



Deakin Transport

Guidelines for Use of University Vehicles

Version: 30 June, 2013

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Deakin University – Guidelines for Use of University Vehicles

1. Introduction

The Guideline for Use of University Vehicles is issued as a support document to the University's **Regulation 6.1(6) Use of University Vehicles and Parking** and the **Use of University Vehicles and Parking Procedure** and must be read in conjunction with those documents.

The requirements outlined in the Guideline are mandatory on staff, students and other persons driving, or travelling in, any University Vehicle and to staff administering the University's Departmental and Central Pool Vehicle fleets.

The Guideline sets out the requirements and frameworks that aim to optimise the management and use of the University vehicle fleet for the benefit of all users. It is to be applied consistently with the requirements of all relevant legislation, regulations and statutory instruments in existence in the areas in which a University Vehicle is being used.

This Guideline does not cover vehicles used by University staff under a novated vehicle lease arrangement or similar.

2. Definitions

The following definitions apply to terminology used throughout this Guideline:

Assigned Driver means a University staff member who has been allocated a University Vehicle.

Assigned Vehicle means a University Vehicle issued to a University staff member (the Assigned Driver) as part of their remuneration package. In addition to the requirements of this Guideline, staff allocated an Assigned Vehicle must also comply with the requirements set down from time to time by the Director HRD with respect to vehicle entitlement.

Central Pool Vehicle means a vehicle managed by Deakin Transport, that can be booked for University business use by a University Driver, following authorisation by a person with financial delegation in accordance with the Financial Delegations Policy.

Deakin Transport refers to the team responsible for the management of Deakin's motor vehicle fleet. Deakin Transport sits within the Sustainable Enterprise Directorate of Campus Services Division.

Departmental Vehicle means a University Vehicle issued for University business use to a Faculty or Division for the use by a University Driver within that Faculty or Division.

Drivers Licence means a valid and current licence to drive a motor vehicle issued by the appropriate authority in the jurisdiction (normally the State of Victoria) in which the holder will drive and it shall be appropriate to the type of vehicle to be driven.

FSD means Finance Services Division.

Fleet Services means the fleet management officers within Campus Services Division, available on (03) 522 72683 or deakin-fleet@deakin.edu.au

HRD means the Human Resources Division.

Infringement Notice means a notice issued for an offence including but not limited to speeding, carparking and red light cameras where the notice is issued either on the spot, attached to the vehicle or sent through the mail.

Low Emissions Vehicle (LEV) means a vehicle which emits less greenhouse gas than other similar vehicles. An LEV is a vehicle that is within 50% of the lowest emitting vehicle in class.

The Greenwheels website (www.greenwheels.com.au) is used as the basis for this determination.

Nominated Additional Driver means an additional driver or drivers, with a valid Victorian Drivers licence, nominated to drive an Assigned Vehicle. The additional drivers will generally be part of the driver's household (viz., spouse/partner/children etc). A Nominated Additional Driver may include persons possessing a probationary licence or learners permit so long as they are accompanied by the Assigned Driver allocated the Assigned Vehicle (not another Nominated Additional Driver) whilst they are driving the Assigned Vehicle.

University Driver means an Assigned Driver, a Nominated Additional Driver, a staff member of the University, a student of the University, a visitor to the University or a contractor or consultant to the University who is authorised to drive a University Vehicle. A student, for the purposes of this definition, will be a postgraduate student or a student who has been specifically employed by the University to undertake duties under supervision. A University driver possessing a probationary licence is authorised to drive University vehicles – the University driver must observe all road safety rules relevant to probationary licence holders including but not limited to displaying appropriate probationary plates on the University vehicle at all times. The use of a University Vehicle by students, visitors, contractors or consultants shall be approved by the Manager Sustainable Enterprise prior to use.

University Vehicle means a vehicle owned by the University in the assigned, departmental or central pool vehicle categories and includes but is not limited to sedan or station wagon passenger vehicles, four wheel drive vehicles or light commercial vehicles such as utilities and trucks (up to 3.5 tonnes). For the purposes of this Guideline a University Vehicle does not include boats, trailers, tractors, driven lawnmowers or similar vehicle types.

