

MOTOR VEHICLE PROCEDURES



OVERVIEW
DEFINITIONS
SCOPE

1. UNIVERSITY MOTOR VEHICLE ACQUISITION
 - 1.1. Decision to acquire
 - 1.1.1 Vehicle need
 - 1.1.2 Vehicle selection
 - 1.1.3 Purchase or lease
 - 1.2. Standard & non-standard motor vehicles
2. REGISTRATION AND INSURANCE
 - 2.1. Third party and comprehensive insurance
 - 2.2. Initial registration – motor vehicles
 - 2.3. Renewals – all vehicles
3. USE OF UNIVERSITY MOTOR VEHICLES
 - 3.1. Servicing, maintenance, security and University parking
 - 3.2. Driver responsibilities
 - 3.3. Use of motor charge cards
 - 3.4. Use of University vehicle for non-University business
 - 3.5. Liability for traffic offences
 - 3.6. Vehicle breakdown, accident or damage
 - 3.7. Additional conditions of use where staff member takes vehicle home
4. DISPOSAL OF UNIVERSITY MOTOR VEHICLES
 - 4.1. Purchased standard motor vehicles
 - 4.1.1 Trade-in
 - 4.1.2 Sale and leaseback
 - 4.1.3 Disposal by public auction
 - 4.1.4 Cancellation of motor charge cards
 - 4.2. Purchased non-standard motor vehicles
 - 4.3. Leased motor vehicles
5. UNIVERSITY VEHICLE COSTS
6. USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS BY UNIVERSITY STAFF
 - 6.1. Use of private vehicle
 - 6.2. Allowance for private vehicle use
 - 6.3. Making a claim for private vehicle allowance
 - 6.4. Allowance payments
7. USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS BY STUDENTS OR NON-UNIVERSITY STAFF
 - 7.1. Use of private vehicle
 - 7.2. Making a claim for private vehicle allowance
 - 7.3. Allowance payments
8. COMPLIANCE

SCHEDULE A – Taking University motor vehicles to Aboriginal communities

SCHEDULE B – Grandfather Clause – University vehicle for private use under a remuneration package

OVERVIEW

Motor vehicles are essential to support the University's activities. These procedures set out the required processes for:

- the acquisition, use and disposal of University motor vehicles, and
- the use of private vehicles for University business.

DEFINITIONS

Expenditure delegation holder means a person with delegated authority in the relevant faculty or division, as set out in the list of Expenditure Limits on the University's governance/delegations website.

Motor vehicle means any motor-powered land vehicle or 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.

For the purposes of this procedure, motor vehicles may be either:

- **standard**, namely any land motor vehicle designed to carry passengers, including cars, vans, buses, utilities, trucks and motor bikes; or
- **non-standard**, namely any specialist motor vehicle, including agricultural and farm tractors and machinery, trailers, fork lifts, quad bikes and trail bikes.

Private motor vehicle means any motor vehicle not registered to or leased to the University of Adelaide. Vehicles purchased under a novated lease as part of a staff salary packaging scheme are private vehicles (see the Human Resources [Salary Packaging website](#) for more information).

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

SCOPE

This procedure applies to all University of Adelaide staff when engaged in University business which requires use of a motor vehicle; and all students when they are authorised to drive a University motor vehicle.

This procedure also applies to any person who uses a private motor vehicle for University business.

1. UNIVERSITY MOTOR VEHICLE ACQUISITION

University motor vehicles may be acquired through purchase or lease provided the acquisition is approved by the relevant [expenditure delegation holder](#).

Once acquisition is approved:

- all [standard](#) and [non-standard](#) motor vehicle purchases and leases must be arranged through the Strategic Procurement Office. Faculty and divisions are encouraged to seek advice from Strategic Procurement on purchase/lease options.

1.1. Decision to acquire

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

The key decisions are:

- vehicle need
- vehicle selection
- whether to purchase or lease.

1.1.1 Vehicle need

Assess the advantages and disadvantages of the proposed vehicle use against alternative transport options, including public transport, taxi, short-term vehicle hire or commercial courier services.

[Note: Check the [Strategic Procurement website](#) for details of preferred suppliers of these alternative options.]

