

Topic	USE OF UNIVERSITY MOTOR VEHICLES	Procedure	05.31
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RELATED POLICIES, PROCEDURES AND FORMS

Policies	Procedures	Forms
Motor Vehicle Policy	Guide to Driving on University Business	Motor Vehicle Acknowledgement and Request Form – Private Use of a Responsibility Allowance Salary Contribution Vehicle / Other University Vehicle or Home Garaging Motor Vehicle Disposal Application Motor Vehicle Damage Report Form

USE OF UNIVERSITY MOTOR VEHICLES

1 INTRODUCTION

The University owns, leases or hires motor vehicles to conduct University business and for the provision of full private usage of vehicles to designated staff. This procedure provides information on the use and maintenance of these University vehicles.

The procedure should be read in conjunction with the [Motor Vehicle Policy](#).

Attachment A provides information on additional provisions for users of a responsibility allowance salary contribution vehicle.

- Definitions:**
- “**University vehicles**” are all vehicles acquired or leased by the University, regardless of the source of funding, and used by staff for official business or full private use as part of a remuneration package.
 - “**Executive vehicles**” are vehicles supplied to the Vice Chancellor, Deputy Vice Chancellors and Pro Vice Chancellors for full private use as part of their remuneration package.
 - “**Senior manager vehicles**” are vehicles supplied to senior academic and general staff for full private use as part of their remuneration package. This includes staff that may elect to sacrifice all or some portion of their Responsibility Allowance to fund a fully maintained motor vehicle for private use.
 - “**Pool vehicles**” are vehicles administered by the Office of Finance and Business Services (FBS) that are available to all staff to utilise for business use as and when required. Senior Manager vehicles normally form part of the pool complement and are used to supplement pool needs.
 - “**Other vehicles**” are vehicles dedicated to an Element for specific needs. These vehicles are generally funded and administered by the respective Element. As with all University vehicles they form part of the University's Transport fleet and must be used to supplement the Element's needs when not required for their specific purpose.
 - “**Mobile Plant & Equipment**” (the “Equipment”) includes all “mobile plant and equipment” that is used on public roadways, (this includes roadways on all University campuses) regardless of the legal requirement to register the Equipment. Examples of the Equipment requiring registration are forklifts, all trailers designed to be towed by a

motor vehicle or other registered vehicle, caravans, motorised wheelchairs and most tractors.

Some equipment, for example, ride-on motor mowers that are to be driven on the road may require 'Conditional Registration' with Queensland Transport. Further information about 'Conditional Registration' may be obtained from the Queensland Transport web site www.transport.qld.gov.au. The Logistics Transport Office must be notified of the purchase and disposal of the Equipment for insurance and registration purposes. The Element that owns the Equipment is responsible for the operation of the Equipment and for ensuring the relevant registration requirements are met.

2 RESPONSIBILITIES

The Logistics Transport Office, Office of Finance and Business Services (FBS) is responsible for:

- coordinating the acquisition and disposal of University vehicles;
- managing the University vehicle pool;
- arranging the maintenance of Executive vehicles, Pool vehicles and Senior Manager vehicles (except those sacrificed from responsibility allowances). The arrangement of maintenance for all other vehicles is the responsibility of the relevant user or Element.
- coordinating activities following motor vehicle accidents involving University vehicles;
- providing driver and delivery services involving the use of University vehicles upon request;
- collating data provided in Vehicle Log Sheets and other returns to enable the calculation of information required for preparation of Fringe Benefits Tax return and Reportable Fringe Benefits included in Payment Summaries for employees.

Where the University's general requirements cannot be met from the Pool, use may be made of Senior Managers and other vehicles available.

3 LICENCE

The driver of a vehicle is responsible for ensuring the validity of licence and class appropriate for the type of vehicle being used.

Drivers of vehicles require the following current and valid licences:

- | | |
|---|----------|
| • Up to 12 passengers (including driver), maximum 4.5t gross Vehicle Mass (GVM) | C class |
| • A bus or truck not more than 8t GVM | LR class |
| • A bus with more than 8t GVM (with no more than 2 axles) | MR class |
| • A truck not more than 9t GVM (with no more than 2 axles) | MR class |
| • A bus or truck not more than 9t GVM (no axle limit) | HR class |
| • A bus or truck with more than 9t GVM | HC Class |

Drivers of University vehicles are required to supply licence and home address details if requested by the Logistics Transport Office. This information is made available to the relevant authorities in the event of traffic accidents or infringements. The University has an obligation to be able to identify the person in charge of any University vehicle.

3.1 LICENCE SUSPENSION OR CANCELLATION

Staff are not permitted to use University vehicles if their licence has been suspended, cancelled or expires.

If the staff member has full private use of a University vehicle, arrangements must be made for the vehicle to be returned to the Office of Finance and Business Services (FBS) for the duration of the suspension or cancellation. If applicable, no deductions for Vehicle Contributions will be made from the Responsibility Allowance during such periods.

