

University Vehicle Fleet Policy

Section 1 - Background and Purpose

(1) The University Vehicle Fleet Policy, supporting procedure and guidelines govern the procurement, ownership and usage of University Fleet Vehicles to deliver an optimally utilised fleet of vehicles which support the University's strategic and operational requirements.

(2) The procedures and 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 owned, leased or operated by La Trobe University. For the purpose of this policy, this also includes any road using plant or equipment.

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 road transport costs associated with University Business Travel. Exceptions apply for local travel where the bulk of the journey has been made by another mode (eg. air or rail). This applies to all employees receiving a vehicle allowance including those who have not chosen to lease or purchase a vehicle.

Section 4 - Procedures

(9) In support of this Policy, Strategic Sourcing and Business Services provides a full service to Departments for the purchasing, supply and ongoing management of University Fleet Vehicles, including the provision of Pool Vehicles, or other alternative transport options such as Carshare vehicles across all University campuses or sites.

(10) 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 - Purpose and Types

(11) 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

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

- a. Pool Vehicles - Vehicles managed by Strategic Sourcing and Business Services, through its contracted partners, which are provided at each University campuses as deemed appropriate. Pool Vehicles may only be used for University Business Travel, and are booked for use on an as-needed basis.
- b. Carshare Vehicle - Vehicles provided by the contracted car sharing services provider. These vehicles are booked as required and are used to supplement the University's fleet of Pool Vehicles.
- c. Departmental Vehicles - Vehicles which are allocated to specific University business areas solely for University Business Travel. Management of these vehicles is facilitated by the University's contracted Fleet Management Organisation. All operating costs will be charged back to the relevant department on a monthly basis.
- d. Allocated Vehicles - Vehicles which are allocated to a specific University employee. Management of these vehicles is facilitated by the University's contracted Fleet Management Organisation. All operating costs, including Fringe Benefits Tax where applicable, are also the responsibility of the employee's department.

Rental Vehicle Within Australia

(13) Where it is impractical to use a University Fleet Vehicle, a hire vehicle may be arranged through University's preferred rental company. For further details, refer to the guidelines located on the Intranet.

Part B - Driver Responsibilities

(14) 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

(15) 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
 - iii. Car share vehicle
- b. Rental Vehicle
- c. An employee may use their own vehicle, if no other vehicles (pool vehicles; car share vehicles or rentals) are available, including those outlined in the University's [Travel Management Policy](#).

(16) Approval must be obtained from the employee's supervisor/manager (with the appropriate delegated financial authority) prior to use of a private vehicle. Note, that the University:

- a. does not provide insurance coverage for private vehicles; and

- b. the cost of any accident repairs, damage, and liability (including insurance excesses) in private vehicles are the sole responsibility of the driver.

Authorised Drivers

(17) University employees may utilise motor vehicles for approved University Business Travel only.

(18) Occasionally other persons such as students of La Trobe University, volunteers, contractors 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;
- b. The driver must be familiar with the University's policies and procedures relating to motor vehicle use.

(19) All drivers must complete the registration process prior to driving any University Fleet Vehicle.

Driver Obligations - Licensing

(20) 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. For the State of Victoria, this licence must be one of the following:

- a. Victorian Driver's Licence
- b. Driver's Licence from any other Australian state or territory, or New Zealand, providing the driver has not been resident in Victoria for more than 3 months.
- c. Overseas Driver's Licence (excluding New Zealand), where the driver does not have a permanent residence visa. If a permanent residence visa is held, then a Victorian driver's licence must be obtained within 3 months of arrival in Victoria. An English translation and copy of visa should be attached to this form.

(21) In accordance with the [Bus Safety Act 2009](#), any driver of a bus (being a vehicle with 10 or more seats) must hold a full driver's licence. A holder of a probationary licence, or a learner's permit will not be permitted to drive buses.

(22) In the event that a driver's licence is suspended, cancelled, or otherwise becomes invalid, a driver must not drive any vehicle whilst on University business for the period of time that it is unlawful to do so. In addition, drivers will notify Strategic Sourcing and Business Services of any such cancellation or suspension.

Driver Obligations - Safety

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

Traffic Offences

(24) Drivers are personally responsible for any infringements that are incurred whilst the vehicle is in their possession. This also includes parking infringements incurred where a vehicle is left parked illegally at the end of any booking.