1.1.2 Vehicle selection

- a. Choose the make and model based on:
 - the vehicle's fitness for the primary purpose for which it is to be acquired; for non-standard vehicles, this may require a risk assessment
 - the vehicle's safety, which can be assessed using the Australasian New Car Assessment Program ratings (www.ancap.com.au), and information available on sites such as the SA Government's *Vehicle Safety* webpage (http://www.dpti.sa.gov.au/towardszerotogether/safer_vehicles)
 - the vehicle's performance, including fuel consumption, engine power, transmission, and vehicle dimensions
 - the vehicle's environmental performance, which can be assessed using the Green Vehicle Guide ratings (www.greenvehicleguide.gov.au)
 - the vehicle's price and expected maintenance costs
 - the considerations referred to in the Health, Safety & Welfare [Vehicle Safety Management Information Sheet](#) (3.7 of the HSW Handbook)
- b. All [standard](#) University vehicles must be fitted with a minimum requirement of:
 - ABS brakes,
 - air-conditioning,
 - a driver's airbag, and
 - where appropriate (e.g., in any station wagon) a cargo barrierunless an exception is specifically approved by the [expenditure delegation holder](#) (or where they are obviously inapplicable, as with air-conditioning for motor bikes or boats).
- c. See [Schedule A](#) on the requirement to have diesel-powered vehicles for access to some Aboriginal communities.

1.1.3 Purchase or lease

In general, the University recommends that [standard](#) motor vehicles be purchased because, after the initial outlay, replacement every two years is cost-effective due to the trade-in value of the replaced vehicle.

However, where cash flow is an issue, or where there are sound reasons to retain a vehicle for longer than two years, leasing may be a cost-effective alternative.

All vehicle leases must be on a fully maintained basis (excluding fuel and insurance), and all lease arrangements must be made through the University's preferred leasing supplier. The minimum lease term is 12 months.

Advice can be obtained from Strategic Procurement on the relative advantages of purchasing and leasing.

1.2. Standard & non-standard motor vehicles

All [standard](#) and [non-standard](#) motor vehicle purchases and leases must be arranged through the Strategic Procurement Office.

Step 1:

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

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

Step 2:

Strategic Procurement will 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 an associated motor charge card, and obtaining registration and insurance cover, in accordance with the process set out in the [Strategic Procurement Procedures](#). Strategic Procurement will consult with the vehicle requestor/user as required, and will obtain confirmation of acceptance of the final quotation from the requester before committing to the purchase or lease.

2. REGISTRATION AND INSURANCE

2.1. Third party and comprehensive insurance

All new motor vehicles are automatically 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.

2.2. Initial registration – motor vehicles

Strategic Procurement arranges all registration (including compulsory third party insurance) on standard and non-standard motor vehicles acquired through Strategic Procurement.

Registration (including compulsory third party insurance) is included in the lease price of leased vehicles.

2.3. Renewals – all vehicles

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

3. USE OF UNIVERSITY MOTOR VEHICLES

3.1. Servicing, maintenance, security and University parking

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

- i. Ensure that all [standard](#) vehicles and any applicable [non-standard](#) vehicles are registered. If in doubt, contact Strategic Procurement.
- ii. Ensure that all vehicles have a valid University Vehicle parking permit where relevant (see [Parking](#) website for further information).
- iii. Ensure that University vehicles are secure when not in use.

- iv. Ensure that University vehicles are serviced and maintained in accordance with the manufacturer's recommendations, including regular checks of fluid levels and tyre pressures.
- v. Ensure that procedures for cleaning and polishing of the vehicle are in place where appropriate.
- vi. Ensure that each [standard](#) University vehicle is provided with:
 - a journey log book); see the [Motor Vehicle Log Book Guidelines](#) for the minimum requirements for a vehicle log book. New logbooks are available from the University's Senior Taxation Accountant.
 - a motor charge card
 - information on what to do if the vehicle breaks down
 - information on what to do if a fault is identified
 - information on what to do if the vehicle is involved in an accident
 - information on the type of fuel the vehicle uses.
- vii. Ensure that all University vehicle log books and vehicle odometer readings are submitted to Financial Services, c/- Senior Taxation Accountant 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.
- viii. Ensure that vehicle users are aware of the Health, Safety & Wellbeing [Vehicle Safety Management Information Sheet](#) (3.7 of the HSW Handbook).