4 FRINGE BENEFITS TAX LIABILITY FOR PRIVATE USE OF A MOTOR VEHICLE

Fringe Benefits Tax (FBT) is a major component of the overall cost of operating a vehicle. FBT is incurred by using a University vehicle for private use. The Australian Taxation Office determines "private use" to include travel to and from work in most instances. FBT liability in relation to motor vehicles is determined, in the main, by the number of kilometres travelled in a year.

If applicable, an FBT declaration is forwarded by the Logistics Transport Office each quarter to enable recording of days the vehicle remained on campus overnight and the kilometre reading of the vehicle at the end of each quarter.

A staff member with private use of a University vehicle must maintain accurate records of their private use. Maintaining accurate records of when the vehicle remains on campus overnight reduces the FBT liability, and subsequently reduces the "Reportable Fringe Benefit" which may be recorded on the employee's Payment Summary.

4.1 REPORTABLE FRINGE BENEFITS

The University is required, under Australian Taxation legislation, to show "Reportable Fringe Benefit" amounts on an employee's Payment Summary where the taxable value of the fringe benefit exceeds \$2,000, (or a grossed-up value exceeding #3738), in a FBT year (1 April to 31 March). The RFB is recorded on the employee's Payment Summary for the corresponding income year (1 July to 30 June). This RFB amount does not mean you pay tax on this fringe benefit. The RFB amount is used for Government income tests to take into account the fringe benefit an employee receives.

5 BOOKINGS/CHARGING

5.1 BOOKINGS

A person authorised to incur expenditure on behalf of the requisitioning Element should book "Pool" vehicles in advance through the relevant FBS section on each campus.

Requests for overnight bookings should be discussed in advance with the Logistics Transport Office.

5.2 COUNTRY TRIPS

University vehicles are required occasionally for trips away from Brisbane and the Gold Coast. Arrangements for such trips should be discussed well in advance with the Logistics Transport Office.

A hire vehicle can be arranged via the Logistics Transport Office if a University vehicle is not available.

The Logistics Transport Office should be contacted, where practicable, when major items, repairs or tyres are required while a vehicle is away from Brisbane or the Gold Coast. The University has access to State Government contracts that provide for contract prices, throughout Queensland, for most items. Only in cases of emergency should staff purchase or pay for major items and subsequently seek reimbursement from the University.

5.3 CHARGES

“Pool” vehicles are charged at the rate per kilometre current at the time of use. Users are required to know the project/grant to which their vehicle usage is to be charged. Provision is made on the Vehicle Log Sheet to indicate the project/grant to be charged. Where details are not provided, the charge is made to the standing account as arranged with the Logistics Transport Office, generally the Element’s General Activities Project.

If “pool” vehicles are booked and not collected for use, a hire charge of \$50 is imposed if the booking is not cancelled within half an hour of the requested collection time. Exceptions to this are if the staff member was absent from the University unexpectedly on the day of the vehicle booking or other extenuating circumstances.

6 RECORD OF JOURNEY

Vehicle Log Sheets must be maintained by vehicle users for several reasons:

- to facilitate correct charging (see [Bookings/Charging](#));
- to meet the University’s obligation to be able to identify a driver of a vehicle;
- to enable the Logistics Transport Office to identify vehicles due for service or sale.

Vehicle Log sheets request the following information:

- Date of journey
- Destination
- Time Out
- Time In
- Odometer reading out
- Odometer reading in
- Distance travelled
- Name of driver
- Element
- Accounting details

Elements operating other vehicles must ensure that users complete vehicle log sheets. This is important for tracing camera detected traffic offenders and audit purposes. Log sheets must be forwarded to the Logistics Transport Office fortnightly with fuel dockets (see [Fuel Supplies](#))

If journey records (log sheets) are not maintained and the Logistics Transport Office needs to identify the person in charge of the vehicle for traffic infringement or accident purposes, it will be assumed that any alleged traffic infringements are the responsibility of the staff member to whom the vehicle is allocated. The staff member is required to either:

- nominate the driver of the vehicle at the time of the alleged offence; or
- take responsibility for the alleged offence to discharge the University of any responsibility for or obligations arising from the alleged offence.

7 PARKING/SECURITY

University vehicles are to be:

- locked when parked and unattended;
- parked on site in areas designated.

Drivers must return keys to "Pool" vehicles immediately after use to the relevant FBS section.

When away from the University campus, vehicles are to be parked in accordance with the law. Drivers are required to make themselves conversant with any special parking conditions applicable in the area of operation. The University does not accept responsibility for penalties imposed as a result of parking offences (see [Infringement Notices](#)).

7.1 ACCESS TO VEHICLES FOR DRIVERS WITH QUEENSLAND TRANSPORT "DISABLED PARKING PERMITS"

Disabled Parking Permits are available from the Logistics Transport Office for display on University vehicles to allow staff to park in "Disabled Permit Parking" bays on any University campus.

Prior Queensland Transport approval to use a disabled parking permit is required. Queensland Transport issues two different permits, a blue and a red permit. The GU permits are allocated in line with the Queensland Transport permits. To obtain a Disabled Parking Permit, the Queensland Transport permit authorisation must be produced to Logistics Transport Office staff. Details are registered so that authorisation needs to be shown only once.

