

University Vehicle Fleet Policy

Section 1 - Background and Purpose

- (1) The University Vehicle Fleet Policy, supporting procedure and guidelines govern the purchase, ownership and usage of University Fleet Vehicles to deliver a University Vehicle Fleet which supports the University strategic and operational requirements and ensure the optimal utilisation of the Vehicle Fleet.
- (2) The procedures, guidelines supporting this Policy will adhere to ruling statutes, regulations, Government policies, and La Trobe University's governing principles and policies.
- (3) The purpose of this document is to provide all University departments the necessary information for the selection, procurement, use, management and disposal of University Fleet Vehicles.
- (4) Any guidelines referred to in this document should also be referred to in making decisions to ensure currency of that decision.

Section 2 - Scope

- (5) This Policy applies to all motor vehicles and road using plant or equipment owned or leased by La Trobe University.

Section 3 - Policy Statement

- (6) The University Vehicle Fleet delivered under this Policy will be fit for purpose, efficient, cost effective and environmentally sustainable.
- (7) All University Business Travel requiring use of a motor vehicle must in the first instance be conducted using a University Fleet Vehicle. If a suitable University Fleet Vehicle is not available then consideration should be given to the use of alternate forms of transport as defined from time to time in the supporting procedure.
- (8) Employees receiving a vehicle allowance as a part of their contract of employment are personally responsible for their own transport costs associated with local University Business Travel. This applies to all employees receiving a vehicle allowance including those who have not chosen to lease or purchase a vehicle.

Section 4 - Procedure

- (9) In support of this Policy the Procurement and Business Services Unit provides a full service to Departments for the purchasing, supply and ongoing management of University Fleet Vehicles.
- (10) With the exception of Novated Lease and Government Car Plan Operating Lease vehicles, all University Fleet Vehicles are purchased and disposed through the Procurement and Business Services Unit.
- (11) University Fleet Vehicles are purchased predominantly through the Victorian State Government fleet contract, which provides significant price discounts. Depending on the University's requirements, occasionally vehicles are

purchased utilising other Federal and State Government contracts or other from other manufacturers which provide discounted fleet pricing.

(12) Vehicles may only be purchased outside of these arrangements when the available vehicle range does not meet the University's requirements and only by written approval from the Executive Dean or Vice President.

(13) The Procurement and Business Services Unit provide University Pool Vehicles at all major metropolitan and regional campuses. These vehicles can be booked by departments for University Business Travel use as required.

(14) These Procedures are intended to ensure that both the usage and cost of the University Vehicle Fleet are optimised and overall performance is in line with industry leading practice for both use and sustainability.

Part A - Motor Vehicles Purpose and Types

(15) Motor vehicles are provided by the University to undertake University Business Travel. University Business Travel is defined as any travel required to support the University's strategic and operational requirements.

Types of Motor Vehicles Provided

(16) The University provides the following vehicle options for University Business Travel:

- a. University Fleet Vehicle
 - i. Pool Vehicle
 - ii. Departmental Vehicle
 - iii. Allocated Vehicle
 - Allocated Vehicle (FBT Applicable)
 - Allocated Vehicle (FBT Exempt)
- b. Hire Vehicle
- c. Taxi
- d. Employee's Private Vehicle

(17) In addition to the above, where an employee is the recipient of a vehicle allowance as a part of their contract of employment, the following vehicles may also be provided:

- a. Novated Lease Vehicle
- b. Government Car Plan Operating Lease Vehicle

University Fleet Vehicles

(18) University Fleet Vehicles are defined as motor vehicles which are owned or leased by La Trobe University. These vehicles include Pool Vehicles, Departmental Vehicles, and Allocated Vehicles.

(19) Novated Lease and Government Car Plan Operating Lease Vehicles are not defined as University Fleet Vehicles.

(20) Further information regarding the provision and use of University Fleet Vehicles can be found in Part C of this document.

Hire Vehicle Within Australia

(21) Where it is impractical to use a University Fleet Vehicle, a hire vehicle may be arranged through University's preferred rental company.

(22) For further details refer to the guidelines located on the Fleet Intranet.

Taxi

(23) Where a taxi is utilised for University Business Travel, a Cabcharge e-TICKET or FASTCARD should be used. In exceptional circumstances employees may pay the taxi fares personally and be reimbursed by the University upon presentation of a tax invoice.

