# Authorised Vehicles Minimum Standard

October, 2014

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<th>Executive Director – Human Resources</th>
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<tr>
<td>Approved by</td>
<td>Executive Director – Human Resources</td>
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<td>Approved and commenced</td>
<td>October, 2014</td>
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<td>Review by</td>
<td>October, 2017</td>
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**Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports**

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Tasmanian Vehicle and Traffic (Vehicle Standards) Regulations 2014

**Responsible Organisational Unit**

Work Health and Safety Unit – Human Resources
Executive Summary

The University acknowledges its responsibility to provide safe vehicles for University related use and to ensure that these vehicles are appropriately maintained.

More Information

For further information, contact the Human Resources – Work Health and Safety Unit and/or Campus Services

Email: health.safety@utas.edu.au

Using this Standard

This standard applies to University authorised vehicles that are to be used for approved activities at the Australian workplaces owned, managed or controlled by the University of Tasmania and for approved off-site work, including collaborative arrangements with other parties.

The requirements cover University vehicles:

- owned and managed centrally by Campus Services
- owned and managed by Organisational Units
- leased from hire companies for University use and
- private vehicles that are approved as authorised vehicles.

This Standard is to be applied in conjunction with the following legislation and University documents:

- Tasmanian Vehicle and Traffic (Vehicle Standards) Regulations 2014:
- University Insurance Guidelines
- University Safe Driving of Vehicles Minimum Standard.

Standard Provisions

University authorised vehicles are provided for the use of staff members, authorised visitors and students (e.g. postgraduate or honours students) as approved and authorised by Organisational Unit Heads or equivalent.

Authorised vehicles are to comply with the following requirements.

Vehicle Type, Selection and Equipment

Vehicle Requirements

On-road authorised vehicles are to comply with the requirements set out in Appendix C – Vehicle safety features / equipment.

To be a University authorised vehicle, the vehicle must:

- have an Australasian New Car Assessment Program (ANCAP) 5 Star rating or
- have an ANCAP 4 Star rating and a kerb weight of 1300 – 1700kg or
- be a specific purpose vehicle assessed and authorised using an approved University risk assessment.
All University authorised vehicles must also be registered, have comprehensive insurance, and carry the following equipment:

- First-aid kit (portable)
- Spare tyre in good condition and proper inflation with tyre changing equipment.
- Fire extinguisher: CO₂ or dry-powder (at least 1kg). Appropriately stowed, for example within the boot or contained within a quick-release clamp inside the cabin. The fire extinguisher is optional in an authorised private vehicle.

The authorised vehicle is to comply with additional safety features where the nature of the work, or good practice requires it.

4.1.2 Vehicle Type, Selection & Equipment

Authorised vehicles must be selected and equipped according to the driving conditions and type of terrain likely to be encountered.

The vehicle is to be used for the purposes intended in the authorised task.

A risk assessment is to be completed to determine the most appropriate vehicle type and equipment for the task.

Authorised vehicles are to meet the safety requirements in this Minimum Standard as a minimum.

