



OFFICIAL USE OF UNIVERSITY VEHICLES POLICY

Aim

The aim of this policy is to outline Charles Sturt Campus Services directive on the provision and use of University and private vehicles on Charles Sturt University property and local travel.

Purpose

To ensure that all staff have a current drivers licence and to keep track of all university vehicles.

Scope

This policy applies to all staff employed by CSCS Limited.

Application

1. GENERAL PRINCIPLES

1.1 Safe driving practices should be actively encouraged at all times.

1.2 Staff should not be required to drive under conditions in which fatigue is likely to arise.

1.3 The taking of regular and adequate rest breaks during a long motor vehicle journey is of fundamental importance in avoiding driver fatigue.

1.4 The distance which can be reasonably covered during a day of driving will be governed by the type of vehicle that is used, the type of terrain involved, the road, weather and traffic conditions, the prevailing speed limits and the maximum time which should be spent driving (see Section 3).

1.5 Any driver who feels fatigued should stop as soon as practicable and take an adequate rest break. This may mean 20 minutes away from the vehicle or a night of sleep, depending on the time of day and the preceding period of driving.

1.6 In planning official journeys involving a period of driving, an employee and the supervisor authorising such travel shall take the following considerations into account:

1.6.1 how long a employee will have been on duty prior to commencing driving and of the duration of any work duties at the end of the journey;

1.6.2 the time at which the journey is to be undertaken, the duration of the journey and the distance to be covered. Particular care should be taken when the timing of the journey interrupts normal sleep patterns;

1.6.3 the provision of adequate rest breaks before, during and after the journey;

1.6.4 the avoidance of any unusual accident risks during the journey; (eg frost, flood);



1.6.5 any need for the employees to perform other duties immediately after the journey; (This may require limitation of the duration of the journey.); and

1.6.6 the possibility of more than one driver travelling in the vehicle to share the driving on long journeys or journeys undertaken in isolated areas or under hazardous environmental conditions.

2. SPECIFIC PRACTICES AND PROCEDURES

The following practices and procedures shall be complied with as far as practicable:

2.1 No more than 10 hours of driving, including rest breaks, in a period of 24 hours should be undertaken. In circumstances where the driving is shared by two or more employees, the total time spent travelling, inclusive of rest breaks, should not exceed 10 hours in any 24 hour period.

2.2 When driving alone an employee should take a rest period of at least 20 minutes on completion of each two hour period of continuous driving. Where staff members are sharing the driving, a change of driver should take place at least every two hours.

2.3 An employee who has been the sole driver of a vehicle for 3 consecutive days should ensure that the fourth day is a non-driving day. A day of driving is defined as the maximum hours as outlined in paragraph 2.1 of these guidelines. Where work commitments include driving on consecutive days (eg practicum, field work) an employee should attempt to structure their program so each day includes non-driving activities.

2.4 The combination of work time and driving duty should not exceed 10 hours in any period of 24 hours.

2.5 With regard to the consumption and use of alcohol and drugs, the relevant State driving laws must be observed at all times. Employees must be cognisant of their ability to drive when taking legally prescribed drugs or consuming moderate amounts of alcohol as the effects of both can cause drowsiness and/or impede driving performance.

2.6 Where an employee drives half an hour or more to or from their place of residence to attend work, such time shall count as travelling time when observing any of the above procedures.

3. RESPONSIBILITIES OF DRIVERS

Employees who drive University vehicles have a responsibility to be familiar with and observe University regulations and procedures concerning the driving and servicing of vehicles and the reporting of accidents. These responsibilities include the daily checking of:

- tyres for inflation and tread damage;
- body for accident damage and missing fittings;
- radiator for correct water level;
- oil level;
- battery condition;
- spare wheel;
- tool kit for essential items;
- service sticker to ensure that servicing is not overdue.

NOTE: Drivers should familiarise themselves with the vehicle assigned to them before commencing a journey. It is important that each driver read the notes in the vehicle folder.



All users of University motor vehicles must be properly licensed, that is, they must hold a driver's licence that is current for the State in which they reside. CSCS requires a copy of all employee's current drivers licences to be kept on file.

Staff holding a provisional driver's licence may be permitted to drive University vehicles provided they nominate on the Vehicle Log Sheet that they hold only a provisional licence and that fact has been approved by the authorised delegated officer.

It is the driver's responsibility to ensure that all relevant road rules are obeyed and if an accident does occur there are instructions as to what procedures should be followed located in the folder provided with the vehicle.

Drivers of University vehicles are personally responsible for and liable to pay the penalty for any traffic infringements incurred while using a University vehicle.


Details of any minor damage that may occur while vehicle is in your care, i.e. chip in windscreen etc, are also to be recorded.

Animals are not to be carried in University vehicles.

Smoking is not permitted in University vehicles.

1. SIGN OFF

Company Representative:

Signed:		Date:	15-11-17
	_____		_____
Name:	Martin Dooner	Position:	General Manager
	_____		_____