

MOTOR VEHICLE ARRANGEMENTS PROCEDURE

SCOPE

This procedure applies equally to all staff of Monash University, within all campuses and controlled entities, and outlines the procedures applicable to senior staff who currently have a Contractual Motor Vehicle and all staff who have responsibility for (or access to drive) a Commercial Motor Vehicle or Departmental Motor Vehicle, herein collectively referred to as 'you' for the purpose of this procedure.

For the purposes of this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

This procedure creates a framework for the supply, use, maintenance and disposal of motor vehicles provided by Monash University ('us', 'our', 'we').

Variations to this procedure and associated [Terms and Conditions of Use](#), may be considered in exceptional circumstances but are subject to the prior approval of the Chief Operating Officer and Senior Vice-President.

1. Use of a University Motor Vehicle

- 1.1 Vehicle Custodians and staff with access to a University Motor Vehicle must adhere to the [University Motor Vehicles - Terms and Conditions of Use](#).

2. Arrangements for the supply of University Motor Vehicles

Fleet management services

- 2.1 We have appointed a third party supplier to maintain and manage our [vehicle fleet](#), including the ordering and provision of University Motor Vehicles, registration, maintenance and Fleet Cards.

Approved vehicles for senior staff

- 2.2 Contractual Vehicle arrangements are no longer available to staff. Existing arrangements will continue to apply if you currently have a Contractual Motor Vehicle until the earlier of the end of the vehicle's three year term or 60,000km.

Approved vehicles for commercial/departmental use

- 2.3 We provide a range of Commercial Motor Vehicles, Departmental Motor Vehicles and Pool Motor Vehicles. These vehicles are to be selected with reference to the Victorian State Government's Motor Vehicle Fleet (VicFleet) list of approved vehicles for passenger and light commercial contracts, and approved by the Chief Operating Officer and Senior Vice-President. The relevant head of department or manager will select a base model vehicle of the approved manufacturer's range, taking into account the nature of the University business that the Commercial Motor Vehicle or Departmental Motor Vehicle will be used for. Any request for a vehicle model other than base model will be subject to the approval of the Chief Operating Officer and Senior Vice-President or delegate.

Accessories

- 2.4 All University Motor Vehicles will be ordered with an automatic transmission and the following standard features:
 - Bonnet protector
 - Headlight protectors
 - Floor mats

- Front and rear mud flaps
- Dual airbags
- Curtain airbags
- Electronic stability control
- Cargo barrier (where a station wagon is requested)
- Air conditioning
- Bluetooth capability
- ABS brakes
- Cruise Control
- Rear parking sensors
- Tow bar (if requested)
- A decal (University logo) will be fitted to all Commercial and Departmental Motor Vehicles
- Cargo blind (where a station wagon is requested)
- Cargo shelf (if cargo blind is unavailable)
- Cargo liner (where a station wagon is requested)

2.5 Additional accessories may be requested for Departmental Motor Vehicles or Commercial Motor Vehicles, with the prior approval of the relevant head of department or manager. Any request is subject to approval by the Chief Operating Officer and Senior Vice-President or delegate.

Fleet card

2.6 If you are a [Vehicle Custodian](#), you will be provided with a Fleet Card for all fuel purchases, servicing transactions, car wash transactions and for purchasing supplies relevant to reasonable maintenance of the University Motor Vehicle (oil, carwash products, tyres, windscreen wiper blades, etc.). More information is available at the following link: [Fleet Card](#).

Insurance

2.7 All University Motor Vehicles are covered by our comprehensive insurance policy. Subject to the terms of this Motor Vehicle Procedure, insurance costs and excess payments will be met by us and will be arranged by the Insurance work unit within our Financial Resources Management Division. More information is available at the following link: [Insurance](#).

2.8 We do not accept any liability for personal property left in a University Motor Vehicle. Our insurance policy does not extend to cover personal property stored in a University Motor Vehicle in the event of theft. In the event of theft of a University Motor Vehicle, you must report the theft to our fleet management provider and the police as soon as possible.

Accident management

2.9 An accident management procedure is contained in the glove box of all University Motor Vehicles on delivery. Drivers are required to refer to this procedure and follow the necessary protocols in the event of an accident. Repair costs will be charged to the relevant school or department. More information is available at the following link: [Accident Management](#).

Roadside assistance

2.10 All University Motor Vehicles are covered by a roadside assistance arrangement provided by our fleet management provider. More information is available at the following link: [Roadside Assistance](#).

