



THE UNIVERSITY OF
NOTRE DAME
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Guideline:

Use of University Vehicles by Employees

Effective: 30 May 2022

Audience: All Employees

Policy Category: Management

Policy Sub-category: Physical Facilities

Key words: vehicle, employee, travel

Guideline Owner: Chief Property and Facilities Officer

Responsible Officer: Chief Property and Facilities Officer

Review Date: May 2025

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1 PURPOSE

- 1.1** The University is committed to providing safe work environments for our employees and minimising the extent to which they are exposed to hazards during their work, including hazards with any work-related travel. This guideline communicates to all drivers the safety requirements when using University fleet vehicles or leased vehicles when traveling, including specific requirements when traveling to remote locations. The aim is to minimise the risk and exposure of employees to workplace injuries and harm and to provide guidance to Managers on appropriate actions prior to commencing any journey.
- 1.2** This Guideline sets out the principles for use of University vehicles by employees.

2 SCOPE

- 2.1** This Guideline applies to all employees of the University.

3 IDENTIFY HAZARDS ASSOCIATED WITH DRIVING

- 3.1** The Manager, in consultation with the employee, is to identify the hazards associated with work related driving using the Work Related Driving Safety Checklist as guidance. The checklist considers the driver, planning the journey and the vehicle. Using a reliable process to keep track of employee whereabouts will verify their continued well-being and enable us to provide or mobilise prompt emergency assistance, as required.

4 CONDITIONS OF USE

- 4.1** Employees who are given authority to use a University Vehicle in accordance with this Guideline must:
 - 4.1.1** 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;
 - 4.1.2** complete the Journey Management Plan and provide the signed copy to Campus Services;
 - 4.1.3** hold a current Australian driver's licence and provide a certified copy of the original licence to Campus Services;
 - 4.1.4** comply with all road traffic rules in the state in which they are driving;
 - 4.1.5** immediately advise the relevant Campus Services Manager (or delegate) in the event that they are charged with a breach of any road traffic rule;
 - 4.1.6** ensure the vehicle is only used for the purposes for which it was designed and licensed;
 - 4.1.7** 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;
 - 4.1.8** ensure the vehicle is maintained in a clean manner; limiting food and drink consumption, removing all rubbish and not smoking;
 - 4.1.9** ensure the Manager authorises the Journey Management plan prior to the journey; and
 - 4.1.10** take responsibility for any parking fines and other traffic infringements incurred.

4.2 Driving training

- 4.2.1 Drivers are required to hold an appropriate licence for the type and class of vehicle and have sufficient knowledge, skills and experience to safely control the vehicle.
- 4.2.2 Four-wheel drive vehicles should be used for all off road-situations including rough unsealed roads, rugged terrain and soft soil conditions. Driver training should be provided if drivers are not confident or are required to drive in inherently hazardous conditions.

4.3 Journey Management Plan form

- 4.3.1 Ensure form is completed and authorised prior to travel dates.

4.4 Checklists

- 4.4.1 Ensure the work-related driving checklist is used as part of your Journey planning
- 4.4.2 Ensure the vehicle logbook is completed for each journey.

4.5 Responsibilities – Manager

- 4.5.1 Authorise the Journey Management plan.
- 4.5.2 In the event of the employee not arriving at the destination as planned the Manager must immediately try to contact the employee by mobile or satellite phone.
- 4.5.3 If unsuccessful after reasonable attempts have been made, the manager is required to contact the police.

4.6 Responsibilities - Employee

- 4.6.1 Comply with these guidelines.
- 4.6.2 Complete the Work Related Driving Check List and Journey Management plan.
- 4.6.3 Notify their Manager if their driver's licence has been suspended, revoked or expired.
- 4.6.4 Inform their Manager if there is any reason that would prevent them from driving safely, such as, medical treatment, illness, physical condition or excessive fatigue.
- 4.6.5 Initiate check-in calls at, or as near as possible to, the pre-arranged check-in time.

5 ROLES AND RESPONSIBILITIES

5.1 The Chief Property and Facility Officer has overall responsibility for overseeing the use of University Vehicles.

5.2 The relevant Manager (or delegate) is responsible for approving requests for employees to use University Vehicles and monitoring employee use of University Vehicles in accordance with this Guideline.

