



School of Earth & Environmental Sciences (SEES)

# Vehicle Policy

## Contents

1	Purpose of Policy.....	3
2	Application & Scope .....	3
3	Definitions .....	3
4	SEES Authorised Drivers .....	4
5	Vehicle Booking.....	4
	1. Booking a vehicle .....	4
	2. Booking priorities .....	4
	Buses: .....	4
	4WDs:.....	4
	4. Cancellation of a booking .....	5
	5. Schedule of fees.....	5
6	Pre –departure checks for long trips. ....	5
	1. 4WD Drive Cars.....	5
	2. Buses.....	6
	3. Trailers.....	6
7	During the use of a vehicle .....	6
8	On completion of your trip .....	6
	1. Refuelling.....	6
	2. Cleaning vehicles .....	6
	3. Key return .....	7
9	Accidents .....	7
10	Minor damage.....	7
11	Breakdown.....	7
12	Insurance.....	7
13	Insurance Excess and withdrawal of driver authorisation .....	8
14	Regular Maintenance, Service and RTA registration .....	8
15	Replacement and Procurement of vehicles .....	8
16	Document Control and Change History .....	9



---

Appendix A: Vehicle Fee Schedule .....	10
Appendix B: 4WD Vehicle Safety Checklist.....	11
Appendix C: SEES Trailer Safety Checklist .....	12
Appendix D: Vehicle Damage Report.....	13
Appendix E: SWP Accident and Breakdown Guidance.....	<b>Error! Bookmark not defined.</b>



## 1 Purpose of Policy

SEES maintains several vehicles and trailers to support the teaching and research activities of the School, particularly in regards to fieldwork. The primary purpose of this policy is to ensure the effective and efficient use of SEES vehicles and to work within the relevant state and territory road rules and regulations. Adherence to this policy should also contribute significant financial benefits to the School.

The policy is also intended to ensure:

- the integrity, reliability, and good performance of vehicles
- that users have access to appropriate training and support
- that the vehicles are appropriately managed

## 2 Application & Scope

1. This policy applies to any person using vehicles owned by the School of Earth and Environmental Sciences and registered with the NSW RMS.
2. All members of the unit should be aware of the policy, their responsibilities and obligations. It is the responsibility of every SEES authorised driver to understand and comply with this policy.
3. Supervisors have the responsibility to ensure that all students and visitor's within their research group are aware and abide by this policy.
4. The use of SEES vehicles is subject to the terms and conditions outlined below.
5. The policy is to be used in conjunction with relevant University Policies and agreements.

## 3 Definitions

Word/Term	Definition
Log books	Each vehicle has a logbook which contains at a minimum the: <ul style="list-style-type: none"> <li>• Log sheets for each of month of the year</li> <li>• Damage report sheets</li> <li>• This vehicle policy</li> <li>• Resuscitation guide (CPR)</li> <li>• Accident &amp; breakdown guidance in the form of SWP's</li> <li>• Fuel cards for shell and Caltex stores</li> <li>• NRMA corporate membership details</li> </ul> 4WD vehicles fitted with a winch and UHF radio will also have: <ul style="list-style-type: none"> <li>• Basic guide to winching techniques</li> <li>• Instruction Manual for TX3220 compact UHF radio</li> </ul>
Appropriate Licence	A full class C licence is required for all 4WD vehicles. A driver of a SEES bus must have a current Light Rigid (LR) licence. For insurance purposes, international drivers must check they meet the legal criteria in the following link: <a href="http://www.rms.nsw.gov.au/roads/licence/visiting-nsw.html">http://www.rms.nsw.gov.au/roads/licence/visiting-nsw.html</a>
Authorised driver	A driver who has completed SEES driver induction training, had their driver's licence sighted by a delegated staff member and are listed in the SEES driver register. An authorised driver must hold an appropriate current licence.
SEES driver register	A register of current, authorised drivers from within and external to SEES. Alongside a driver's name and contact details the licence expiry date is recorded. This register is kept in School Office and maintained by the SEES Office staff. For privacy reasons no other personal information is recorded.
SEES Vehicle	A folder which contains the bookings sheets for SEES vehicles. These are located in



booking log	the School Office.
-------------	--------------------

## 4 SEES Authorised Drivers

Only authorised drivers are permitted to drive SEES vehicles. In order to become authorised, an individual must:

