



University Fleet Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Remuneration and Benefits Policy](#)

Strategic Plan Theme: [Sustainable Future](#)

2. PROCEDURAL DETAILS

2.1 Categories of vehicles

- 2.1.1 There are two categories of the University fleet:
- Fleet 1 – motor vehicles provided to specific areas;
 - Fleet 2 – vehicles that are not classified as motor vehicles (e.g. trailers).
- 2.1.2 Motor vehicles which are provided as part of a staff member's salary packaging arrangement are not considered part of the University fleet.

2.2 Acquisition

- 2.2.1 Prior to the acquisition of a Fleet 1 vehicle, the requesting area will:
- Obtain approval from the Head of School/Area; and
 - Conduct a cost benefit analysis to ensure that all alternative options to meet regular transport needs have been full investigated and duly considered.
- 2.2.2 The requesting area will contact Parking Office who will liaise with the approved provider to source the Fleet 1 vehicle.
- 2.2.3 Acquisition of a Fleet 2 vehicle will be managed by the Parking Office.
- 2.2.4 Fleet 2 vehicles will be maintained as part of the asset register.

2.3 Fleet 1 – conditions governing motor vehicles supplied to specific areas

- 2.3.1 Where a motor vehicle is procured for the use of staff on University business, the primary purpose is to facilitate the business activities of the University, and not to provide a vehicle for the exclusive use of a staff member.
- 2.3.2 All leasing, servicing, standing, operating and running costs of the motor vehicle are charged to the cost centre nominated by the Head of School/Area. Costs associated with specific research projects or activities funded from other external grants will be paid for from such funds.
- 2.3.3 The Head of School/Area will ensure that the use of motor vehicles is properly controlled, including:
- the driver has a current appropriate Australian Drivers Licence;
 - use of the motor vehicle by a staff member has been authorised;
 - motor vehicles are maintained in accordance with the manual provided, or through contract maintenance services provided by the Parking Office;
 - motor vehicles are for the use of authorised staff of the University;
 - in order to avoid incurring Fringe Benefit Tax, motor vehicles are not available for staff to take home unless they are required to fulfil their duties (for example being on call, or attending an off-campus meeting). A statement declaring that the vehicle will not be used for private purposes must be produced in all cases;
 - compliance with all reasonable requests from the Parking Office for vehicle usage information.

2.4 Use of private motor vehicles

- 2.4.1 Staff who do not have a salary packaged motor vehicle and seek the use of a motor vehicle for University purposes will use a Fleet 1 vehicle.
- 2.4.2 If a Fleet 1 vehicle is not available and there is no appropriate alternative (e.g. taxi), only then may a Head of School/Area authorise the use of a private motor vehicle.

2.5 Maintenance and repair

- 2.5.1 Routine maintenance of all University fleet vehicles is arranged by the Parking Office.
- 2.5.2 Where repair or replacement of components, including tyres, is necessary or anticipated, prior notice must be given to the Parking Office. Where emergency repairs are necessary and it is not possible to contact the Parking Office, a written report on the circumstances of any emergency purchase/fitting will accompany the request for reimbursement for the costs of using a vendor other than the approved University supplier.
- 2.5.3 All maintenance and repair costs are met by the relevant area.

2.6 Fuel and oil purchases

- 2.6.1 Purchases of petrol and oil must be made using the supplied fuel cards unless there is no alternative, and then a Corporate Credit Card may be used.

2.7 Disposal and lease expiry of University fleet vehicles

- 2.7.1 All disposal and lease expiry of University fleet owned and leased vehicles is managed by the Parking Office.
- 2.7.2 Three months prior to the end of a lease term, Schools/Areas will contact the Parking Office to request a quote for a new lease, extension or the purchase of the currently leased vehicle.

