



REQUISITION FOR BOOKING A VEHICLE (<http://www.pf.uq.edu.au/fleet-serv.html>)

PF322

Form to be completed by an Authorised UniFi Financial Delegate

- A signed PF322 form is required to be presented to the Fleet Booking Officer each time a vehicle is collected.
- Hirer's are reminded that "overhead, interior, under body, windscreen & tyre damage caused is always at the hirer's risk."
- User departments maybe charged a cleaning fee if vehicles are returned in a state which is unacceptable and requires cleaning.
- Vehicles may be re-allocated if not collected within an hour of specified collection time.

Business Unit Name	Business Unit UniFi Number	Trip No.	Vehicle Collection		Vehicle Type (e.g. Sedan, Wagon, van)	Vehicle Return		Private Use* (Y/N)
			Date	Time		Date	Time	
Authorised Driver/s Name		1.						
Number of Trips Authorised <i>(Must be between 1 & 10; not open)</i>		2.						
Single Use or Multiple Use	<input type="checkbox"/> ending (mm, yy)	3.						
		4.						
Authorisation of Expenditure <i>I certify that:</i> 1. The above services are required and are a legitimate charge to the Business Unit Number specified. 2. I have read and understood the below 'Conditions of Use for University Vehicles' Policy. 3. The driver/s named herein meet the criteria for 'Authorised Driver' as mentioned in below Policy. Financial Delegate Signature: _____ Date: _____		5.						
		6.						
		7.						
		8.						
		9.						
ISC Receiver UniFi Id:		10.						
<p><i>NOTE: Vehicles may be re-allocated if not collected within an hour of specified collection time.</i></p> <p><i>Private Use * – Indicate Yes or No if the vehicle is to be parked / garaged off-campus overnight at or adjacent to a private residence.</i></p>								

On completion please fax form to UQ Property and Facilities Division, Fleet Services Section at:

ST LUCIA FAX: 53390
IPSWICH FAX: 11246
GATTON FAX: 57450

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, 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, and
- 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.

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.

