



AUTHORITY TO DRIVE UNIVERSITY VEHICLES PF323

This form is to be kept on file within the Faculty/School/Division as a reference for the Head of School and for those Finance Officers whom are signatory to PF322 Requisition for Booking a vehicle

Faculty/School/Division: _____ Section: _____

Contact Name: _____ Phone No: _____ Fax No: _____

Full Name of Applicant: _____

Address of Applicant: _____

Date of Birth of Applicant: _____

Position of Applicant (employed at UQ as): _____

Applicant's Drivers Licence Details:

- Licence Number _____
- Licence Class _____
- Expiry Date _____
- Country of Licence Issue _____

Signature of Applicant: _____

I confirm the above details to be true and correct _____ (Date)

Signature of Approval:

I have reviewed the licence documentation of the above named member of my Faculty/School/Division, and grant them authority to drive University vehicle.

Head of School: _____ (printed name)

Head of School Signature: _____ (Executive Dean/Head of School/Division) _____ (Date)

No Further action is required, unless the applicant is an:

Undergraduate Student / Postgraduate Student / Visitor/Volunteer

and/or holds a: Provisional Licence / Overseas/International Licence

If the applicant falls within one or more of the above classifications then the approval of the Services Manager is sought. Please forward application to Services Manager, Property & Facilities Division, on fax number 59055 with a clear photocopy of the license attached.

Please ensure a return fax number is listed to enable us to advise approval.

Please allow 3 days for application approval process

Signature: _____

(Services Manager)

(Date)



CERTIFIED QUALITY MANAGEMENT SYSTEM
I.S.O.9001
Reg. No. 7568



CERTIFIED SAFETY MANAGEMENT SYSTEM
A.S.4001
Reg. No. 7566

For conditions of use of University vehicles please refer to reverse side.

CONDITIONS OF USE FOR UNIVERSITY VEHICLES

1.0 DEFINITIONS AND POLICY

Vehicle Type

The following types of vehicles (including four wheel drive vehicles) are defined as 'cars':

- Motor cars, station wagons, panel vans and utilities (excluding panel vans and utilities designed to carry a load of one tonne or more);
- All other goods-carrying vehicles with a design carrying capacity of less than one tonne, and;
- All other passenger – carrying vehicles with a designed carrying capacity of fewer than nine occupants.

Authorised Driver

To be authorised to drive a University Vehicle a driver must have:

- Written authority of their Executive Dean, Head of School or Divisional Head, and where required written authority of the Property and Facilities Division Services Manager, and;
- Hold a current Queensland Drivers Licence appropriate for the vehicle to be driven. It should be noted that the Queensland Government has placed restrictions on the use of interstate, international and overseas licences in Queensland. Reference should be made to Queensland Transport for information on these restrictions.

Use of University Vehicles for Private Purposes

The University does not permit the use of University vehicles for private purposes (cuff HUPP Section 2.10.5). However under certain circumstances Heads of Schools may approve the use of a University vehicle for private purposes (Authorised Private Use) providing such use is incidental to undertaking a journey to conduct University business.

In authorising the use of a University vehicle for a private use by an employee, Heads of Schools need to bear in mind the following:

- It is actually used for private purposes by the employee or associate, and
- The car is not at the employer's premises, and the employee is allowed to use it or private purposes.

In applying these rules, a car that is garaged at or near an employee's home is treated as being available for private use by the employee, regardless of whether or not the employee has permission to use it privately.

Authorised Use of a University Vehicle for a Private Purpose

An Executive Dean, Head of School, Head of Division may authorise the use of a University vehicle for a private purpose providing such use is incidental to undertaking a journey to conduct University business.

FBT Liability

Any use of a University vehicle for a private purpose including an "Authorised Private Use" incurs an Fringe Benefit Tax (FBT) liability (cf FMPM Section 5.2.8.2).

A car fringe benefit most commonly arises when a car held by an employer is made available for the private use of an employee. Fringe benefit tax is payable on any vehicle used or available for private use. Therefore it is University policy that all vehicles, other than those provided as a condition of employment be garaged on campus. On irregular and infrequent occasions, staff members may drive vehicles home, so they are available the next morning for early departure on University business. Such usage is considered 'incidental private use' and does not constitute a fringe benefit. The Executive Dean, Head of School, Head of Division must approve such private use before the vehicle leaves the campus (cf FMPM Section 5.2.8). Where the Executive Dean, Head of School or Head of Division has approved the regular or permanent garaging of a vehicle off campus such vehicle will be attracting a Fringe Benefit Tax liability.

2.0 VEHICLE FLEET MANAGEMENT

All use of University School and /or Pool Vehicles must be:

- Authorised by the Executive Dean, Head of School, Head of Division.
- Logged in a University approved "Logbook".
- Where appropriate, a request to use a University vehicle should be made on a University approved "Transport Requisition Form" to the Head of School, for example, the booking of a University Pool Vehicle.
- Driven by a University "Authorised Driver" (cf FMPM Section 9.1).
- Garaged on Campus unless specifically approved by the Executive Dean, Head of School, Head of Division to be garaged off campus.

3.0 RESPONSIBILITIES OF EXECUTIVE DEANS AND HEAD OF SCHOOLS / DIVISION

Executive Deans, Heads of School, Head of Division are responsible for:

- The authorisation of staff to drive University vehicles.
- To ensure that authorised drivers hold current Queensland drivers licences appropriate for the vehicle they are authorised to drive. It should be noted that the Queensland Government has placed restrictions on the use of interstate, international and overseas licences in Queensland. Reference should be made to Queensland Transport for information on these restrictions.
- Where the driver is an undergraduate student, visitor or volunteer, or holds a provisional, international or overseas licence obtain authorisation from the Property and Facilities Division Services Manager for the person to drive a university vehicle (cf FMPM Section 9.1).
- For the maintenance and safe keeping of all School vehicles log books for a period of seven years.
- To make available on request, all school logbooks for inspection by the University's FBT Officer.
- To ensure that any FBT liability arising from the use of a University vehicle is paid and appropriate records are maintained. The FBT Officer, Financial and Business Services must be advised of any use of a University vehicle which attracts a FBT liability. Copies of the appropriate vehicle logs are to be forwarded to the FBT Officer.
- To advise the FBT Officer of any vehicle purchased which will be used for private purposes.

Logbooks and Forms are available on the University web site <http://www.pf.uq.edu.au/fleet-serv.html>.

If you have any questions on the above matters please contact the FBT Officer, Financial and Business Services or the Property and Facilities Division Services Manager.

4.0 USE OF UNIVERSITY POOL VEHICLES

- User Departments may be charged a cleaning fee if vehicles are returned in a state which is unacceptable and requires cleaning.
- An appropriately signed PF322 Requisition for Booking a Vehicle form is required to be presented to the Transport Booking Officer each time a University vehicle is collected from the Fleet Services Garage.