

# USE OF SCHOOL VEHICLES - GUIDELINES

## REFERENCE DOCUMENTS

The University of Adelaide – HSW Handbook – Field Work

[http://www.adelaide.edu.au/hr/ohs/handbook/field\\_work/](http://www.adelaide.edu.au/hr/ohs/handbook/field_work/)

The School of Agriculture, Food & Wine – Field Work Procedures

<..\\..\\OHS\\AFW Documents\\Procedures & Guidelines\\Field Work\\Field Work Procedure.docx>

## OVERVIEW

These guidelines detail the use of all fleet vehicles within the School of Agriculture, Food and Wine (AFW) and should be read in conjunction with the University of Adelaide Health Safety and Wellbeing handbook chapter – Field Work and the AFW Field Work procedures.

The School of Agriculture, Food & Wine has a fleet of modern vehicles available for uses associated with teaching and research activities which include sedan and station wagon cars, 4wheel drive (4WD) vehicles, motor bikes, electric buggies and flat bed trucks.

School vehicles are made available to staff, students and approved external users to travel between University campuses and/or to other locations for field work or other business purposes.

School vehicles are not available for private use.

## 1. AUTHORISED DRIVERS

1.1. Drivers of School vehicles must be authorised by an officer recognised by the Head of School using the form – *Application to Drive a School Vehicle*. [Application to Drive.docx](#)

1.2. To be authorised to drive a School vehicle a driver must have;

- a current unrestricted licence for the vehicle type in use, and
- have completed an application to drive a School vehicle and presented it to the School office or Office of Technical Services for authorisation, and
- have completed an induction in the booking and use of vehicles, and
- obtained authorisation from the Head of School or nominee.

1.3. Undergraduate and Post Graduate Students must also have;

- obtained written authorisation from their course co-ordinator or immediate supervisor to drive a School vehicle.

1.4. Drivers required to use any 4WD vehicle should have undertaken an approved 4WD training course prior to using any 4WD vehicle. Documentary evidence of suitable training should be provided to the School office prior to any person using a 4WD vehicle. Information relating to approved training courses may be obtained from the Office of Technical Services.

1.5. Drivers of any School electric cart or buggy are required to hold a Class C drivers licence, or its equivalent, as a minimum. These vehicles are registered to be driven on public roads and as such have the same restrictions as any other road vehicle.

1.6. Certain specialised vehicles owned by AFW are used within specific groups and controls for bookings and safety issues are held locally. Information relating to these vehicles is available from the local area supervisor.

## 2. INTERSTATE DRIVERS

2.1. Interstate visitors, students and workers, are permitted to drive in South Australia on their interstate licence as long as they are not disqualified from driving interstate and may only drive a vehicle of an equivalent class as indicated on their licence.

2.2. Interstate drivers must make application to drive a School vehicle as per section 1. of these guidelines.

## 3. INTERNATIONAL DRIVERS

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- 3.1. As required by Transport SA, overseas visitors, students or workers who are working in South Australia on current temporary Visas are permitted to drive in South Australia with an overseas licence under the following conditions;
- only while the overseas licence is current. If the overseas licence expires a current South Australian drivers licence must be obtained, and
  - only vehicles of an equivalent class, as shown on the overseas licence, may be driven, and
  - only if they are not disqualified from driving in South Australia or elsewhere, and
  - when requested are able to provide a copy of their current temporary Visa.
- 3.2. International licence holders working on a temporary Visa may only drive a School vehicle when they have;
- presented a copy of their current international licence to the School office, or
  - obtained an International Driving Permit and presenting a copy to the School office, or
  - obtained a current South Australian drivers licence and presented a copy to the School office, and;
  - presented a copy of their temporary Visa to the School office.
- 3.3. International visitors, students or workers who are issued with a permanent Visa and/or become a resident of South Australia must obtain, within three months, a South Australian drivers licence and may only drive a School vehicle after presenting a copy of their drivers licence to the School office, as per section 1. of these guidelines.

