



Motor Vehicle Procedures

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OVERVIEW

Motor vehicles are essential to support the University's teaching and research activities. Strategic Procurement work with Faculties and Divisions to ensure their motor vehicle requirements are met in accordance with the University's Health, Safety & Wellbeing (HSW) [Plant/Equipment Safety Management Procedure](#).

These procedures, which form part of the [Financial Management Policy & Procedures](#), prescribe the processes for the acquisition of motor vehicles, general use, disposal, and the use of private motor vehicles in connection with approved University activities.

The University's [Sustainability Strategy](#) includes a commitment to transitioning its motor vehicle fleet to Low-Carbon vehicles.

SCOPE AND APPLICATION

These procedures apply to:

- University staff, students, titleholders, and non-staff.
- All motor vehicles leased or owned by the University regardless of source of funding.
- Use of private motor vehicles in connection with approved University activities.

This procedure does not cover:

- Motor vehicle insurance – refer to [Insurance, Risk Services](#).
- Salary packaging novated lease for motor vehicles – refer to [Human Resources](#).
- Specific matters under the HSW [Plant/Equipment Safety Management](#) procedures.

PRINCIPLES

- All requests for motor vehicles, as defined in this procedure, must be made via Strategic Procurement.
- Low Carbon vehicles with a higher safety rating should be selected along with additional safety features based on the intended use of the motor vehicle (unless an exemption has been approved).
- Local areas are responsible for the maintenance, security and general use of the motor vehicle including parking permits, fuel cards and upkeep of logbooks.
- Only authorised and licensed drivers may operate a University motor vehicle and are personally responsible for any traffic offences incurred whilst doing so.
- University motor vehicles are for approved University activities.

PROCEDURES

1. Acquisition

The University's preferred position is outright purchase of motor vehicles over long term lease arrangements. New requests for leased motor vehicles will be assessed by Strategic Procurement on a case by case basis. The standard lease term is 36 months and arrangements must be made through the University's preferred leasing supplier.

Strategic Procurement will consult with the motor vehicle requestor and undertake all arrangements associated with the purchase or lease, including obtaining quotations, making trade-in arrangements (where applicable), negotiating the purchase/lease, delivery of the motor vehicle and procuring a fuel card. All new motor vehicle purchases should be Low Carbon vehicles unless an [exemption](#) has been approved by Strategic Procurement.

In general, the University recommends that passenger/commercial motor vehicles be traded in after the expiration of the manufacturer warranty. However, circumstances may justify a variation from this practice. Strategic Procurement can provide advice on the optimum time for motor vehicle disposal.

To initiate a new request (including a trade in), complete and submit a [Request for New Motor Vehicle Form](#).

Insurance

All new motor vehicles purchased and leased through Strategic Procurement are covered by the University's [fleet cover](#) for third party property and comprehensive insurance.

Registration

Strategic Procurement applies a common date of 28 February to registration renewal dates for all University owned motor vehicles and arranges all registration renewals on an annual basis. Registration is included in the lease price of leased motor vehicles.

Capital Asset

All University owned motor vehicles over the value of \$10,000 are defined as a Capital Asset and registered on the University's asset register in accordance with the [Financial Management of Assets Procedures](#).

2. Use and upkeep of motor vehicles

Responsibility	
Faculty / Division	Local area staff, students/non-staff are responsible for ensuring that: a) Motor vehicles have a valid University parking permit where relevant. b) Motor vehicles are secure when not in use, serviced and regularly maintained. c) Each motor vehicle (where applicable) is provided with: <ul style="list-style-type: none">• a logbook - refer to the Motor Vehicle Logbook Guidelines• a fuel card (and type of fuel the motor vehicle uses)• a copy of the Motor vehicle accident claim guide• who to contact in the event of an accident or breakdown. d) Compliance with HSW Plant/Equipment Safety Management Procedures - Vehicle safety management . e) Any training applicable to the motor vehicle is undertaken by the driver and records kept as per the HSW Training Plan Handbook Chapter . f) Logbooks are submitted to Finance (attention Tax Team) annually within 5 business days of the end of the Fringe Benefits Tax (FBT) year, being 31 March, for the purposes of completing the University's FBT return. Logbooks can be in electronic or pre-printed form - refer to the Logbook Guidelines .
Driver of motor vehicle	All drivers of motor vehicles must: a) Be authorised to drive that motor vehicle by the Line Manager/Supervisor. b) Hold a current and valid licence suitable for the type and class of motor vehicle they are driving. c) Ensure each journey is logged in the motor vehicle's logbook. d) Read the Vehicle safety management FAQs . e) Inform themselves of and comply with any local practices associated with the motor vehicle. f) Safeguard the security of the motor vehicle and its contents, including fuel, and report any motor vehicle faults or damage.

