

# Pool Vehicle- Conditions of Use

The University maintains a Fleet of vehicles which are available to University staff and students to facilitate the business of the University. The Fleet consists of medium and large SUV's, sedans, hatch, buses and 4WD's.

The following conditions of use relate to the use of University Pool vehicles.

- Pool vehicles are not to be used for private purposes. Bookings will only be accepted where the use is 100% business travel.
- Pool cars (i.e. sedans/SUV's/hatch) are not permitted to be used for interstate travel.
- All Pool wagons are fitted with cargo barriers. Requests to reconfigure the cargo barrier to allow folding down of the rear seats must be made at the time of vehicle booking.
- All cargo must be stored in the boot or behind a cargo barrier (this includes luggage and laptops).
- 4WD's should be used when off road use is necessary.
- When a bus is required to travel off road, under no circumstances is it to be used in the same capacity as a 4WD.
- All Bus and 4WD bookings must be accompanied by an online FM1-21 Pool vehicle booking application.
- Overnight bookings must be approved by the Director of an Academic/Business Unit or Cost Centre Manager or nominee via the online FM1-21 **form prior to the vehicle being taken**.
- Pool vehicles overnight bookings must be housed in a secured area and not parked on the street.
- Drivers must hold a current and valid driver's licence and should have completed the appropriate induction/training for the vehicle they will be operating.
- International persons who have been given written permission or implied consent by the Director of an Academic/Business Unit or Cost Centre Manager or nominee must hold a current and correct International Driver's licence.
- In line with university policy, it is a requirement that all employees are not impaired by the use of drugs and alcohol and remain that way while on duty.
- Drivers are expected to be aware of, observe and adhere to traffic regulations that apply in each state in which you drive. This includes the use of seatbelts and the requirement not to use mobile devices while driving.
- Speeding and other traffic related fines or penalties including camera violations will be the driver's responsibility.
- Drivers must report any damage or vehicle faults to FM Assist.
- Drivers must report all vehicles accidents to:-
  - LeasePlan Accident Management 13 25 72
  - FM Assist on your home campus.
  - WHS on-line hazard/Incident Reporting & Investigation System:-  
<https://my.unisa.edu.au/staff/OHS/Default.aspx>
- Smoking, food, and drinking are not permitted in Pool vehicles.
- Users will keep vehicles clean and tidy and remove any rubbish from the vehicle prior to the vehicles return.
- Weekend and long-term users are responsible for cleaning the University Pool vehicle internally and externally before it is returned to campus. Cleaning costs are the responsibility of the Driver's cost centre.

- Vehicles must be secured when unattended.
- Logbooks are mandatory and must be completed for every journey.
- Drivers are prohibited from picking up hitchhikers and cannot accept any compensation from any individual for carrying passengers or material.
- No animals are allowed in the vehicle. University Research animals are an exception to this ruling and must be placed in an appropriate container/cage.
- Before towing a trailer, please ensure that all safety measures and towing regulations have been met. Materials being transported in vehicle must be secured against movement. Vehicles must not exceed towing capacity.
- Approval of the Campus Facilities Manager is required prior to carrying dangerous goods within Pool vehicles.
- Drivers must ensure that there is at least half a tank of petrol remaining in the vehicle prior to returning the keys to FM Assist.
- Pick up and return of the vehicle must be in line with the time specified in the booking request.
- Drivers must notify FM Assist office immediately if unable to return the vehicle by the time specified.
- FM Assist will not accept requests from USASA personnel that are made in advance of the date of the required booking.
- FM Assist will not accept requests from Graduate students that are made in advance of the date of the required booking.
- FM Assist will not accept requests from UniSA Sport that are made in advance of the date of the required booking.
- Drivers must refer to the LeasePlan EASY Guide for Roadside assistance instructions.

Non-compliance with any of these conditions may result in future use of the University vehicle being refused.