

Process to be Followed by Unit Providing Motor Vehicles for Hire

No: 5.3.12

Version: 1.00

Approved: VCMG

Date: 23rd January 2008

Administered: Governance

Next Review: January 2010

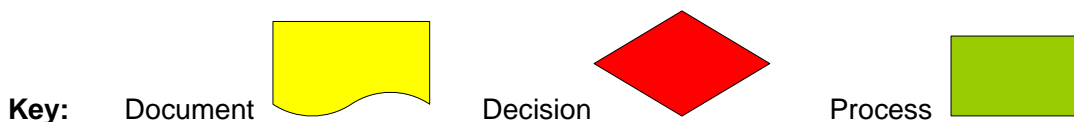
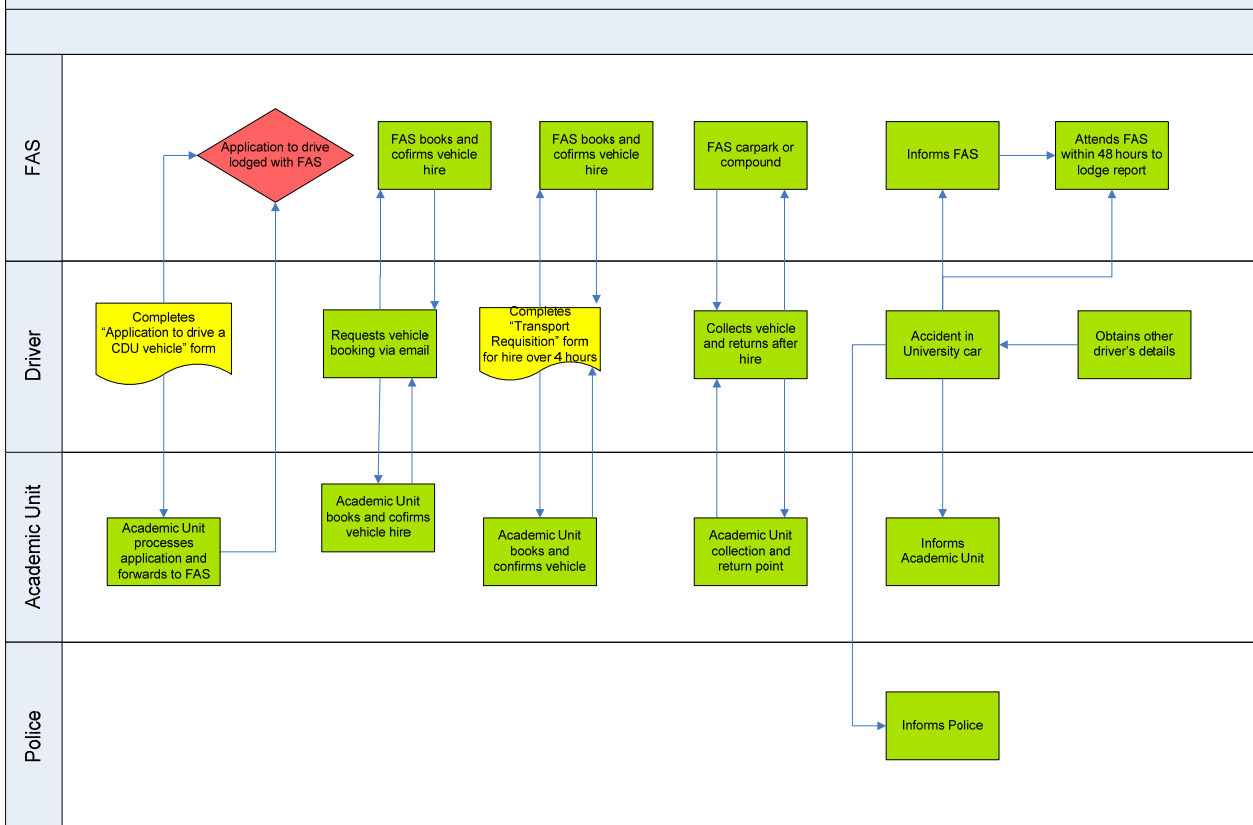
Purpose:

To ensure the processes and guidelines covering hire of University vehicles are understood

Intent:

To ensure the current processes and guidelines are followed when hiring University vehicles.

<Process for Hire of University Vehicles>



Hire of University Vehicles		
Process Step	Summary of Process	Responsibility
Read 'University Motor Vehicles Guidelines for Use and Hire.	Applicant to read 'University Motor Vehicles Guidelines for Use and Hire'.	Driver/Hirer
Complete Application Form	After receiving a copy of " Application to drive a CDU vehicle " form with conditions of hire attached, driver completes application, attaches a copy of their licence and has their authorised delegate authorise the application. Driver's lodge their application with Hirer. If the application is lodged with a Hirer other than FAS the Hirer, after processing the application, must forward a copy to FAS..	Driver Driver *Hirer
Application form processed	Hirer processes the application to drive CDU vehicle and records the information in their vehicle booking database.	*Hirer
Vehicle booking under 4 hours duration	Email request to book a vehicle for under 4 hours sent to facilities@cdu.edu.au , Academic unit or Research unit with cost code supplied.	Driver
Vehicle booking over 4 hours duration	Driver completes "Application for Transport Requisition" form and faxes to FAS on 8946 6562 or to Academic unit or Research unit.	Driver
Locate suitable vehicle for hire	FAS, Academic unit or Research unit checks availability of suitable vehicle. If requested vehicle is unavailable a suitable alternative will be negotiated.	FAS
Booking recorded	FAS , Academic unit or Research unit records booking in database and informs driver	FAS
Vehicle collected	Driver collects vehicle from location advised. The vehicles are located at different points around the University. If collecting from FAS the vehicle will be in the FAS car park or the vehicle compound. If vehicle is collected after hours, driver must contact Security on 8946 7777 to arrange collection of keys from Building 15 (Orange 8).	Driver
Vehicle hire period	Drive must abide by all University Motor Vehicle Hire Guidelines for Use and Hire	Driver

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Vehicle return	<p>Vehicle must be returned to the location advised in a clean and tidy condition with a full tank of fuel.</p> <p>If vehicle is to be returned after hours to FAS, driver must contact Security on 8946 7777 to arrange return to the FAS vehicle compound. Keys to be deposited in the drop off box at Building 15 (Orange 8).</p>	Driver
Accident	<p>In the event of a minor accident the driver must obtain all details of the other driver, not admit liability, report to police within 24 hours, report to FAS immediately and visit FAS within 48 hours to lodge a report.</p> <p>In the event of a major accident the driver must call the police immediately and wait for their attendance. All other steps described above must be followed.</p>	Driver

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

Document History and Version Control

Date	Approved	Comment
23/01/08	VCMG	Original process posted to web

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