The permit must be displayed on the left hand side of the vehicle's front dashboard. The permit is for a single use only and must be returned to the Logistics Transport Office when the vehicle is returned.

8 MAINTENANCE

See [Responsibilities](#)

Vehicle maintenance falls into two categories, regular maintenance (at least weekly) or periodic maintenance (at least monthly). Extreme or heavy vehicle use may necessitate more frequent checks.

Regular maintenance includes:

- refuelling vehicle;
- checking oil - sump, automatic transmission;
- checking water - cooling system and windscreen washers;
- checking tyre pressure;
- checking battery;
- roadworthiness check i.e. tyre tread;
- cleanliness checks, external and internal.

The most appropriate time to carry out some maintenance checks is when refuelling the vehicle. Drivers should refer to the owner's manual, kept in the glove box, for the correct procedure on checking items such as fluid levels and tyre pressure.

Periodic maintenance includes:

- inspection of tyres for uneven wear;
- operation of heater or air conditioning;
- inspection of bodywork for damage or rust marks;
- check of odometer to ascertain when next service is due;

- recording any items for attention at the next service.

Vehicles are normally booked in for service as required in the owner's manual. Any items not listed in the owner's manual which require attention must be reported to the Logistics Transport Office or to the service provider when booking the vehicle for service.

All services and repairs are to be covered by a University order, which is arranged by the Logistics Transport Office.

8.1 FUEL SUPPLIES

Petrol and distillate is purchased under a State Government Contract on B.P. fuel card through any B.P. petrol outlet. Petrol is also available on the Nathan Campus where a bulk fuel facility is situated near the University Stationery Store (Building N51).

University fuel cards used fall within the classification of "special purpose credit cards" contained in the *Financial Management Standard 1977*¹. Departments/Elements must establish adequate arrangements to ensure that:

- fuel cards are used for official purposes only; and
- misuse is detected promptly through the operation of internal control measures and reported to the accountable officer.

For security reasons, fuel cards should be secured in the office of use and returned immediately after use. They are not to be left in the vehicle.

If a fuel card is lost or stolen please notify the Logistics Transport office at Nathan campus on 3735 7325. After business hours please call BP on their 24 hour customer assistance line on 1800 225527 and notify the Transport office during business hours.

Fuel card users must ensure that:

- the vehicle odometer reading is given to the attendant completing the fuel docket;
- dockets are signed and retained;
- dockets are forwarded to the Transport Officer in Logistics fortnightly.

Dockets are required for reconciliation and payment of the fuel account and to monitor vehicle fuel consumption for audit purposes.

A listing of Service Station locations is available.

9 VEHICLE BREAKDOWN

Most vehicles are covered by RACQ membership. The University's service number, 0014997481, should be quoted to obtain RACQ service.

Membership provides emergency (roadside) breakdown service. In the event of a breakdown, notify the RACQ, quote the membership number, and give brief details. RACQ membership details are on each vehicle's key ring. The RACQ will provide service to rectify the problem or arrange for towing of the vehicle.

¹ Section 40

9.1 VEHICLES NOT COVERED BY RACQ MEMBERSHIP

Some vehicles are provided with a comprehensive breakdown service provided by the manufacturer. For example Holden Commodores and Calais are covered by Holdenwise 24 hr Roadside Assistant. Please refer to owner's manual in glove box or contact the Logistics Transport Office if further details are required.

If the vehicle is not covered by the RACQ membership and the breakdown is within the metropolitan area, the Logistics Transport Office arranges for a replacement vehicle (telephone (07) 3735 5443 or (07) 37357325).

If breakdown occurs outside the metropolitan area, local assistance should be sought.

9.2 TOWING AFTER BREAKDOWN

A vehicle may require towing following an accident or as a result of a breakdown. Towing following a breakdown is part of a service provided by the RACQ for members. As such it is arranged by the RACQ and usually at no additional charge. Drivers should, where possible, contact the Logistics Transport Office (telephone (07) 3735 7325 or (07) 3735 5509) for instructions before the vehicle is moved.

9.3 TOWING AFTER ACCIDENT

Where towing is required as a result of an accident, the following guidelines must be followed:

- the destination depends on a number of variables and the Logistics Transport Office should be contacted for instructions (telephone (07) 3735 7325 or (07) 3735 5509);
- where towing is required, arrangements should be made with an "RACQ approved" operator as this will ensure a reasonable level of competency.

10 CLEANLINESS

Vehicles carry an identification label that identifies them to staff, students and the general public as "Griffith University vehicles". Consequently an untidy vehicle reflects adversely on the University.

Vehicles should be kept clean at all times. The outside should be washed and the interior vacuumed as required.

Vehicles being used under abnormal conditions, such as field trips, should be washed immediately on return to remove mud, salt and dust etc.

Regular cleaning of vehicles helps prevent damage to paint and body panels.

10.1 RESPONSIBILITY TO CLEAN VEHICLES

Pool Vehicles and Vice Chancellor's vehicle. The Logistics Transport Office is responsible for cleaning "Pool" vehicles and the Vice Chancellor's vehicle. However for "Pool" vehicles that are also allocated to staff for "private use", the staff member is required to clean those vehicles where such use causes the vehicle to become excessively dirty.

