

# Use of Private Vehicle Policy

<b>Filename:</b>	Use of Private Vehicle Policy – Approved 31 October 2017.doc
<b>Applies To:</b>	All NUSA Employees and Elected Student Members
<b>Responsible Officer:</b>	General Manager
<b>Authorisation:</b>	Approved

## Use of Private Vehicle Policy

### 1 Introduction

Newcastle University Student Association (NUSA) is an incorporated association that is committed to improving student welfare and campus life through a variety of initiatives.

NUSA represents the voice of the students of the University of Newcastle and delivers services, events and activities that our members think will have the most significant impacts on the student experience.

This policy should be read in conjunction with the NUSA *Finance Regulations and Expenditure Guidelines and NUSA Delegations of Authority*.

### 2 Purpose and Scope

The purpose of this policy is to set out specific procedures in relation to the use of private motor vehicles for work related purposes. The Association may require an employee or elected student representative to use his or her own vehicle within the conduct of their role within NUSA.

This policy applies to NUSA travel related to all of the Association’s programs and activities.

### 3 Policy Statement

The Association is committed to ensuring that, wherever a private vehicle is used for work related purposes, the occupants (employee, and/or elected student representative) are licensed and adequately protected from injury and properly insured.

### 4 Procedures

The following procedures are to be implemented to ensure that the Association meets its policy objective of protecting and insuring occupants in private vehicles during NUSA related travel.

- 4.1 The driver of the private vehicle must hold a current valid motor vehicle drivers’ licence of the correct class for the vehicle being driven and the number of passengers being transported.

- 4.2 The driver of the private vehicle must obtain prior approval from the NUSA General Manager before using a private vehicle for NUSA related travel.
- 4.3 Private motor vehicles that are to be used for NUSA related travel must be comprehensively insured. A copy of the private vehicle comprehensive insurance should be provided to the General Manager before use of a private vehicle for NUSA related travel.
- 4.4 Private motor vehicles that are to be used for work related travel must be maintained in a roadworthy condition.
- 4.5 Employees and elected student members who are required to use their own vehicles for work related travel must record all travel in the NUSA Private vehicle log sheet and submit a copy of this log sheet when seeking travel reimbursement.
- 4.6 Employees and elected student members who are required to use their own vehicles for NUSA related purposes will be paid the following motor vehicle allowance:
  - (i) Motor cars  
\$0.75 per kilometre with a maximum payment as for 400 kilometres per week
  - (ii) Motorcycles  
\$0.25 per kilometre with a maximum payment as for 400 kilometres per week
- 4.7 The driver of the private vehicle must immediately notify the General Manager in the event of an accident during NUSA related travel.
- 4.8 The Association will pay the employees/volunteers insurance excess up to a maximum of \$600.00, only when the employee/ elected student member is deemed to be 'not at fault'.
- 4.9 The driver of the private vehicle is responsible for paying all traffic and parking fines incurred in the course of NUSA related travel.
- 4.10 Drivers must not drive a private vehicle on work related business if their blood alcohol level is above the legal 0.05 limit (or 0 for provisional drivers), they are under the influence of illegal drugs or they are taking medication that cautions against driving.

## **5 Review of Policy**

This policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