(25) For University Fleet vehicles (excluding Car Share and rental vehicles), Infringement Notices will be sent to Strategic Sourcing and Business Services, who will then determine the driver of the vehicle at the time that the infringement was incurred against the vehicle log. For Car Share vehicles, infringement notices will be allocated to the driver responsible through telematics data. Once the information has been verified, a Nomination Statement will be completed and forwarded to the relevant traffic authority. The driver that incurred the traffic offence will be personally responsible for paying the infringement notice.

(26) Costs incurred by the University incurred due to negligent use of vehicles (such as impoundment due to excessive speed) may be personally recovered from the driver, and the driver may be subject to disciplinary action.

No Smoking

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

Driver Obligations - Sustainability

(28) Alternatives to travel, such as video conferencing, must be considered prior to travel. Alternative forms of transport such as trains and buses should also be considered in lieu of using a vehicle.

(29) If alternatives to a motor vehicle are not practical, drivers must consider:

- a. sharing trips with other people who may be travelling to the same place at the same time
- b. only booking the smallest and most fuel efficient vehicle practical for the trip, taking into consideration the number of passengers
- c. trip planning, including travel at non-peak times where possible, to avoid traffic congestion
- d. driving in a sustainable manner, including avoiding harsh acceleration and braking

Driver Obligations - Alcohol and Drugs

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

(31) In addition, drivers will ensure that there is no presence of any legal pharmaceutical drug in their blood or breath that impairs their ability to drive. Where a driver is uncertain of the effect, they should consult their healthcare professional prior to driving.

Driver Obligations - Bus Safety

(32) 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. This applies to both buses provided as University Fleet Vehicles, and any other bus used for University Business Travel.

Driver Training

(33) The University endorses driver training programs for employees driving vehicles for University Business Travel.

(34) Drivers of 4x4 vehicles who are travelling into areas where it is reasonably expected that the off-road capabilities of the vehicle may be required, must complete an appropriate driver training course prior to such travel being conducted, or be able to demonstrate significant experience in the operation of vehicles in such conditions.

Procuring University Fleet Vehicles

(35) Strategic Sourcing and Business Services is responsible for the procurement of all University Fleet Vehicles. Standard University procurement processes apply, as does the University Financial Delegations of Authority.

Vehicle Selection

(36) Strategic Sourcing and Business Services will determine the vehicles available for lease or purchase, taking into consideration:

- a. the University's objectives in optimising the cost and utilisation of the vehicle fleet

- b. the operational requirements of the area which will primarily use the proposed vehicle (for example, towing capacity, available storage, and ability to carry multiple passengers).
- c. OH&S requirements
- d. the availability of hybrid-electric vehicles, and other alternative fuels such as pure electric and hydrogen fuel cell.

Vehicle Specifications

(37) Typically, new University Fleet Vehicles will be:

- a. white in colour; and
- b. fitted with appropriate signage and branding.

Safety Standards

(38) In the interest of safety, all University Fleet Vehicles procured by the University will have a minimum ANCAP safety ratings:

- a. Passenger-type vehicles – 5 star
- b. Commercial-type vehicles – 4 star

(39) As ANCAP does not test all vehicle types, non-ANCAP rated vehicles may be procured providing:

- a. the vehicle is fitted with Electronic Stability Control; and
- b. no suitable ANCAP rated vehicles are available

(40) In addition, the following safety equipment must be fitted to each new University Fleet Vehicle:

- a. Airbags, including driver, passenger, side impact and side curtain (where available)
- b. Electronic Stability Control (ESC)
- c. Autonomous Emergency Braking (AEB) passenger vehicles only

(41) Where additional safety features can be added as an option pack to a particular vehicle, this must be considered.

(42) All University Fleet Vehicles, regardless of age, must be fitted with Electronic Stability Contract as of 31 December 2018 unless otherwise exempted by the Executive Director, Procurement Business Services.

(43) 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 Executive Director, Procurement Business Services.

Retention Period

(44) Strategic Sourcing and Business Services may determine the length of time a University Fleet Vehicle is kept by the University. This is known as the retention period. 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 and will be reviewed on an annual basis.