2.8 Damage to University fleet vehicles

- 2.8.1 In the event of accidental damage to University fleet vehicles, the following process will be followed:
 - a) the accident will be reported immediately to the Parking Office;
 - b) if the accident results in bodily harm to any person or damage in excess of \$3,000 it will also be reported to the police; and
 - c) insurance claim forms will be completed and lodged without delay.
- 2.8.2 For Fleet 1 motor vehicles, the damaged vehicle is to be repaired at a repairer nominated by the University's insurer after Parking Office authority has been obtained.

2.9 Insurance for University fleet vehicles

- 2.9.1 Comprehensive insurance cover is provided for all University fleet vehicles owned and leased by the University.

2.10 Preventing theft of University fleet vehicles

- 2.10.1 The University takes appropriate measures to reduce the risk of theft of University fleet vehicles. In addition, staff will take all reasonable care to secure a University fleet vehicle whilst not in use and, whenever possible, park a University fleet vehicle in a secure car parking facility.

2.11 Smoking

- 2.11.1 Smoking is prohibited in University fleet vehicles.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Corporate Services is responsible for the University fleet including:

- a) centralised procurement control, administration of running costs, maintenance and other associated expenditure;
- b) maintenance and analysis of records to ensure economy, reliability, safety and cost effectiveness in fleet operation;
- c) management of vehicles which have exceeded the recommended change over term (see Schedule A); and
- d) the allocation of vehicles on semi-permanent or temporary loan, the approval of users, and the definition of responsibilities of such users.

3.2 Heads of Schools/Areas are responsible for Fleet 1 vehicles including:

- a) ensuring that the use of motor vehicles is properly controlled;
- b) ensuring that all motor vehicles are regularly maintained to a road worthy condition and to manufacturer’s specification, with the assistance of the Parking Office;
- c) paying an excess for each motor vehicle in the event of an accident/insurance claim; and
- d) contacting the Parking Office prior to the expiration of motor vehicle leases.

3.3 Users of University fleet vehicles have a responsibility to:

- a) ensure they have a current appropriate Australian driver’s licence;
- b) ensure that use of the motor vehicle has been authorised;
- c) take every effort to reasonably ensure that the vehicle is in sound working order, and that any concerns are reported directly to the Parking Office as soon as possible; and
- d) ensure that the vehicle is driven in accordance with the rules of the road.

4. SCOPE OF PROCEDURES

These procedures apply to all staff employed by the University at campuses within Western Australia.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Motor Vehicle means a passenger sedan, station wagon, motor cycle or commercial motor vehicle including vans, utilities, buses and trucks. This category also includes boats and marine equipment but excludes certain agricultural and horticultural items that are classified as plant.

University Fleet is a fleet of vehicles provided and maintained by the University as part of a range of transport options available for use by staff in the conduct of their University duties.

6. SCHEDULES

Schedule A: Useful life of Motor Vehicles

7. RELATED DOCUMENTS/LINKS/FORMS

[Assets Procedures](#)

Policy Compliance Officer	Sean Daly , Manager Transport, Parking and Security Properties, Facilities and Development
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	TBA

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	17/07/2012	Vice President, Corporate Services	EM1212	Conditional upon PMC rescinding the current policy and procedures at its 31 July 2012 meeting, effective 14 August 2012

	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	02/02/2016	Director, Legal and Compliance Services		Policy Contact Updated
	Approved	09/10/2017	Chief Operating Officer	EM1723	Unconditional

SCHEDULE A: USEFUL LIFE OF MOTOR VEHICLES

This schedule is to be read together with the *University Fleet Procedures* which sets the parameters for the replacement of motor vehicles.

Motor vehicles which exceed the recommended change over term require the approval of the duly authorised representative of the Chief Operating Officer, and if approved, also require an annual road worthiness inspection to be managed by the Parking Office.

Car Category	Recommended Change Over Term (Years)	KM	Maximum Change Over Term (Years)	KM
Standard Passenger	3	60,000	6	120,000
Motor Cycle	3	60,000	6	120,000
Light Commercial	3	80,000	7	150,000
Heavy Commercial	7	300,000	10	400,000
Specialist Motor Vehicle	6	100,000	9	150,000