6 RELATED DOCUMENTS

This Guideline should be read in conjunction with the following documents:

- 6.1** *Policy: Travel*
- 6.2** *Policy: Work, Health & Safety*
- 6.3** *Guideline: Use of Vehicles for Students*
- 6.4** *Staff Code of Conduct*
- 6.5** Work-related driving checklist
- 6.6** Journey Management plan
- 6.7** HSW Information sheet – Rural and remote travel

Version	Date of approval	Approved by	Amendment
1	30 May 2022	Chief Property and Facilities officer	New guideline.

7 ATTACHMENT 1 –DRIVING CHECKLIST



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This checklist should be completed by the Employee/Student in consultation with the Campus Services Manager, Campus Infrastructure and Facilities Division.

Name:	Workplace:	Date:
Additional Passengers:	Manager:	Destination:
Section 1 – SAFE DRIVER		
Provided a copy of valid driver's licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driver Authorisation and Employee Acknowledgement Form completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
University Fleet Vehicle Policy sighted and understood	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Factors that might impair driver safety such as medication have been considered by the driver? Further advice has been sought from a medical practitioner if required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the driver required to have completed 4X4 vehicle training. If yes, has a certificate been provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 2 – SAFE JOURNEY & ITINERARY		
The driver has a hands free cradle, mobile phone and charger	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A satellite phone is available, charged and the employee has been instructed to use it	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roadside assistance details are with the vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the time of day, adverse weather and road conditions and other risk factors been identified and addressed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has sufficient time been allocated for travel	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of facilities and services on route	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you carrying appropriate supplies with you	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vehicle manual is available to aid in familiarising driver with vehicle use	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Log book, emergency numbers, maps and directory available in vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are arrangements in place to notify the manager when destination has been reached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 3 – SAFE VEHICLE		
Is there sufficient water in the radiator and in the windscreen pump	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tyres that have adequate tread and fully inflated (including spare)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Windows are clean and have no cracks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All mirrors are in good condition and are adjusted as required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driver's seat is adjustable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
First aid kit, reflective vests, reflective warning signs and fire extinguisher provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vehicle licence plate clean and easily seen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the windscreen washer and wipers in working order	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All headlights and taillights, brake lights and indicators working	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Logbook and manual in vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8 ATTACHMENT 2 – JOURNEY MANAGEMENT PLAN



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Complete all required sections of this plan and obtain signed authorisation

Section 1 - TRAVEL DETAILS						
Driver Name:	Name Contact number		Emergency contact:	Name Contact number		
Employee/Staff ID:			Manager/Supervisor:	Name Contact number		
Driving License:			Other passengers (if applicable):			
Workplace:	Dept Campus					
Section 2 – JOURNEY AND COMMUNICATION PLAN						
I will be contacting (name) on departure and arrival			Name Contact number			
Departure			Arrival			Accommodation
Town	Date	Time	Town	Date	Time	Name / phone
<p>Please keep a copy of this for your records, ensuring that you ring your contact at scheduled times, or within 2 hrs of a scheduled time.</p> <p>The University will endeavor to make all efforts to contact an employee if they fail to contact within 2 hours of their predetermined arrival time. If an employee(s) is (are) unable to be located, the University will alert the relevant authorities about the missing person that day. It will be up to the authorities to launch a search at their discretion.</p>						
Section 3 – DRIVER ACKNOWLEDGEMENT						
I have read and will comply with the <i>Guideline – Use of University Vehicles by Employees</i> and I have provided my emergency contact details when booking the vehicle						
I will use the University vehicle in accordance with the approved purpose and will comply with any conditions imposed						
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						
If I am driving a Vehicle on behalf of the University, it is my responsibility to comply with all road laws and rules including any restrictions applicable to my license type 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						
I will be fit to drive, well rested and alert, not under the influence of drugs, alcohol, medications or other substances that many impair my ability to drive.						

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.	
I have provided the relevant Campus Services team with a copy of my current driving licence	
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 the relevant Campus Services Manager, complete an Incident Report and send to safety@nd.edu.au . I will assist the University in complying with any legal or administrative requirements in relation to the accident, damage or theft	
I agree to inform my Manager of any changes to this journey Management plan as soon as is practicable.	
Employee signature:	Date:
Section 4 - APPROVALS	
Manager signature:	Date: