



Vehicle Private Use Authority and Conditions of Use

Name		Uni ID	
Position		Drivers Licence No.	
Level		School/Faculty/Centre/Division	
Employee Level	Eligible for Use	Vehicle Salary Package Options	Cash Out Equivalent
Level 1 – University Executive	Full Private Use	1,2,3	\$22,000
Level 2 – Deans, Directors and Heads of University Department, Librarian, Director ITS and Heads of Administrative Divisions	Full Private Use	1,2,3	\$18,000
Level 3 – Other officers as approved by the President or agent of the President	Full Private Use OR	1,2,3	\$17,000
	Conditional Private Use ₁	1	\$17,000

Vehicle Salary Package Options
Option 1: Motor Vehicle from Tiered Arrangement (existing option as at January 05)
Option 2: Motor Vehicle Costing Model (vehicle choice & requirement to pay costs in excess of \$17,000 or \$22,000).
Option 3: Cash Out Deemed Cost (\$17,000 or \$22,000) (ultimate choice – own, lease a vehicle or retain salary \$'s)

EMPLOYEE TO COMPLETE: EMPLOYEE REQUEST/ENTITLEMENT

Option	Tick	Action
Option 1		Complete Page 1 of this form and Annexure A only
Option 2		Complete Page 1 of this form and Annexure B only
Option 3		Complete Page 1 of this form and Annexure C only

Signed: (Employee) _____ **Date:** _____

DELEGATE TO COMPLETE

Employee is authorized to have:	Full Private Use	Conditional Private Use	
Existing or New Entitlement	Existing Entitlement	New Entitlement 2	
Option Authorized by Delegate:	Option 1	Option 2	Option 3

Authorized by: _____

Delegate Name: _____

Delegate Position: _____

ANNEXURE A

Conditions of Use

Applicable only to Option 1 – Vehicles from Tiered Arrangement

Part A: Full Private Use and Conditional Private Use

1. A vehicle provided for 'private use' is available for the official and private transport of the designated staff member to whom the car is allocated.
2. Private use vehicles supplement transport available in the University when the vehicle is not needed for the purposes of the designated staff member. The vehicle must be made available for alternative University use if the vehicle would otherwise be left idle for an extended period (generally longer than 4 consecutive weeks).
3. The University owns, registers and insures the vehicle. The designated staff member will be responsible for seeing that the regular service schedules are met, and that the vehicle is kept in a clean and presentable condition.
4. Except as noted in Part B below, the University meets all running costs (petrol, tires, service etc) for the vehicle provided that such services are obtained through the University's preferred supplier agreement.
5. The provision of Roadside Assistance will be through either manufacturer Roadside Assistance Cards or NRMA membership acquired through Vehicle Operation (Coming Soon!).
6. A Comdata/TransMontaigne fuel card will be supplied with the vehicle. The odometer reading will be required each time fuel is purchased using the fuel card.
7. The driver of the vehicle (the designated staff member or approved person under section 9) is responsible for ensuring the safety of the vehicle. When not being used, the vehicle is to be kept locked at all times.
8. If there is a breakdown, or a need for substantial repair, the cost will be met by the University. The designated staff member should usually consult with the University's preferred supplier before proceeding to have the vehicle repaired; however there are circumstances when this will be impractical.
9. The vehicle may also be driven by:
 - University staff (who are authorized in accordance with Vehicle Operation Policy)
 - A person (over the age of 25 years) who is personally known to the designated staff member and who is properly licensed to drive, who is given specific permission to drive the car.
10. The car must only be driven in a manner and for a purpose consistent with the reasonable use expected of the designated staff member (reasonable care requirement).I, the 'authorized staff member' agree that if a member of my family aged under 25 years has an accident in the University vehicle that the University policy excess of \$1000 is payable by me, within 30 days of a properly rendered invoice.
11. If the designated staff member is to be absent on extended leave from the University, or unable to fulfill the responsibilities of the Office, the vehicle will revert to a pool vehicle. Alternatively, should the delegate so direct, the vehicle privileges may be transferred to the officer acting in the staff member's position.



- 12. The designated staff member will pay for parking in accordance with the Vehicle Operation Statues as issued from time to time by the University.
- 13. The designated staff member in conjunction with their Business Office will ensure that all steps are taken to monitor the vehicle mileage and ensure that key 'statutory' miles rates are met, whenever possible, eg 15,000 miles or 25,000 miles travel in any given Fiscal year (1 September to 31 August).
- 14. The designated staff member is responsible for notifying the University delegate in the event that they become an 'unlicensed' driver at any time.
- 15. Members of staff who fail to observe University policies, permitted use, and reasonable care and control will be deemed to be "self insurers of the University vehicle in their care" and may be required to bear the cost of any damages which arise because of their failure.
- 16. Other terms and conditions as outlined in the ANU Vehicle Management procedures.

Part B: Conditional Private Use

'Level 3' staff (refer page 1 for definition), under Option 1 (tiered vehicle bought under the State Government Contract) **MAY have additional conditions** on their use and access to a University vehicle. It is expected that one or all of the following conditions would apply to any 'conditional private use' specified by the delegate.

- 1. Where a vehicle is used for private purposes outside the radius of 300 miles from Texas Southern University (or normal place of employment), the cost of fuel will be met by the designated staff member and details of these costs will be provided to the relevant Business Office to ensure that the appropriate fuel transaction adjustments are made.

OR

- 2. A \$500 contribution or a greater amount if specified by the delegate, (via fortnightly payroll deductions) is obtained from post tax salary as a contribution towards vehicle running costs.

AND

- 3. The vehicle is left on Campus for use by other TSU staff during all periods of annual leave (and other absences);

OR

- 4. The vehicle is left on Campus for use by other TSU staff during periods of annual leave (or other absences) for periods greater than 2 days.

AND

- 5. The designated staff member will ensure that the 'recommended' log book is completed at all times.

Signature:

Date: