



Application for Home Garaging of an ANU Vehicle

To Delegate <i>(Name of Approving Authority)</i>			
Delegation (see Delegations by Budget Unit)	<input type="checkbox"/> 157	and/or	<input type="checkbox"/> 159 and/or <input type="checkbox"/> 228
<p>1. A vehicle provided on the basis of home garaging may be used for travel to and from work only and may only be driven by the staff member to which the vehicle has been allocated.</p> <p>2. All vehicles purchased by the University (except those purchased for private use option B) form part of the University's transport pool and all existing guidelines and policies relating to use of University vehicles apply.</p> <p>3. The University owns, registers, and insures the vehicle. If the vehicle is allocated from a School/Faculty/Centre pool, the School/Faculty/Centre is responsible for ensuring that regular service schedules are met and that the vehicle is kept in a clean and presentable condition. The University meets:</p> <p style="margin-left: 20px;">a. the running costs (petrol, tyres, service etc) for the vehicle, including Roadside Assistance, provided that such services are obtained through the University's preferred supplier agreement.</p> <p style="margin-left: 20px;">b. fuel card supplied with the vehicle. The odometer reading is required each time using the fuel card.</p> <p>4. When not being used, the vehicle is to be kept locked at all times.</p> <p>5. Log books must be maintained and returned with the vehicle on a daily basis.</p> <p>6. Vehicle insurance provided by the University extends to official use and travel to and from work only.</p> <p>7. An officer is allocated a vehicle at close of business each day. The vehicle is to be used only for transport to and from the officer's normal place of residence. The vehicle must be returned to the pool at start of each day.</p> <p>8. If the vehicle normally provided is not available, a suitable alternative vehicle will be supplied or if possible other arrangements made. When the vehicle is required for a prior booking through the pool, the vehicle must be made available in good time for the booking to be met.</p> <p>9. Members of staff who fail to observe University policies, permitted uses, and reasonable care and control will be deemed to be "self insurers of the University vehicle in their care" and may be required to bear the cost of any damages which might arise because of their failure.</p> <p>10. This form, when signed by appropriate local delegate, should be forwarded to contracts.office@anu.edu.au</p> <p>11. The delegate and staff member should note that the provision of home garaging might result in an FBT liability being incurred for the University and a reportable fringe benefit being incurred for the staff member.</p> <p>12. It is acknowledged that the driver may be required to transport family members, and/or work associates in the course of the journey from home to work and work to home.</p>			

Name of Driver		Uni ID	
Position		Driver Licence No.	State
Level		School/Division	
University Vehicle Registration Plate No.		Period of Home Garaging	
Signature of Applicant		Date	

LOCAL DELEGATE (APPROVING AUTHORITY) TO COMPLETE			
Entitlement Type:	Existing Entitlement <input type="checkbox"/>	New Entitlement <input type="checkbox"/>	
Approver Name:			
Approver Signature:			
Approver Position:			
Uni ID		Date	