3.2. Driver responsibilities

Responsibility: Drivers of University vehicles

- a. All drivers of a University motor vehicle must:
 - i. be authorised to drive that vehicle by a staff member within the relevant faculty or division with authority to so authorise, and
 - ii. hold a current and unrestricted licence suitable for the type and class of vehicle they are driving, and carry that licence in the motor vehicle; and
 - iii. ensure each journey they make is logged in the vehicle's log book; and
 - iv. review and apply the advice within the [Vehicle Safety Management Information Sheet](#) (3.7 of the HSW Handbook), and
 - v. inform themselves of and comply with any local practices specified by the driver's manager or supervisor, including those related to vehicle bookings, vehicle cleaning and any other specific conditions, and
 - vi. exercise due care at all times when driving, and
 - vii. comply with all laws and regulations (including University by-laws) applying to driving, operating and parking motor vehicles, including the use of personal protective equipment, such as helmets, where applicable, and
 - viii. ensure that vehicles and trailers are not overloaded and that all loads are appropriately secured, and
 - ix. use the vehicle and any vehicle equipment for the purpose intended and in the manner specified, and
 - x. safeguard the security of the vehicle and its contents, including fuel (note that personal contents in a University vehicle are not covered by the University's insurance), and
 - xi. maintain the interior of the vehicle in a clean and tidy state, and
 - ix. report any vehicle faults or damage, as specified in the information provided with the vehicle.
- b. Drivers intending to use University four-wheel-drive vehicles "off-road" should consider completing, or may be required by their School/Branch to have completed, a four-wheel-drive training course before driving such a vehicle off road, and be able to provide evidence of that training. Information on recommended training courses is available from [Health, Safety and Wellbeing](#).
- c. The following practices are prohibited in University vehicles:
 - i. smoking,
 - ii. driving when driver is impaired by fatigue, or by consumption of alcohol or drugs, whether legal or illegal and prescribed or non-prescribed, and
 - iii. carrying passengers unconnected to University business.

3.3. Use of motor charge cards

Responsibility: Drivers of University vehicles

Charge card users must:

- i. use the supplied motor charge card for **all** fuel and purchases associated with the running of the vehicle, including tyres, servicing and repairs, unless this is impracticable (e.g., purchasing fuel in remote locations) (purchases made by a driver when a charge card could have been used will generally **not** be reimbursed),
- ii. record the odometer reading in the log book at the time of every fuel purchase,
- iii. use the card **only** for payment of fuel and running costs associated with the University vehicle to which the card relates,
- iv. not use the card for any personal items, such as food, drink or apparel, and
- v. ensure the motor charge card remains with the motor vehicle at all times.

3.4. Use of University vehicle for non-University business

Responsibility: Drivers of University vehicles

University vehicles are for use on University business only. The only **exceptions** are when:

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

Private use of a University vehicle results in the University being liable for the payment of fringe benefits tax (FBT). When an arrangement for extended private use of a University vehicle is proposed, authorisation must be obtained from the relevant [expenditure delegation holder](#). Any FBT payable by the University in respect of private use of a University vehicle will be charged back to the relevant faculty or division. If an arrangement for extended private use is approved, salary deductions should be put in place to recover the FBT liability and a log book maintained as per Procedures 3.1.vi and 3.2.a.iii.

3.5. Liability for traffic offences

Responsibility: Drivers of University vehicles

The University requires all drivers of University vehicles to comply with laws and regulations applying to driving and operating motor vehicles. Should a driver commit an offence or infringement, the driver is personally liable. Breaches of University parking by-laws that are not the driver's responsibility, such as not displaying a valid permit, may be waived by contacting the University's [parking management provider](#).

3.6. Vehicle breakdown, accident or damage

Responsibility: Drivers of University vehicles

- i. Consult the procedures for breakdown, damage or accident which should be retained permanently in the vehicle.
- ii. If no procedures are provided, contact [Legal & Risk](#) for advice.

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

3.7. Additional conditions of use where staff member takes vehicle home

When a staff member has private garaging rights to a University vehicle included in their contract of employment, or the nature of a staff member's duties requires the staff member to take a University vehicle home every night, the following conditions apply, in addition to the provisions in Procedures 3.1 to 3.6 above:

- i. The University vehicle (not necessarily the same one each time) may be regularly used for the journey between the staff member's home and their workplace, and return, but not for any other private purpose.

- ii. The staff member must include full details of every journey in the supplied log book for the relevant vehicle.
- iii. The vehicle must be available for general University use between 8.30am and 5.30pm on business days.
- iv. 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](#).
- v. The vehicle must be garaged on private off-street premises.
- vi. No passengers may be carried in the vehicle when being used for the journey between home and the workplace, and return.

4. DISPOSAL OF UNIVERSITY MOTOR VEHICLES

4.1. Purchased standard motor vehicles

All disposals of [standard](#) motor vehicles purchased and owned by the University must be arranged through Strategic Procurement.

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

Disposal is permitted by one of three methods only:

- trade-in
- sale and leaseback
- sale by public auction.

It is the responsibility of the Faculty Executive Manager / Director or Branch Director (or their delegates) to monitor and review the appropriate timing and method of disposal of University vehicles in their faculty or division.