(24) The Procurement and Business Services Unit will maintain a centrally managed account with Cabcharge for the payment of taxi travel. No other department is permitted to open or maintain an account with Cabcharge. For further details refer to the guidelines located on the Fleet Intranet.

Employee's Private Vehicle

(25) With the exception of employees in receipt of a vehicle allowance, an employee's private vehicle (including personal Novated Lease vehicles) should only be used for University Business Travel when all other options have been exhausted.

(26) Approval must be obtained from the employee's supervisor/manager (with delegated financial authority) prior to use of a private vehicle.

(27) In the event that an employee's private vehicle is used, a Private Car Travel Claim will be paid. For further details, please refer to the form located on the Human Resources Intranet.

Novated Lease

(28) The University allows eligible employees to enter into a Novated Lease arrangement for a vehicle. In summary, eligible employees are:

- a. Employees receiving a vehicle allowance as a part of their contract of employment;
- b. Full or Part time employees may salary sacrifice their lease payments for a Personal Vehicle;
- c. New employees commencing employment with an existing lease and wish to assign (re-novate) to La Trobe University.

(29) Further information regarding the procedures, eligibility, taxation implications and the University's preferred Novated Lease Providers can be found on the Human Resources Intranet.

(30) Human Resources, in conjunction with the lease providers, manage the purchase, ongoing maintenance, administration and disposal of these vehicles.

Government Car Plan Operating Lease

(31) As an alternative to a Novated Lease, employees receiving a vehicle allowance as part of their contract of employment may lease cars under a Government Car Plan Operating Lease.

(32) Further information regarding the procedures, eligibility and taxation implications of Government Car Plan Operating Leases can be found on the Human Resources' Intranet.

(33) Human Resources, in conjunction with the lease providers, manage the purchase, ongoing maintenance, administration and disposal of these vehicles.

Part B - Motor Vehicle Use

(34) The following factors should always be considered when determining the most appropriate mode of transport for

University Business Travel:

- a. Lowest total cost to the University;
- b. Period of time for which the vehicle is required;
- c. Length of the trip;
- d. Location e.g. interstate or local

(35) With the exception of employees receiving a vehicle allowance, motor vehicles may be used for University Business Travel in the following order of priority:

- a. University Fleet Vehicle, being
 - i. An Allocated Vehicle or Departmental Vehicle where available to the particular driver.
 - ii. A Pool Vehicle
- b. Taxi (where distance, cost and convenience are appropriate)
- c. Hire Vehicle

(36) Reference should be made to the University's [Travel Management Policy](#), supporting Travel Procedures and Guidelines where it is considered more appropriate to use regarding the use of public transport, Taxi's, Hire Vehicles and employee Personal Vehicle usage rather than a University Fleet Vehicle.

(37) Employees receiving a vehicle allowance as a part of their contract of employment are personally responsible for their own transport costs associated with local University Business Travel; this applies to all employees receiving a vehicle allowance, including those who have not chosen to lease or purchase a vehicle*.

*Please contact Human Resources if further clarification is required in relation to individual employment contract entitlements.

Authorised Drivers

(38) Upon receipt of approval from an employee's supervisor/manager (with delegated financial authority), University employees may utilise motor vehicles for University Business Travel.

(39) Occasionally other persons such as students of La Trobe University, volunteers or official visitors carrying out work on behalf of the University, may require the use a motor vehicle for University Business Travel. This is acceptable, noting:

- a. Approval must first be sought from the appropriate supervisor/manager (with delegated financial authority).
- b. The driver must be familiarised with the University's policies and procedures relating to motor vehicle use.

Driver Obligations - Licensing

(40) All drivers of motor vehicles must possess a licence that is valid in the jurisdiction in which they are travelling and for the class of vehicle they are driving.

Driver Obligations - Safety

(41) It is the responsibility of each driver to ensure any motor vehicle is driven safely and in accordance with the prevailing road laws and University Occupational Health & Safety policies, procedures and guidelines.

Driver Obligations - Alcohol and Drugs

(42) The driver of any vehicle used for University Business Travel must not have alcohol or drugs in his or her blood or breath immediately before or whilst driving the vehicle.

Driver Obligations - Bus Safety

(43) A driver of a bus as defined from time to time by the [Bus Safety Act 2009](#) must abide by all additional requirements of the [Bus Safety Act 2009](#) legislation. This applies to both buses provided as University Fleet Vehicles, and any other bus used for University Business Travel.

