

## MOTOR VEHICLE PROCEDURES



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### OVERVIEW

Motor vehicles are essential to support the University's teaching and research activities. These procedures set out the required processes for the acquisition for all motor vehicles purchased or leased by the University, general use, disposal, and the use of private vehicles for University business.

### SCOPE

This procedure does not cover the following:

|                                  |  |
|----------------------------------|--|
| Insurance (Legal & Risk)         | Matters specifically relating to motor vehicle insurance, refer to Legal & Risk - <a href="#">Insurance</a>                                  |
| Novated Leases (HR)              | The application of vehicles through a novated leave arrangement, refer to Human Resources – <a href="#">Salary Packaging – Motor Vehicle</a> |
| Health, Safety & Wellbeing (HSW) | Matters relating to HSW under <a href="#">Chapter 3.7 Plant/Equipment Safety Management – Vehicle Safety Management</a>                      |

### DEFINITIONS

**Expenditure delegation holder** - a staff member from the Faculty or Division with delegated financial authority, as set out in the list of Expenditure Limits on the University's [Delegations Register](#).

**Delegated authority** – a staff member from the Faculty or Division who can authorise the use of a University motor vehicle or private motor vehicle for University approved business.

**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.

**University motor vehicle** - any motor vehicle purchased by the University of Adelaide, or leased to the University of Adelaide.

**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.

## 1. MOTOR VEHICLE ACQUISITION

Where the University has a [Preferred Supplier or Suppliers](#) for the category of goods and services to be purchased, these must be used unless an [exemption](#) is approved.

All requests for the purchase or lease of motor vehicles must be made through Strategic Procurement.

Specialised vehicles such as quad bikes may be purchased directly with a reputable supplier in accordance to the procurement process set out in the [Purchasing Procedures](#).

### 1.1. Vehicle selection

Strategic Procurement will provide requesters with a selection of vehicles available for purchase or lease.

Where it is reasonably practicable to do so, vehicles with a higher safety rating will be selected along with any additional safety features based on the intended use of the vehicle.

At a minimum, all standard University vehicles are fitted with:

- ABS brakes
- air-conditioning
- window tint
- fire extinguisher
- first aid kit
- a driver's airbag and
- where appropriate (e.g., in any station wagon) a cargo barrier.

### 1.2. Purchase or lease

The decision to purchase or lease a motor vehicle is with the Faculty or Division, however advice and quotations for both options can be obtained from [Strategic Procurement](#).

In general, the University recommends that standard vehicles be traded in after 3 years or 50,000 kilometres, whichever comes first. However, circumstances may justify a variation from this practice. Strategic Procurement can provide advice on the optimum time for vehicle disposal.

All lease arrangements must be made through the University's preferred leasing supplier. The minimum lease term is 12 months.

### 1.3. Initiating a request

*Responsibility:* Staff member initiating the request

- i. Complete a [Request for New Motor Vehicle form](#)
- ii. Obtain authorisation from the [expenditure delegation holder](#).
- iii. Submit the form to [Strategic Procurement](#).

Strategic Procurement will consult with the vehicle requestor/users and undertake all arrangements associated with new vehicle purchases or leases, including obtaining quotations, making trade-in arrangements (where applicable), negotiating the purchase/lease and delivery of the vehicle, procuring a fuel card, and obtaining registration and insurance cover.

### 1.4. Registering the vehicle as an asset

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

## 2. REGISTRATION AND INSURANCE

### 2.1. Third party and comprehensive 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. Legal & Risk seeks information from Faculties and Divisions annually to ensure the Motor Vehicle Register is current.

Any questions relating to motor vehicle insurance, refer to Legal & Risk - [Insurance](#).

## 2.2. Registration

Registration is included in the lease price of leased vehicles.

Strategic Procurement applies a common date of 28 February to registration renewal dates for all University owned motor vehicles, and arranges all registration renewals.

