

## Vehicle Private Use Authority and Conditions of Use

<b>Name:</b>	<b>Uni ID:</b>
<b>Position:</b>	<b>Drivers Licence No.</b>
<b>Level:</b>	<b>College/School/Division:</b>

Employee Level	Eligible for Use	Vehicle Salary Package Options	Option A/ Vehicle Allowance <sup>1</sup>	Option B/ Cash Out Value <sup>2</sup>
Level 1 – Deputy Vice Chancellors, Pro Vice Chancellors and Exec Director (A&P)	Full Private Use	A, B	Up to \$45,000	\$22,000 pa
Level 2 – College Deans, School Directors, Directors of Service Divisions	Full Private Use	A, B	Up to \$36,000	\$18,000 pa
Level 3 – Other officers as approved by the Director, Human Resources	Full Private Use <b>OR</b>	A, B	Up to \$32,000	\$18,000 pa
	Conditional Private Use	A	Up to \$32,000	N/A

### Vehicle Salary Package Options

Option A: University Provided Motor Vehicle **or**

Option B: Cashed Out Benefit – (\$18,000 or \$22,000)

### **EMPLOYEE TO COMPLETE: EMPLOYEE REQUEST/ENTITLEMENT**

Option	Tick	Action
Option A	<input type="checkbox"/>	<a href="#">Terms and Conditions Option A</a>
Option B	<input type="checkbox"/>	<a href="#">Terms and Conditions Option B</a>
<b>Signed: (Employee)</b>		<b>Date:</b>

### **DELEGATE TO COMPLETE**

Employee is authorised to have:	Full Private Use <input type="checkbox"/>	Conditional Private Use <sup>3</sup> <input type="checkbox"/>
Existing or New Entitlement	Continuing Entitlement <input type="checkbox"/>	New Entitlement <sup>4</sup> <input type="checkbox"/>
Option Authorised by Delegate:	Option A <input type="checkbox"/>	Option B <input type="checkbox"/>
Employee Level	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>	
Delegate Name & Signature:		
Uni ID:		
Delegate Position:		
Delegation Held:	N157 <input type="checkbox"/>	N159 <input type="checkbox"/> Y228 <input type="checkbox"/>

### **Conditions of Use – Option A – University Provided Motor Vehicle**

<sup>1</sup> Option A, vehicle allowance based on 2 years or 40,000klm whichever comes first

<sup>2</sup> Option B cash out, is based on a Per Annum basis.

<sup>3</sup> If 'conditional' private use is specified, please attach a list of the conditions that have been agreed to (refer Terms and Conditions Option A).

<sup>4</sup> If SAO 1 to 4, approval is also required by the SM Remuneration Committee.

## Part A: Full Private Use and Conditional Private Use

1. A vehicle provided for 'private use' is available for the official and private transport of the designated staff member to whom the car is allocated.
2. Private use vehicles supplement transport available in the University when the vehicle is not needed for the purposes of the designated staff member. The vehicle must be made available for alternative University use if the vehicle would otherwise be left idle for an extended period (generally longer than 4 consecutive weeks).
3. The University owns, registers, and insures the vehicle. The designated staff member will be responsible for seeing that the regular service schedules are met, and that the vehicle is kept in a clean and presentable condition.
4. Except as noted in Part B below, the University meets all running costs (petrol, tyres, service etc) for the vehicle provided that such services are obtained through the University's preferred supplier agreement.
5. The provision of Roadside Assistance will be through either manufacturer's Roadside Assistance Cards or through ASSIST AUSTRALIA membership acquired through University Fleet Services.
6. A Caltex fuel card will be supplied with the vehicle. The odometer reading will be required each time fuel is purchased using the fuel card.
7. The driver of the vehicle (the designated staff member or approved person under section 9) is responsible for ensuring the safety of the vehicle. When not being used, the vehicle is to be kept locked at all times.
8. If there is a breakdown, or a need for substantial repair, the cost will be met by the University. The designated staff member should usually consult with the University's preferred supplier before proceeding to have the vehicle repaired; however there are circumstances when this will be impractical.
9. The vehicle may also be driven by:
  - University staff (who are authorised ANU drivers)
  - A person (over the age of 25 years) who is personally known to the designated staff member and who is properly licensed to drive, who is give specific permission to drive the vehicle
  - The car must only be driven in a manner and for a purpose consistent with the reasonable use expected of the designated staff member (reasonable care requirement)
10. The car must only be driven in a manner and for a purpose consistent with the reasonable use expected of the designated staff member (reasonable care requirement) and I, the 'authorised staff member' agrees that if a member of my family (or individual known to me) aged under 25 years has an accident in the University vehicle that the University Insurance Policy excess (currently \$1000) is payable by me, within 30 days of a properly rendered invoice.
11. If the designated staff member is to be absent on extended leave from the University, or unable to fulfil the responsibilities of the Office, the vehicle will revert to a pool vehicle. Alternatively, should the delegate so direct, the vehicle privileges may be transferred to the officer acting in the staff member's position.
12. The designated staff member will pay for parking in accordance with the University Parking Statues as issued from time to time by the University.

13. The designated staff member in conjunction with their Business Office will ensure that all steps are taken to monitor the vehicle mileage and ensure that key 'statutory' kilometre rates are met, whenever possible, e.g. 15,000 kilometre or 25,000 kilometre travel in any given FBT year (1 April to 31 March).
14. The designated staff member is responsible for notifying the University delegate (holder of HR delegation 3.37, 3.8, or 3.39) in the event that they become an 'unlicensed' driver at any time.
15. Members of staff who fail to observe University policies, permitted use, and reasonable care and control may 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 arise because of their failure.
16. Other terms and conditions as outlined in the ANU Vehicle Management procedures including those listed on the University's Drivers responsibility web page link.

## Part B: Conditional Private Use

Level 3 staff (refer page 1 for definition), under Option A – University provided motor vehicle MAY have additional conditions on their use and access to a University vehicle.

It is expected that one or all of the following conditions would apply to any 'conditional private use' specified by the delegate.

1. Where a vehicle is used for private purposes outside the radius of 300 kilometres from Canberra (or normal place of employment), the cost of fuel will be met by the designated staff member and details of these costs will be provided to the relevant Business Office to ensure that the appropriate FBT adjustments are made.

**OR**

2. A \$500 contribution or a greater amount if specified by the delegate, (via fortnightly payroll deductions) is obtained from post tax salary as a contribution towards vehicle running costs.

**AND**

3. The vehicle is left on Campus for use by other ANU staff during all periods of annual leave (and other absences);

**OR**

4. The vehicle is left on Campus for use by other ANU staff during periods of annual leave (or other absences) for periods greater than 2 weeks.

**AND**

5. The designated staff member will ensure that the 'recommended' log book (if applicable) is completed at all times.

<b>SINGATURE</b>	
<b>DATE</b>	