Citylink and Eastlink Transponders (eTags)

2.11 If you are a Vehicle Custodian and you intend on driving on a tolled road or freeway, it is necessary for you to fit a privately owned Citylink or Eastlink transponder to your Contractual Motor Vehicle or obtain an appropriate tollway access pass. Please refer to Section 7 – Citylink and Eastlink Transponders (eTags) of the [Terms and Conditions of Use](#) document for more information.

2.12 Departmental Motor Vehicles may be fitted with an eTag at the request of the Department. eTags are fitted in all Pool Motor Vehicles.

3. Vehicle changeover information

Expected replacement date

3.1 With effect from 1 April 2017, we no longer provide replacement Contractual Motor Vehicles.

3.2 Departmental and Commercial Motor Vehicles are to be replaced at the earlier of four years or 80,000 kilometres, unless specifically negotiated otherwise with the Chief Operating Officer and Senior Vice-President or delegate.

3.3 If you are a Vehicle Custodian, you are expected to place an order for a replacement vehicle approximately eight weeks prior to the expected replacement date. We reserve the right to request that you retain your University Motor Vehicle beyond the expected replacement date.

Early return

- 3.4 In certain circumstances, you may elect to return your Contractual Motor Vehicle to us prior to the approved changeover date as outlined above, if the vehicle is no longer required. You will not be permitted to take up another Contractual Motor Vehicle after the return of your Contractual Motor Vehicle.

Return condition

- 3.5 We use an independent auction house to arrange the disposal of University Motor Vehicles. You are reminded that at all times vehicles must be maintained in a clean, safe and roadworthy condition, and must be returned to us in the best possible condition for disposal. If you are a Vehicle Custodian, you are responsible for ensuring that the vehicle is thoroughly cleaned and that any necessary repairs or maintenance are complete prior to the return date.

Vehicle purchases

- 3.6 If you are a Vehicle Custodian, you have an opportunity to purchase your Contractual Motor Vehicle at the time of return. This process is managed through an independent auction house. More information is available at the following link: [Purchasing Options](#).

4. Employment arrangements affecting Contractual Motor Vehicles

Paid Leave at a full time rate

- 4.1 If you are a Vehicle Custodian, during any period of leave, whilst you are receiving payment at a full time rate, there is no change to your current Contractual Motor Vehicle arrangements.

Paid Leave at a rate less than full time

- 4.2 In the event that you are a Vehicle Custodian and you are on a leave arrangement involving payment at a rate less than full time (such as long service leave at 50% pay, or maternity leave at 60% pay), you will be required to salary sacrifice the full usage value of your selected vehicle.
- 4.3 If you are in this category, you may alternatively elect to return your Contractual Motor Vehicle to us for disposal. Please refer to the information above regarding the early return of Contractual Motor Vehicles.

Unpaid leave

- 4.4 In the event you are a Vehicle Custodian and you commence a period of any form of leave without pay, you are required to return the Contractual Motor Vehicle to us for the duration of the period of leave without pay.

Appointment at a fraction less than full-time

- 4.5 In the event that you are a Vehicle Custodian who is appointed at a fraction less than full time, or you reduce your existing fraction to less than full time, you will be required to salary sacrifice the full usage value of your selected motor vehicle.
- 4.6 If you are in this category, you may alternatively elect to return your Contractual Motor Vehicle to us for disposal. Please refer to the information above regarding the early return of Contractual Motor Vehicles.

5. Related information

Change in terminology

- 5.1 References to the "Motor Vehicle Policy" as in force and varied from time to time in Contracts of Employment are taken to include these Procedures and the related [Terms and Conditions of Use](#).

Regulatory fees, charges, levies and FBT Information

- 5.2 FBT information related to University Motor Vehicles can be accessed via the following link: [FBT Information](#).
- 5.3 Should future legislative or regulatory changes result in increased fees, levies, taxes or costs (including FBT) on Contractual Motor Vehicles, any increased costs resulting from such changes will be required to be met by you, and we may deduct such amounts from your remuneration if required. We do not provide additional compensation in the event of additional costs incurred by you.
- 5.4 FBT incurred as a result of use of a Departmental or Pool Motor Vehicle will be charged to the relevant school or department.

Cash reimbursement procedure – University Vehicles

- 5.5 In exceptional circumstances, where purchases for University vehicles are made by you using your own funds, we may reimburse you provided that the expenses are reasonable and related directly to the University Motor Vehicle, and a receipt and/or any other additional evidence of the expenses as may be reasonably required by us are provided. Please refer to our [Reimbursements Policy](#).