Executive and Senior Manager's vehicles other than the Vice Chancellor's vehicle. The vehicle user is responsible for cleaning the vehicle.

Other vehicles. The Department/Element is responsible for cleaning the vehicle.

11 COMMERCIAL VEHICLE INSPECTIONS

Commercial vehicles are subject to annual inspection by the Department of Transport. The Logistics Transport Office liaises with Elements when notification is received to ensure vehicles are presented for inspection. In the case of "Other" Vehicles, the relevant Element is responsible for ensuring compliance with inspection notices.

12 ACCIDENTS AND INSURANCE

Details of all accidents must be reported immediately to the [Insurance and Risk Management Officer](#), FBS, Nathan campus on (07) 3735 7971 and to the Logistics Transport Office, Nathan campus on (07) 3735 7325 or (07) 3735 5509.

All incidents require the completion of a [Motor Vehicle Damage Report Form](#).

In most instances it will be the responsibility of the Driver to arrange for the quotation of repairs to the University vehicle and to book the vehicle in for repairs as advised by the FBS Insurance and Risk Management Office. Exclusions to this are 'Executive', 'Pool' and 'Senior Manager' vehicles that are placed into the FBS pool of vehicles during business hours, as defined in [Definitions](#). Further details, including the name and location of approved vehicle repairers and claims procedure are available on the Motor Vehicle Damage Report Form.

In the event of an accident, the following points are offered as a general guide:

- stop and render assistance;
- notify the police immediately in the event of any injury, or if property or vehicle damage is in excess of \$2,500. If in doubt, ring the police and record details of station called and officer notified. The police will indicate if they are attending the accident site or will authorise removal of the vehicle. Police will attend in the event of an injury;
- do not make any admission of liability, as this could prejudice any insurance claim;
- exchange names, addresses, registration and licence numbers of person/vehicle involved. The name of the insurer of the other party should be obtained if possible;
- record the exact location of the accident together with times involved and condition of road (e.g. slippery following rain);
- record the names and addresses of as many witnesses as possible at the scene of the accident.

As the University's insurer may change from time to time the other party should be advised to contact the Insurance and Risk Management Officer (telephone (07) 3735 7971) for details. Any claims should be forwarded direct to:

Insurance and Risk Management Officer
Office of Finance and Business Services
Griffith University
170 Kessels Road
NATHAN QLD 4111

If the vehicle cannot be driven and the accident has occurred in the Brisbane area, arrangements should be made for towing by an approved RACQ contractor. (See [Towing After Accident](#) for further information).

For the convenience of users, the details are included on a card kept in the vehicle glove box.

In the event of a broken windscreen, the Transport Officer should be contacted for advice and an Order Number, telephone (07) 3735 7325 or (07) 3735 5509.

An insurance claim excess of \$500 applies to damage to University vehicles, where repair costs cannot be recovered from a 'third party' (excluding hire vehicles). The excess is payable by the Element of the driver in charge of the vehicle at the time of the incident. For damage less than \$500, the repair cost is charged to the Department/Element of the driver in charge of the vehicle at the time of the incident.

13 INFRINGEMENT NOTICES

The University **accepts no responsibility** for penalties in relation to traffic infringements imposed on users of University vehicles when using the vehicle. The vehicle driver at the time of any alleged infringement or offence is responsible for the infringement notice. In the absence of any other information, it is assumed that the Officer to whom the car is allocated is the driver at the time of any traffic infringement. Consequently, it is important that vehicle log sheets are maintained accurately for the vehicle.

If an infringement notice is received by the University the driver of the vehicle is required to supply licence and home address details when requested by the Logistics Transport Office. This information is made available to the relevant authorities. The University has an obligation to be able to identify the person in charge of any University vehicle.

14 LOSS OR DAMAGE TO PERSONAL PROPERTY

Loss or damage to personal property in relation to the use of the vehicle is the staff member's responsibility.

15 LOSS OR DAMAGE TO UNIVERSITY PROPERTY

Theft of or damage to the vehicle should be reported immediately to the police and University's Insurance and Risk Management Officer.

University property should be removed from the vehicle whenever it is practical to do so. Any theft of University property from the vehicle should be reported immediately to the police and the University's Insurance and Risk Management Officer.

16 LIMITED HOME GARAGING

In addition to requirements outlined in the Motor Vehicle Policy, the following conditions apply:

- the vehicle is to remain on Campus during weekends and Student vacation periods unless needed for official University business;
- the vehicle may not be used by the staff member when on leave and must be returned to the vehicle pool at the commencement of any period of leave;
- the vehicle may be driven only by the staff member to whom the vehicle has been allocated except that, in cases of emergency, any licensed driver may drive the vehicle;
- comprehensive vehicle insurance provided by the University extends to official use and travel to and from home only when the travel is incidental to work duties.