1. Read this SEES vehicle policy and section 5.1 of UOW Fieldwork Guidelines -HRD-OHS-GUI-236.4(<http://www.uow.edu.au/science/eesc/ohs/UOW017022.html>)
2. Have current an *appropriate licence*
3. Complete a SEES vehicle induction with the Field Equipment Manager
4. Be recorded in the SEES driver register

If a 4WD vehicle is to be used off-road, it is also recommended a driver complete a 4WD course which includes instruction on vehicle recovery and the safe use of the winch.

It is the responsibility of individuals to maintain currency of their driver's licence. Under no circumstances is a driver authorised to drive without a valid drivers licence. Provisional (P-plate) drivers are not permitted to drive SEES vehicles, except by special permission from the Head of School.

If at any time the licence of a SEES authorised driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to notify the School Office so that their name may be removed from the register.

It is the responsibility of a SEES authorised driver to comply with all traffic rules and parking ordinances. All users are personally responsible for driving law infringements that are committed. This includes RMS speed and red light cameras and parking infringements.

Except in cases of genuine emergency, the authorised driver will not permit any other person who is not an authorised driver to drive the vehicle. Any incident which requires an unauthorised person to drive the vehicle should be reported to the School Office as soon as possible.

## 5 Vehicle Booking

### 1. Booking a vehicle

Vehicles should be booked in the vehicle booking log. The user name and destination should be clearly recorded on the booking sheet. Bookings should be made with the start and end time clearly indicated. Please remember to include packing/unpacking and cleaning time.

For bookings from persons external to the Unit, an appropriate account number needs to be provided for the booking to be recognised. Assistance may be provided by the School admin personnel.

### 2. Booking priorities

Normally, the priority for users are:

#### Buses:

1. SEES teaching requirements – undergraduate student field trips
2. SEES business including academic and postgraduate research projects
3. Outside users – other schools or approved users

#### 4WDs:

1. Remote area field research including staff and postgraduate research
2. Other SEES business including research and teaching



### 3. Outside users – other departments or approved users

In the event that there is a clash in booking times and where it is seen that a subsequent booking should take precedence, the individuals involved should negotiate the most reasonable resolution based on equity, efficiency and economy. If individuals are unable to reach a satisfactory resolution, then the matter will be referred to the HOS. In exceptional circumstances bookings may need to be changed by the SEES School Office and/or Field Equipment Manager, eg if urgent repairs or maintenance are needed.

In some cases the use of a hire car may be a preferable option and is usually environmentally preferable to using a Four Wheel Drive car. Avis (ph. 13 6333 or ph. 4228 4111, 47 Flinders Street, Wollongong) and Thrifty (ph. 1300 367 227, ph 4227 3000, 25 Flinders St, Wollongong) both have locations near campus. See the UOW intranet for booking and payment details.

### 4. Cancellation of a booking

Courtesy to other vehicle users is of highest importance. A cancellation or change of booking should be made as soon as possible. An unwanted booking or a vehicle returned early should have the booking sheet updated immediately.

In the event that a vehicle is not able to be returned within the specified period, it is the responsibility of the authorised driver to notify the School Office as soon as possible, In this way, others who may have booked the vehicle can be notified.

### 5. Schedule of fees

The schedule of fees for using a SEES vehicle is listed in Appendix A. An account number should be clearly listed in the Vehicle booking sheet.

## 6 Pre –departure checks for long trips.

To ensure that vehicles used by SEES authorised drivers are clean and tidy and maintained in good repair, it is important to protect, monitor and report the condition of vehicles.

### 1. 4WD Drive Cars

Prior to a remote region trip, the field equipment manager and the authorised driver (if requested) should undertake a joint safety inspection of the vehicle and its ancillary safety and remote region equipment. This may include the loading of trailers. A Vehicle Safety Checklist (B) and Trailer Safety Checklist (Appendix C) can be used for this purpose.