(45) 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

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

(47) All owned University Fleet Vehicles will be sold at public auction, unless it is unreasonable or impractical to do so.

Part C - Vehicles

Accidents

(48) 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. Full details of this process are detailed here.

(49) In the event of an accident in a Car Share vehicle, refer to clause 79 of this Procedure.

Vehicle Refuelling

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

(51) Vehicles should only be refuelled at service stations which accept the fuel cards provided. If this is not possible, the driver must use an alternative payment method such as a corporate card, or paying personally and being reimbursed. A valid Tax Invoice must be obtained from the place of purchase.

(52) Under no circumstances may a driver leave a place of refuelling without paying for any fuel taken.

Vehicle Use Log

(53) Where a vehicle is fitted with technology to allow for automated electronic trip recording, a paper based log book is not required to be maintained. Drivers must ensure that any access token, such as a smartcard that has been assigned to them is not shared with any other person.

(54) Drivers of Allocated Vehicles must maintain a log book to record any time that they are not driving the vehicle. Drivers will be responsible for any infringement incurred in that vehicle unless a log book shows that another person was in control of the vehicle at the time the infringement was incurred.

(55) In addition, drivers of Allocated Vehicles are required to maintain a log book for FBT purposes. This log book must cover a period of 13 weeks, and begin no more than 6 months from the date they take possession of a new vehicle. This log book may be maintained in an electronic format.

(56) A log book must be maintained for all other vehicles clearly showing the dates and times that a vehicle was in possession of a driver.

Fringe Benefits Tax

(57) For all information regarding the application, recording and payment of Fringe Benefits Tax relating to University Motor Vehicles please refer to the [Financial Management Procedure - Taxation](#).

Registration

(58) 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 Strategic Sourcing and Business Services.

Repairs and Maintenance

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

(60) All scheduled servicing and general repairs and maintenance (with the exception of Car Share vehicles) are to be authorised through the University's Fleet Management Organisation. Departments and Allocated Drivers are responsible for arranging servicing and repairs of vehicles they hold. Contact details of approved service providers are available from Strategic Sourcing and Business Services.

Telematics

(61) All University Fleet Vehicles and Car Share vehicles will be fitted with telematics. This may include the ability to track the location of a vehicle via GPS. Drivers acknowledge that usage of University Fleet Vehicles may be monitored by the University, and by third parties involved in the management of these vehicles.

Parking

(62) All motor vehicles must be parked in accordance with the prevailing regulations while on University campuses. Drivers are personally responsible for any parking infringements that may be incurred whilst a vehicle is in their possession. This also applies if a vehicle is left parked illegally at the end of the booking. For further information on parking, please refer to the [Car parking](#) webpage.

(63) Drivers must take all reasonable steps to ensure that vehicles are parked in a safe location to prevent damage and/or theft of the vehicle whilst it is in their possession.

(64) With the exception of Allocated Vehicles, University Fleet Vehicles may only be garaged off site as part of University business.

Sustainability

(65) The procurement and management of University Fleet Vehicles will be conducted under the Environmental Sustainability 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.

(66) The primary focus on reducing the University's impact on the environment will focus on:

- 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 travel, where it is practical to do so.;
- e. Greenhouse gas emissions relating to the University's vehicle fleet fuel consumption will be offset annually through the purchase of Greenfleet carbon offsets or alternative National Carbon Offset Standard (NCOS) approved offsets.

Part D - Car Share (GoGet) Vehicles

(67) A driver must not use or access a Vehicle without holding a Booking to use that Vehicle for the time the Vehicle is in the driver's possession.

(68) A driver must comply with all conditions of their Booking, including but not limited to the particular Vehicle to be used by the driver and the time, date and duration of their Booking.

(69) If a driver wishes to use a Vehicle for longer than allowed for in their Booking, or if the driver is unable to return their Vehicle to its Pod prior to the conclusion of their Booking, the driver must:

- a. where the Vehicle is not booked by another Member; make a new Booking or extend their current Booking for the period that the driver will continue to require the Vehicle, by following the procedure set out in the University Vehicle Fleet Guidelines; or
- b. where the Vehicle is booked by another Member, take all reasonable endeavours to return the Vehicle to its Pod before the conclusion of the Booking and contact GoGet immediately. If a vehicle is not returned to its Pod before the conclusion of the Booking, the driver will be liable for all related costs and fines, and their access to Car Share vehicles may be revoked.