17 REPLACEMENT VEHICLE

If the Officer takes their allocated vehicle on leave, the cost of providing a replacement vehicle is met from the Operating Budget of the Officers Department/Element if "private use of a motor vehicle" is approved for the "acting" Officer.

18 GENERAL

A driver should ensure that a current registration label is affixed to the vehicle.

Tow balls and towing tongues should be removed when not in use if they obscure the number plate in any way.

19 FURTHER INFORMATION

For further information, contact the Logistics Transport Office - Ext 57921.

ATTACHMENT A – ADDITIONAL PROVISIONS FOR USERS OF RESPONSIBILITY ALLOWANCE SALARY CONTRIBUTION VEHICLES

Please read in conjunction with

- [Motor Vehicle Policy](#);
 - [Motor Vehicle Acknowledgement and Request Form – Private Use of Responsibility Allowance Salary Contribution Vehicle / Other University Vehicle or Home Garaging](#).
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1 OVERVIEW OF THE SCHEME

Staff in receipt of a Responsibility Allowance may elect to sacrifice all or some portion of their Responsibility Allowance to fund a fully maintained motor vehicle for private use. This Appendix outlines the additional provisions that apply for Users of Responsibility Allowance salary contribution vehicles. These arrangements are separate from those covered under salary packing arrangements under University Certified Agreements, which are coordinated by the Office of Human Resource Management. Eligible staff are outlined in section 1.1 below.

Definition “VCR” means Vehicle Contribution Rate. The VCR comprises several cost components. The derivation of the rates is outlined in [Derivation of Vehicle Contribution Rates](#). The VCR is the amount the staff member sacrifices from their Responsibility Allowance for the full private use of a University vehicle. The deduction is made from gross salary. A Schedule which outlines the currently applicable VCRs is available from the Logistics Transport Office.

Further information provided in this document includes:

- [Funding of the Private Use of Fully Maintained Vehicle](#);
- [Derivation of Vehicle Contribution Rates](#)
- [Conditions of Use](#);
- [Leasing, Registration and Maintenance](#);
- [Vehicle Selection and Disposal Procedures](#).

1.1 ELIGIBLE STAFF

The following positions are eligible to participate in the scheme:

- Deans, Heads of School, Heads of Department, Deputy Head of School/Department and Research Centre Directors who receive a Responsibility Allowance and are notified of eligibility to participate by the Office of Human Resource Management (HRM).
- Other Executive Officers as nominated by the Vice Chancellor or his/her delegate.

Only one vehicle at a time per Officer is permitted under this scheme.

1.2 OPERATION OF THE SCHEME

On appointment, the staff member is advised by HRM of the amount of remuneration available as a Responsibility Allowance.

The Logistics Transport Office provides information on vehicles available under the Scheme. See [Vehicle Selection and Disposal Procedures](#).

General Conditions for the operation of the Scheme additional to those outlined in the body of this procedure and related policy documents are contained in [Conditions of Use](#).

1.3 TAXATION

VCR deductions are made fortnightly from the gross remuneration of the Responsibility Allowance, i.e. before tax. Income tax is then deducted from the reduced gross salary.

Fringe Benefits Tax (FBT) is applicable for non-cash benefits such as vehicles subjected to private use. The VCR contains a component to meet this liability. FBT reporting arrangements require employers to report, according to a defined formula, the value of Fringe Benefits provided to staff.

Refer to [Section 3.2](#) for more information relating to FBT.

1.4 ACCOUNT MANAGEMENT

FBS provides the account management for the scheme.

VCR deductions commence on the date of delivery of the vehicle to the Officer.

For account management purposes, the operational year for the vehicle is from 1 April to 31 March. This coincides with the Fringe Benefit Tax (FBT) year set by the Australian Taxation Office.

2 FUNDING OF THE PRIVATE USE OF A FULLY MAINTAINED VEHICLE

2.1 GENERAL

Eligible staff can contribute all or some portion of their Responsibility Allowance to fund a fully maintained motor vehicle for private use. (See [Eligible Staff](#))

The motor vehicle is generally leased by the University (the Lessee) for a period of two years and/or the completion of 40 000 kilometres. The lease may be tailored to meet the staff member's intended usage. It is important to arrange the lease to reflect, as close as possible, the intended usage as substantial costs can be incurred in restructuring a lease.

The leasing company (the Lessor) owns the motor vehicle and the Officer contributes from their Responsibility Allowance for use of the vehicle.

2.2 LEVELS OF VEHICLE CONTRIBUTION RATES

The VCR payable by an eligible Officer is determined by the vehicle selected. VCR information is available from the Logistics Transport Office.

2.3 TIMING

VCRs are established once a year, to apply from 1 April and 1 October, to take account of variations in costs of the components of the VCR. The established VCR applies:

- only to new leases entered into with effect on or after that date; and
- for the duration of the vehicle lease established specifically for the Officer.

3 DERIVATION OF VEHICLE CONTRIBUTION RATES

3.1 COMPONENTS OF THE VEHICLE CONTRIBUTION RATE

The VCR is made up of two components:

- Fringe Benefits Tax (FBT); and
- the operational costs of the vehicles (lease component, running costs, comprehensive insurance and parking fees).