For shorter trips, a simple walk around inspection is important to assist in keeping vehicles in best possible condition. If you think the vehicle is damaged and not fit for use, do not operate it!

Basic checks for an authorised driver can be:

- Walk around and check for vehicle body damage (scratches, dents, breakages, missing equipment), tyre condition and lights. On the vehicle diagram check list (Appendix D), mark the location of the fault and damage and/or notify the field equipment manager.
- Review the vehicle's interior and note if the vehicle is soiled (spillages, dumped rubbish, unclean)
- Check the cleanliness of windows and mirrors.

Also note:

- Mobile phones must not be used while driving SEES vehicles unless there is a hands-free kit available. Drivers must pull over to talk on a mobile phone if there is no hands-free kit.
- Vehicles which are unattended must be locked at all times.
- Smoking is not permitted in vehicles under any circumstances.
- A record keeping folder is located in every vehicle. This is to be filled out before and after every trip.
- All potentially dangerous materials (including fuel, augers, axes and heavy items) should be stowed outside the vehicle cabin, in a trailer or behind the cargo barrier if this is not possible.



## 2. Buses

All users are required to do a pre-start check before every trip as prescribed in the RMS Heavy Vehicle users Handbook at: <http://www.rms.nsw.gov.au/roads/licence/documents-forms.html#HeavyVehicleDrivers'Handbook>

Please consult the RMS handbook and/or the vehicle handbook if unclear of how to do this. Vehicle handbooks are located within the vehicles. Copies of RMS handbook are also available from the field store manager.

## 3. Trailers

Before towing a trailer, ensure you understand how to connect it safely and if fitted, how the braking system works. Please refer to RMS. Care must be taken when towing a trailer as the overall stability of the vehicle is usually reduced. Trailers should not be overloaded. The load limits for individual trailers are clearly marked on each one.

## 7 Maintenance during the use of a vehicle

It is the responsibility of the authorised driver/s to undertake regular safety maintenance checks on an extended field trip. A guideline for a simple maintenance check follows:

- Remove dipstick and check engine oil.
- Check tyre pressure and adjust for road conditions when possible
- Visually check other fluid levels e.g. coolant, brake fluid, power steer, window washer.
- Visually check for leaks around engine bay, around the vehicle and on the ground. (note water is produced by car air conditioners and may pool under the vehicle but this should not be coloured)
- 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 operations manual if you are not familiar with diesel starting procedures)

If at any time, you become aware of any problem that makes the vehicle unsafe, you should stop the vehicle as soon as it is safe to do so. Please report the problem to either the School Office (02 42213721) or the field equipment store (02 42214079) as soon as practical. Contact the NRMA Roadside Assist for immediate assistance.

## 8 On completion of your trip

When a field trip is completed, users should review the vehicle's interior and remove personal belongings! Complete a vehicle walk-around to confirm the state of the vehicle. Report any vehicle faults to the field equipment store directly or SEES admin.

### 1. Refuelling

**All SEES vehicles are DIESEL.** There are fuel cards provided in each vehicle for Caltex and Shell outlets. Drivers are responsible to refuel vehicles that are less than half full on their return journey. Fuel card pin numbers are supplied during the driver induction process.

### 2. Cleaning vehicles

Consideration and respect for the next user should be demonstrated by ensuring the vehicle is returned before the nominated time. If cleaning is required, the field equipment manager should be notified as soon as possible. Please ensure sufficient time has been built into the vehicle booking for cleaning. A vehicle booking may need to be extended if cleaning is required.

For routine local trips, all users (including undergraduate students) must remove rubbish and shake off floor mats on return. Every person using these vehicles must take responsibility for them. If driving through muddy terrain or near boat ramps then hosing down the vehicle should be done as soon as possible.



### 3. Key return

Return the vehicle key to the key box located in 41.155 as soon as possible after the return of the vehicle to the Wollongong Campus. Note the user is responsible for the full cost of replacement for lost keys and tags.