3. **Responsibilities of Deakin Transport**

Deakin Transport manages the University Vehicle fleet on behalf of the University in accordance with the regulations, policy and processes outlined in this Guideline and as detailed in Section 1.

Deakin Transport has specific responsibility for the following:

- Administration of the University Vehicle registration process;
- Acquisition and disposal of all University Vehicles;
- Accident management;
- Central pool booking and administration;
- Central Pool Vehicle cleaning, servicing and maintenance;
- Auditing of University Vehicles for cleanliness, servicing and maintenance;
- Asset management of the complete University Vehicle fleet;
- Administration of the University Vehicle fleet fuel and eTag accounts;
- Administration of the Infringement Notice process;
- Administration of the University Vehicle logbook process (in conjunction with FSD);
- Administration of the vehicle charging process;
- Management of the car rental contracts.

The details in this Guideline and other details associated with the fleet management function can be accessed on the Deakin Transport website at <http://www.deakin.edu.au/logistics/fleet>.

4. **General Rules Covering the Use of University Vehicles**

4.1 **Use for Authorised Purposes**

- a) The University encourages the use of all methods of communications such as telephone conferencing, video conferencing and other emerging technologies, to reduce as far as possible the requirement for staff to travel between campuses and sites for face to face meetings.

- b) Staff are encouraged to utilise University vehicles for travel only when absolutely necessary.
- c) Staff are encouraged to ensure that University vehicles are not used for the purposes of picking up goods that could have been delivered by other means such as via the post, courier or normal parcel delivery.
- d) Staff are encouraged to think about and pre plan their travel needs to ensure that the most efficient means of travel is utilised.
- (e) University Vehicles may only be used in the performance of authorised University business. Assigned Vehicles are exempt from this requirement and may also be used for private purposes by the Assigned Driver or their Nominated Additional Driver/s.
- (f) Any University Driver authorised to drive a University Departmental or Central Pool Vehicle has responsibility for arranging transportation to and from his or her normal place of employment. A University Departmental or Central Pool Vehicle is not to be used for such purposes.
- (g) Departmental or Central Pool Vehicles cannot be used for private purposes.
- (h) University staff are encouraged to consider the use of carpooling, particularly in Central Pool Vehicles. For further information on carpooling or to be put in contact with another University Driver contact should be made with the Deakin Transport on (03) 522 72683.
- (i) **Buses:** The University operates a small fleet of buses for transporting staff and students between campuses and other sites. These buses are designated as Departmental Vehicles for the purposes of these Guidelines. The University is required to be registered with Transport Safety Victoria to operate these buses and as such all administrators and drivers of these buses are required to comply with directives set down from time to time by Transport Safety Victoria for their operation. These directives include but are not limited to safety of the buses and passengers, the undertaking of annual safety inspections, that drivers are to have zero alcohol or drug levels, that persons affected by drugs or alcohol are prohibited from carrying out any bus safety or maintenance work, that the buses do not carry any more than the maximum number of passengers, that the buses are fitted with fire extinguishers, that drivers hold valid licences and that incidents in which the buses are involved are reported to Transport Safety Victoria.

4.2 Driver Responsibilities

General Responsibilities

- (a) University Drivers are required to observe all the provisions for driver licensing under the Road Safety Act or other legislation that applies in the jurisdiction in which the driver is operating.
- (b) University Vehicles must not be driven whilst the University Driver is under the influence of alcohol or medicinal or illicit drugs. The University has no accident cover where the use of a University Vehicle is unauthorised and the University Driver is found to be under the influence of alcohol or medicinal or illicit drugs. In this situation the University Driver may be liable for any damages resulting from an accident.
- (c) Smoking is not permitted in University Vehicles.
- (d) Hand held mobile phone or two way radio use is not permitted by a University Driver whilst a University Vehicle is moving or is stationary on a road

carriageway (viz., at a set of traffic lights) unless the University Driver stops and parks the vehicle. Bluetooth compatibility is installed as a standard feature in all new University Vehicles. Deakin Transport will not facilitate the installation of mobile phone holders in a University Vehicle.