Private use of Departmental or Commercial Motor Vehicles

- 5.6 In exceptional circumstances, with the prior approval of the Chief Operating Officer and Senior Vice-President or delegate, a Commercial or Departmental Motor Vehicle may be made available on a once-off basis for private use. The driver will be responsible for all costs or tollway charges resulting from private use of a Commercial or Departmental vehicle, and an FBT liability will arise.

Private vehicles

- 5.7 You are encouraged to access a [pool vehicle](#) rather than use your private vehicle for University business.
- 5.8 Should you use your own vehicle for University business, you **must** obtain prior approval from your head of organisation unit.
- 5.9 We accept no liability whatsoever that may arise from the use of a private vehicle on University business. It is the responsibility of the vehicle owner to ensure that the private motor vehicle is comprehensively insured.
- 5.10 The supervisor will approve/reject reimbursements for private vehicle use as delegated by the Head of Unit in accordance with the HR Authorities and Delegations Register.

Note: Further information for reimbursements refer to the relevant enterprise agreement.

Failure to comply

- 5.11 To the extent that these Procedures or the [University Motor Vehicles – Terms and Conditions of Use](#) require University staff to do or refrain from doing an act, it constitutes a direction from us. A refusal or failure to comply with these Procedures or the [University Motor Vehicles – Terms and Conditions of Use](#), may result in your access to a motor vehicle being removed at the discretion of the University and/or disciplinary action being imposed.

Responsibilities

- 5.12 The Corporate Finance Division is responsible for the administration of University Motor Vehicles allocated for commercial, departmental or pool vehicle services use. The use of all vehicles within these categories is subject to the Motor Vehicle Procedures and associated [Terms and Conditions of Use](#).
- 5.13 Monash HR is responsible for the administration of University Motor Vehicles allocated for use by senior staff in accordance with contractual or policy entitlements. The use of all vehicles within this category is subject to the Motor Vehicle Procedures and associated [Terms and Conditions of Use](#).

6. Breach of procedure

- 6.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Business travel	<ul style="list-style-type: none">• Travel between Monash University campuses and controlled entities for business purposes;• Travel between a Monash University campus and another location (other than the employee's home residence) for business purposes; and• Travel between an employee's home residence and a business destination, provided that it is less distance to either commence or cease that business travel at the employee's home residence rather than the employee's primary place of employment (ordinarily a Monash University campus).
Commercial Motor Vehicle	A vehicle that is essential for the undertaking of duties and responsibilities associated with the operation of the University and are not subject to Fringe Benefits Tax (FBT). These vehicles are the responsibility of the respective cost and fund centre and are allocated for a purpose rather than to an individual. Commercial Motor Vehicles are available exclusively for Business Travel and are not available for private use. Further, these vehicles are only available for use by approved staff and are only provided on an as needs basis.
Contractual Motor Vehicle:	A vehicle provided to the employee by the University, for both business and private use, and is provided in accordance with a written contract of employment or a written policy based entitlement.

Departmental Motor Vehicle:	A vehicle that is required by the nature of the activities of a particular department or work unit and may be used by an employee in the course of carrying out their work duties. These vehicles must be used exclusively for Business Travel and are only available for use by approved staff on an as needs basis.
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include: Monash University Enterprise Agreement (Academic and Professional Staff) 2019 <ul style="list-style-type: none"> • Clause 81 – Travelling, Meal, Vehicle and Related Expenditure
Immediate Family Member	Includes: <ul style="list-style-type: none"> • a spouse of the employee; • an adult child, parent, grandparent, grandchild or sibling of the employee or of a spouse of the employee.
Pool Motor Vehicle:	A vehicle provided by the University and available to staff for short term rental periods. These vehicles must be used exclusively for Business Travel by staff in the course of carrying out their work duties, and as an alternative to using a private motor vehicle or renting a vehicle from a third party car rental firm.
University Motor Vehicle	Includes a Contractual, Commercial, Departmental or Pool Motor Vehicle.
Vehicle Custodian	In respect of Contractual Motor Vehicles, the employee with the contractual or policy entitlement to a Contractual Motor Vehicle. In respect of a Commercial Motor Vehicle or Departmental Motor Vehicle, the Vehicle Custodian is the employee with accountability and responsibility for the particular Commercial Motor Vehicle, Departmental Motor Vehicle or Pool Motor Vehicle.

GOVERNANCE

Parent policy	Pay, benefits and entitlements
Supporting schedules	N/A
Associated procedures	N/A
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020
Endorsement	Director, Workplace Relations – 12 February 2020
Procedure owner	Director, Recruitment, Remuneration & Global Mobility
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