



SCHOOL OF BOTANY & ZOOLOGY

BOZO VEHICLES - GENERAL CONDITIONS OF USE

The conditions set out below incorporate the School's guidelines along with the relevant sections of the ANU policy. For a full description of the ANU policy refer to:

http://www.anu.edu.au/finance/purchasing/vehicles/vehicle_management.htm

Driving a University Vehicle

- Vehicles may be used by staff and students who have been authorized to drive a University vehicle on University business. The School does charge for the use of vehicles where that use is associated with research including honours and PhD studies.
- When booking a vehicle your surname and destination must be recorded in the booking book. Be realistic about the amount of time required and remember to leave time to clean and refuel the vehicle, but do not over-book. If you return early then cancel the remainder of your booking. At times of high use it causes considerable angst when vehicles that are booked out remain idle in the car park. In such instances we will cancel your booking to allow a genuine user access.
- If traveling out of town, a Travel Proposal Form (2) should also be completed and submitted to HTO for approval at least one day prior to the day of travel. You are also required to carry a First Aid kit. All people who will be travelling in the vehicle must be listed on the Travel Proposal form (2).
- If vehicle is being used for a long trip/field trip then talk to the workshop staff, who will do a vehicle safety check, explain routine maintenance you will be required to carry out and issue you with a First-Aid kit.
- Flammable substances (eg fuel), compressed gases, liquid nitrogen, dry ice and any other **dangerous goods shall only be carried in those vehicles with a separate rear compartment** ie the Hilux, or Ute – NOT the station wagons or landcruisers.

- Any travel on unsealed roads and off-road should be in a 4WD. Note that using a standard vehicle attracts the same cost per kilometer as a 4WD. If you damage a station wagon on the dirt, and this damage could have been expected to be avoided if you were in a 4WD (eg hitting a roo, or damaging suspension and or an aerial), you might be asked to contribute to the repair costs.
- Before driving the vehicle take note of any damage evident and report it immediately otherwise it may be assumed the damage occurred at the time you borrowed the vehicle.
- Advise the Workshop/HTO of any defects, breakdowns, damage or other problems immediately on returning the vehicle.
- You must refill vehicles if the fuel tank is half or below half. Be sure to use the correct fuel ie diesel (for all 4WDs) or unleaded petrol (for all 2WD vehicles). A Star Card for use at Caltex Service Stations is attached to the key.
- Do not leave vehicles unattended with the ignition key in the lock and ensure, when away from the vehicle, that the vehicle is locked.
- Any infringements and penalties incurred by the driver of a University vehicle are the responsibility of the driver.
- Complete trip details on running sheet with precise details eg. Computer repairs, Dell, Canberra City (please eliminate words like pick up, drop off, campus).
- If you intend to garage one of our vehicles at home then discuss with the HTO. FBT might be payable and there are security issues that need to be discussed.
- You must clean the vehicle inside and out when you have completed your journey. If you do not then we will pay to have it cleaned and you will be charged the cost.

Authority to Drive

- Staff members holding a current drivers licence (of the appropriate class) acceptable in the Australian Capital Territory or holding a licence acceptable to the Country, State or Territory in which the vehicle is to be driven can drive a University vehicle. Note that you will need to be issued with an ANU Driving authority through the workshop (see Alan). The School also offers a familiarisation course for 4WD's. This course is compulsory for Honours students. The course is strongly recommended for PhD students and staff.

- Undergraduate students are not normally allowed to drive BoZo vehicles.

Drivers with Provisional Licences

Provisional Drivers Licence holders must display their P plates in accordance with the Road Transport Authority.

Holders of a provisional license within their first year:

- can not access the 4WDs;
- may drive the 2WD but must be accompanied by another person that has a full licence. Both people will require an ANU driving authority.

After the first year holders of a provisional license:

- may access the 2WD vehicles unaccompanied;
- can access 4WD vehicles but must be accompanied by another person that has a full licence. Both people will require an ANU driving authority and must have attended one of BoZo's in-house 4WD familiarisation days.

See also the ANU Policy at

Special Authority to Drive - Emergencies

When outside the University campus, and unable to contact an authorised driver, a non-authorised person may drive the vehicle in an emergency.

Private use of University Vehicles

Under no circumstances may a University vehicle be used for private purposes.

Unauthorised Passengers

Passengers who are not members of the University staff and/or have no connection with the University-related purpose for which the vehicle is being used, may not normally be carried in a University vehicle (NB those people listed on the Travel Proposal Form are authorised passengers). Nevertheless, there may be exceptional circumstances where this is unavoidable.

After Hours Use of Vehicles (other than approved long journeys/field trips)

The use of University vehicles outside normal hours requires the prior written approval of the appropriate Delegate. The approved after hours use must be recorded in the Running Sheets.

