1. **APPLICATION:**
   1.1. Primarily intended for School of Veterinary and Life Science (VLS), Fleet School funded vehicles.
   1.2. VLS vehicles purchased from external research funds (Researcher owned) may be exempt from some of the following. Relevant grant holders will provide details of their vehicle usage requirements upon request.
   1.3. Members of other Murdoch Schools may apply for use of VLS vehicles, by contacting VLS Technical Staff responsible for the vehicle or the VLS Technical Resources Manager. Failure to comply with these procedures may result in the forfeit of the privilege to use a vehicle.

2. **DELEGATION:**
   2.1. The VLS Technical Resources Manager is overall responsible for all administration of the procedure for vehicle use.
   2.2. The day-to-day implementation of procedures is delegated to the VLS Technical Staff responsible for that vehicle.

3. **DRIVERS REQUIREMENTS:**
   3.1. Drivers must have an appropriate, current, motor vehicle driver’s licence to drive University vehicles in accordance with the WA Road Traffic Act.
   3.2. In off-road areas ordinarily requiring use of a 4-wheel drive vehicle, Conventional 2-wheel drive vehicles are not to be driven.
   3.3. Where 4-wheel drive vehicles are available for off-road use, the designated drivers must prove a satisfactory level of competency through completion of a Murdoch University Four Wheel Drive Training Course, or a suitable equivalent external 4x4 Driver Training Course.
   3.4. The vehicle is an extension of the university workplace and university policies and procedural requirements apply during vehicle use.
   3.5. Smoking is not permitted within any Murdoch workplace and this includes University vehicles.
   3.6. Completion of the RAMP and the VLS Fieldwork Safety Form is compulsory

4. **EXCLUSIONS:**
   4.1. Relatives, friends or general members of the public must not be carried in or drive a VLS Fleet vehicle except where they have documented approval to be involved on official university business (i.e. Fieldwork volunteers, visiting speakers, collaborative workers, etc.).
   4.2. Undergraduate students, except by special written arrangement with Technical Resources Manager, are not permitted to use VLS Fleet vehicles.
   4.3. School vehicles are not permitted for private use, except under exceptional circumstances with written approval from the Technical Resources Manager. Research owned vehicles could be accessed for private use, if approved by the holder of the grant from which the vehicle was purchased. Charges for private usage will be recouped by payroll deduction (staff) or by the issue of an invoice (others).
Note: In all instances, in cases of emergency, these exclusions do not apply.

VLS Fleet vehicles are NOT available for private use.

PROCEDURE

5. Bookings:
   5.1. Where possible, vehicle bookings should be made in advance of the proposed excursion.
   5.2. In the event of an initial booking clash the priority of use is:
      1. Teaching Support
      2. Official School business / Maintenance requirements, including vehicle service and repairs
      3. Staff research (including research travel for ‘seconded’ staff or visiting researchers)
      4. Post Graduate research
      5. Honours Research
   5.3. Bookings must be, wherever possible, assigned to the appropriate vehicle type / model to ensure adequate availability to all potential users.
   5.4. Bookings are entered into the relevant vehicle diary and must clearly describe:
      • Driver’s name and contact mobile phone number
      • Murdoch University group contact phone number
      • Start and end times that vehicle is required
   5.5. If you subsequently experience a problem with your planned booking, ensure the booking is adjusted / updated so as not to inconvenience others.
   5.6. If the booked vehicle is not collected within 1 hour of initial booking time, the booking will lapse and others may then make a booking.
   5.7. Users must return the vehicle within the booked time stated. If there is an unforeseen delay, the user is to notify the person responsible for the vehicle immediately. Consideration for others users is tantamount.
   5.8. Advanced approval must be obtained for a booking extending over a week by the responsible technical staff. Additions/conditions may apply depending on the circumstances and at the discretion of the Technical Resources Manager.

6. Vehicle Care and Driver Responsibility
   6.1. The driver is responsible for their vehicle and for complying with their drivers licence.
   6.2. The driver complies with all Australian Road Rules at all times.
   6.3. In the front of each vehicle is a Vehicle Log Record. The driver must complete this form for every trip taken.
   6.4. Drivers must be aware of “dive fatigue” at the wheel. Regular rest breaks, especially over long distances, makes for a safer driving environment. The accepted rule is “10 minute break for every hour of driving”.
   6.5. Any damage or faults with the vehicle must be reported to the School (vehicle’s responsible technical staff) on the vehicle’s return.
   6.6. Users are responsible for the safe-keeping of the vehicle at all times. In the event that the vehicle becomes immobilised, users must ensure the vehicle is safeguarded and arrangements made for its return to Murdoch University as quickly as possible, notifying the vehicle’s responsible technical staff. RAC Roadside Assist covers all school fleet vehicles.
6.7. Vehicles must be returned in a similar clean condition to when they were taken: otherwise, associated costs may be incurred.

7. FUEL:
   7.1. Fuel should only be purchased using the Fuel / Service Purchase Card provided in the vehicle.
   7.2. In the event the card is lost/damaged/not accepted by the vendor, then fuel is purchased by private means or by Murdoch credit card. Proof of purchase is acquired and a refund is arranged with the vehicles responsible technical staff.
   7.3. The Fuel/ Service Card is only used for the vehicle nominated, and for fuel types specific to that vehicle.
   7.4. Misuse of the Fuel / Service Card may result in disciplinary or civil action.

8. ACCIDENTS:
   8.1. Obtain details of names and addresses, contact numbers of other parties involved or witnesses to the accident, vehicle details and insurance provider details of other parties.
   8.2. Contact Murdoch University immediately to arrange through the authorised technical staff for RAC breakdown service, tow truck etc.
   8.3. Drivers must comply with all obligations to the Police (if involved), any other driver, any injured persons and the insurance providers.
   8.4. The driver must complete an insurance claim form (see Murdoch website) and take effective steps for repairs by a recognised repairer. The responsible technical staff for that vehicle will provide advice to aid the prompt finalisation of vehicle repairs and its ultimate return for future use.
   8.5. In the event that an insurance claim is lodged, any applicable excess is payable by the driver’s nominated Murdoch account or by the individual if the vehicle is used for private business.

9. VEHICLE DETAILS:
   9.1. Listing held in hardcopy at the booking site, Building 240 in the corridor outside room 1.002.
   9.2. Details available at