

University Motor Vehicles Guidelines for Use and Hire

1.0 Overview

Charles Darwin University operates a fleet of motor vehicles which are available for business use by staff and students. Currently there are vehicles available for hire at Casuarina, and Alice Springs. There are also vehicles stationed at Katherine Rural Campus, Katherine Town Campus, Nhulunbuy and Tennant Creek which are principally for the use of staff at those locations.

The fleet available for hire currently comprises, sedans, medium sized station wagons, utilities single/dual cab (two and four wheel drive) eleven seat four wheel drive troop carriers, seven seat people mover, fourteen and twenty two seat buses, and flat top truck.

2.0 Control and Availability of Vehicles

Control over the fleet is currently distributed with vehicles controlled by some Academic Units, VET and Finance and Assets Services (FAS). FAS is moving toward central control of all University vehicles. As a general principle the first point of contact for hire of a vehicle should be your Academic Unit and then to FAS at Casuarina or Alice Springs.

FAS at Casuarina have the buses and the majority of sedan and station wagons. Academic Units currently control the majority of four wheel drive vehicles, especially troop carriers.

The demand for four wheel drive vehicles during the dry months is normally very high and hirers are strongly advised to book well in advance to ensure availability. This is especially important when requiring vehicles from Alice Springs as vehicles at this location, including external hire vehicles are limited. FAS can normally make suitable arrangements if sufficient lead time is provided.

3.0 Hire Rates

These are published on the web and can be accessed via the following link http://www.cdu.edu.au/fas/attachments/3250.5_Short_Term_Hire_Rates.pdf Rates are reviewed at least annually.

4.0 Licence and Application Requirements

Hirers must have a valid motor vehicle licence and must be registered with FAS by completing and lodging an [“Application to Drive a University Vehicle”](#)

NOTE

- A light rigid vehicle (LR) licence is required to drive any of the buses.
 - It is the responsibility of the driver to ensure they hold the appropriate classification of licence for the vehicle they are driving and their licence is current.
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- Holders of Learners and Provisional licenses are **not** permitted to drive University vehicles.
- Completion of the CDU 4WD course is required before a CDU four wheel drive vehicle may be hired. **Please see “10.0 Use in remote areas” below, for more information on 4WD hire.**

When requiring a University motor vehicle for 4 (four) hours or more, *hirer will complete a [Transport Requisition form](#) which must be authorised by the hirers’ supervisor or formally approved Delegate.

5.0 Drivers

5.1 University Staff

- Any member of staff holding the appropriate class of licence for the vehicle being driven.
- Must hold a valid “Australian” or “Written in English” licence.
- Nominated family members of senior staff who have private use of a University vehicle. The staff member is to ensure that an [“Application to Drive a University Vehicle”](#) form has been completed and authorised by their Supervisor, and forwarded to FAS with a copy of the applicant’s licence.

5.2 Students

- Students are not normally permitted to drive University vehicles; however under certain circumstances (see below) permission may be given. The student must complete both an [“Application to Drive a University Vehicle”](#) and a [“Transport Requisition”](#) detailing the purpose for which the vehicle will be used. Both forms must be authorised by the authorised delegate and forwarded to the Chief Financial Officer for approval. A copy of the applicant’s driver’s licence must accompany the forms. The applicant is the only person permitted to drive the vehicle. If there is a requirement for an additional driver the authorisation process must be repeated for that applicant. The driver’s cost centre will be responsible for all charges relating to the hire of the vehicle.

Circumstances may include:

- The need to travel in relation to the completion of their course of study, including assistance in research projects, where it is not appropriate for a staff member to accompany them.
- To drive vehicles including buses on field trips, where it is not possible for a staff member to drive.

6.0 General Conditions of Use

- Smoking, eating and drinking are not permitted in University vehicles.
- Accidents or defects must be reported immediately to FAS on 08 8946 6500.
- The vehicle must be left secure when unattended.
- Driver must provide off street parking for vehicles retained overnight.
- The details in key register book will be completed and entries signed when collecting and returning vehicle keys.
- Vehicles will be returned with a full tank of fuel. Two fuel cards are supplied with each vehicle for this purpose. Odometer reading **must** be provided to attendant when purchasing fuel using the fuel card.
- Out of town bookings must be accompanied by a detailed itinerary.