	<p>Fuel cards</p> <p>g) Use the supplied fuel card for all fuel and purchases associated with the running of the motor vehicle, including tyres, servicing, and repairs.</p> <p>h) Record the odometer reading in the logbook at the time of every fuel purchase.</p> <p>i) Do not use the card for any personal items, such as food, drink, or apparel.</p> <p>j) Ensure the fuel card remains with the motor vehicle at all times.</p> <p>In the event of an accident or damage</p> <p>k) Check yourself and others for injuries first, then call 000 for emergency assistance.</p> <p>l) Do not admit liability for the accident.</p> <p>m) Consult the Motor vehicle accident claim guide for further instructions which should be retained permanently in the motor vehicle.</p> <p>n) Notify the Insurance Office.</p> <p>Note that personal roadside assistance memberships may be used in the event of a breakdown, but the University does not provide roadside assistance.</p> <p>Liability for traffic offences</p> <p>Drivers in charge of a motor vehicle are personally responsible for the payment of fines associated with parking, speeding or other infringements incurred whilst in possession of a motor vehicle. If a fine, infringement notice or expiation notice is issued against a motor vehicle, and the driver cannot be identified from the motor vehicle's records, the fine will be charged back to the relevant Faculty or Division.</p>
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3. Use of motor vehicles for private purposes

If a motor vehicle, defined as a Car for FBT purposes, is made available for private use to employees, FBT will arise and be charged back to the relevant Faculty or Division.

A Car is defined as any of the following:

- A sedan or station wagon.
- Any goods-carrying vehicles designed to carry a load of less than 1 tonne.
- Any other passenger-carrying vehicle designed to carry fewer than 9 passengers.

A Car is treated as being available for private use if:

- The Car is not at the University premises and is made available for employees' private use, or
- The Car is garaged at the employee's home.

Travel between home and work may be permitted when it is approved by the Line Manager/Supervisor in the following situations:

- The employee takes the Car home at the end of the day solely to use it in connection with an approved University use from their home the next morning.
- The employee is required in the ordinary course of duties to visit people such as clients or customers.
- The Car is used on a protracted field trip or field activity, and non-University use is reasonable in the circumstances.

A [logbook](#) must be maintained.

4. Disposal of motor vehicles

Disposal of University owned motor vehicles must be arranged through Strategic Procurement in accordance with the [Financial Management of Assets Procedure](#). Strategic Procurement can provide advice on the timing for motor vehicle disposal.

Responsibility: Faculty Executive Director / Branch Head (or delegate)

- a) Monitor and review the appropriate timing of disposal, maximising the asset value and minimising safety risks associated with older motor vehicles.
- b) Oversee the disposal of University motor vehicles in their Faculty or Division including the removal of any signage / decals associated with the University.

Disposal (or sale) of motor vehicles is by one of the following methods. To initiate the disposal of a motor vehicle, complete and submit the [Asset & Motor Vehicle Disposal Form](#).

Trade-in	Trade-ins are managed in the context of a new purchase (refer to point 1).
Sale by public auction	Strategic Procurement will arrange for the sale and crediting of proceeds to the relevant Faculty or Division.

Leased motor vehicles

Unless alternative arrangements have been agreed in writing with the leasing supplier, at the end of the lease period, the motor vehicle must be returned to the leasing supplier.

If the terms of a lease are breached, the Faculty or Division with financial responsibility for the lease are responsible for any penalties associated with the breach.