3.2 FRINGE BENEFITS TAX (FBT) COMPONENT OF THE VCR

FBT is a major component of the overall cost of operating the vehicle. The FBT component is dependent on the distance travelled by the vehicle, and is met directly from deductions made from the staff member's salary. FBT liability in relation to motor vehicles is determined, in the main, by the number of kilometres travelled in a year.

It is recognised that staff have different usage patterns of the vehicle allocated to them. The VCRs have been developed with this in mind. The GU Vehicle Scheme employs only one rate for a particular vehicle type. This assumes that, on average, vehicles will travel 25,000 kilometres in a year.

The University is required, under Australian Taxation legislation, to show "Reportable Fringe Benefit" (RFB) amounts on employee's *PAYG Payment Summary Individual Non Business* where the taxable value of the fringe benefit exceeds \$1,000 in a FBT year (1 April to 31 March). The RFB is recorded on the employees *PAYG Payment Summary Individual Non Business* for the corresponding income year (1 July to 30 June).

This RFB amount does not mean you pay tax on this fringe benefit. The RFB amount is used for government income tests to take into account the fringe benefit an employee receives. It is used to determine such things as your liability to surcharges on superannuation, termination payments and Medicare levy, as well as income tests for deduction and rebates for personal and spouse superannuation contributions and entitlement to income tested government benefits and concessions, child support obligations and Higher Education Contribution Scheme (HECS) repayments.

The University suggests you seek individual and expert financial advice from an external, independent financial adviser or the Australian Taxation Office on 13 28 61 in regard to this matter.

3.3 OPERATIONAL COSTS COMPONENT OF THE VCR

The operational costs component reflects actual costs incurred by the University in providing the vehicle. Portion of these costs are met from the deductions made from the staff member's salary; the balance is charged to the Operating Budget of the Officer's respective Department/Element.

3.3.1 Lease component

The lease component of the VCR is related to the monthly premium set by the lessor at the commencement of the lease. This remains the same for the duration of the lease. The University meets part of the actual cost of the lease.

3.3.2 Running Costs

The running costs component is calculated on estimated fuel costs for an annual travel pattern of 25,000 kilometres, based on average fuel consumption guides obtained from the RACQ. For distances travelled up to 25,000 kilometres, half of the fuel costs are incorporated in the VCR, and the other half is met from the Vehicle Operating Account. Where distances travelled exceed 25,000 kilometres, the fuel costs for travel **in excess of 25,000 kilometres** are met from the Vehicle

Operating Account. The staff member does not contribute to the vehicle's running costs for travel in excess of 25,000 kilometres per annum.

3.3.3 Comprehensive Insurance

A notional amount is incorporated in the Vehicle Contribution Rate to account for the cost of "comprehensive insurance" for the vehicle. The University underwrites the risk in relation to damage to its own vehicles. Indemnity in relation to other vehicles and property is provided through the University's Insurer.

An insurance claim excess of \$500 applies to damage to University vehicles, where repair costs cannot be recovered from a 'third party' (excluding hire vehicles). The excess is payable by the Element of the driver in charge of the vehicle at the time of the incident. For damage less than \$500, the repair cost is charged to the Department/Element of the driver in charge of the vehicle at the time of the incident.

3.3.4 Parking Fees

The parking fees component of the VCR is set at the rate for a Limited Access Parking Permit prevailing at the commencement of the lease. Deans and other Executive Officers are provided with a University vehicle sticker while Associate Deans, Heads of Schools, Deputy Heads of Schools/Departments and Research Centre Directors are provided with a Limited Access Parking Permit.

Staff provided with a Limited Access Parking Permit may upgrade their permit to an "Undercover" permit, subject to availability, at their personal expense. The cost, being the difference between a "Limited Access" permit and an "Undercover" permit, must be paid in full at the time of upgrading and cannot be salary sacrificed. If the salary sacrifice for the vehicle ceases, the "Undercover" permit must be returned with the car or the unpaid value of the original "Limited Access" permit must be paid at the cashier in order to retain the "Undercover" Permit.

3.3.5 Incidental Repairs/Costs Not Covered By the Vehicle Contribution Rate

Costs may be associated with the operation of the vehicle not covered by the Vehicle Contribution Rate. In general, the most equitable method of dealing with these costs is to absorb them into the general operating costs of the vehicle, unless negligence or illegal behaviour is involved.

The Officer is responsible for the vehicle's keys. If lost, costs of replacement keys are borne at the officer's personal expense, except where the keys are lost by a University staff member while using the vehicle on University business.

Issues arising under this provision should be discussed with the Logistics Transport Office.

4 CONDITIONS OF USE OF VEHICLES

4.1 VEHICLE USE BY OTHER UNIVERSITY STAFF FOR OFFICIAL UNIVERSITY BUSINESS

Use of the vehicle by other University staff is restricted to official University business only, unless the staff member is the authorised driver as stated in the [Motor Vehicle Acknowledgement and Request Form - Private Use of a Responsibility Allowance Salary Contribution Vehicle / Other University Vehicle or Home Garaging](#).

