



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Guideline:

## Use of University Vehicles by Students

Effective: 2 March 2021

Audience: Staff and Students

Guideline Category: Management

Guideline Sub-category: Physical  
Facilities

|                       |   |
|-----------------------|---|
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## 1 OBJECTS OF THE UNIVERSITY

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The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
  - i. teaching, scholarship and research;
  - ii. training for the professions; and
  - iii. pastoral care for its students.

## 2 PURPOSE

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- 2.1 The University acknowledges that from time to time it may be necessary for Students to use University owned or leased motor vehicles (for example, in order to enable them to attend placements in remote areas).
- 2.2 This Guideline sets out the principles for use of University vehicles by Students.

## 3 SCOPE

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- 3.1 This Guideline applies to students of the University and, where appropriate, students of other educational institutions who may be attending placements with University students (for example, as part of the program run by the Majorlin Kimberley Centre for Remote Health).

## 4 PRINCIPLES

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- 4.1 Students are only permitted to use a University Vehicle in accordance with this Guideline where written authority has been given by the relevant Director or Executive Dean (or delegate).
- 4.2 Authority will only be given in accordance with clause 4.1 where:
  - 4.2.1 it is determined by the University that there is a genuine need on the part of the Student to use the vehicle and no suitable alternatives are available;
  - 4.2.2 in the case of a Non-University Student, the institution at which they are enrolled has signed an appropriate agreement allowing its students to use University Vehicles and providing the required indemnities and assurances regarding insurance;
  - 4.2.3 the Student has signed the Student Acknowledgement; and
  - 4.2.4 if driving a University vehicle, the Student holds a current Australian driver's licence and has presented a certified copy or the original licence to the University.
- 4.3 Any authority given to a Student to use a University Vehicle will be limited to the Approved Purpose and may be subject to any conditions the relevant Director or Executive Dean (or delegate) wishes to impose in addition to the conditions set out in this Guideline.
- 4.4 Where authority has been given in accordance with clause 4.2.2, insurance arrangements will be the same as those provided to University students.

## 5 CONDITIONS OF USE

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- 5.1 Students who are given authority to use a University Vehicle in accordance with this Guideline must:
- 5.1.1 use the University Vehicle only for the Approved Purpose and in accordance with this Guideline and any conditions or rules that may apply from time to time;
  - 5.1.2 comply with all road traffic rules in the area in which they are driving;
  - 5.1.3 immediately advise the relevant Director or Executive Dean (or delegate) in the event that they are charged with a breach of any road traffic rule, whether whilst using the University Vehicle or otherwise;
  - 5.1.4 continue to hold a valid driver's licence at all times when driving a University Vehicle and immediately advise the relevant Director or Executive Dean (or delegate) in the event that their licence is suspended or withdrawn;
  - 5.1.5 when driving a University Vehicle, only transport passengers in the University Vehicle where they are also Students and are authorised in accordance with this Guideline to use a University Vehicle;
  - 5.1.6 when driving a University vehicle, refrain from using any mobile device or doing any act which may distract them from driving and, when a passenger in a University vehicle, refrain from doing any act which may distract the driver of the University vehicle;
  - 5.1.7 not transport any animals in the University vehicle;
  - 5.1.8 behave in a courteous and responsible manner at all times whilst using the University Vehicle; and
  - 5.1.9 only leave the University vehicle overnight in an approved location.
- 5.2 The University may withdraw approval given to a Student to use a University Vehicle at any time for any reason whatsoever.

## 6 ROLES AND RESPONSIBILITIES

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- 6.1 **National Director, Campus Infrastructure and Facilities** has overall responsibility for overseeing the use of University Vehicles on the relevant campus.
- 6.2 **The relevant Director or Executive Dean (or delegate)** is responsible for approving requests for Students to use University Vehicles and monitoring Student use of University Vehicles in accordance with this Guideline.
- 6.3 **The relevant placement coordinator** is responsible for ensuring that Students attending placements have obtained authority to use University Vehicles in accordance with this Guideline where necessary.

## 7 RELATED DOCUMENTS

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- 7.1 *Student Code of Conduct*
- 7.2 Any Rules applicable to use of vehicles that apply to the relevant Campus, School or department.
- 7.3 *Student Acknowledgement Form*

## 8 DEFINITIONS

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**For the purposes of this Guideline, the following definitions apply:**

**Approved Purpose** means the purpose for which use of a University Vehicle by a Student is authorised pursuant to this Guideline as confirmed in writing.

**Non-University Student** means a student who is enrolled at an educational institution other than the University of Notre Dame Australia.

**Student** means any person who is enrolled in a Program or Course at The University of Notre Dame Australia, or a student enrolled in another educational institution where applicable.

**University Vehicle** means any vehicle owned or leased by the University which is provided for Students to use in accordance with this Guideline.

**University** means The University of Notre Dame Australia.

**Use** refers to both driving and travelling in a University Vehicle.

| Version | Date of approval | Approved by  | Amendment                       |
|---------|------------------|--------------|---------------------------------|
| 1       | 2 March 2021     | DVC, Finance | Effective date – new Guideline. |

## 9 ATTACHMENT A - STUDENT ACKNOWLEDGMENT FORM

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### Student Acknowledgement

**To be signed by all students authorised to drive or travel in a University vehicle.**

I acknowledge and agree that:

- (A) I have read and will comply with the *Guideline – Use of University Vehicles by Students* and the *Rules – Use of University Vehicles (Broome)* as amended from time to time;
- (B) I will only use the University vehicle in accordance with the Approved Purpose and will comply with any conditions imposed;
- (C) If I will be driving the University vehicle, I am in possession of a current valid Australian drivers' licence and will notify the University in the event that there is any change to the status of my licence;
- (D) If I am driving the University Vehicle it is my responsibility to comply with all road laws and rules and I will be liable for any fines or infringements in relation to the vehicle which are incurred during my period of use of the vehicle;
- (E) I do not currently have any outstanding charges or convictions relating to road traffic offences and will notify the University immediately in the event that I am charged with any road traffic offences;
- (F) In the event that the vehicle is involved in an accident, damaged or stolen during my period of use, I will report this immediately to **[insert details of appropriate University staff member]** and will assist the University in complying with any legal or administrative requirements in relation to the accident, damage or theft;
- (G) **[Delete if UNDA Student]** I hereby indemnify the University in relation to any claims arising as a result of loss, damage, injury or death to any person as a result of my negligence.

Signed by:

\_\_\_\_\_

Print full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Student Number (If not University of Notre Dame Student, insert name of institution):

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