Facilities & Services Division

Motor Vehicle - Guidelines

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Facilities &amp; Services Division (F&amp;S) drivers of University Vehicles of their responsibilities and ensure compliance with University procedures and guidelines.</th>
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<tbody>
<tr>
<td>Process</td>
<td>F&amp;S has responsibility for many motor vehicles.</td>
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**Held at Innovations Building – Responsible Officer: Office Manager:**

- Hyundai Dark Grey YFS 25E
- Hyundai Light Silver YFW 06U

**Held at ANU Apartments – Responsible Officer: Administration Manager:**

- Ford Falcon Ute YCU 18V
- Van VW Caddy YHD 39C
- Hyundai Van iload YHB 64J

**Held around Campus – Responsible Officer: Individual drivers in conjunction with Fleet Services**

- Various general, security and maintenance vehicles

**Electrical vehicles and forklift – Maintained on a set frequency via Mander Toyota**

**Responsible officers must ensure:**

- A register is maintained of persons authorised by the Delegate to drive a University Vehicle, recording their name, licence number and expiry date.
- Servicing is arranged through University Fleet Services (UFS), servicing, maintenance, warranty work, repairs to accident damage and the registration of vehicles.
- All vehicles are regularly inspected (tyres, tyre pressure, fluid levels, etc.) and are kept in good working order.
Driver Responsibility

Driver responsibilities are clearly outlined in the ANU Guideline – ‘Driver Responsibilities and Information’ (please refer to link below). To assist staff, selected driving responsibilities are documented below. However, staff should refer to the ANU guideline for more complete information.

Drivers are responsible for any vehicle in their possession and must:

- When taking a University car on a long journey or field trip complete the Approval to Travel Form (see attached link).
- Take regular breaks (every two hours) from long distance driving.
- Be authorised to drive a University vehicle and agree to the relevant terms and conditions. All drivers must have completed the ‘Application for Authority to Drive a University Vehicle’ (Form #1841) and submitted this to facilities.admin.anu.edu.au. Please refer to link below.
- Drivers are responsible for ensuring they have a clean and current licence.
- Book vehicles on line (prior to use) using the booking system in Outlook. ANU Apartment vehicles are booked by recording the use of the vehicle/s on the whiteboard.
- Complete the Running Sheet / log book
- Advise the Responsible Officer if a vehicle is due for a scheduled service, of any defects, breakdowns or other problems immediately upon returning the vehicle.
- Refill the vehicle using its fuel card if the petrol gauge indicates that the tank is less than half full. The Caltex Leaseplan/Starcard must be used for the purchase of fuel (unleaded, diesel, LPG), top up oils and carwashes (where the service station has this facility).
- Advise odometer reading when refuelling. This assists Fleet Services in organising routine maintenance.
- Ensure, for security reasons, the fuel card remains inside the car/s folder along with the keys and is NOT left in the vehicle’s glove box.
- Return the car in a clean state
- Not allow unauthorised drivers to drive the vehicle
| Responsible Officer | General Manager – Corporate Services  
Facilities and Services Division |
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<tbody>
<tr>
<td>Contact area</td>
<td>Office Manager – Administrative Services</td>
</tr>
<tr>
<td>Date Approved</td>
<td>3 September 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director – Facilities and Services Division</td>
</tr>
<tr>
<td>Date of Commencement</td>
<td>3 September 2012</td>
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<tr>
<td>Amendment Dates</td>
<td>No previous amendments</td>
</tr>
<tr>
<td>Date for Next Review</td>
<td>3 September 2013</td>
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</table>
| Related Policies, Procedures, Guidelines, Forms | ANU Procedures/Guidelines:  
http://policies.anu.edu.au/procedures/transport_officer_responsibilities_procedures/procedure  
http://policies.anu.edu.au/guidelines/driver_responsibilities_and_information/guideline  
ANU Forms:  
http://policies.anu.edu.au/attachments/1841  
http://policies.anu.edu.au/forms/motor_vehicle_fuel_expense_declaration/form  
http://info.anu.edu.au/Policies/_CFO_DFBS/Forms/Approval_to_Travel_Form.asp |
| Policies/Authority Superseded by this Guideline | Nil |
| Keywords            | Motor Vehicle Guidelines |
| File number         | N/A |