## 9 Accidents (refer SWP vehicle folder)

All accidents involving a SEES vehicle must be reported by the driver to the School Office as soon as possible. Where police or legal action may be instituted against the driver in respect of an accident, the matter must be reported to the HOS as soon as possible. **Under no circumstances should driver admit fault for any accident at the scene of the accident.** If under pressure to admit fault, drivers should state that they are not permitted to make a statement until after reporting to their supervisor.

In the event of any accident involving another vehicle, person(s) or property, the driver must supply her/his name and address, the address and particulars of the vehicle to any person involved in the accident or, where damage is caused to a third party's unattended vehicle, a notice in writing showing the particulars must be affixed to that vehicle. Refer to the Accident SWP (Appendix E) located in the vehicle logbook.

As soon as practical, the authorised driver of the SEES vehicle is required to complete an incident report on SafetyNet for WHS and insurance purposes. Reference should also be made to the SEES guidelines Fieldwork Emergency Procedures.

## 10 Minor damage

All incidents involving vehicles should be brought to the attention of the field equipment manager and an incident report on SafetyNet should be completed. Vehicle damage reports (Appendix D) are located in the logbooks of all SEES vehicles and minor damage should be reported using these sheets. Examples of reportable damage include but are not restricted to; cracked windscreen, breakage to winch rope, window mechanism, head or tail-lights.

If you suspect a vehicle is un-roadworthy, do not continue to drive the vehicle. Seek repair and/or assistance as soon as possible.

## 11 Breakdown (refer SWP vehicle folder)

**If you break down in a remote area, use communication equipment to seek help. In nearly all situations, stay with the vehicle and wait for help.**

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:

- a) Stop the vehicle in a safe place and use the hazard lights.
- b) Consult the vehicle handbook and find out exactly what the light means.
- c) 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.
- d) As soon as is practicable alert the Vehicle customer care or NRMA and the school (for warranty and insurance purposes).

## 12 Insurance

University vehicles are covered by comprehensive motor vehicle insurance and Compulsory Third Party insurance. Please note however, that under the motor vehicle insurance policy you and any other person in charge of or driving the vehicle are not covered, if at the time of an accident you or that person:

- was under the influence of any alcohol or drug or both
- had in their breath or blood an amount of alcohol or drug equalling or exceeding that limit prescribed by law
- refused to take a legal test for alcohol or drugs
- did not, in the case of personal injury, without a reasonable cause remain at the scene of the accident until the police arrived or when required by law to do so



- did not have the appropriate driver's licence as and when required by the relevant authorities in Australia to have one and was not complying with its conditions

Further information on the University vehicle insurance policy can be found at:

<http://staff.uow.edu.au/finance/insurance/policy/vehicle/index.html>

To minimise theft, valuable or potentially valuable items (mobile phones, notebooks, packages, cases etc), should not be visible from outside the vehicle if the vehicles is left unattended. Care should be taken to ensure that no confidential or sensitive documents are left in vehicles while unattended.

### **13 Insurance Excess and withdrawal of driver authorisation**

In the event of an accident, when the driver is at fault, the insurance excess ranges from \$500 up to more than \$1250 depending on the age and experience of the driver. Please drive carefully and within the boundaries of the law.

Negligence or abuse will lead to withdrawal of SEES driver authorisation, at the discretion of the HOS.

### **14 Regular Maintenance, Service and RTA registration**

The field store staff will complete regular basic maintenance checks of all vehicles as required, arrange for repairs and service and organise the annual RMS registration of vehicles.

### **15 Replacement and Procurement of vehicles**

The School of Earth & Environmental Sciences will endeavour to provide and maintain two 4WD vehicles for the undertaking of field trips in relation to research and teaching activities. Towards the end of the warranty period 4WD vehicles will be assessed for replacement.

One vehicle will be equipped for remote area driving and as such shall contain long range fuel tanks, winch, UHF radio and remote area recovery equipment. The other vehicle is best suited to field trips that are less remote. Please consider these differences in the vehicles when making a vehicle booking and consult field store staff for further advice.

