

School of Biological Sciences/Faculty of Science

## ICBEM & SCHOOL VEHICLE HIRE PROCEDURE

<b>Date approved:</b>	24 May 2010	<b>Date Policy will take effect:</b>	24 May 2010	<b>Date of Next Review:</b>	8 June 2012
<b>Approved by:</b>	Julie Wright				
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<b>Responsible Faculty/ Division &amp; Unit:</b>	Faculty of Science/School of Biological Sciences				
<b>Supporting documents, procedures &amp; forms of this policy:</b>					
<b>References &amp; Legislation:</b>					
<b>Audience:</b>	Staff and students – School of Biological Sciences				
<b>Expiry Date of Policy:</b>	N/A				

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## 1 Introduction / Background

1. To ensure everyone understands their responsibilities prior to hiring the ICBEM or School vehicles.

## 2 Scope / Purpose

2. To ensure that the vehicles are hired, driven and maintained in a safe and responsible manner. The document is aimed at staff, students and in some cases volunteers who drive the ICBEM and Schools vehicles.

## 3 Definitions

Word/Term	Definition (with examples if required)
ICBEM	Institute for Conservation Biology and Environmental Management
RO	Research Officer

## 4 Instructions

### RULES AND REGULATIONS FOR ICBEM 4WD and SCHOOL VEHICLE USE

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

#### 1. Before driving an ICBEM 4WD, or school vehicle, for the first time you MUST;

- a) Obtain approval to drive any University vehicle from the Head of Department. See Julie Gray (School Manager) or Slade (Administration Assistant) for appropriate form;
- b) See Julie Wright (ICBEM Research Officer) or Corrine de Mestre (Technical Officer) who will give an induction on the use of the Departmental vehicles (especially 4WDs);
- c) Provide an account number or for teaching needs specify the subject eg. BIOL103.
- d) If a 4WD vehicle is to be used off-road, the user must have completed a 4WD course up to and including instruction on the safe use of the winch, or have demonstrated equivalent experience to the satisfaction of the Head of School.
- e) See Part 7 below about the insurance excess liability; and
- e) Read these RULES and REGULATIONS carefully as it is your responsibility to look after the vehicle you are using.

#### 2. Cancellation/change of booking.

The vehicles are heavily used so you MUST cancel bookings ASAP so other people can use the vehicles if needed. 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 are waiting for the vehicle.

If you do not cancel or alter your booking to reflect the actual use period then you will be charged for the entire time entered in the booking sheet.

#### 3. Fuel.

4WD vehicles take diesel. There are fuel cards in each vehicle (Caltex and Shell).

The Schools station wagon uses unleaded fuel

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.

The fuel cards can be used for car spas at their corresponding service stations. The AMPOL/CALTEX service station at the Northgate centre does not generally clean the 4WD vehicles (the 2WD is ok) as they are too large. However, it is worth a try as sometimes they will. Failing that the PRIME service station on the Princes Hwy (Fairy Meadow) at the western end of Elliott's road will take larger vehicles but you will have to pay and claim the cost through petty cash. There is also a carwash on Flinders Street, North Wollongong (at the large roundabout). Again you will have to pick up a receipt to claim back on petty cash.

It is standard practice that vehicles, which go on trips of 3 days or more, should be brought back cleaned inside and out.

Of course, if you have spent one day driving through muddy terrain or up and down boat ramps where salt could affect the vehicle then cleaning the car, or hosing down the vehicle, is a must.

Even if all the dirt within the vehicle has not been entirely caused by you, but you have contributed, please give it a clean. Everybody using these vehicles must take responsibility for them.

If a vehicle is returned dirty a \$50 cleaning fee will be charged to the nominated cost centre account.

