for Schools or Portfolios to be allocated a Specialist vehicle/Departmental vehicle.
- Authorised Users who drive a Business Use Vehicle and each staff member with an Employment Contract Vehicle or a claim for University use of their privately owned motor vehicle must comply with the provisions of this Policy.
- The Chief Operating Officer/Chief Financial Officer will be responsible for reimbursing approved claims for business use of privately owned motor vehicles.

Promulgation

The Motor Vehicle Procedure will be communicated throughout the University community in the form of:

1. Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure; and
2. Inclusion in the University’s online Policy Library.

Implementation

The Motor Vehicle Procedure will be communicated throughout the University community in the form of:

1. Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure.

Records Management

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Vehicle Use Approval Form (Use of Staff’s own private vehicle for University business)</td>
<td>Policies, Procedures and Forms webpage</td>
<td>Chief Operating Officer/CFO</td>
<td>7 years</td>
</tr>
<tr>
<td>Staff Requisition for Reimbursement Form</td>
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