School of Physics
Management of Motor Vehicles Policy

School of Physics vehicles are provided to support School related activities by staff (including honorary & affiliates) and Post Grad students. These vehicles can be used locally, regionally and interstate. For local travel within the city, Cab Charges are recommended.

Each of these vehicles has items to assist travel, including a Caltex Fleet card, a Sydney street directory, e-tags for tollways, and a first aid kit. Potential users can view vehicle bookings online and make their own bookings through the booking calendar. If you wish to borrow a vehicle for more than a week an application form needs to be completed and submitted for approval from the Head of School.

With increasing staff and student numbers it has become necessary to introduce guidelines to optimise vehicle usage for the benefit of all users.

The following policy will come into effect on 1 March 2007 and will be posted on the web:

1. Only one vehicle at a time is to be at a particular research facility (MOST or SUSI) or another specific location (eg a conference in Canberra) except under extraordinary circumstances. This means that staff, students and visitors will need to coordinate their travel arrangements to a particular location, using public transport if necessary.

2. Students seeking to use a vehicle must have their Supervisor’s approval. Normally a week is the maximum period for a student booking.

3. For insurance purposes, the School must be notified of all potential drivers. Each person needs to complete a form (once only, not for every trip) requesting permission to drive the School vehicles. A member of the Administration staff must cite their driver's license and retain a hard copy on file.

4. All drivers are responsible for any traffic infringements incurred whilst custodian of the vehicle (such as parking or speeding fines). University policy disallows payment of such fines from any University account, regardless of the purpose of the trip.

5. Drivers of SOP vehicles will be responsible for:

- **Log books** must be completed at the end of every trip. Please make sure your name is legible in the book when completing.
- **Report any incident**: Please ensure that you report promptly any faults or damage to a vehicle booked out to you, to Main Office staff (by email if returned out of hours).
- Vehicle must **be left clean, remove all rubbish** after use.
- **A minimum of half a tank of fuel when returning the vehicle**.
- When filling tank check windscreen washer.
- If the vehicle is not parked at the end of A28 in Western Ave please write location on poster pad and return with keys.

**PLEASE NOTE:** University vehicles are not allowed to park in disabled and loading zone marked car spaces. Fines can be issued if parked in these spaces.

updated 14 August 2014