



University Fleet Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

[Remuneration and Benefits Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. The University provides and maintains a fleet of vehicles as part of a range of transport options available for use by staff in the conduct of their University duties.
- 2.2. The University provides efficient logistical support and servicing of the University's transport needs which minimises the use of privately owned motor vehicles being used for University business.
- 2.3. Motor vehicle life cycles are managed to achieve a balance between capital and maintenance costs, and the safety and functionality of the vehicle (see Schedule A: Useful life of Motor Vehicles).

3. PROCEDURAL DETAILS

3.1. Categories of vehicles

- 3.1.1. There are three categories of the University fleet:
 - a) Fleet 1 – motor vehicles provided to specific areas;
 - b) Fleet 2 – motor vehicles for the Transport Office motor vehicle pool;
 - c) Fleet 3 – vehicles that are not classified as motor vehicles (e.g. trailers).
- 3.1.2. Motor vehicles which are provided as part of a staff member's salary packaging arrangement are not considered part of the University fleet.

3.2. Fleet 1 and Fleet 2 – procurement of motor vehicles

- 3.2.1. Prior to procurement, a cost benefit analysis is conducted to ensure that all alternative options to meet regular transport needs have been fully investigated and duly considered by the requesting area.
- 3.2.2. Motor vehicles are procured by selective tender, either by way of leasing or outright purchase. This process is carried out by duly authorised representatives of the Chief Operating Officer in accordance with the University's *Assets Procedures*.

3.3. Fleet 3 - procurement of vehicles not classified as motor vehicles

- 3.3.1. Procurement of these vehicles remains the full responsibility of the School/Area. The vehicle is to be maintained in accordance with the University's *Risk Management Policy*.
- 3.3.2. The Transport Office must be notified when a Fleet 3 vehicle is purchased. The vehicle is to be registered in the University's name and original registration papers to be forwarded to the Transport Office. The vehicle registration is renewed by the Transport Office.
- 3.3.3. The Transport Office must be notified by the Faculty/Area if the vehicle is retired from the University asset register.

3.4. Fleet 1 – conditions governing motor vehicles supplied to specific areas

- 3.4.1. 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.
- 3.4.2. Approval of the relevant Head of School/Area is required prior to procurement and the purchase cost is met by a Recurrent or Other Funds cost centre nominated by the Head of School/Area.
- 3.4.3. All standing, operating and running costs of the motor vehicle are charged to the nominated cost centre. Costs associated with specific research projects or activities funded from other external grants must be paid for from such funds.

- 3.4.4. The Head of School/Area must ensure that the use of motor vehicles is properly controlled, including:
- a) the driver has a current appropriate Australian Drivers Licence;
 - b) use of the motor vehicle by a staff member has been authorised;
 - c) approval has been obtained by the Transport Office if the driver has a salary packaged motor vehicle;
 - d) motor vehicles are maintained in accordance with the manual provided, or through contract maintenance services provided by the Transport Office;
 - e) motor vehicles are for the use of authorised staff of the University and no loans or hire to other users is permitted without prior approval;
 - f) 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;
 - g) compliance with all reasonable requests from the Transport Office for vehicle usage information.

3.5. Fleet 2 – conditions of hire of transport pool motor vehicles

- 3.5.1. Staff may hire a transport pool motor vehicle on the following conditions:
- a) the use of the vehicle is for University business purposes only;
 - b) the driver has a current appropriate Australian Drivers Licence;
 - c) the driver has attained permission from the appropriate Manager;
 - d) the driver adheres to the vehicle usage guidelines listed in the vehicle file; and
 - e) approval has been granted by the Transport Office if the driver has a salary packaged motor vehicle.

3.6. Use of private motor vehicles

- 3.6.1. Staff who do not have a salary packaged motor vehicle and seek the use of a motor vehicle for University purposes are required to use either:
- a) a School/Area motor vehicle (Fleet 1); or
 - b) a motor vehicle from the Transport Office motor vehicle pool (Fleet 2).
- 3.6.2. If a motor vehicle is not available from these sources, and a taxi is not an appropriate alternative, only then may a Head of School/Area authorise the use of a private motor vehicle.

3.7. Maintenance and repair

- 3.7.1. Routine maintenance of all University fleet vehicles is arranged by the Transport Office or outsourced provider.
- 3.7.2. Where repair or replacement of components, including tyres, is necessary or anticipated, prior notice must be given to the Transport Office. Where emergency repairs are necessary and it is not possible to contact the Transport Office, a written report on the circumstances of any emergency purchase/fitting should accompany the request for reimbursement for the costs of using a vendor other than the usual University supplier.
- 3.7.3. All maintenance and repair costs of Fleet 1 and Fleet 3 vehicles are met by the relevant area.

3.8. Fuel and oil purchases

- 3.8.1. 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.

3.9. Disposal and lease expiry of University fleet vehicles

- 3.9.1. University fleet owned and leased vehicles are disposed of by the Transport Office.
- 3.9.2. Three months prior to the end of a lease term, Schools/Areas must contact the Transport Office to request a quote for a new lease, extension or the purchase of the currently leased vehicle.

3.10. Damage to University fleet vehicles

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

3.11. Insurance for University fleet vehicles

- 3.11.1. Comprehensive insurance cover is provided for all University fleet vehicles owned and leased by the University. Further information is available from [Risk Management](#).

3.12. Preventing theft of University fleet vehicles

- 3.12.1. The University takes appropriate measures to reduce the risk of theft of University fleet vehicles. In addition, staff should 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.

3.13. Smoking

- 3.13.1. Smoking is prohibited in University fleet vehicles.

4. RESPONSIBILITIES

4.1. 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.

4.2. Heads of Schools/Areas are responsible for Fleet 1 and Fleet 3 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 Transport Office;
- c) paying an excess for each motor vehicle in the event of an accident/insurance claim; and
- d) contacting the Transport Office prior to the expiration of motor vehicle leases.

4.3. Users of University fleet vehicles have a responsibility to:

- a) ensure that use of the motor vehicle has been authorised;
- b) take every effort to reasonably ensure that the vehicle is in sound working order, and that any concerns are reported directly to the Transport Office as soon as possible; and

- c) ensure that the vehicle is driven in accordance with the rules of the road.

5. SCOPE OF PROCEDURES

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

6. 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.

7. SCHEDULES

Schedule A: Useful life of Motor Vehicles

8. RELATED DOCUMENTS/LINKS/FORMS

Nil

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	1 st April 2016

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and 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	Compliance Consultant		Policy Contact Updated

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 Transport 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