Long Journeys and Field Trips

If you are traveling outside the Canberra/Queanbeyan city region then you must submit a travel proposal (2) and have that approved before you travel. You may need to refer to the ANU policy on field work

(<http://www.anu.edu.au/hr/ohs/policies/field.html>.) and you will need to carry a First Aid kit available from the workshop.

If you are doing this for the first time please discuss any proposed arrangements with the workshop or the HTO before you lock in your plans.

Accidents

When an accident occurs, the driver of a University vehicle must:

(a) Stop the vehicle.

(b) Obtain the -

- name(s) and address(es) of the of the other driver(s)
- name(s) and address(es) of the owner(s)
- registration number(s) of the other vehicle(s) involved
- sight other drivers licence/licence number
- names and addresses of any witnesses to the accident (if possible)

(c) Not admit liability for the accident, even if they think it was their fault.

(d) Report details to the ACT police in person as soon as practicable and no later than 24 hours, even in the event of a minor accident. Where damage is estimated to be in excess of \$1000, a collision report form, available at all police stations, should be completed within 24 hours.

(e) If anyone has been injured or if a vehicle is on fire, phone emergency 000 or mobile 112. When any person has been injured and/or when vehicles have suffered significant damage, the police must be called to the scene (ACT telephone 11444). Do not move the vehicle in these circumstances until authorised by the police.

If interstate - Find out the relevant state requirements regarding the reporting of accidents.

Accident Reporting within the University

Any driver of a University vehicle involved in an accident must report the circumstances on an Accident Report Form to the HTO as soon as you return. If the driver is unable to do so, their immediate supervisor must make the report.

The report will be actioned and comment sought as appropriate, prior to submitting it for consideration of possible claims and other aspects affecting the University to the Director, Financial Services.

Fuel Card

The University has a preferred supplier agreement with Caltex/Ampol. A Caltex Starcard is attached to the key ring of each vehicle. The Starcard must be used for the purchase of:

- unleaded fuel; diesel fuel; top-up oils; LPG; and car wash (where the service station has these facilities).

The precise odometer reading will be required by the service centre attendant each time fuel is purchased using the Starcard. Full details on how the Caltex Starcard works can be found at <http://www.anu.edu/finance/purchasing/fuelcard.html>.

The fuel card must only be used to purchase fuel for University vehicles.

Fuelcards must be returned immediately to University Fleet Services when the vehicle is sold or replaced.

Emergency Road Service

All of the BOZO vehicles have road membership with NRMA, details may be found in the glove box of individual cars.

ACT LICENCE CLASS CODES & CONDITIONS

LICENCE CLASS CODES

R - Motorcycle Licence (Rider)

C - Car Licence

LR - Light rigid vehicle licence

MR - Medium rigid vehicle licence

HR - Heavy rigid vehicle licence

HC - Heavy combination vehicle licence

MC - Multi-combination vehicle licence
times

LICENCE CONDITION CODES

A - Vehicle fitted with automatic transmission only

B - Heavy Vehicle fitted with synchromesh transmission

E - Motorbike/Trike rider, restricted eng capacity as notified in writing by the driver licensing authority

H - Hire car for hire or reward

M - Motorcycle for restricted hire or reward

O - Omnibus for hire or reward

S - Licensee must wear corrective lenses at all times

T - Taxi for hire or reward

V - Driver aids must be fitted

W - Vehicle for restricted hire or reward

X - Must comply with any condition as notified in writing by the driver licensing authority

Visiting Drivers information

The Authority defines a visiting driver who arrives in the ACT with no intention of becoming a resident. These include:

- Tourists
- Business people
- People visiting friends or relatives
- Visitors on working holiday visas
- People studying or working in the ACT who intend to return to their home country when they finish their courses or jobs

Visiting drivers are not required to obtain an ACT licence even if they stay longer than three months, providing their overseas licence or international driving permits remain current and their tourist or visitor status remains unchanged.

Sub-regulation 94 (1) of the Road Transport (Driver Licensing) Regulations 2000 says that a visiting driver from overseas must carry either:

- Their foreign drivers licence and an international driving permit, or
- Their foreign drivers licence that is written in English, or
- Their foreign drivers licence that is not written in English, accompanied by an official English translation of the license.

An official translation means a translation by an Embassy or a Consulate or the Department of Immigration, etc.

Note: An international driving permit is only valid if it is accompanied by the foreign licence, as it is really only a translation of that foreign licence.

Visiting driver must carry their license while driving and must not be disqualified in the ACT or elsewhere. They must not have their visiting driving privileges withdrawn. They must only drive the types of vehicles authorised on their overseas licence. Visiting drivers must be able to satisfy the Australian Federal Police of their genuine visitor status.