4.2 SEPARATION, LEAVE AND EARLY TERMINATION ARRANGEMENTS

4.2.1 Separations

The vehicle must be returned to the Logistics Transport Office on or before the last day of service. The VCR is deducted up to the last date of service or the date the vehicle is returned to the Logistics

Transport Office. If the vehicle is to be handed back before the last date of service at least 10 working days notice must be provided to enable the VCR deductions to cease at the appropriate date of return.

A debit or credit is applied to the staff member's salary to take account of the date of separation.

4.2.2 Leave

If the Officer takes the allocated vehicle on leave, the cost of providing a replacement vehicle is met from the Operating Budget of the Officers Department/Element if "private use" is required by an "acting" Officer, if appointed.

If the Officer to whom the vehicle is allocated decides not to use the vehicle during a period of leave, VCR deductions from the Responsibility Allowance are suspended for the period of leave.

Three options are available for use of the vehicle in these circumstances.

- Option 1.** If the acting staff member receives a (temporary) Responsibility Allowance for performing the duties of the position, **and** elects to use the vehicle in a "private use" capacity, then a VCR deduction from that person's salary is arranged for the duration of the leave.
- Option 2.** If a Responsibility Allowance is not paid to the staff member "acting" in the position, or if the acting staff member elects not to use the vehicle in a private use capacity, then the equivalent of the usual VCR deduction is charged to the operational budget of the Department/Element.
- Option 3.** The vehicle can be placed into the FBS pool of University vehicles or, alternatively, be managed through the Department/Element Office to allow access to the vehicle. The usual VCR deduction is charged to the Officer's operational budget and any use by other staff members offsets this contribution. Use by other staff is charged at the prevailing "rate per km".

4.2.3 Financial Reconciliation on Separation or Early Termination

At the commencement of the arrangement a vehicle is leased for a pre-determined period of time, as per section 2. If the arrangement is terminated earlier than expected there may be costs associated with the early termination.

The staff member will only be personally responsible for the VCR deductions as per section 4.2.1.

The staff member's Office/Element will be responsible for:

- Costs associated with additional operating the vehicle up to the date of return by the staff member.
- Early termination charges or lease restructuring charges.

The Office of Finance and Business Services may determine it is more cost effective for the University to retain the vehicle rather than return it to the lease provider. If this is the case FBS will reconcile the vehicle costs up to the date of return by the staff member. FBS will be responsible for on-going costs after the date of return of the vehicle by the staff member.

4.3 PARKING ON CAMPUS

The VCR includes the equivalent cost of a Limited Access Parking Permit. Any parking fines issued on any of the University campuses are the personal responsibility of the driver in charge of the vehicle at the time of the alleged offence.

Deans and other Executive Officers are issued a GU identity sticker to be fitted to the inside driver-side lower corner of the vehicle windscreen. This allows the vehicle to be parked in designated "University Vehicles Only" parking bays or general permit areas. The vehicle should not be parked in other "Special Permit" or metered areas.

All other senior officers are provided with a University parking permit, which allows the vehicle to be parked in designated University vehicle parking bays.

Associate Deans, Heads of School, Deputy Heads of School/Department and Research Centre Directors are issued a GU Limited Access Parking Permit to be fitted to the vehicle windscreen. This allows vehicle parking in designated "Limited Access Parking Only" parking bays or general permit areas. The vehicle should not be parked in other "Special Permit" or metered areas, or "University Vehicles Only" parking bays. See also [3.3.4 – Parking Fees](#).

5 LEASING, REGISTRATION AND MAINTENANCE

5.1 LEASING ARRANGEMENTS

The motor vehicle is generally leased by the University (the Lessee) for a period of two years and/or the completion of 40 000 kilometres. The leasing company (the Lessor) owns the motor vehicle.

5.2 MOTOR VEHICLE REGISTRATION

The Lessor registers the vehicle. Registration costs are included in the VCR payments.

A registration label will be forwarded to the Officer prior to the renewal date. The staff member is responsible for ensuring that the vehicle displays a current registration label only and is not driven if unregistered.

5.2.1 Fuel and Oil

Fuel and oil costs for the vehicle are included in the VCR deduction. Where possible, fuel should be obtained on campus or through a designated supplier. See [Fuel Supplies](#).

5.3 PERIODIC VEHICLE MAINTENANCE

The Officer is responsible for ensuring that vehicle servicing is completed in accordance with the manufacturer's recommended service schedule. The Lessor covers the cost of servicing the vehicle as specified by the manufacturer's handbook.

5.4 CLEANLINESS OF VEHICLE

The Officer is required to keep the vehicle in a clean and tidy condition at all times. Cleaning of the vehicle can be charged via the vehicles B.P fuel card, utilising the B.P "Clean and Go" car washing facilities. As a general rule the vehicle can be cleaned and charged to the University fuel card once a fortnight on average.

On occasions if the Officer requires the vehicle to be cleaned, in addition to the B.P "Clean and Go" arrangements, the cost is charged to the relevant vehicle operating account. Any additional cleaning arrangements are to be coordinated by the Logistics Transport Office.