<table>
<thead>
<tr>
<th>VEHICLE TYPE</th>
<th>SUITABILITY / CONDITION</th>
</tr>
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<tbody>
<tr>
<td>2WD cars / sedans, buses and station wagons</td>
<td>Bitumen and graded unsealed roads.</td>
</tr>
<tr>
<td>All-wheel drives</td>
<td>Bitumen, ungraded, unsealed roads and light duty off-road conditions.</td>
</tr>
<tr>
<td>4WD (suitably equipped)</td>
<td>Must be used for all off-road situations, including mountainous terrain and desert areas.</td>
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<tr>
<td>Specific purpose vehicles</td>
<td>Suitable for the specific purpose the vehicle was approved for when purchased.</td>
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<table>
<thead>
<tr>
<th>VEHICLE EQUIPMENT</th>
<th>SUITABILITY / CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles with a separate rear compartment (e.g. dual cab)</td>
<td>Must be used when transporting dangerous goods (e.g. flammable substances, compressed gases, liquid nitrogen, dry ice, etc.).</td>
</tr>
<tr>
<td>Cargo barriers / Barrier nets in open vehicles</td>
<td>Required to be fitted where there is a risk of unrestrained objects striking the driver in the event of a collision.</td>
</tr>
</tbody>
</table>
| Equipment to be carried in vehicles         | Equipment required is dependent on the location and nature of the travel, which may have been identified in a risk assessment. Examples of equipment include:  
  - First aid kit  
  - Road map  
  - Torch  
  - Spare tyre (e.g. for off road/remote travel)  
  - Fire extinguisher  
  - Communication equipment  
  - Tool kit  
  - Water  
  - Hi-Visibility Safety Vest |
<table>
<thead>
<tr>
<th>VEHICLE EQUIPMENT</th>
<th>SUITABILITY / CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigational Equipment</td>
<td>Appropriate navigation aids are to be provided for field / remote work and may include:</td>
</tr>
<tr>
<td></td>
<td>• large-scale maps and aerial photographs;</td>
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<tr>
<td></td>
<td>• a compass of proven standard;</td>
</tr>
<tr>
<td></td>
<td>• GPS (global positioning system) latitude and longitude indicator;</td>
</tr>
<tr>
<td></td>
<td>• EPIRB (emergency position indicating radio beacon);</td>
</tr>
<tr>
<td></td>
<td>• Smart phone or tablet navigation appliance;</td>
</tr>
<tr>
<td></td>
<td>• In-car navigation</td>
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4.1.3 Required vehicle consumables and parts

Required vehicle consumables and parts (e.g. fuel, oil, tyre and batteries) must be procured from authorised outlets (an approved list is available from Campus Services / Organisational Unit Heads).

- Fuel and oil for all vehicles is to be obtained using the BP Card.
- In the event that an authorised outlet is not accessible, purchase of replacement items may be made through an alternative outlet.
- The odometer readings is required when fuel is obtained.

4.1.4 Hire vehicles

Terms and conditions of rental differ between hiring agencies, with some including clauses to the effect that in Tasmania the authorised driver:

- must only use the vehicle on a road which is properly formed and constructed as a sealed, metalled or gravel road, unless the vehicle is a 4 wheel drive vehicle;
- must not, unless authorised in writing by the hiring agency drive or take the vehicle:
  - to any island off the coast, including Bruny Island
  - into or out of Tasmania
  - in the snow at any time and anywhere
  - on beaches or through streams, dams, rivers or flood waters.

Additional conditions will apply to the use of hire vehicles, including for the transport of goods, including flammable, explosive or corrosive substances and for the towing of any load.

Conditions specific to other States and Territories also apply.

The person hiring a vehicle for use as a university authorised vehicle is to ensure that:

- the vehicle’s intended use is consistent with the hiring agency’s Terms and Conditions of Rental
- any prior written consent is obtained from the hiring agency
- the authorised driver of the vehicle is made aware of these terms and conditions and any applicable restrictions.

4.1.5 Private Vehicles

In some circumstances private motor vehicles may be approved for University activities where:

- a modified private vehicle is required due to a physical disability
• the University business activity is remote from campus and hire car outlets
• the worker has agreed to a request to use their private vehicle because it is more practical and cost effective to do so
• there is a safety benefit (due to familiarity) of having the worker drive their own vehicle
• a pool vehicle or hire car is not available
• other specified circumstances.

As part of the approval process, it is the owner/driver’s responsibility to ensure that their private vehicle meets the vehicle safety requirements as provided in this standard and that they have completed the Authorisation to Drive a University Vehicle form.

Only an Organisational Unit Head or the WHS Unit may give authority for private vehicle use and in accordance with the following:

• there may be special requirements or restrictions imposed as part of the approval
• responsibility for all aspects of vehicle running lies with the owner of the vehicle, including roadworthiness of the vehicle
• private vehicles used in connection with University business must have full comprehensive insurance
• the University does provide some insurance cover for vehicles owned by workers whilst being used for University business. However, dependent on the circumstances, the driver may still be responsible for insurance claims including payment of any excess. Any claim is managed via Financial Services.

