



EXTERNAL VEHICLE PURCHASING REQUISITION

PF395

Driver Details			
Driver	Title:	First Name:	Surname:
Organisation:		Phone No.:	Fax No.:
Email:		Garaging Information:	

Vehicle Details			
Vehicle Make/Model:			
Vehicle Body Type: <i>Sedan, Wagon, Utility</i>	Drive Type: <i>2WD, 4WD</i>	No. of Doors:	
Transmission: <i>Auto, Manual</i>	Fuel Type: <i>Unleaded, Diesel, LPG</i>	No. Of Cylinders:	
Exterior Colour:	Trim Colour:	Trim Type:	
Required Accessories	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Alloy Wheels	<input type="checkbox"/> ABS
<input type="checkbox"/> Bonnet Protector	<input type="checkbox"/> Cargo Barrier (Wagon)	<input type="checkbox"/> Cargo Blind (Wagon)	<input type="checkbox"/> Carpet Mats
<input type="checkbox"/> Cruise Control	<input type="checkbox"/> Rear Park Assist	<input type="checkbox"/> Driver's Airbag	<input type="checkbox"/> Dual Airbag
<input type="checkbox"/> Headlight Protectors	<input type="checkbox"/> Mud Spats	<input type="checkbox"/> Leather Trim	<input type="checkbox"/> Metallic Paint
<input type="checkbox"/> Mud Flaps	<input type="checkbox"/> Tow Bar – Weight () kgs	<input type="checkbox"/> Roof Racks	<input type="checkbox"/> Satellite Navigation
<input type="checkbox"/> Sunroof	<input type="checkbox"/> Window Tint Darkest Legal		
Additional Accessories:			

Will the vehicle be authorised for private use? No Yes

Financial Officer Name Contact Details	
Vehicle to be registered in the Name:	
CTP Provider:	

INVOICE IS TO BE SENT

Completed and authorised PF395 is to be sent to vehicles@pf.uq.edu.au.

THE CUSTOMER IS RESPONSIBLE FOR COMPREHENSIVE INSURANCE OF THE VEHICLE

Signature of Authorising Executive Dean

Date



APPLICATION TO PURCHASE A MOTOR VEHICLE

In order to expedite the purchase of the motor vehicle the Requesting Officer must provide the information as outlined below. The completed webform can be electronically forwarded to the Services Manager by submitting the Requisition and detailed below. However it should be noted that no formal action can be taken to purchase the vehicle until an authorised hard copy of the requisition is received in the Transport Office. Normally the requisition should be signed by Head of School and where an additional vehicle is being purchased by the Executive Dean or Divisional Head.

Where the vehicle is to form part of an offer of appointment a copy of the relevant part of the letter of offer must be attached to the Requisition.

When completed the requisition is to be forwarded to vehicles@pf.uq.edu.au.

In placing a requisition for the purchase of a Motor Vehicle Requesting Officer must be cognisant of the University Policy in respect to the purchase, use and disposal of University Motor Vehicles.

1.0 DEFINITIONS AND POLICY

Car

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

- The written authority of their Executive Dean, Head of School or Divisional Head, and where required
- The written authority of the Services Manager as well as
- [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 \(available at <http://www.transport.qld.gov.au/>\).](#)

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 (Authorized Private Use) providing such use is incidental to undertaking a journey to conduct University business.

In authorizing the use of a University vehicle for a private purpose, Heads of Schools need to bear in mind the following:

A car is taken to be made available for private use by an employee on any day when:

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

Authorized Use of a University Vehicle for a Private Purpose

An Executive Dean, Head of School, Head of Division may authorize 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 "Authorized Private Purpose" incurs an 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 attract a Fringe Benefit Tax liability.

2.0 VEHICLE FLEET MANAGEMENT

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

- Authorized 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 "Authorized 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 authorization 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 authorization from the 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, 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, Transport Requisition Forms, Driver Authorization Forms and Vehicle Purchase Requisition 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, Business Services or the Services Manager, Property and Facilities.