- (e) University Drivers must ensure that they comply with all Federal, State and local laws that apply to the use of a University Vehicle whilst it is being operated by the University Driver.
- (f) University Drivers must ensure that all passengers in a University Vehicle are wearing seatbelts in accordance with the requirements of the Road Safety Act 1986 and that all articles are stowed securely during travel.
- (g) In the event of an accident the University Driver must follow the instructions set out in Section 7 of this Guideline. A copy of these instructions is contained in the Driver's Kit located in the glove box of each University Vehicle. The instructions must be kept in the University Vehicle at all times.
- (h) If a University Vehicle breaks down the University Driver must contact Roadside Assistance. Details on who to call and the telephone numbers are in the Driver's Kit located in the glove box of each University Vehicle.
- (i) A University Driver must report any suspected or observed mechanical defect or damage to a University Vehicle as soon as possible to Deakin Transport.
- (j) Subject to investigation the misuse and/or unauthorised use of a University Vehicle may result in penalties being imposed on the University Driver under the Crimes Act 1958 and/or the University's Code of Conduct Enabling Policy. This also applies to the requirements of Section 4.2(b) of this Guideline.
- (k) A University Driver is personally responsible for the payment of penalties resulting from the issue of an Infringement Notice. University funds cannot be used for this purpose at any time.
- (l) University Drivers of Departmental or Central Pool Vehicles must return the vehicles after use with at least half a tank of fuel. Refuelling must be undertaken at a BP Service Centre unless otherwise approved or provided for by Deakin Transport. The University Driver must fuel the vehicle with standard unleaded fuel, gas or diesel as appropriate. Unleaded 95 or Optimax is not permitted as the fuel card supplied with each vehicle is not cleared for the purchase of these fuels. University Drivers must provide the Service Centre attendant with an accurate odometer reading for the vehicle. It should be noted that the fuel card supplied with each vehicle has been registered for the use of standard unleaded fuel, gas or diesel only. Only in exceptional circumstances will the University reimburse drivers for charges incurred for placing the wrong fuel in a vehicle. University Drivers must check the fuel receipt to ensure that the odometer reading has been recorded correctly and notify Deakin Transport of any discrepancy.
- (m) A University Driver must maintain a University issued logbook for a University Vehicle when requested to do so by Deakin Transport or the FSD Taxation Manager.
- (n) University Vehicles are to be maintained and secured in accordance with the requirements of Section 4.5 of this Guideline.
- (o) University Vehicles must carry a current parking permit and be parked in an appropriately designated parking bay whilst they are on campus. Assigned Drivers are responsible for the purchase, fixing and maintenance of parking permits for their Assigned Vehicle. Deakin Transport is responsible for the

facilitation and fixture of parking permits for Departmental and Central Pool Vehicles. Yellow permits are available for Assigned and Departmental Vehicles but are not available for staff taking an allowance in lieu of a University Vehicle (ie., no yellow permits will be issued for privately owned vehicles).