The timing of disposal should take into account maximising the asset value and minimising safety risks. In general, the University recommends that standard vehicles be traded in after 2 years or 40,000 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.

4.1.1 Trade-in

Trade-ins are managed in the context of a new purchase. See Procedure 1.

A vehicle may be traded in even if it is to be replaced by a leased vehicle: further advice on this option is available from Strategic Procurement.

4.1.2 Sale and leaseback

Sometimes there may be advantages in selling a University-owned motor vehicle and leasing it back from the buyer. Strategic Procurement can advise on this option, and will handle all arrangements, subject to approval of the sale and leaseback by the [expenditure delegation holder](#). Only the University's preferred vehicle leasing supplier is used for sale and leaseback arrangements.

4.1.3 Disposal by public auction

When a vehicle is no longer required and will not be replaced, it may be disposed of by sale through public auction.

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

- i. Complete an [Asset and Motor Vehicle Disposal form](#)
- ii. Obtain the signature of the [expenditure delegation holder](#).
- iii. Submit the form to Strategic Procurement.

Strategic Procurement will arrange for disposal through public auction, and the crediting of proceeds to the relevant faculty or division.

4.1.4 Cancellation of motor charge cards

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

- i. Ensure the motor charge card for any vehicle being disposed of or traded in is returned to Strategic Procurement so that cancellation of the card can be arranged.

4.2. Purchased non-standard motor vehicles

All disposals of [non-standard](#) motor vehicles purchased and owned by the University must be arranged through Strategic Procurement.

Disposal is permitted by one of three methods only:

- trade-in (see 4.1.1)
- sale and leaseback (see 4.1.2)
- sale by public auction (see 4.1.3)

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

- i. Arrange the disposal, in accordance with the [Asset Management Procedure](#) on disposal of assets.
- ii. Return any motor charge card to Strategic Procurement, which will arrange cancellation.

4.3. Leased motor vehicles

- a. All leased vehicles must be disposed of in accordance with the terms of the lease.
- b. 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.
- c. 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, including any early termination penalties.

5. UNIVERSITY VEHICLE COSTS

- a. The costs of all University vehicles and all related costs, including purchase or lease costs, registration, insurance, maintenance, repairs and running costs (including fuel), and fringe benefits tax (FBT) are the responsibility of the faculty or division which initiated the vehicle's acquisition. Where these are paid centrally through Financial Services, they will be charged back to the relevant faculty or division. [For leased vehicles, registration (including compulsory third party insurance), scheduled maintenance and repairs are usually included in the lease price. Replacement tyres may be included, depending on the lease term. However, comprehensive insurance, fuel and running costs are not included in the lease.]
- b. 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.

6. USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS BY UNIVERSITY STAFF

6.1. Use of private vehicle

The University encourages all staff to use University vehicles when travelling for the purposes of University business. The University does not insure private vehicles, and 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. However, if a University staff member is injured while driving a private vehicle on University business, workers' compensation provisions may apply.

Responsibility: staff member using a private vehicle for University business

- a. Private vehicles may only be used for University business when:
 - no University vehicle is accessible by the staff member or the vehicle/s to which they have access is/are unavailable, 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 staff member is willing to use their private vehicle (no staff member can be required to do so against their wishes), and
 - the private vehicle is roadworthy, suitable for the tasks required, and registered (including compulsory third party insurance), and
 - a relevant supervisor with the appropriate delegated authority has approved the use in advance.

- b. A staff member using a private vehicle on University business is required to comply with all the driver responsibilities set out in Procedure 3.2 above (except for those that are clearly applicable only to University vehicles).

6.2. Allowance for private vehicle use

- a. A staff member (i.e., a person who is employed casually, on a fixed-term contract or in a continuing position) using a private vehicle for University business is entitled to an allowance to compensate for that usage, provided an appropriate claim form is completed and a record of the kilometres travelled and purpose of travel is supplied.
- b. This allowance is the only form of payment approved by the University to compensate a staff member for use of a private vehicle on University business. Reimbursement of direct petrol costs, or other direct costs, is not permitted.
- c. 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.
- d. The University's allowance rate is the same as the Australian Taxation Office's cents-per-kilometre rate, as adjusted from time to time ([refer to ATO website](#)).
- e. Once a staff member has reached 5000 kilometres for claimed motor vehicle allowances in a financial year, the University will withhold PAYG taxation.
- f. Full details of the allowance, and any tax withheld, will be included in the staff member's PAYG payment summary at financial year end.
- g. Only one staff member may claim the motor vehicle allowance, even if two or more staff members travel in the same vehicle.