Driver Obligations - Traffic Offences

(44) Drivers will be personally responsible for any traffic or parking fines imposed on a University Fleet Vehicle whilst the vehicle is in their possession.

Driver Training

(45) The University endorses driver training programs for employees driving vehicles for University Business Travel. It is envisaged that such training will reduce the chance of accidents and therefore reduce the University's costs (including insurance premiums) and all drivers should be encouraged to undertake one of these courses.

Part C - University Fleet Vehicles

(46) The following motor vehicles will be known as University Fleet Vehicles

- a. Pool Vehicles - Vehicles managed by the Procurement and Business Services Unit which are provided at each major University campus. Pool Vehicles may only be used for University Business Travel, and can be booked online through the University's Intranet as required.
- b. Departmental Vehicles - Vehicles which are allocated to specific University business areas solely for University Business Travel. These vehicles are purchased by the Procurement and Business Services Unit and provided to University departments at a monthly charge. All operating costs will be charged back to the relevant department on a monthly basis.
- c. Allocated Vehicles - Vehicles which are allocated to a specific University employee. Allocated Vehicles are purchased by the Procurement and Business Services Unit and are provided at a monthly charge to the employee's department. Any running costs, including Fringe Benefits Tax where applicable, are also the responsibility of the employee's department.

(47) There are currently two types of Allocated Vehicles:

- a. Allocated Vehicle (FBT Applicable) - vehicles which are part of an employee's contract of employment, predominantly for University Business Travel use and which are available for the full private use of the employee outside of University business hours.
- b. Allocated Vehicle (FBT Exempt) - vehicles allocated to an employee for University Business Travel with incidental private use, as follows:
 - i. Travel between home and work
 - ii. Incidental travel in the course of duties of employment
 - iii. Non-work related use that is minor, infrequent and irregular

(48) The classifications, type, makes and model of vehicles applicable to various roles and functions are provided on the Fleet Intranet.

Procuring University Fleet Vehicles

(49) The Procurement and Business Services Unit is responsible for the purchase of all University Fleet Vehicles. No other departments may purchase a vehicle on behalf of the University.

(50) University Fleet Vehicles are purchased predominantly through the Victorian State Government fleet contract, which provides significant price discounts. Depending on the University's requirements, occasionally vehicles are purchased utilising other Federal and State Government contracts or other from other manufacturers which provide discounted fleet pricing.

(51) For specialised types of vehicles which are not available under the terms detailed above, an alternative supplier may be used upon approval from the Manager, Strategic Sourcing and Procurement.

Procuring Vehicles Overseas

(52) On occasion, a vehicle made need to be purchased overseas to undertake University Business travel. The Manager, Strategic Sourcing and Procurement must be consulted prior to entering into any agreement for the purchase of a vehicle overseas.

Approval Authority

(53) Before a new University Fleet Vehicle can be purchased, approval must be obtained as per the following table:

Pool Vehicle	Manager, Strategic Sourcing and Procurement
Departmental Vehicle	Head of School or Executive Director AND College Pro Vice-Chancellor or Vice President
Allocated Vehicle	Employee's Supervisor AND College Pro Vice-Chancellor or Vice President AND Executive Director, Human Resources (or representative)

Vehicle Selection

(54) The Procurement and Business Services Unit, through the Manager, Strategic Sourcing & Procurement will determine the vehicles available in the University Vehicle Fleet. The selection of vehicles will consider the University's objectives in optimising the cost and use of the fleet and its position on reducing the environmental impact.

Vehicle Specifications

(55) All new University Fleet Vehicles will be:

- a. Equipped with an automatic transmission
- b. White in colour

Vehicle Accessories

(56) The following accessories will be standard fitted to all passenger-type University Fleet Vehicles (where available):

- a. Bluetooth
- b. Cargo Barrier (Wagon's and SUV's)
- c. Floor Mats (Carpet or Rubber)
- d. Mudflaps
- e. Rear Park Assist

- f. Standard Towbar and Wiring Harness
- g. For commercial-type University Fleet Vehicles, the following accessories will be fitted (where available):
 - i. Bluetooth
 - ii. Floor Mats (Carpet or Rubber)
 - iii. Mudflaps
 - iv. Rear Park Assist
 - v. Standard Towbar and Wiring Harness.