Assigned Vehicles

- (p) An Assigned Driver must use an Assigned Vehicle for business purposes and may use it for private purposes subject always to the conditions outlined in this Guideline.
- (q) The Assigned Driver to whom the Assigned Vehicle is allocated must follow the conditions of use specified in (a) to (o) inclusive in the *General Responsibilities* above and other specific requirements detailed in this Guideline. A failure to adhere to any of the conditions of this Guideline by the Assigned Driver allocated the Assigned Vehicle (this includes any Nominated Additional Driver) may result in the suspension or cancellation of the use of the Assigned Vehicle. In addition the Assigned Driver must sign the Conditions of Use provided by Deakin Transport upon allocation and changeover of the Assigned Vehicle.
- (r) An Assigned Driver may use an Assigned Vehicle for private purposes during periods of paid leave of up to twelve (12) weeks with the University meeting the running costs of the vehicle during that leave.
- (s) An Assigned Driver may not use an Assigned Vehicle for private purposes during periods of unpaid leave of more than 5 consecutive days.
- (t) If an Assigned Driver is to be absent on leave from the University for periods in excess of those outlined in clauses 4.2 (r) and (s) above, or is unable to fulfil the responsibilities of their office, the Assigned Vehicle will, unless approved otherwise by the Vice-Chancellor, revert to a Departmental or Central Pool Vehicle and must be garaged at the University.
- (u) An Assigned Vehicle must be made available to staff for University business during normal working hours if it is not being used by the Assigned Driver with this requirement taking precedence over private use.
- (v) An Assigned Driver may have to pay a fee for the use of the Assigned Vehicle depending on their position and contract of employment or as otherwise approved by the Executive Director HRD. No fee is payable by the Assigned Driver where an Assigned Vehicle is returned in accordance with clause 4.2 (s).
- (w) The Assigned Vehicle is to be serviced in accordance with the manufacturer's recommendations and with service agents nominated by Deakin Transport as outlined in Attachment 2 or with Smartfleet's authorised service agents.
- (x) To ensure the efficient operation of the Assigned Vehicle the level of fuel, tyre pressure, oil and windscreen washer fluid and the condition of tyres, the windscreen, the vehicle body and other normal vehicle checks are the responsibility of the Assigned or Nominated Additional Driver prior to the use of an Assigned Vehicle.
- (y) Registration labels provided by Deakin Transport are to be affixed to the Assigned Vehicle upon receipt (also refer clause 9(b)).
- (z) Assigned Drivers to whom an Assigned Vehicle has been allocated are not permitted to use a Departmental or Central Pool Vehicle. The exception to this

requirement is a Departmental Vehicle used for research purposes where that vehicle has been specifically equipped for the research purposes.

- (aa) The requirement of clause 4.2(z) above also applies to staff who have taken an allowance in lieu of an Assigned Vehicle.
- (ab) Assigned Drivers or Nominated Additional Drivers who intend to carry pets or other animals in an Assigned Vehicle shall only be allocated a station wagon type vehicle by Deakin Transport. The pets or animals shall be transported (not housed) in the wagon component of the vehicle.
- (ac) Personal items left in an Assigned Vehicle are the responsibility of the Assigned Driver allocated the Assigned Vehicle. The University's insurance policy will not cover these personal items in the event they are damaged or stolen.
- (ad) An Assigned Vehicle must not be transferred to another staff member whilst the Assigned Driver allocated the vehicle is on leave, unless the requirements of the higher duties allowances section of the Allowances Procedure are complied with, special approval is given by a PVC of Faculty/Executive Director level or above, or approval is given by Deakin Transport. Consideration should be given to the implications of fringe benefits tax requirements if short term transfers are to be facilitated. In all cases of vehicle transfer Deakin Transport must be notified.

Departmental Vehicles

- (ae) Heads of organisational areas shall nominate a staff member within their organisational area to be the officer in charge of Departmental Vehicles.
- (af) The officer in charge shall be responsible for the day to day administration of a Departmental Vehicle including but not limited to ensuring that:
 - The requirements of (a) to (o) inclusive in the *General Responsibilities* above and other specific requirements detailed in this Guideline are met by all users of Departmental Vehicles;
 - The University Driver has the authorisation of the head of the organisational area, or their nominated equivalent, to use the Departmental Vehicle;
 - The Departmental Vehicle is serviced in accordance with the manufacturer's recommendations and with service agents nominated by Deakin Transport or with Smartfleet authorised service agents;
 - The Departmental Vehicle is checked regularly on the level of fuel, tyre pressure, oil and windscreen washer fluid and the condition of tyres, the windscreen, the vehicle body and other normal vehicle checks required to ensure roadworthiness of the Departmental Vehicle.
 - They sign and record, in a departmentally maintained register that is available on request for audit, a University Driver's licence prior to authorising their use of a Departmental Vehicle;
 - Details of drivers of Departmental Vehicles are provided by the date nominated by Deakin Transport when an Infringement Notice is received and processed for that vehicle;
 - Departmental Vehicles are maintained in a clean and tidy condition at all times;
 - The Departmental Vehicle displays a current University issued parking permit;

