

 BOND UNIVERSITY	USE OF POOL VEHICLES PROCEDURE
Contact officer:	FBD Director, Manager of relevant Faculty or Office (see Pool Vehicle Listing)
Date first approved:	2 March 2005
Approval authority:	Director, Facilities Management
Date of next review:	16 June 2024

1. PURPOSE AND OBJECTIVES

The University maintains a small fleet of vehicles, referred to as Pool Vehicles, for use by staff for official business. These motor vehicles are available for use by all staff who are in possession of a current Australian unrestricted motor vehicle driver's licence.

2. AUDIENCE AND APPLICATION

Bond University Staff

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Faculty/Office	Maintain a Pool Vehicle Register for the vehicles under its management (clause 4.1)
	Inform Manager, Insurance & Risk if driver has traffic offences (clause 4.1)
	Inform Manager, Insurance & Risk if any damage sustained to vehicle (clause 4.2)
Pool Vehicle User	Notify Faculty/Office of any damage sustained to vehicle (clause 4.2)
	Pay any infringement notices incurred whilst driving Bond vehicle (clause 4.1)

4. THE PROCEDURE

4.1. Use of Vehicles

The relevant Faculty or Office will maintain a Pool Vehicle Register for the vehicles under its management.

The relevant Faculty or Office will allocate these vehicles only if pre-booked and the user's licence details are kept on file. The vehicles are to be picked up and returned to their allocated parking areas.

On collection of the keys for the motor vehicle (from the Security Office for FM Pool Vehicles and the relevant Faculty/Office for Faculty/Office-owned vehicles), a logbook is provided to the person who has booked the motor vehicle. A copy of a current driver's licence must be provided to the relevant Faculty or Office prior to the staff member using a Pool Vehicle.

Staff members who have a "Provisional Driver's Licence" (P Plate) will not be permitted to use the motor vehicles.

If a user has endorsements on their driver's licence for traffic offences they must inform the Manager, Insurance and Risk before taking a vehicle. If a user has been convicted of an offence under the Traffic Act they will be unable to use a Pool Vehicle.

It is necessary to ensure that the vehicle is returned to campus at the completion of the daily booking. On return, the logbook must have been completed showing the following information:

- name and signature;
- date;
- odometer at start and finish;
- number of kilometres;
- purpose of journey.

If due to extenuating circumstances the Pool Vehicle is required to be off campus overnight, the staff member must have agreed and prior authority from their Manager. When off-campus overnight and if not securely parked, the user must ensure the fuel card and satchel are taken out of the vehicle and the vehicle is locked and in the most secure location possible.

A petrol card is provided with the logbook and the vehicles keys. The user will ensure that the vehicle is returned with a minimum of $\frac{3}{4}$ of a tank of fuel and any petrol docket must be returned with the logbook.

If an infringement notice, such as a parking fine or speeding ticket, is received for a Pool Vehicle it will be passed on to the individual who booked the vehicle. Bond University will not cover infringement notices.

Please note:

- The user is not to smoke when using a Pool Vehicle.
- Vehicles must be returned in a clean and tidy state.
- No animals are to be transported in Pool Vehicles.

4.2. Accident Instructions

If a user has an accident in a Pool Vehicle, or notices damage sustained to a Pool Vehicle whilst it is in their possession, the relevant Faculty or Office must be notified immediately who will inform the Manager, Insurance and Risk.

If another vehicle is involved, the user should obtain the details of the other driver, a description of the damage with supporting photographs of the general surrounds and of the vehicle and notify the police where required. In the event of major damage, injury to an individual or debris blocking the carriageway emergency services should be contacted on 000. At no time should the driver of the Bond University vehicle admit fault.

If the vehicle is drivable, it is to be immediately returned to its correct parking area and the aforementioned Faculty/Office and relevant staff notified.

If the vehicle is not driveable the vehicle should be appropriately secured and the Insurer (details in glovebox) contacted to coordinate a towing service.

4.2.1. Insurance Details Following an Accident

It is important that the insurance details are completed as soon as possible.

If the user was at fault they must declare so when notifying the relevant Faculty or Office and the Manager, Insurance and Risk, which, if required, will provide guidance regarding the lodgement of an insurance claim. A full description of the accident with a sketch of the accident scene along with personal details and licence details must be provided.