- If your return is delayed and you will not be able to return the vehicle within the timeframe agreed when you took control of the vehicle then please advise FAS on 08 89466500.

7.0 Accidents

When an accident occurs the driver of a University vehicle must:

- Stop the vehicle
- Obtain the:
 - names and address of the driver
 - registration number of the vehicle involved
 - sight and record the other driver's licence number
 - obtain the other driver's insurance details
 - names and addresses of any witnesses to the accident if possible.
- Not admit liability for the accident, even if they think it was their fault.
- Report details to the Northern Territory Police, in person as soon as practicable after the accident and no later than 24 hours, even in the event of a minor accident.
- In the event of a person being injured and/or when vehicles have suffered significant damage, the NT Police must be called to the scene.
- In the event of a University employee being injured an accident/injury report must be completed and forwarded to the Manager, Health Safety and Environment.
- Must report details of the accident promptly to FAS on 08 8946 6500 or if after hours report to Security on 08 8946 7777.
- Within 48 hours attend the fleet section of FAS and complete and "Accident Report Form".

8.0 Fuel Cards

The University provides fuel cards for the provision of the following services:

- Unleaded fuel
- Diesel fuel
- Top up oils and fluids

9.0 Out of Hours Collection and Return

Approval for out of hours collection and return of FAS vehicles will be obtained from the Senior Customer Services Officer, Manager Facility Services or Chief Financial Officer. For Academic Unit vehicles the approved Delegate will authorise. At Casuarina Campus, keys can be obtained by telephoning Security on 08 8946 7777 and collecting keys from building 15 (Orange 8). When returning vehicles at Casuarina Campus, deposit keys in the security box at the entrance to building 15 (Orange 8). If the vehicle is returned to Casuarina Campus after 1900 hrs, telephone security on 08 8946 7777 to arrange for the vehicle compound to be unlocked. If your Academic Unit has alternate arrangements these will be advised at time of vehicle collection.

10.0 Use in Remote Areas.

Vehicles taken into remote areas should be equipped as follows:

- Diesel powered
- Four wheel drive equipped with a bull bar and powered winch including appropriate wire rope and shackles
- Dual spare wheels and tyres – not fitted to all vehicles
- Have sufficient fuel to cover the journey
- Recovery jack and shovel**
- Fresh water supply. (This is the driver's responsibility to provide.)
- Satellite telephone and optional EPIRB**
- First Aid kit**

Items marked ** will normally be held by the *hirer and made available upon request to the *hirer who will be accountable for same until they are returned.

Some four wheel drives are specifically equipped to cater for special needs. Eg dual battery and if this facility is required then it needs to be specified.

It is the responsibility of the *hirer to ensure that he/she obtains the required equipment; the vehicle is suitable for the journey to be undertaken with oil, coolant levels and tyre pressures including spares to specifications before departure. *hirer is to also lodge a detailed itinerary with his/her supervisor, copy to vehicle *hirer and ensure pin numbers for satellite telephone are known. The *hirer is to check in to his/her supervisor daily at a pre agreed time.

11.0 Payment of fines

All drivers of University vehicles are responsible for payment of any fines incurred whilst they are in charge of the vehicle including, but not limited to, parking infringements, speeding fines, red light camera, failure to wear a seatbelt and any other breaches of the Road Traffic Act where an infringement notice is issued.

Red light and speed camera fines where the driver of a vehicle can not be identified will be charged a corporate penalty, five times that of the infringement notice fine.

12.0 Insurance

Most University vehicles carry a basic excess of \$2,500.00 payable by the cost centre authorising the hire of the vehicle. There are additional excesses for inexperienced drivers.

Should an Academic Unit authorise a student to drive a CDU vehicle and the student is involved in an accident, the Unit will accept responsibility for the payment of any insurance excess.

13.0 General

Hirers of motor vehicles are to ensure they observe these guidelines and also adopt the process contained within "Process to be followed by Unit Providing Motor Vehicles for Hire"

* Hirer – Academic Unit, Research Unit, VET Unit or FAS.