(57) Any additional accessories will only be fitted to a University Fleet Vehicle if there is a legitimate need for these to be fitted for the purpose of undertaking University Business Travel.

Safety Standards

(58) In the interest of safety, all University Fleet Vehicles purchased by the University will have the following minimum ANCAP safety ratings:

- a. Passenger-type vehicles – 5 star
- b. Commercial-type vehicles – 4 star
- c. In addition, the following safety equipment must be fitted to each new University Fleet Vehicle:
- d. Airbags, including driver, passenger, side impact and side curtain
- e. Electronic Stability Control

(59) In the event that a vehicle is required for a specific purpose, and a suitable vehicle cannot be sourced to meet the above standards, an alternative vehicle may be sourced with the approval of the Manager, Strategic Sourcing & Procurement.

Retention Period

(60) The Procurement and Business Services Unit may determine the length of time a University Fleet Vehicle is kept by the University. This is known as the retention period.

(61) The retention period of a vehicle may vary or be altered given changes in vehicle usage, motor vehicle technology, or financial factors with a view of optimising the return on the investment in the University's vehicle fleet.

(62) The retention period for each vehicle will be recorded by the Procurement and Business Services Unit, and reviewed on at least an annual basis.

(63) Generally, the retention period for passenger vehicles will be 3 years or 75,000km, and for commercial type vehicles will 5 years or 100,000km.

Disposal of Vehicles

(64) When a University Fleet Vehicle has reached the end of its retention period, arrangements will be made by the Procurement and Business Services Unit for disposal. No other University department may arrange for the disposal of a University Fleet Vehicle.

(65) All University Fleet Vehicles will be sold at public auction. Under no circumstances will a vehicle be sold by the University directly.

Drivers Licence Requirements

(66) All drivers of University Fleet Vehicles will be required to complete a form detailing their current address and

licence details. In the event that their licence is suspended, cancelled, restricted, expired or its validity changed in any way, they must consult with the Procurement and Business Services Unit before any University Fleet Vehicle is driven.

Accidents

(67) In the event of an accident drivers are required to promptly provide full accident details and collect all relevant information to assist in the quick administration and resolution of the claim and repair.

Information on how to lodge a claim will be available from the University's Insurance Office.

Vehicle Refuelling

(68) Fuel cards will be provided for all University Fleet Vehicles by the Procurement and Business Services Unit. Fuel cards are specific to each vehicle/registration and must not be used to fill any other vehicle.

(69) Ordinarily vehicles should only be refuelled at service stations which accept the fuel cards provided. If this is not possible, the driver may pay personally for the fuel and will be reimbursed by the University; providing a valid tax invoice is supplied.

Odometer Readings

(70) When purchasing fuel for a University Fleet Vehicle, drivers are required to provide an accurate odometer reading to the service station attendant.

(71) Where a driver repeatedly fails to provide the odometer reading when refuelling, an administrative fee will be charged to the driver's cost centre and fund to cover the cost of obtaining this information manually.

Vehicle Use Log

(72) A log book or other equivalent document must be maintained for all University Fleet Vehicles. This document must be completed for all trips and must at a minimum identify the person whom was driving the vehicle at a particular time.

Registration

(73) All University Fleet Vehicles that are eligible to be registered must be registered with the relevant state motor authority. The registration of all University Fleet Vehicles will be managed by the Procurement and Business Services Unit.

Repairs and Maintenance

(74) All University Fleet Vehicles must be serviced and maintained in accordance with the manufacturers minimum specifications. In addition, all University Fleet Vehicles must be maintained in a safe and roadworthy condition and that any damage is promptly repaired.

(75) The Procurement and Business Services Unit will arrange servicing and repairs for all University Fleet Vehicles. Regular inspections of University Fleet Vehicles will be conducted to ensure compliance with the above.

Toll Roads

(76) The Procurement and Business Services Unit will maintain an account on behalf of the University with a company which provides e-TAGs or similar devices for use on electronic toll roads. No other department is to establish or maintain an account for this purpose.

(77) All University Fleet Vehicles will be fitted with an e-TAG or other similar device to enable the electronic payment

of tolls.