- Deakin University logos supplied by Deakin Transport are displayed on the Departmental Vehicle at all times;
 - Drivers maintain the Deakin Transport issued logbook (logbooks will be audited by Deakin Transport from time to time);
 - Deakin Transport is immediately notified of any change, alteration or modification to a Departmental Vehicle;
 - Registration labels provided by Deakin Transport are affixed to the Departmental Vehicle as soon as possible upon receipt (also refer clause 9(b)).
- (ag) Personal items left in a Departmental Vehicle are the responsibility of the University Driver allocated the Departmental Vehicle. The University's insurance policy will not cover these personal items in the event they are damaged or stolen.
- (ah) If a University Driver has any concerns with the condition of a Departmental Vehicle prior to use then contact should be made with the officer in charge of the Departmental Vehicle who will arrange an inspection and, if possible, make alternative arrangements for the University Driver. If the use is outside normal business hours then the University Driver should seek assistance from Roadside Assistance if applicable (refer clause 4.2 (h)) or the University Driver should make alternative travel arrangements.
- (ai) Organisational areas may hire out Departmental Vehicles to other organisational areas at the same rates that apply to Central Pool Vehicles. Hire rates are available from the Deakin Transport website at <http://www.deakin.edu.au/logistics/fleet>.

Central Pool Vehicles

- (aj) The guidelines for use of Central Pool Vehicles follow the requirements of (a) to (o) inclusive in the *General Responsibilities* above and other specific requirements detailed in this Guideline.
- (ak) Central Pool Vehicles are fully managed by Deakin Transport.
- (al) Central Pool Vehicles will be serviced and maintained on a regular basis in accordance with the manufacturer's recommendations with this servicing and maintenance being administered by Deakin Transport.
- (am) The level of fuel, tyre pressure, oil and windscreen washer fluid and the condition of tyres, the windscreen, the vehicle body and other normal vehicle checks are the responsibility of the University Driver prior to the use of a Central Pool Vehicle.
- (an) If a University Driver has any concerns with the condition of a Central Pool Vehicle prior to use then contact should be made with Deakin Transport who will arrange an inspection and, if possible, make alternative arrangements for the University Driver. If the use is outside normal business hours then the University Driver should seek assistance from Roadside Assistance if applicable (refer clause 4.2 (h)) or the University Driver should make alternative travel arrangements.
- (ao) Bookings for the use of Central Pool Vehicles shall be undertaken in accordance with the requirements of Section 13 of this Guideline.
- (ap) Central Pool Vehicles are campus based therefore unless otherwise approved by Deakin Transport, Central Pool Vehicles booked for use from a specific

campus must be returned to that campus at the completion of the University driver's trip.

- (aq) Personal items left in a Central Pool Vehicle are the responsibility of the University Driver allocated the Central Pool Vehicle. The University's insurance policy will not cover these personal items in the event they are damaged or stolen.

4.3 Buses

Deakin University requires all bus drivers to have a zero blood alcohol concentration (BAC), a zero level for illicit drugs and they must not be impaired by other drugs. It is the responsibility of all bus drivers to ensure they:

- (a) have no drugs or alcohol present in their blood or breath whilst working
- (b) are not impaired by drugs or medication/s whilst working
- (c) inform their treating health practitioner or pharmacist of Deakin University's drug and alcohol policy when being prescribed medications.

Persons affected by drugs or alcohol are prohibited from carrying out any bus safety or maintenance work.

4.4 Authorisation to Carry Passengers

Unless authorised otherwise by the Manager Sustainable Enterprise, only persons travelling on University business are permitted as passengers in a Departmental or Central Pool Vehicle.