## 3. USE OF UNIVERSITY MOTOR VEHICLES

### 3.1. Faculty / Division Responsibility

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

- i. Ensure that all vehicles have a valid University parking permit where relevant (see [Parking](#) website for further information).
- ii. Ensure that University vehicles are secure when not in use, serviced and regularly maintained.
- iii. Ensure that each University vehicle (where applicable) is provided with:
  - a log book - refer to the [Motor Vehicle Log Book Guidelines](#)
  - a fuel card (and type of fuel the vehicle uses)
  - a copy of the [Motor Vehicle Accident – Claim Procedure](#)
  - who to contact in the event of an accident or breakdown
- iv. Review and apply the advice within the HSW Handbook Chapter [3.7 Plant/Equipment Safety Management](#) – Vehicle Safety Management
- v. Any additional training applicable to the vehicle is undertaken by the driver and records kept as per the HSW Handbook Chapter [Training Needs Analysis and Training Plan](#).

### 3.2. Driver Responsibility

*Responsibility:* Drivers of University vehicles

- a. All drivers of a University motor vehicle must:
  - i. be authorised to drive that vehicle by a delegated authority, and
  - ii. hold a current and unrestricted licence suitable for the type and class of vehicle they are driving; and
  - iii. ensure each journey they make is logged in the vehicle's log book; and
  - iv. be aware of the advice within the HSW Handbook Chapter [3.7 Plant/Equipment Safety Management](#) – Vehicle Safety Management, and
  - vi. inform themselves of and comply with any local practices associated with the vehicle; and
  - vii. safeguard the security of the vehicle and its contents, including fuel; and
  - v. report any vehicle faults or damage.

### 3.3. Use of fuel cards

*Responsibility:* Drivers of University vehicles

Fuel card users must:

- i. use the supplied fuel card for **all** fuel and purchases associated with the running of the vehicle, including tyres, servicing and repairs,
- ii. record the odometer reading in the log book at the time of every fuel purchase,
- iii. not use the card for any personal items, such as food, drink or apparel, and
- iv. ensure the fuel card remains with the motor vehicle at all times.

### 3.4. Vehicle accident or damage

*Responsibility:* Drivers of University vehicles

- i. Consult the [Motor Vehicle Accident – Claim Procedure](#) which should be retained permanently in the vehicle.
- ii. For further information and advice on Insurance matters, contact [Legal & Risk](#).

Note that personal roadside assistance memberships may be used for University vehicles, but the University does not provide roadside assistance.

### 3.5. Log books

A valid log book must be maintained for all University motor vehicles - refer to the [Motor Vehicle Log Book Guidelines](#).

University vehicle log books and vehicle odometer readings must be submitted to Finance & Procurement Services (attention: Taxation Team) annually within 5 business days of the end of the fringe benefits tax year, being 31 March, for the purposes of completing the University's fringe benefits tax return. New logbooks are available by contacting the [Tax Help Desk](#).

### **3.6. Liability for traffic offences**

Drivers in charge of a University vehicle are personally responsible for the payment of fines associated with parking, speeding or other infringements incurred whilst in possession of a University vehicle.

If a fine, infringement notice or expiation notice is issued against a University vehicle, and the driver cannot be identified from the vehicle's records, the fine will be charged back to the relevant Faculty or Division.

### **3.7. Use of University vehicle for private purposes**

University vehicles are for University business use only.

If a University vehicle is made available for private use to employees, fringe benefits tax (FBT) will arise. A vehicle is treated as being available for private use if:

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

Any FBT payable in respect of private use of a University vehicle will be charged back to the relevant Faculty or Division.

Private use is only permitted for the following exceptions:

- a limited right to garage a University vehicle at the employee's private home is specified in their contract of employment (see Procedure 3.7 for more detail), or
- the nature of a staff member's duties requires the staff member to take a University vehicle home overnight for consecutive nights, and this arrangement is approved in writing by the staff member's supervisor (see Procedure 3.7 for more detail), or
- a one-off private use is approved by the driver's supervisor, before the journey, in circumstances deemed exceptional by the supervisor, or
- the University vehicle is used on a protracted field trip or field activity, and non-University use is reasonable in the circumstances.

If an arrangement for extended private use of a University vehicle is proposed, authorisation must be obtained from the relevant [expenditure delegation holder](#). Following approval, salary deductions should be put in place to recover the FBT liability and a log book maintained.