(70) Nothing in this document grants a driver a right to use a Vehicle without GoGet's express written consent by way of a booking confirmation email sent to the driver.

(71) Drivers acknowledge and agree that GoGet may monitor the usage of its Vehicles via its onboard technology monitoring system.

(72) At the commencement of a Booking, a driver must:

- a. use their Smart Card to unlock the Vehicle;
- b. inspect the Vehicle for any interior or exterior Damage;
- c. if there is any Damage present on the Vehicle:
 - i. check whether the Damage has been recorded on the Damage Report Sheet and that there is a report number assigned to the recorded Damage;
 - ii. if the Damage is recorded on the Damage Report Sheet and there is a report number assigned to the recorded Damage, a driver may proceed with a Booking provided that the driver believes, acting reasonably, that it is safe to do so;
 - iii. if the Damage is not recorded on the Damage Report Sheet or there is not a report number assigned to the Damage, the driver must contact GoGet to report the Damage prior to using the Vehicle. In this instance, GoGet will advise the driver how to proceed and the driver must follow all lawful directions given to the driver by GoGet;

(73) When the driver is ready to operate the Vehicle and if it is safe to do so, the driver must use the key which is affixed to the Vehicle as set out in the Membership Manual.

(74) At any time that a driver accesses a Vehicle (whether or not with GoGet's consent), the driver must:

- a. ensure that the Vehicle is locked with the driver's Smart Card at any time the driver is not inside the Vehicle;
and
- b. leave the interior and exterior of the Vehicle clean and tidy in the same condition as when the driver first accessed the Vehicle.

(75) At or before the end of a Booking, a driver must:

- a. return the Vehicle to the pre-defined Pod as set out in the driver's booking confirmation email;
- b. if the driver cannot return the Vehicle to its Pod:
 - i. the driver must park the Vehicle in the nearest legal and permanently un-timed car space, or if the Vehicle has a permit, according to signage in the nearest car space in the zone of the permit affixed to the windscreen of the Vehicle the driver can find; and
 - ii. the driver must immediately inform GoGet of the location of the Vehicle;
- c. return the Vehicle in the same condition as when the driver collected it (such as ensuring the Vehicle is clean);
- d. ensure that all documents and accessories that were in the Vehicle at the commencement of the Booking remain in the Vehicle;
- e. ensure all of the Vehicle's lights are switched off;
- f. remove the Vehicle key from the ignition and ensure the same remains within the Vehicle and is affixed to the Vehicle;
- g. ensure all doors, windows, sun rooves, fold-back rooves or other similar openings are closed or sealed securely;
- h. remove all personal belongings from the Vehicle; and
- i. use the driver's Smart Card to lock the Vehicle.

(76) At any time that a driver is using a Vehicle, the driver must:

- a. ensure that, at the end of the Booking, there is a minimum of a quarter of a tank of fuel in the Vehicle; and
- b. refuel the Vehicle with the correct fuel, as advised in the Co-Pilot or in the booking confirmation email.

(77) Each Vehicle is fitted with fuel cards for the purposes of refuelling the Vehicle the driver is using at selected petrol stations. Where possible, the driver must refuel using the fuel cards. Where this is not possible, the driver must refuel the car and pay for that fuel.

(78) A driver must not:

- a. operate the Vehicle at any time that it is unsafe to do so;
- b. remove or attempt to remove the e-tag from the vehicle;
- c. remove or attempt to remove or use the fuel card(s) from the Vehicle, except for the purposes of refuelling the Vehicle that the driver is using under an active and current Booking;
- d. remove the key from the Vehicle unless the driver is instructed by GoGet to do so;
- e. remove any parking pass, carpark access device or permit from the Vehicle unless the driver is instructed by GoGet to do so;
- f. smoke in the Vehicle or cause the Vehicle to smell of smoke;
- g. remove or attempt to remove any security equipment or other equipment fitted to or provided with or in the Vehicle unless the driver is instructed by GoGet to do so;
- h. use the Vehicle to carry passengers for remuneration, reward or donation;
- i. use the Vehicle to propel or tow any vehicle, trailer or other object without GoGet's express written consent;
- j. take part in any race, rally, pace-making, trials, speed testing or similar event, whether legal or otherwise, using the Vehicle;
- k. operate the Vehicle or allow the Vehicle to be operated in any illegal manner including where the operator of the Vehicle is under the influence of drugs, alcohol or any other substance impairing their ability to operate the Vehicle;
- l. allow the Vehicle to be driven by anyone who is not a Member;
- m. use the Vehicle to carry any inflammable, explosive or corrosive materials;
- n. allow any more passengers to travel in the Vehicle than is legally permitted;