4.5 Compliance with Traffic and Other Laws

- (a) University Drivers are required to observe all traffic laws, including regulations and by-laws relating to all aspects of University Vehicle operation in the applicable jurisdiction of operation. University Drivers are personally responsible for the payment of all fines resulting from their use of a University Vehicle, whether that use is of a business or private nature.
- (b) University Vehicles are subject to the provisions of the Occupational Health and Safety Act 2004. All vehicle related incidents and hazardous situations that may have an impact on the health and safety of the driver or vehicle occupants must be reported to the driver's supervising officer, the University's occupational health and safety management representative and to Deakin Transport.

4.6 Care and Security of University Vehicles

- (a) University Drivers authorised to drive University Vehicles are responsible for the vehicle whilst it is in their care.
- (b) University Drivers are responsible for reporting any vehicle damage and/or maintenance requirements to Deakin Transport.
- (c) When a University Vehicle is left unattended it must be securely locked. If the vehicle is fitted with a vehicle security system, the system must be activated. Assigned Vehicles or other University Vehicles authorised to be held overnight must be parked 'off street' wherever practicable.

- (d) University Drivers are not permitted to allow the vehicle to be driven by an unauthorised person whilst the vehicle is in their care. The exceptions to this are where the driver is the subject of illness or extreme emergency or where a Nominated Additional Driver has been approved by the Director HRD to drive an Assigned Vehicle.

4.7 Vehicle Driver's Licence

- (a) University Drivers are required to observe all the provisions for driver licensing under the Road Safety Act or other legislation that applies in the jurisdiction in which the University Vehicle is being operated.
- (b) Assigned Drivers allocated an Assigned Vehicle must provide a copy of a Victorian Drivers Licence to HRD before the use of an Assigned Vehicle will be authorised. Nominated Additional Drivers must also comply with this requirement.
- (c) The 'officer in charge' of a Departmental Vehicle / head of organisational area must sight and record, in a departmentally maintained register that is available on request for audit, a University Driver's licence prior to authorising their use of a Departmental Vehicle.
- (d) It is the responsibility of a University Driver to notify HRD / the officer in charge of a Departmental Vehicle / the head of an organisational area / Deakin Transport, as the case may be, of any changes to the status of a licence. Changes include but are not limited to suspension, cancellation or loss.
- (e) A University Driver may be guilty of an offence if the driver of a University Vehicle does not hold a valid drivers licence that authorises them to drive such a vehicle. University Vehicles are uninsured if they are driven by an unlicensed driver.

4.8 Vehicle Logbooks

- (a) University Drivers of Departmental and Central Pool Vehicles are responsible for maintaining an accurate vehicle logbook and for entering all details immediately upon the completion of use. Incorrect and/or incomplete logbook entries may result in a reportable fringe benefit being recorded against the driver's group certificate.
- (b) In conjunction with Deakin Transport and the FSD Taxation Manager an Assigned Driver will be required to complete a logbook, covering a minimum twelve week period, every five years. This logbook will form the basis of the Assigned Driver's annual reportable fringe benefit.

5. Use of Private Vehicles for University Business

The use of private vehicles for University business should be limited and undertaken only in extreme situations and only after the following has occurred:

- (a) The University Driver has checked and verified that there are no Departmental Vehicles available for use; and
- (b) The University Driver has checked and verified that there are no Assigned Vehicles available for use; and
- (c) The University Driver has checked and verified that there are no Central Pool Vehicles available for use; and
- (d) The University Driver has checked and verified that there are no alternative forms of transport, in accordance with Section 8.1, 8.2 and 8.3 available for use; and

- (e) The University Driver has obtained the approval of the head of their organisational area or higher for the use of the private vehicle.

The staff member approving the use of a private vehicle for business purposes shall ensure that the vehicle is adequately registered, insured and roadworthy. The staff member approving the use of a private vehicle shall also assess the vehicles compliance with the Worksafe Victoria publication Guide to Safe Work-related Vehicles (2008) available from the Worksafe website at www.worksafe.vic.gov.au prior to making a decision to authorise use.