Note: For further information see: Insurance Guidelines – Motor Vehicle Insurance - Usage of Private Motor Vehicles.

4.1.6 Exemptions to Vehicle Type and/or Use

An exemption for any of the requirements in this Minimum Standard may only be approved by the WHS Unit, following consultation with the relevant Organisational Unit head, and application by written submission.

Reasons an exemption may be granted are in relation to non-approved vehicle types (e.g. the purchase of specific purpose vehicles) and the type of equipment to be carried.

The submission must detail the key reasons supporting the application for exemption and it is recommended it be based on a risk assessment.

4.2 Vehicle Safety and Condition

It is the University’s responsibility to provide vehicles for authorised use that are in a safe and roadworthy condition.

4.2.1 Vehicle Safety Check

It is recommended drivers conduct a vehicle safety check each time and prior to driving a vehicle.

Where a worker is in possession of an authorised vehicle for an extended period (i.e. one week or greater) and/or prior to a long journey, a visual vehicle safety check is to be undertaken. While the vehicle manual will provide information on how to carry out the safety checks, some training or further assistance may be required to ensure that
the driver has the skills needed to complete the safety checks especially when travelling to a remote area.

_A Vehicle Safety and Condition Checklist_ is available on the Work Health and Safety website to assist with this process.

### 4.2.2 Vehicle Maintenance

Scheduling of routine vehicle maintenance is the responsibility of Campus Services, or Organisational Unit Heads for any vehicles they control.

Vehicles are to be serviced in accordance with the manufacturer’s recommendations.

### 4.3 Securing Loads

All loads being transported are to be appropriately secured in a suitable vehicle as follows:

- equipment carried in the back seat of a vehicle can become airborne in the event of sudden braking if not carefully secured by using straps or nets fixed to anchoring points
- a barrier net or fitted cargo barrier is to be used to protect vehicle occupants when they share an internal space with loads which have the potential to become airborne.

### 4.4 Towing

Drivers must not tow another vehicle (including a trailer) unless:

- the movement of the car and the vehicle being towed can be safety controlled;
- towed vehicles have working indicator lights, rear reflectors close to the corners, tail lights and stop lights, a number plate light, and working brakes if applicable;
- a trailer is securely attached to the towing vehicle by a mechanical coupling and a safety chain
- the load is not more than 2.5 metres wide, 4.3 metres high and 19 metres long (including the towing vehicle), and it is safely and securely placed so that it can’t move around or fall off (loads on trailers are not to extend past the end of the trailer)
- the mass of the trailer/towed item does not exceed legal limits (information on towing limitations including combined vehicle mass is normally found within the vehicle’s handbook).

Extra research may be required as part of trip planning when towing.

### 4.5 Incident and Emergency Response

#### 4.5.1 Incident Response

Should a driver of a University vehicle be involved in an incident, actions include:

a) **As soon as reasonably practicable after the incident:**
   - Contact Campus Services (or Organisational Unit Head or delegate if not a fleet vehicle) to report any damage to the vehicle.
     - The driver will need to complete an Insurance Claim form as soon as possible.
- All damage is to be reported on the Fleet Booking Slip, which the driver receives with the vehicle’s keys when picking up the vehicle.

- Report the circumstances on a University Incident Report Form (within 24 hours) as follows:
  - If the driver is unable to do so, their immediate supervisor is to make the report
  - Incident reports are to be investigated in accordance with the University Incident Response Procedure, prior to submitting it for consideration of possible insurance claims, repairs and other aspects affecting the University;

- Where damage is estimated to be in excess of $1000, a Collision Report Form available at all police stations shall also be completed within 24 hours. This is mandatory for University owned vehicles – optional for privately owned vehicles.

Organisational Units may place a checklist in vehicle glove box outlining emergency procedures and contacts in the event of a vehicle breakdown or accident in accordance with the University Insurance Guidelines – Motor Vehicles Claims Checklist.