### **3.8. Additional conditions of use where staff member takes vehicle home**

Where an employee is allowed to garage a University vehicle at their home, the following conditions apply (in addition to the provisions in Procedures 3.1 to 3.6 above):

- private travel is limited between the employee's residence and place of employment.
- no passengers may be carried in the vehicle when travelling between the employee's residence and place of employment.
- a valid motor vehicle logbook must be maintained (refer to motor vehicle log book guidelines)
- the vehicle must be available for University business use between 8.30am and 5.30pm on business days.
- the vehicle must not be garaged at the staff member's home when they are on recreation leave, or on sick leave for longer than 10 business days, except with the approval of an [expenditure delegation holder](#).
- the vehicle must be garaged on private off-street premises.

## **4. DISPOSAL OF UNIVERSITY MOTOR VEHICLES**

### **4.1. Purchased motor vehicles**

All disposals of University motor vehicles owned by the University must be arranged through Strategic Procurement.

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

- i. monitor and review the appropriate timing of disposal, maximising the asset value and minimising safety risks associated with older vehicles
- ii. oversee the disposal of University vehicles in their Faculty or Division.

Strategic Procurement can provide advice on the optimum time for vehicle disposal.

Disposal is by one of three methods only:

|                           |  |
|---------------------------|--|
| 1. Trade-in               | Trade-ins are managed in the context of a new purchase (refer Procedure 1) and the highest price taken         |
| 2. Sale to staff          | Sale price is taken from the highest of 3 quotes obtained from car dealerships                                 |
| 3. Sale by public auction | Strategic Procurement will arrange for the sale and crediting of proceeds to the relevant Faculty or Division. |

#### **4.2. Initiating a disposal**

*Responsibility:* Staff member initiating the disposal

- i. complete and submit the [Asset & Motor Vehicle Disposal Form](#) .
- ii. ensure that the fuel card associated with the vehicle is returned to Strategic Procurement.

#### **4.3. Leased motor vehicles**

Unless alternative arrangements have been agreed in writing with the leasing supplier, at the end of the lease period, the 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 will also be responsible for any penalties associated with the breach.

### **5. USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS**

#### **5.1. Use of private vehicle**

The University encourages all staff and students (including non-staff) to use University vehicles when travelling on University business. The cost of any loss or damage to a private vehicle incurred while it was being driven on University business remains at all times the responsibility of the vehicle owner.

*Responsibility:* staff or student using a private vehicle for University business

Private vehicles may only be used for University business when:

- no University vehicle is available and,
- the travel cannot be postponed until a University vehicle is available, and
- the use of other forms of transport, such as public transport, hire vehicle or taxi, is not a reasonable alternative, and
- the person is willing to use their private vehicle, and
- the private vehicle is roadworthy, suitable for the tasks required, and registered (including compulsory third party insurance), and
- use of the private vehicle has been authorised in advance by a delegated authority.

#### **5.2. Allowance for private vehicle use**

- The person using their private vehicle for University business 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 vehicle on University business. 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 vehicle may claim the motor vehicle allowance, even if two or more persons travel in the same vehicle.

### **5.3. Making a claim for private 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 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.

*Responsibility:* staff member seeking the allowance

- i. Complete the [Travel Log](#), save to drive and log in to [SSO](#).
- ii. Submit the form to Human Resources within one month of the date of the travel for which an allowance is being claimed.

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

Motor vehicle allowance payments for staff are processed via the payroll and once approved by the Manager through SSO will be received by the staff member in a fortnightly salary payment.

### **5.4. Making a claim for private vehicle allowance – students / non-staff**

*Responsibility:* students / non-staff seeking the allowance

- i. Complete the [Allowance for Use of Private Motor Vehicle for UoA Business \(non-staff\)](#).
- ii. The form must be signed by the delegated authority.
- iii. Email the form to [noninvoicepymnts@adelaide.edu.au](mailto:noninvoicepymnts@adelaide.edu.au) within one month of the date of the travel for which an allowance is being claimed.

Approved motor vehicle allowance payments for students / non-staff are paid by electronic funds transfer (EFT) in the next available payment run (run weekly on Thursdays).