On return of the vehicle to FBS, i.e. at the termination of the lease or change-over of vehicle, the vehicle must be in a reasonable state of cleanliness. If the vehicle is returned in an unacceptable condition, the cost of cleaning the vehicle is charged to the relevant vehicle operating account.

5.5 FAIR WEAR AND TEAR

Vehicles are subject to normal "wear and tear" during the course of their use. They are not expected to be in "show room" condition when returned at the termination of the lease. "Fair wear and tear" does not cover:

- defects in the body or paint work of a vehicle attributable to negligence on the part of the driver where the cost of repair exceeds \$250; or
- damage to the motor vehicle arising out of a mechanical defect attributed to negligence on the part of the driver.

Minor dents and stone chips are acceptable as fair wear and tear.

The Lessor at the termination of the lease will carry out a vehicle inspection. Any dispute as to what represents fair wear and tear or driver abuse, is referred to the Pro Vice Chancellor (Administration) for arbitration. Where such charges being incurred, they are debited to the operational account for the vehicle.

5.6 ASSISTANCE - BREAKDOWN OR URGENT REPAIR

The vehicle is covered under either the RACQ emergency breakdown service, the lessor's roadside assistance service or manufacturer's roadside service. The Officer should receive a membership card approximately 14 days after delivery of the vehicle.

In the case of a breakdown the Driver should refer to the guide in the glove box of the vehicle.

See [Accidents](#) for further information.

6 VEHICLE SELECTION AND DISPOSAL PROCEDURES

6.1 CHOICE OF MOTOR VEHICLE

Staff may choose a vehicle from the approved list of vehicles. The list is available from the Logistics Transport Office.

In exceptional circumstances where an Officer wishes to change a vehicle and the lease is terminated prematurely, costs including rental adjustment (payable to the Lessor) or other charges payable is the officer's responsibility.

6.2 ACCESSORIES

6.2.1 Acquisition

Accessories that will not be approved are bullbars, non-standard wheels and sunroofs.

Other accessories required can be fitted at the staff member's personal expense with prior approval of the Pro Vice Chancellor (Administration).

If a tow bar is required it can be fitted at the staff member's personal expense. No University funds may be used for this purpose.

Payment of approved accessories must be made at the time of ordering the vehicle. Payment should be made by cash or cheque via the Logistics Transport Office. Accessories will not be ordered without such payment.

Mobile phone kits may be fitted to the vehicle, where the mobile phone has been purchased by the University. Any cost incurred to repair the vehicle as a result of removing the phone kit is charged to

the account of the Officer's operational budget. Mobile phone kits purchased from personal funds are treated in the same manner as other personal expense accessories.

6.2.2 Removal

Accessories purchased at the personal expense of the staff member may be removed from the vehicle at the personal expense of the staff member, prior to the expiry of the lease. Where accessories have been removed, the vehicle must be returned to its normal pre-delivery condition. No refunds are made to staff members where accessories remain on the vehicle. Costs incurred to repair the vehicle as a result of removing any accessories are at the staff member's personal expense.

6.3 ORDERING PROCEDURE

The following steps are a guide.

1. the Officer confirms participation in the scheme, and choice of vehicle, by advising the Logistics Transport Officer and forwarding the completed [Motor Vehicle Acknowledgement and Request Form - Private Use of a Responsibility Allowance Salary Contribution Vehicle / Other University Vehicle or Home Garaging](#) to the Logistics Transport Office. The Logistics Transport Office can offer assistance by providing vehicle manufacturer's web site details.
2. the Logistics Transport Office notifies the Officer of the expected delivery time of the vehicle and other details as required.
3. the Logistics Transport Office places an order for the vehicle.
4. the vehicle arrives at the University and is handed to the Officer. The VCR deductions commence from the date the vehicle is handed to the Officer.
5. the Logistics Transport Office notifies HRM of the date of handover of the vehicle.
6. the appropriate amount (50% of the running cost of the vehicle) is deducted from the Officer's Operating Budget.

6.4 VEHICLE REPLACEMENT (MECHANICAL BREAKDOWN)

In the event of a vehicle being off the road for mechanical repair for more than 24 hours a replacement vehicle will be supplied at the expense of the relevant Element. In some instances, the Lessor or vehicle manufacturer may provide a vehicle at no charge.

Arrangements for a replacement vehicle should be discussed with the Logistics Transport Office.

6.5 DISPOSAL

The Logistics office will notify the Officer of the date the vehicle is to be returned. The vehicle is to be returned to the Logistics Transport Office, Nathan campus, on or before this date.

6.6 EMPLOYEE PURCHASE OPTION

Depending on the leasing company used by the University, the Lessor may give the staff member first option to purchase the vehicle at expiry of the lease. Such transactions are entirely a matter between the staff member and the lessor. The University takes no responsibility for such transactions.

7 FURTHER INFORMATION

Contact Human Resource Management – Ext 57386 for information on:

- eligibility to participate;
- operation of the Responsibility Allowance.

Contact Logistics Transport Office – Ext 57921 for information on:

- range of motor vehicles available;
- selection of motor vehicle and completion of related documentation.