Rules and regulations for ICB 4WD and School vehicle use

Please treat these vehicles with care, as abuse will lead to withdrawal of privileges.

1. Before driving an ICB 4WD vehicle, or the School vehicle, for the first time you must

   * Obtain approval to drive any University vehicle from the HOD. See School Manager or Admin Assistant for appropriate form.
   * See the ICB Research Assistant/ Technical Officer re. 4WD vehicles.
   * Provide an account no. Teaching needs to specify the subject eg Biol 103
   * See Pt 7 below re insurance excess liability

2. Cancellation/change of booking  You must cancel bookings ASAP, so other people can use the vehicles. Cancellations on the day of booking should be made no less than an hour before the booking time. If you arrive back early, change the time on the booking sheet in case others need to use the vehicle.

3. Fuel. 4WD vehicles take diesel. There are fuel cards in each vehicle. The vehicle must be filled up with fuel if the fuel gauge is half a tank or below.

4. Cleaning of vehicles. You must clean vehicles if dirty (fuel card can be used for car spa at Caltex service stations). It is standard practice that vehicles, which go on trips of 3 days or more, should be brought back cleaned inside and out.

   If the T.O. has to clean the car for someone, then the cost charged to them is the total of:
   - salary of T.O. ($20.00/hr), plus
   - on- costs at 15% of salary/hr, plus
   - cost of car wash ($10), plus
   - cost of car hire, plus
   - extra $5

5. Lost keys. If keys are lost then the person who lost them bears the cost of replacement.

6. Booking sheets and log sheets.  Drivers must fill in the log sheets and booking sheets correctly. This includes the account number they use!!

Please see over page.
7. **Insurance excess.** The ICB/School will no longer cover the insurance excess. In the event of an accident, when the driver is at fault, the insurance excess will be payable by the student and/or supervisor (lab groups will need to discuss this so students and staff are clear as to who has to pay). This excess can range from $500 up to $1250 depending on the age and experience of the driver.

8. **Damage to 4WD vehicles.** It is the driver's responsibility to report any damage to the ICB R.A. immediately. In every vehicle there is a;

   a) **Vehicle check sheet (Sheet No.1)** which needs to be filled out before you use the vehicle. If you find any damage make a note of it in the last column and check Sheet No.3 to see if it has been reported before.

   b) **After you use the vehicle** check it again to make sure you haven't caused any new damage.

   c) **If there is new damage** you need to use Sheet No.2 (vehicle diagram needs to be marked) and Sheet No.3 needs to be filled in.

9. **Broken aerials.** Anyone who breaks an aerial will be charged the cost to replace it.