The driver's licence details and personal details will be maintained by the relevant Faculty or Office according to the University's Privacy Policy.

The Faculty or Office that employs the driver will be responsible for paying the policy excess. The Faculty or Office may pass the liability for the excess on to the driver where the driver was negligent.

4.3. Role of the Relevant Faculty or Office

The relevant Faculty/Office must consider requests to book vehicles from outside their Faculty/Office. Faculties/Offices reserve the right to refuse the request for a vehicle on the grounds that:

- all the vehicles are already booked or away for service or repairs;
- the driver has not given their licence details;
- the staff member has not been complying with this Procedure during previous use of a Pool Vehicle;
- other more appropriate forms of transport are available.

The Security Office may issue keys on behalf of the relevant Faculty or Office if appropriate prior arrangements are made and authorisations are given.

5. DEFINITIONS, TERMS, ACRONYMS

Pool Vehicle A motor vehicle for the use by Bond University staff for official business.

6. RELATED DOCUMENTS

[Bond University Pool Vehicle Listing](#)

[Insurance Policy](#)

[Campus Management Policy](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
10 May 2022			Converted Policy (COR 5.05) into this Procedure
16 June 2021			

BOND UNIVERSITY POOL VEHICLES**LEASED VEHICLES**

Lease Type	Vehicle Description	Registration Number	Contact Details for Use of Vehicle
OP Lease	Toyota Hi Ace 3.5 V6 LWB Cargo Van	520ZFW	Julia Galic, BIHS
OP Lease	Toyota Rav4 2.0 GX CVT Wagon	521ZFW	Future Students
OP Lease	Toyota Rav4 2.0 GX CVT Wagon	522ZFW	Future Students
OP Lease	Toyota Corolla 1.8 Ascent Hybrid CVT Hatch	523ZFW	Future Students
OP Lease	Toyota Corolla 1.8 Ascent Hybrid CVT Hatch	524ZFW	Future Students
OP Lease	Toyota Corolla 1.8 Ascent Hybrid CVT Hatch	525ZFW	Rosemary Page, Facilities Management
OP Lease	Toyota Corolla 1.8 Ascent Hybrid CVT Hatch	526ZFW	Rosemary Page, Facilities Management
OP Lease	Toyota Corolla 1.8 Ascent Hybrid CVT Hatch	527ZFW	Julia Galic, BIHS

OWNED VEHICLES

	Vehicle Description	Registration Number	
Owned	2013 TOYOTA HILUX Refrigeration Unit	927TAN	Glenn Harding, Food & Beverage
Owned	2009 TOYOTA HILUX TGN16R 2.7 Workmate Cab Chassis Auto RWD 4spd Automatic 2dr Cab Chassis Unleaded	121MTV	Rosemary Page, Facilities Management
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Owned	2009 FORD RANGER PK 2.5 TDCi XL 4x2 RWD 5spd Manual 2dr Cab Chassis Diesel	419MXM	Rosemary Page, Facilities Management
Owned	2009 FORD RANGER PK 2.5 TDCi XL 4x2 RWD 5spd Manual 2dr Cab Chassis Diesel	470MXM	Rosemary Page, Facilities Management
Owned	2009 HYUNDAI 130CW FD 1.6 SZ CRDi Auto FWD 4spd Auto 5dr Station Wagon Diesel	892MSZ	Anthony Spegel, Campus Life
Owned	2010 TOYOTA COROLLA ZRE152R 1.8 Conquest Auto FWD 4spd Auto 5dr Hatchback Unleaded	751RCJ	Rosemary Page, Facilities Management
Owned	2016 Toyota Hiace Mini Bus SLWB 2.7L Petrol Automatic 12-seater	709WKX	Yvette Jasprizza, Bond Sport
Owned	2016 Toyota Hiace Mini Bus SLWB 2.7L Petrol Automatic 12-seater	710WKX	Yvette Jasprizza, Bond Sport
Owned	2018 Toyota Hiace Van LWD 2.7L petrol Automatic	616YBU	Glenn Harding, Food & Beverage
Owned	2018 Toyota Hiace Mini Bus SLWB 2.7L Petrol Automatic 12-seater	929YLK	Yvette Jasprizza, Bond Sport