5. Use of private motor vehicles for University activities

The University encourages the use of University owned or hired motor vehicles when travelling on University business or in connection with approved University activities. Private motor vehicles may be used in the following circumstances, noting that the cost of any loss or damage to a private motor vehicle remains at all times the responsibility of the motor vehicle owner.

Private motor vehicles may only be used for University activities when:

- No University motor vehicle is available.
- The travel cannot be postponed until a University motor vehicle is available.
- The use of other forms of transport, such as public transport, hire vehicle or taxi, is not a reasonable alternative.
- The private motor vehicle is roadworthy, suitable for the tasks required, and registered (including compulsory third party insurance).
- Use of the private motor vehicle has been authorised in advance by the Line Manager/Supervisor.

Allowance for private motor vehicle use

- The person using their private motor vehicle is entitled to an allowance to compensate for that usage.
- This allowance is the only form of payment to compensate for the use of a private motor vehicle; reimbursement of direct petrol costs, or other direct costs, is not permitted.
- If the travel start or end point (or both) is from the driver's home, the distance between the driver's home and their normal University workplace must be deducted from the total distance travelled.
- Only the person using their private motor vehicle may claim the motor vehicle allowance, even if two or more persons travel in the same vehicle.

Making a claim for private motor vehicle allowance – staff

The University's allowance rate is per the Australian Taxation Office's cents-per-kilometre rate, as adjusted from time to time ([refer to ATO website](#)).

Once a staff member has reached 5,000 kilometres for claimed private motor vehicle allowances in a financial year, the University will withhold PAYG taxation. Full details of the allowance, and any tax withheld, will be included in the staff member's PAYG payment summary at financial year end. Private motor vehicle allowance payments for staff are processed via payroll and once approved by the Line Manager through Staff Services Online (SSO), will be paid in the next fortnightly salary payment.

Staff Member
1. Complete the Travel Log – save the file
2. Log into SSO > HR Online Forms > Payments and Deductions > Ad-hoc Payment or Deduction

Refer to [How to Submit an Ad-hoc Payment or Deduction](#).

Making a claim for private motor vehicle allowance – students/non-staff

Private motor vehicle allowance payments for students/non-staff are processed via Finance by electronic funds transfer (EFT) and once approved by the Manager/Supervisor will be paid in the next available weekly payment run.

Student
<ol style="list-style-type: none">1. Complete the Travel Log – save the file2. Attach and submit via a Reimbursement Form
Non-staff
<ol style="list-style-type: none">1. Complete the Travel Log – save the file2. If not paid by the University before, also complete the Banking Authority Form3. Email form/s and supporting documentation to the Local Admin Officer (to be submitted via an Other Payments Form)

DEFINITIONS

Financial delegation holder – a staff member from the Faculty or Division with delegated financial authority on the University's [Delegations Register](#).

Motor vehicle – any motor-powered land vehicle or any trailer that is required by the Motor Vehicles Act 1959 (SA) to be registered for road use (as defined in that Act), even where the primary purpose of the vehicle is not for road use.

FBT – Fringe Benefits Tax.

Car - for FBT purposes, defined as any of the following:

- A sedan or station wagon.
- Any goods-carrying vehicles designed to carry a load of less than 1 tonne.
- Any other passenger-carrying vehicle designed to carry fewer than 9 passengers.

Private motor vehicle – any motor vehicle registered to a staff member, student, or non-staff. Vehicles under a novated lease arrangement are considered private vehicles.

Low Carbon vehicle – Low Carbon vehicles are those which use lower carbon-intensive fuel sources such as electricity from South Australia's increasingly green grid. In time, lower carbon vehicle options will come to the market and may include hydrogen.

The list below is provided as guidance:

- Hybrid HEVs (non-plug-in electric vehicles).
- Hybrid PHEVs (plug-in hybrid electric vehicles)
- EVs (electric vehicles including BEVs (battery electric vehicles) and FCEVs (fuel cell electric vehicles).

NOTE: the University currently does not have vehicle charging infrastructure on campus.

Further information on Low Carbon vehicles in Australia is available to read at [Green Vehicle Guide Home](#).