4.5.2 Breakdowns

In the event of a breakdown, all University fleet cars have RACT road assistance. The following procedures apply in the event of a breakdown:

- All vehicles are covered by 24-hour roadside assist for any minor breakdowns, e.g. flat battery, flat tyre etc.
  - Roadside assist contact details can be found in the glove compartment of the vehicle.
  - Any problem that cannot be fixed should be reported to Campus Services / Organisational Unit Heads as soon as possible.

5 Responsibilities

<table>
<thead>
<tr>
<th>Administrative Officer</th>
<th>Responsibility for maintaining and retaining vehicle log books when the vehicle is not in use.</th>
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</table>
| Organisational Unit Heads | Responsibility for implementing this Minimum Standard. Giving express permission for type of vehicle use for authorised tasks. Ensuring safety features are included in vehicle purchasing criteria. If a University vehicle is purchased and controlled by an Organisational Unit (rather than centrally managed by Campus Services), they must ensure the vehicle is managed in compliance with this Minimum Standard, including ensuring all }
required documentation and maintenance is completed as required by Campus Services.

**Vehicle Drivers**

Comply with all requirements, including:

- check the vehicle where appropriate before operation, and immediately report to their Organisational Unit Head any defects that could affect operation, roadworthiness and safety
- if a private vehicle is being driven: ensure the vehicle meets the mandatory University vehicle safety requirements. The University does provide some insurance cover for vehicles owned by workers whilst being used for University business. However, dependent on the circumstances the driver may still be responsible for insurance claims including payment of any excess.

**Campus Services**

Responsible for purchasing and maintaining a safe and roadworthy fleet of University vehicles.

**WHS Unit**

Monitor the University’s compliance with this Minimum Standard, and provide advice / guidance to Organisational Units. Approve any exemptions to meeting Minimum Standard requirements.

### 6 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td>Active Safety</td>
<td>Measures designed to prevent a crash occurring.</td>
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<tr>
<td>Authorised Vehicle</td>
<td>Authorised vehicle means a vehicle that is supplied by the University to a worker from the University’s car pool, by an Organisational Unit, as part of a salary package, hired from an agency external to the University, or a private vehicle authorised for use for official University business. Whilst in charge of, or undertaking activities in relation to, an authorised vehicle all activities shall be deemed to have occurred in the workplace.</td>
</tr>
<tr>
<td>Authorised visitor</td>
<td>a person approved by the Organisational Unit head as an authorised visitor and may include, those positions covered under Visiting Scholars/Fellows and Adjunct and Clinical Titles.</td>
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</table>
College Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College

Executive Dean Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College

Head of Academic Unit Means the head of the relevant Academic Unit

Kerb weight is the total weight of a vehicle with standard equipment, all necessary operating consumables (e.g., motor oil and coolant), a full tank of fuel, while not loaded with passengers or cargo. Note however that many European manufacturers include the weight of a 75kg driver.

Off Road Any location other than a major or minor formed road.

- Officer Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Work Health and Safety Act 2012.

Organisational Unit Vehicles Organisational Unit vehicles are vehicles that are required to be used by the nature of the work of a particular department or work area. These vehicles must be used for business travel only and may not be used privately by the staff member.

Passive safety Measures designed to prevent injury should a crash occur.

7 Supporting Documentation:

- Work Health and Safety Policy
- Vehicle Safety and Condition Checklist
- Vehicle Safety Features/Equipment
- Tasmanian Vehicle and Traffic (Vehicle Standards) Regulations 2014:
- University Insurance Guidelines;
- University Safe Driving of Vehicles Minimum Standard.
## Versioning

<table>
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<tr>
<th>Former Versions</th>
<th>Version</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>Version 1</td>
<td>Driving Authorised Vehicles Policy; Approved May 2002; by Occupational Health and Safety Committee</td>
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<tr>
<td></td>
<td>Version 1.1</td>
<td>Safe Driving of Authorised Vehicles Minimum Standard approved July 2011; reviewed, July 2014</td>
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