



UNSW Policy	
<b>Responsible Officer</b>	Chief Operating Officer
<b>Contact Officer</b>	Manager, Campus Services, Ext: 53978 Manager, Fleet, Ext: 55497
<b>Authorisation</b>	Chief Operating Officer 01/08/2007
<b>Effective Date</b>	01/08/2007
<b>Modifications</b>	
<b>Superseded Documents</b>	Fleet Management Policy (2001) UNSW Motor Vehicle Policy (last amended October 2006)
<b>Review Commencement Date</b>	June 2008
<b>File Number</b>	2007/0885
<b>Associated Documents</b>	<a href="#">Acquisition and Management of Faculty/department Vehicles</a> <a href="#">Pool Vehicle Hire Procedure</a> <a href="#">Salary Sacrifice (Novated Vehicles) Guideline</a>

## 1. Preamble

### 1.1 Purpose

To ensure the use of motor vehicles supports the University's business in an efficient, flexible, cost-effective and safe manner, and is compliant with legislative requirements for vehicles.

## 2. Scope

This document applies to all staff for salary sacrifice (Novated) vehicles and authorised budget units for faculty/department vehicles and fleet hire purposes.

## 3. Definitions

**Novated Vehicles** - UNSW offers fully maintained salary sacrifice vehicles (new or used) under a lease referred to as a Novated Lease.

**Faculty/Department Vehicles** – all passenger vehicles used by the University for business purposes that are assigned to a custodian to manage within that department.

**Pool Vehicles** - hire service which allows staff to hire cars for use while carrying out university business at competitive rates and conditions.

**FBT (Fringe Benefits Tax)** All drivers pay the FBT arising from the use of their vehicle. This cost is 'built' into the salary sacrifice cost of your Novated lease.

## 4. Policy Statement

All passenger vehicles used by the University are pool vehicles. No single vehicle should be assigned to the exclusive use of any one person.

All trailers, boats and selected facility equipment will be purchased and owned by UNSW, but fleet managed by an external fleet management company.

Faculty/department vehicles will be provided under company operating leases which are fully maintained by the contracted fleet manager. Each vehicle will have an assigned custodian within the Faculty/department. Employees operating a faculty/department vehicle must hold a current and valid driver's licence to operate that vehicle. If faculty/department vehicles are driven by students, voluntary workers, consultants, visiting academics, etc, written approval is required from the Head of School. Drivers on learners permit are not allowed to drive a UNSW vehicle.

Vehicles are valuable assets and as such represent a significant financial resource for the faculty/department in undertaking its business. The Director, Procurement, may limit the choice of vehicle in any category for a specified period where additional capital savings can be achieved through selective or exclusive manufacturer supply. The University may also allocate or reallocate vehicles in order to ensure the most economic use is made of its motor vehicles. Vehicle make, model and specification will be standardised across the fleet, will meet specified safety standards and support the University in meeting its environmental obligations and objectives.

Under NO circumstance are fuel cards to be used to purchase petrol for another vehicle, even if it is a University vehicle.

Smoking in University vehicles is strictly prohibited at all times.

Without exception all practices with respect to the use of vehicles are accountable and auditable.

#### **4.1 Roles and Responsibilities**

Under this policy the Manager, Fleet has the authority for determining which employees are eligible to undertake a salary sacrifice arrangement for motor vehicles.

##### **4.1.1 Vehicle Custodians**

It is the responsibility of the nominated vehicle custodian in a Faculty, Department or Business Unit to ensure:

- Compliance with this policy and associated procedure and guidelines and that all other drivers authorised by the nominated custodian also comply.
- The acquisition of a vehicle under this policy must be authorised by the Fleet Manager, Campus Services.
- The proper care and condition of the vehicle is maintained. The fleet and vehicle management company will assist and advise where necessary.
- Fuel cards are kept safe and secure at all times.
- Current registration label is displayed on the vehicle.
- Any faults noted by drivers are rectified.
- All accidents and damage are reported and necessary repairs are undertaken.

##### **4.1.2 Driver Responsibilities**

- Mobile phones are not to be used while driving.
- When purchasing fuel, the driver must provide an accurate odometer reading.

- Parking fines and other traffic infringements are the responsibility of the driver.
- Any employee found guilty of driving under the influence of alcohol or other drugs will be responsible for paying all costs and fines resulting from the incident and may be subject to disciplinary action.
- Drivers of Faculty/department vehicles must be aware that company vehicles reflect on UNSW image in the community, and must project a professional image at all times.
- Report all accidents, including minor damage, scratches etc as it occurs.
- Legibly, fully and accurately complete the trip details on logbook.

## 4.2 Transitional Regulations

### 4.2.1 Benefit Vehicles

All motor vehicle arrangements undertaken under the previous motor vehicle policy will be treated under that policy until replacement of the vehicle. Motor vehicles that were novated under the prior policy will continue to be treated under that policy unless the employee nominates to be treated under this new policy.

### 4.2.2 Faculty/Department vehicles

All faculty/department vehicles that are under two and a half years old at the date of approval of this policy are transferred to the new policy with immediate effect.

## 5. Legal & Policy Framework

Vehicle policy at UNSW is made in compliance with all applicable legislative requirements such as:

- *Motor Vehicle Standards Act 1989* (Cwth)
- *Public Finance and Audit Act 1983* (NSW)
- *Road Transport (General) Act 2005* (NSW)
- *Road Transport (Vehicle Registration) Act 1997* (NSW)

## 6. Implementation

The Manager, Campus Services, is responsible for implementation of this policy. The Manager, Campus Services, is accountable for all aspects including the interpretation of this policy, and for the updating and integrity of the policy.

### 6.1 Support and Advice

Contact Campus Services Fleet Manager, 9385 5497

### 6.2 Procedures

- [Salary Sacrifice \(Novated Vehicles\) Guideline](#)
- [Acquisition and Management of Faculty/department Vehicles](#)
- [Pool Vehicle Hire Procedure](#)

### 6.3 Communication Strategy

The [communication plan](#) for this policy is attached.

## 7. Evaluation

The Manager, Campus Services is responsible for review of this policy. The policy will not be amended without approval from the Chief Operating Officer.