#### 5. Pre-start Safety Checks

**4WDs:** Any user on an extended field trip should complete a regular pre-start check before use. A guideline for a pre-start follows:

- Remove dipstick and check engine oil.
- Visually check other fluid levels e.g. coolant, brake fluid, power steer, window washer.
- Check the tyre pressure and fill with air if required.
- Walk around and check for vehicle body damage, tyre condition and lights.
- Turn ignition to "on" position, when the GLOW LIGHT turns off start the engine and check for warning lights and check the fuel level. (Read the vehicle op manual if you are not familiar with diesel starting procedures)

#### 6. Booking sheets and log sheets.

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

#### 7. Insurance excess.

The ICBEM/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 more than \$1250 depending on the age and experience of the driver.

#### 8. Damage to vehicles and vehicle faults.

Before leaving please do a thorough visual check of the vehicle and note any damage on 'Vehicle Damage log' (if not already entered). Upon completion of your journey please visually inspect the vehicle again and if any new damage is present please note this on the same sheet and inform Corrine and/or Julie ASAP.

**New damage to 4WDs needs to be reported to Julie Wright or Corrine de Mestre.**

**In their absence or for damage to the Schools station wagon**

**please contact Julie Gray or Slade.**

Julie Wright : 42 213 450    Corrine de Mestre: 42 213 315    Julie Gray: 42 213 440    Slade: 4221 3013

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### Faults:

Please also report any faults with vehicle.

Write these on the log sheet in the vehicle **as well as email**.

**For urgent faults please phone.**

**The damage or fault could result in the vehicle being mechanically or physically unsafe to drive and we may need to take it off the road until repaired.**

### 9. Breakdowns and Vehicle Warning Systems

If you break down in a remote area, stay with the vehicle until help comes. Do not attempt to walk out.

All modern vehicles are fitted with vehicle warning systems. Usually these are warning lights on the dashboard. **DO NOT IGNORE A DASHBOARD WARNING LIGHT** or assume you know what it means without stopping and checking first. The procedure when a light is observed follows:

1. Stop the vehicle in a safe place and use the hazard lights.
2. Consult the vehicle handbook and find out exactly what the light means.
3. If phone service is available, phone the Vehicle Customer Care (in the handbook) or NRMA for help. The school is a corporate member of NRMA for breakdown assistance.
4. As soon as is practicable alert the Vehicle customer care or NRMA and the school (for warranty and insurance purposes).

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

### 11. Lost keys.

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

### 12. Driving/Parking Infringements

All users are personally responsible for driving law infringements that are committed. This includes RTA cameras and parking infringements.

### Other points to consider

\*4WDs are heavy vehicles and will take longer to stop when you apply the brakes!

\*They have a higher centre of gravity and therefore will roll over easier than a normal car.

\*The recovery equipment is located under the rear seat and in the canopy in the two plastic boxes. The winch cable is in the glove box. **You should have experience with 4WDs or have done a course if you might be in the position to have to use this equipment.**

\*The first aid course is also in a plastic box in the back of the vehicle.

\*If you are travelling through toll roads in Sydney there is an **E-tag** available, which belongs to the School of Biological Sciences. You need to collect this from Slade and ensure it is positioned correctly when you pass through the toll cameras.



## TURBO TIMERS

All of the ICB 4WDs and the 2WD are fitted with **turbo timers**. This allows the engine to cool down after driving. If you turn the ignition off and park in gear you will stall the engine. Therefore park in neutral, turn ignition off and wait 1 minute until the turbo timer has turned off the engine, then park in 1<sup>st</sup> gear and exit the vehicle. You cannot lock the vehicle whilst the turbo timer is still running.

## 5 Roles & Responsibilities

1. Julie Wright, Corrine de Mestre – Induction and record keeping of ICBEM vehicles
2. Julie Wright, Corrine de Mestre, Julie Gray, Slade – Emergency damage contacts
3. School staff and students – hirer of the vehicles

## 6 Version Control Table

Version Control	Date Effective	Approved By	Amendment
201	240510	Julie Wright, Research Officer <a href="mailto:juliew@uow.edu.au">juliew@uow.edu.au</a>	Conversion to UOW policy template
201.2	040711		Updated details
201.3	060911	Corrine de Mestre	Updated again by Corrine
201.4	061111	Corrine de Mestre	vehicle damage is now a simpler process