6.3. Making a claim for private vehicle allowance

Responsibility: staff member seeking the allowance

- a. Use only the [Allowance for Use of Private Motor Vehicle for UoA Business \(staff\)](#) form to claim an allowance for private motor vehicle use. The form must be signed by the line manager with relevant delegated authority.
- b. Submit the form to Human Resources within one month of the date of the travel for which an allowance is being claimed.

6.4. Allowance payments

Approved motor vehicle allowance payments for staff are processed via the payroll, and will be received by the staff member in a fortnightly salary payment.

7. USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS BY STUDENTS OR NON-UNIVERSITY STAFF

7.1. Use of private vehicle

There are no restrictions on students or non-staff using private motor vehicles for University business. The use is entirely the responsibility of the student or non-staff member. 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. However, an allowance may be payable for use of a private motor vehicle on University business, provided it is approved by a supervisor with relevant delegated authority.

7.2. Making a claim for private vehicle allowance

Responsibility: non-staff and students seeking the allowance

- a. Use only the [Allowance for Use of Private Motor Vehicle for UoA Business \(non-staff\)](#) form to claim an allowance for private motor vehicle use. The form must be signed by the line manager with relevant delegated authority.
- b. Submit the form to Accounts Payable within one month of the date of the travel for which an allowance is being claimed.

7.3. Allowance payments

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

8. COMPLIANCE

Failure by staff to comply with these Procedures, in particular failure to comply with Procedures 3.2 to 3.7 and Procedure 6, may result in disciplinary action.

Related procedures

Asset Management Procedures
Purchasing and Outgoing Payments Procedures
Reimbursement Procedures
Strategic Procurement Procedures
Travel & Entertainment Procedures
Petty Cash Procedures

Related documents and forms

Motor Vehicle Log Book Guidelines
Allowance for Use of Private Motor Vehicle for UoA Business Travel form (staff and non-staff)
Request for New Motor Vehicle form
Motor vehicle and Asset Disposal form
Vehicle Safety Management Information Sheet (3.7 of the HSW Handbook)

SCHEDULE A – Taking University motor vehicles to Aboriginal communities

Many Aboriginal communities, particularly in South Australia, Western Australia and the Northern Territory, have diesel-only policies for agencies and organisations visiting them. Many also require a permit for, and impose conditions on, such visits.

Always check with local authorities such as community councils and/or Aboriginal organisations in the area to be visited.

The main communities in South Australia are Anangu Pitjantjatjara Yankunytjatjara, Maralinga Tjarutja (Oak Valley), Yalata, and the Outback Communities.

SCHEDULE B – Grandfather Clause – University vehicle for private use under a remuneration package

The inclusion in a staff member's remuneration package of a right to private use of a University vehicle is being phased out. This Schedule applies only to staff members with contracts of employment which are current at the date of approval of this procedure, and which specify a right to private use of a University vehicle.

Conditions of private use

The following conditions apply to the use of the University vehicle, in addition to the provisions in Procedures 3.1 to 3.6 above:

- The vehicle must be garaged in South Australia unless there is prior written approval from the staff member's supervisor.
- The vehicle must be garaged on private off-street premises.
- The vehicle may be made available to other University staff for University business use during University business hours, provided all such use is recorded in a log book.
- The supplied motor charge card must only be used by the staff member or by University staff using the vehicle.
- The vehicle must be returned to the custody of the University during any period of leave without pay taken by the staff member, unless an alternative arrangement is approved in advance and in writing by the staff member's supervisor.
- The staff member is responsible for all fines, expiation notices and infringement notices issued in respect of the vehicle, even if they were not the driver at the time the offence occurred (except where the vehicle is used by University staff for business use and recorded in a logbook as per procedure 3.7.ii.). If the University

receives notices of *overdue* payments, it will pay them, but the cost of such payments will be deducted from the staff member's pay.

- The staff member is responsible for payment of any increase in fringe benefits tax (FBT) liability due to the number of kilometres travelled in a tax year varying from the number of kilometres estimated. (Note that, if the FBT liability is less than calculated, the overpaid balance incorporated in the package value will be reimbursed to the staff member.)

Purchase of motor vehicle by staff member

The relevant staff member will be offered the option of purchasing the University vehicle provided under their employment contract when their employment with the University ceases. The purchase price will be as determined by the Chief Financial Officer (based on the Red Book value or an industry market evaluation conducted by Strategic Procurement), and the staff member will be liable for any GST and FBT payable on the transaction.

If the option is not taken, the motor vehicle will be disposed of as per Procedure 4.1.3.