#### 4. CHARGES FOR USE

- 4.1. Charges for off campus use of School vehicles are set periodically by the Manager, Agriculture, Food & Wine, on a cost recovery basis.
- 4.2. As a guide, charges are currently set at;
- sedans and Station Wagons \$0.60 /km
  - 4WD Station Wagons and Utilities \$0.80 /km
  - rigid and Articulated Trucks \$1.50 /km
- 4.3. Users will be recharged or invoiced for School vehicle use on a regular basis.

#### 5. VEHICLE INSURANCE

- 5.1. All School vehicles are covered by comprehensive insurance with an excess of \$2,000, or in the case of a driver under the age of 21 years or who has less than two years driving experience the excess is \$3,000.  
Drivers under 21 years of age or those who have less than two years of driving experience are strongly encouraged to undertake an advanced or defensive driver training course prior to using any School vehicle. Information relating to advanced or defensive driver training can be obtained from the Office of Technical Services.
- 5.2. Any member of staff, visitor, student or worker found guilty of driving under the influence of alcohol or any other substance will be responsible for the payment of all costs and fines resulting from any incident and may be subject to disciplinary action.

#### 6. VEHICLE BOOKINGS

- 6.1. All vehicle use must be pre booked using the on-line booking system and all journeys must be recorded in the vehicle log book including the appropriate 8 digit project code.
- 6.2. The on-line booking system may be found at - <http://uafleet.lingosystems.net.au>.  
Access to the Fleet Vehicle Booking System for individual users is set up after application to drive a School vehicle is granted by the Head of School.

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6.3. Vehicle Log Books and keys may be found in the following locations;

- Office of Technical Services, School Office Building, building 20.
- ACPFG Office – Plant Genomics Centre, building 22.
- WIC Office – Wine Innovations Central, building 29

6.4. Each vehicle is provided with a folder containing;

- Vehicle ignition keys, and
- Vehicle journey log book, and
- Motorcharge credit card, and
- Vehicle use guidelines, and
- Motor vehicle accident claim procedure, and
- Motor vehicle accident checklist.

6.5. Vehicles must not be block booked to guarantee availability if the vehicle is not intended to be used throughout the term of the booking.

### 7. VEHICLE SELECTION

7.1. When booking a vehicle, consideration should be given to the purpose of the trip and the terrain that will be travelled over. Consideration must be given to the following;

- Standard sedans and Station Wagons must not be used to travel Off Road, onto fields or paddocks or in any other adverse driving conditions.
- Standard sedans and passenger seats in all vehicles must not be used to transport field equipment or materials.
- Sedans and Station Wagons must not be used to transport cryogenic substances or gas cylinders.
- A vehicle must not be selected or driven that is beyond your experience or training.

### 8. CONDITIONS OF USE

8.1. School vehicles must not be used for private purposes.

8.2. School vehicles must not be driven by any person, whose judgment is impaired through the consumption of alcohol or the use of legal or illegal substances, including prescribed or non prescribed medication.

8.3. School vehicles must not be driven by any person whose judgment is impaired by fatigue.

8.4. The School of Agriculture, Food & Wine accepts no liability for any traffic or parking offences or traffic infringements related to any vehicle use and expiation of any fines or costs must be met by the driver in charge of the vehicle at the time of the infringement. Failure to expiate any fine or cost may lead to disciplinary action.

8.5. School vehicles are defined by the University as a work place and as such are smoke free areas.

8.6. Pets and/or livestock must not be transported in the enclosed cabin of any School vehicle.

8.7. Only bona-fide persons, on University business, are approved to travel in School vehicles. Written permission must be obtained from the Head of School, or nominee, before any family member or child may be transported in a School vehicle.

8.8. It is the responsibility of each driver to return the vehicle used in a clean and tidy condition suitable for the next user. The exterior of the vehicle should be washed as required, the interior should be left clean and free of litter and the fuel tank should be greater than 25% full. Cleaning and fuelling of any vehicle may be charged using the Motorcharge card or reimbursed via the School's petty cash system.