The School also provides two 20+ seater mini buses which a primarily used to undergraduate teaching field trips.





## 16 Document Control and Change History

<b>Date approved:</b>	25/02/2016	<b>Date Policy will take effect:</b>	25/02/2016	<b>Date of Next Review:</b>	25/02/2020
<b>Approved by:</b>	Zenobia Jacobs HOS				
<b>Custodian title &amp; e-mail address:</b>	Zenobia Jacobs (HOS)				
<b>Author:</b>	Brent Peterson (field store) Zenobia Jacobs (HOS)				
<b>Responsible Unit:</b>	School of Earth & Environmental Sciences (SEES)				
Supporting documents, procedures & forms of this policy:	<p>HRD-OHS-GUI-236.4 UOW Fieldwork Guidelines  <a href="http://www.uow.edu.au/science/eesc/ohs/UOW017022.html">http://www.uow.edu.au/science/eesc/ohs/UOW017022.html</a></p> <p>RTA Road Users handbook  <a href="http://www.rms.nsw.gov.au/roads/licence/documents-forms.html#RoadUsers'Handbook">http://www.rms.nsw.gov.au/roads/licence/documents-forms.html#RoadUsers'Handbook</a> Heavy Vehicle Driver Handbook  <a href="http://www.rms.nsw.gov.au/roads/licence/documents-forms.html#HeavyVehicleDrivers'Handbook">http://www.rms.nsw.gov.au/roads/licence/documents-forms.html#HeavyVehicleDrivers'Handbook</a> Towing Trailers  <a href="http://www.rms.nsw.gov.au/roads/safety-rules/road-rules/towing.html">http://www.rms.nsw.gov.au/roads/safety-rules/road-rules/towing.html</a> SEES Vehicle Damage Report (Appendix A)</p> <p>SEES 4WD Vehicle Safety Checklist (Appendix B)</p> <p>SEES Trailer Safety Checklist (Appendix C)</p> <p>SEES Vehicle booking log</p> <p>SEES driver register</p> <p>SEES Fieldwork Emergency Procedures</p>				
<b>References &amp; Legislation:</b>	<p>NSW WHS Regulations 2001</p> <p>Road Transport (General) Act 2005</p> <p>Road Transport (Driver Licensing) Act 1998</p> <p>Road Transport (Safety and Traffic Management) Regulation 1999</p>				
<b>Audience:</b>	Public – accessible to anyone				

Version Control	Date Effective	Approved By	Amendment
1	2008	Lesley Head	
2	30 Nov 2010	Colin Murray-Wallace, HOS	Standard review and update to UOW template
3	04/05/2016	Zenobia Jacobs	Review and update



## Appendix A: Vehicle Fee Schedule

Registration	Vehicle Type	Colour	Rate per km School /external
<b>BUS</b>			
AA49IV	4x2 toyota coaster bus 21	white	\$1.00/ \$1.75
BV91GV	4x2 toyota coaster bus 21	white	\$1.00/ \$1.75
<i>Note: Bus cleaning charges may be issued if taken off sealed roads.</i>			
<b>FOUR WHEEL DRIVE CARS</b>			
BT20JN	4x4 toyota landcruiser	white	\$0.55/\$0.75
CB63XR	4x4 toyota hilux	white	\$0.55/\$0.75
<b>DRILLING TRUCK AND RIG</b>			
BS92FX	4x4 mercedes	white	\$1.00
Daily drilling rate			\$300.00/day
<b>TRAILERS</b>			
D69707	6x4 single box	white	\$25.00/ \$30.00
L45967	6x4x5 tandem enclosed	white	\$25.00/ \$30.00
U14895	6x4x5 tandem enclosed	white	\$25.00/ \$30.00
S71133	8*5 tandem box	green	\$25.00/ \$30.00
<b>BOATS</b>			
K23182	stessel single	galvanised	\$60.00/day
TB36QZ	Quintrex single	galvanised	\$60.00/day



