



NORTHERN RIVERS

University Department of Rural Health

POLICY NO:	1
POLICY TITLE:	NRUDRH Fleet Vehicle Usage
APPROVAL DATE:	28 May 2007
REVIEW DATE:	28 May 2009

1. BACKGROUND

With the growth of the organisation and the number of staff/students requesting use of the fleet vehicles the current policy has been reviewed and updated.

At present the fleet consists of 3 NRUDRH vehicles, one of which is to be held for the permanent use of the HOD if required. A 4th vehicle has been purchased and held for use by the North Coast Medical Education Collaboration.

2. PURPOSE

The purpose of this policy is to manage the use of vehicles under the control of the NRUDRH. This policy includes procedures for Fleet Vehicle usage and defines the responsibilities that staff/students wishing to use the vehicle must agree to before being granted approval to use the fleet vehicles.

3. POLICY STATEMENT

Use of the fleet vehicles is restricted to business use only with the exception of the HOD when required.

All requests for vehicle usage must be pre-booked, approved by your supervisor and be subject to availability. Staff wishing to make use of a fleet vehicle will be required to agree to accept the responsibilities listed below. Staff wishing to make use of a fleet vehicle will be required to agree to accept the responsibilities listed below. Priority will be given to uses that relate to staff delivering education or research activities with longer distance usage given precedence. Where any booking clash occurs the Executive Officer should be notified to determine the final booking. One of the vehicles is to remain unbooked for emergency or support of the UDRH. Mileage

allowance for use of own vehicle will not usually be paid if a fleet vehicle is available and must be approved by your supervisor in advance.

Any damage to vehicle must be reported to Finance Officer when returning to the NRUDRH. Serious damage or an accident must be reported immediately as specified in the USyd motor vehicle accident card that is located with the fuel card.

Staff must agree before using the vehicles that they will:

- Seek their supervisors approval to use the vehicle for the specified purpose and then pre-book a vehicle with reception staff.
- hold a current NSW Drivers licence (in accordance with USyd insurance requirements). Licences are to be sighted by Catherine. Non NSW drivers are not covered by the University's insurance and will therefore not be able to use the vehicles.
- complete the vehicle log sheets each time they use the vehicle
- take responsibility to ensure that the vehicle has been refuelled before returning it if the fuel level is ½ full or less.
- The interior of the car is left in a clean condition.

Car Maintenance

Cars maintenance is to be undertaken by the administrative staff as per the warranty schedules held at reception.

***Unauthorized use of a University-owned vehicle will invalidate the insurance cover of the vehicle. The university reserves the right to make the unauthorized user liable for all costs in the case of the theft of the vehicle or damage to any vehicle involved in an accident.**

4. MONITORING EVALUATION & REVIEW

This policy and its associated procedures will be evaluated annually. Changes to procedures and appendices may occur without a full review of the policy.

This policy should be reviewed biannually by the HOD and Executive Officer who will approve any amendments.

5. DEFINITION/KEY WORDS

6. REFERENCE TO OTHER DOCUMENTS

7. PROCEDURES

- Vehicles can be booked with Reception staff but must be previously approved by your supervisor. Approval may be in the form of an email

to udhrreception or verbally and can consist of one approval for an activity that may be recurring. Staff, (other than administration staff), are not permitted to access the booking system. In the event that reception is unattended the assistance of any of the administration staff should be sought.

- The keys, fuel card and accident cards can be collected from reception immediately prior to the booked time. Upon the return of the vehicle reception staff will require you to complete the vehicle log sheet. Note paper will be placed in each vehicle so that you can record the mileage.
- Where after hours pick up and return is required special arrangements must be made with the reception staff. Vehicles are not permitted to be taken home overnight unless permission has been obtained from the Executive Officer or the HOD. In general this type of use will only be permitted if the next day's travel is in the opposite direction to the NRUDRH.
- The driver **must** refuel vehicle if the fuel level is showing ½ full or less upon return. (A fleet card will be given to you along with the boom gate card when you collect the keys. **All must be returned to the Reception staff**)
- Vehicles **must** be parked either in the car park behind the blood bank or where necessary in the lower level car park off Dalziel street. If any staff member requires assistance with manoeuvring a vehicle behind the blood bank please ask for immediate assistance from the admin staff as it is not acceptable to park in the upper level spots.
- Failure to complete the vehicle logs, refuelling or seeking supervisor approval may result in vehicle use privileges being suspended or removed. The flow-on effect when these actions are not done take up considerable administration time which could be more effectively used to offer greater assistance to other staff within the NRUDRH.
- Catherine will keep a copy of each staff/student's drivers licence and will advise reception that a valid licence has been sighted and the expiry date.

8. APPENDICIES