8.9. Drivers of School vehicles must be aware that they reflect the University image in the community and all effort should be made to protect this image.

8.10. The School reserves the right to revoke the right of any person to drive a School vehicle.

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### 9. VEHICLE DAMAGE & BREAKDOWNS

- 9.1. Any vehicle damage or breakdown must be reported to the Office of Technical Services at the earliest possible time – phone numbers are available in each vehicle folder.
- 9.2. Vehicle accident claim procedures are available in each vehicle folder.
- 9.3. Road Side Assistance guidelines and phone numbers are available in the vehicle folder.

### 10. PRIVATE USE & FRINGE BENEFIT TAX

- 10.1. School vehicles may only be taken home for incidental usage as regular use will incur a Fringe Benefit Tax. Any School vehicle taken home must be garaged on private property and must not be parked on any public road overnight.
- 10.2. Permission must be granted by the Head of School, or nominee, prior to any School vehicle being taken home.

### 11. USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

- 11.1. The use of private vehicles on School business is not encouraged and should only be considered once all alternate methods of transport have been eliminated.
- 11.2. Any private vehicle used on School business must be roadworthy and covered by comprehensive insurance. Checks must be made by the vehicle owner to ascertain whether their comprehensive insurance covers the vehicle while being used for University business.
- 11.3. Use of a private vehicle for university business must be approved by the Head of School, or nominee. For approval, a Field Activity Use form ( Appendix 1) must be submitted.
- 11.4. Reimbursement of any costs incurred while using a private vehicle for University business shall be at the rate set out by the Australian Tax Office.
- 11.5. The School of Agriculture, Food & Wine accepts no responsibility for any cost incurred in the event of loss or damage to a private vehicle while being used on University business.
- 11.6. Any driver of a private vehicle found guilty of driving under the influence of alcohol or any other substance will be responsible for the payment of all costs and fines resulting from any incident or infringement.
- 11.7. The School of Agriculture, Food & Wine accepts no liability for any traffic or parking offences or infringements related to any private vehicle use and expiation of any fines or costs must be met by the driver in charge of the vehicle at the time if the infringement.

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## Appendix 1

### FIELD ACTIVITY –PRIVATE VEHICLE USE



Private vehicle use by staff and post-graduates is not encouraged, but permission in some circumstances may be granted. Permission for staff and post-graduate students to use private vehicles to join field activities may be obtained from the Head of School (or nominee - School Manager).

Authorisation for the use of private vehicles for any Field Work shall be requested the AFW Head of School prior to the event. If approval is granted for private vehicle use, a copy of the approval shall be sent to the Technical Services for inclusion in the Field Work Notification Register. [AFW\\_fieldwork@adelaide.edu.au](mailto:AFW_fieldwork@adelaide.edu.au)

Such a request must include the following;

- Vehicle owner
- Vehicle registration number
- Vehicle Make, Type, Year
- Assurance of roadworthiness
- Confirmation of Private vehicle insurance (University insurance does not cover private vehicles)
- The referral for application has come from the Field Activity Supervisor by email.
- The vehicle is roadworthy and suitable for the tasks required.
- It is understood that the vehicle is not covered by University insurance and that the

University has no liability for:

- Any damage to the vehicle.
- Anything the vehicle might cause damage to.
- Any contents of said vehicle.
- Any passengers in the vehicle.
- Any excess or other costs should the vehicle be involved in an incident.
- No other students or University employees not manifested as private vehicle passengers are allowed to travel in the car.
- The running cost of the vehicle is the responsibility of the driver.

#### Staff or Student details

Applicant name: \_\_\_\_\_

Licence Class & Number: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Course: \_\_\_\_\_

Dates of Field Trip:

From \_\_\_\_\_ To \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Vehicle Details

Car registration: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Last service date: \_\_\_\_\_

#### Passenger Manifest

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

#### Approval

NAME	SIGNED APPROVAL	DATE
STAFF / STUDENT:		
FIELD ACTIVITY SUPERVISOR:		
HEAD OF SCHOOL OR NOMINEE:		