## Appendix B: 4WD Vehicle Safety Checklist

### OHS Equipment:

- Fire extinguisher
- Fire blanket
- First Aid kit present
- UHF and PLB or Epirb (PLB, epirb if required)
- Sat phone (if required)
- Spare fuel tanks (if not fitted with long range tank)
- Fuel cards and NRMA contact details and vehicle folder
- Ratchet straps x 6
- Recovery equipment
  - Extension strap, tree protector, bungee strap, shackles, snatch block, recoil blanket, gloves, remote, rags
- Power connections ok
- 240v ok (if fitted)
- Battery jumper leads

### Wheels Engine and Body:

- Fluids pre-start include windows and mirrors clean
- Within service and rego interval
- Tyre condition, inflation and wheel nuts tight
- Spare ok and secure
- Wheel brace and jack (standard vehicle kit)
- Any obvious undercarriage damage
- Vehicle lights and power outlets OK
- Windscreen/mirror chips or cracks
- Body condition, paintwork and cleanliness
- Interior condition

### If Loading:

- Check load distribution and weight (if loaded)
- Covers and tie downs
- Clean Water



---

## Appendix C: SEES Trailer Safety Checklist

### Vehicle Connections:

- Grease mechanical brake actuator
- Check operation of ball retainer and safety chain
- Check condition of power socket plug and lead
- Check operation of lights
- Registration current and number plate light

### Wheels Tyres Suspension and Brakes:

- Tyre condition, inflation and wheel nuts tight – no rust streaking
- Mud / stone flaps
- Spare ok and secure
- Wheel brace and jack (may be jack from towing vehicle)
- Wheel chocks – timber or bricks are sufficient
- Wheel bearing free-play
- Grease wheel bearing buddies and replace dust cap
- Grease gun required for extended trips
- Grease suspension rocker arms
- Brake operation and adjustment (include park brake)
- Brake cable condition
- Check Spring hangers

### If Loading:

- Check load distribution and weight
- Check door locks
- Spare tie downs if required
- Rags



**Appendix D: Vehicle Damage Report**

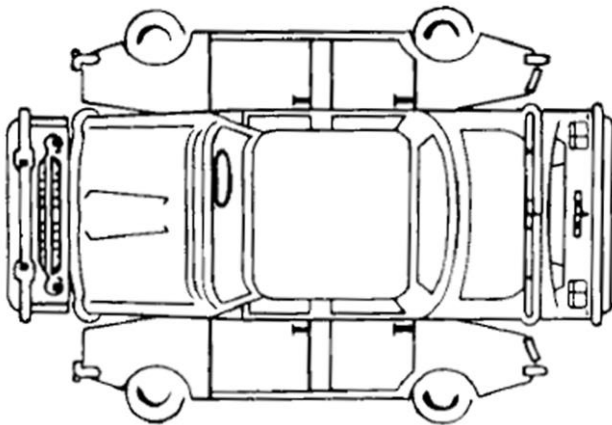
Driver name: \_\_\_\_\_

Incident date: \_\_\_\_\_

Registration: \_\_\_\_\_

Incident time (am/pm) \_\_\_\_\_

Please show the damaged areas to the vehicle on the following diagram:

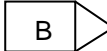


**Details of vehicle damage:**

If the vehicle was involved in an accident,

Please draw a plan of the accident. Show the nearest cross streets, names, centre of roadway, direction and location of vehicles. Important – detail all road signs, road markings and width of road:

Indicate your vehicle as 

Indicate other vehicles as 



### Other Driver Details:

Record the following details at the scene of any vehicle accident:

	Vehicle or property #1	Vehicle or property #2
Name of other driver		
Address		
Age		
Phone number		
Mobile		
E mail		
Licence #		
Vehicle make and model		
Registration #		
Name of registered owner		
Address of registered owner		
Phone of registered owner		
Others Insurance company		
Policy #		
Description of damage		



## **Appendix E**

Ref safetyNET document # UOW 1224 SEES Vehicle Breakdown

Ref safetyNET document # UOW 1226 SEES Vehicle Accident

REF safetyNET document # UOW 1096 SEES Driving and Vehicle planning