- o. allow the Vehicle to be driven on beaches or through streams, dams, rivers, flood waters, bush fire affected areas or any other roadway where the police or any Government authority have issued a warning or caution;

(79) In the event of an Accident associated with the Vehicle or where the Vehicle sustains Damage while a driver is in possession of the same, whether or not such Accident is as a result of the driver's use of the Vehicle or whether or not such Damage is caused by the driver, the driver must:

- a. immediately, or if that is not possible then as soon as reasonably practicable, report that Damage to GoGet by contacting GoGet using the contact information as set out in the University Vehicle Fleet Guidelines and/or the Co-Pilot;
- b. report any injury to any person caused by a Vehicle in the driver's possession (whether or not the driver was driving or operating that Vehicle) first to the police and then to GoGet. In this circumstance, the driver must provide GoGet with the police reference number given to the driver by the police when the driver reported the injury;
- c. report any loss or damage to third party property associated with the driver's possession of the Vehicle (whether or not the driver was driving or operating that Vehicle) first to the police and then to GoGet. In this circumstance, the driver must provide GoGet with the police reference number given to the driver by the police when the driver reported the damage;
- d. not admit liability or guilt in the event of an Accident;
- e. not promise to pay any third party in the event of an Accident;
- f. not attempt to repair the Vehicle or any part thereof;
- g. not attempt to repair any third party property;
- h. obtain all details of any third parties involved in the Accident that a reasonable person in the same situation would obtain including but not limited to all details required by the Damage Report Sheet; and
- i. take all other measures that a reasonable person would take in the event of an Accident.

(80) A driver undertakes and agrees that they will complete any forms reasonably required by GoGet in the event of an Accident or Damage.

(81) A driver undertakes and agrees to fully co-operate with GoGet and any third party as required by GoGet in relation to any investigation or legal proceedings associated with an Accident or Damage sustained while a Vehicle was in the driver's possession, in connection with a Vehicle associated with a Booking made by the driver (whether or not such Vehicle was in the driver's possession at the time of the Booking), the driver's Smart Card being used to access a Vehicle or access door or any other reasonable investigations or legal proceedings undertaken, initiated or involving GoGet or any third party as advised by GoGet.

(82) A driver acknowledges and agrees that they may not carry an animal in a Vehicle unless:

- a. the animal is a domestic animal; and
 - i. if the Vehicle is advised by GoGet to be a Pet Friendly Vehicle, the animal is carried using the pet hammock within the Vehicle or if for any reason the animal cannot be carried within the pet hammock, then the animal is transported in a proper container suitable for the transport of the animal;
 - ii. if the Vehicle is not advised by GoGet to be a Pet Friendly Vehicle, the animal is transported in a proper container suitable for the transport of the animal;
- b. no physical evidence of the transport of the animal (including smells) is present in the Vehicle when it is returned.

Section 5 - Definitions

(83) 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. Carshare vehicle: is a vehicle provided by Car Share Australia Pty Ltd (trading as "GoGet").
- c. 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.
- d. University Business Travel: any travel from the usual place of work required to support the University and its department's strategic and operational requirements.
- e. University Fleet Vehicle: a motor vehicle owned, leased or otherwise held by the University. Vehicles include 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 skis.
- f. University Pool Vehicle: a motor vehicle controlled by Strategic Sourcing and Business Services and permanently garaged at a University Campus. These vehicles can be used by any duly authorised person.

Status and Details

Status	Current
Effective Date	22nd June 2018
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Responsible Manager - Policy	Jodie Banfield Chief Financial Officer
Author	James Humphreys
Enquiries Contact	Finance