

University Driver Responsibilities and Information

1. Be authorised to drive
https://policies.anu.edu.au/ppl/download/ANUP_007602
2. Only use the vehicle for University related purposes.
3. Drivers taking a University car on a long journey or field trip must complete and “Approval to Travel Form” [click here](http://policies.anu.edu.au/forms/travel_approval_form/form) (link to http://policies.anu.edu.au/forms/travel_approval_form/form)
4. Not leave vehicles unattended with the ignition key in the lock, and ensure, when away from the vehicle, that the vehicle is locked.
5. Complete a log book when the vehicle is being used for University related purposes.
6. Advise the Transport Officer of any defects, breakdowns or other problems immediately on returning the vehicle.
7. Refill the vehicle using its fuel card if the petrol gauge indicates that the tank is less than quarter full. The SGFleet fuel card is for use for the purchase of fuel (all unleaded, diesel, LPG), top up oils and carwashes (where the service station has this facility).
- 8. Drivers must provide an odometer reading and a PIN to the service attendant each time the University vehicle (and only a University vehicle) is re-fuelled using the SGFleet fuel card provided with the vehicle.**

Failure to adhere to this requirement may result in revocation of the authority to drive a University vehicle.

9. Comply with the laws relating to the driving of vehicles in a public place.
10. Drivers must comply with all relevant motor traffic rules and regulations including ANU parking regulations. **NOTE:** Any infringements and penalties incurred by a driver of a University vehicle are the responsibility of the driver. Speed camera infringement notices, where the driver of the vehicle is not identified, will incur a Corporate Penalty being 3 times that of the normal infringement notice fine.
11. Notify the appropriate local delegate of any restrictions / changes to your driver’s licence. The authority to drive lapses if a person no longer holds a current drivers licence and / or the Delegate revokes an authority to drive for a reason relating to unsatisfactory driving or non-observance of University procedures/code of conduct.

12. 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.
13. In an emergency outside the University campus, where a driver is unable to contact an authorised driver, a non-authorised person may drive the University vehicle.
14. University vehicles are not to be used for private purposes (other than a vehicle assigned to a staff member for private purposes.)
15. For information on road/breakdown service please call SGFleet driver assist 1800 006 084.