Redeployment

(78) The Procurement and Business Services Unit may redeploy a vehicle to another individual, another department (irrespective of campus) or to the University Pool where circumstances require it. When redeploying a vehicle, reasonable notice will be provided to the driver or department and the Procurement and Business Services Unit will ensure that the vehicle is fit for purpose

Infringement Notices

(79) Infringement Notices made out against a University Fleet Vehicle will be sent to the Procurement and Business Services Unit, who will then determine the driver of the vehicle at the time that the infringement was incurred against the vehicle log. Once the information has been verified, a Nomination Statement will be completed and forwarded to the relevant traffic authority.

Smoking

(80) Smoking is prohibited in all University Fleet Vehicles.

Badging

(81) All University Fleet Vehicles must carry La Trobe University badging on both side doors. Appropriate badges will be fitted to the vehicle upon delivery by the Procurement and Business Services Unit, and must not be removed from the vehicle.

Parking on Campus

(82) All motor vehicles must be parked in accordance with the prevailing regulations while on University campuses.

Part D - Sustainability

(83) The procurement and management of University Fleet Vehicles will be conducted under the [Environmental Sustainability Policy](#), the [Sustainable Transport Policy](#) and the Sustainable Strategic Procurement Procedures with the express view of reducing kilometres travelled, greenhouse gas emissions associated with transport and a proactive working towards carbon neutrality.

(84) Given the primary focus on reducing the University's impact on the environment the key focus areas will as a minimum include:

- a. Structured reporting on University's vehicle fleet travel to assist management in reducing travel;
- b. Proactively finding ways to reduce the size of the University vehicle fleet;
- c. Actively support the greater redeployment and sharing of departmental vehicles, both allocated and unallocated, to further assist in further reducing the University's vehicle fleet;
- d. Require the procurement and use of low energy/emissions vehicles for University business and personal travel, including increased use of 4 cylinder vehicles, diesel fuel and alternate fuels where approved by the manufacturer;
- e. Provide access to Greenfleet for carbon credits as an additional option in the effort to reduce the University's environmental footprint. Greenfleet is applicable to all motorised vehicles irrespective of use.

Part E - Fringe Benefits Tax

(85) For all information regarding the application, recording and payment of Fringe Benefits Tax relating to University Motor Vehicles please refer to the Taxation Policy NO. S21008D.

Section 5 - Definitions

(86) For the purpose of this Policy and Procedure:

- a. Accessories: may include items such as – towbars and ratings for utes and vans, reverse and front sensors, side air bags, floor mats/rubber mats, mud flaps, weather-shields for utes and vans, ABS, Electronic Stability Control, Cruise Control, cargo barriers for wagons, food van requirements.
- b. Allocated Vehicles: are vehicles which are provided to an employee as part of their employment package, with the exception of Novated Lease and Government Car Plan vehicles.
- c. Allocated Vehicle (FBT Applicable): are vehicles which are part of a contract of employment predominantly for University business use and are available for the full private use of an employee outside of University business hours.
- d. Allocated Vehicle (FBT Exempt): vehicles allocated to an employee for University business use with incidental private use.
- e. Departmental Vehicle: vehicles which are purchased by the Procurement and Business Services Unit and provided to University departments purely for University business use.
- f. Motor Vehicles: includes all road using vehicles, plant vehicles and equipment. Examples include (but are not limited to) cars, vans, utes, trucks, trailers, and caravans. For the purposes of this policy, Motor Vehicles also includes watercraft, including (but not limited to) motorboats, and jet ski's.
- g. Personal Vehicle: a vehicle owned by an employee that is not funded by an allowance as part of their contract of employment or supplied by the University.
- h. PTSV: Department of Public Transport Safety in Victoria.
- i. Purchase: this will include outright purchase or other means of finance such as leases, hire purchase etc. but not Novated Leases.
- j. University Business Travel: any travel from the usual place of work required to support the University and its department's strategic and operational requirements.
- k. University Fleet Vehicle: a motor vehicle purchased, owned or leased by the University.
- l. University Pool Vehicle: a motor vehicle purchased and controlled by the Procurement and Business Services Unit and permanently garaged at a University Campus. These vehicles can be used by any duly authorised person.

Section 6 - Stakeholders

Responsibility for implementation – Chief Financial Officer; College Pro Vice-Chancellors; College General Managers; and Heads of School.

Responsibility for monitoring implementation and compliance – Chief Financial Officer; Director, Financial Operations, Manager, Strategic Sourcing & Procurement; Contracts, Systems & Logistics Manager; Fleet Manager; Fleet Officer; and Taxation Accountant.

Status and Details

Status	Historic
Effective Date	22nd November 2016
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