Any damage to or infringements incurred through the use of a private vehicle are the responsibility of the driver and/or owner of the private vehicle. These costs shall not be paid with University funds.

Private vehicles are not covered by the University's insurance policies when they are used for University business.

University Drivers should check with their insurance company to make sure that their private vehicle is insured for use on University business.

Claims for reimbursement for the use of a private vehicle are to be made via StaffConnect (Pay Input / Additional Pay Request).

Where a staff member is authorised by the University to use the staff member's privately owned or hired vehicle for official purposes, he or she shall be paid an allowance at the rate of 65 cents per kilometre.

6. Service and Maintenance

- (a) All University Vehicles are to be maintained in a clean, safe and roadworthy condition, at all times, that ensures the safety of the driver, passengers and other road users and so that the vehicle projects a positive image of the University.
- (b) Assigned Drivers are responsible for the cleanliness, servicing and maintenance of Assigned Vehicles. The cost of cleaning Assigned Vehicles shall be borne by the Assigned Driver.
- (c) The officer in charge of a Departmental Vehicle is responsible for the cleanliness, servicing and maintenance of a Departmental Vehicle.
- (d) Deakin Transport is responsible for the cleanliness, servicing and maintenance of a Central Pool Vehicle.
- (e) All University Vehicles are to be serviced and maintained in accordance with the vehicle manufacturer's specifications and recommended service schedules.
- (f) Only products meeting the specifications of the vehicle manufacturer are to be used in the service, maintenance and repair of University Vehicles.
- (g) University Vehicles shall only be serviced, maintained or repaired at a University approved service agent. Service, maintenance or repair is facilitated by Smartfleet for the University. Service bookings are to be made by the responsible person in (b), (c) and (d) above. A list of the University's approved service agents is outlined in Attachment 2. Service agents are to be advised that the vehicle is managed by Smartfleet.
- (h) The persons responsible for the cleanliness of University Vehicles as designated in (c) and (d) inclusive of this Section shall organise for or undertake regular cleaning of the University Vehicle.
- (i) At the time of changeover of a University Vehicle the persons responsible for the cleanliness of that vehicle as designated in (b) to (d) of this Section shall organise for the vehicle to be fully detailed internally and externally. The cost of detailing shall be borne by the person or area responsible for that vehicle as the case may be.

University Vehicles presented in poor condition at changeover shall be detailed by Deakin Transport with the cost of undertaking this detailing being passed onto the person or area responsible for the vehicle.

- (j) Where an Assigned Vehicle is returned in a poor condition by an Assigned Driver departing the University then the cost of any cleaning that is undertaken by the University on that vehicle will accrue against the departing Assigned Driver's organisational area. This clause also applies to unreported damage incurred during the Assigned Driver's use of the vehicle.
- (k) Deakin Transport will undertake spot audits of all University Vehicles to ensure they are being maintained in a satisfactory condition. Deakin Transport will issue a directive to the Assigned Driver or officer in charge to immediately have the vehicle cleaned if it is found to be in an unsatisfactory condition. In the event that cleaning does not occur as requested Deakin Transport may have the vehicle cleaned, with the responsibility for the cost of this cleaning resting with the organisational area for Departmental Vehicles or the Assigned Driver to whom the Assigned Vehicle has been allocated.

7. **Accident Management**

- (a) The requirements of Section 61 of the Road Safety Act apply to accidents and/or incidents involving University Vehicles;
- (b) If a University Vehicle is involved in a vehicle accident then the University Driver should stop the vehicle immediately and activate the hazard lights. When a person is injured or property is damaged as a result of the accident the University Driver should provide the required assistance and report to the nearest accessible police station. If there are no personal injuries or property damage then reporting the incident is optional. A police report is required if a WorkCover claim is to be pursued.
- (c) At the scene of the accident, a University Driver should provide:
 - Their name and address;
 - The name of the ownership of the vehicle (Deakin University);
 - Their driver's licence details if requested by a member of the police force;
 - The vehicle's registration number;

These should be provided to:

- Any person who has been injured;
- The owner of any property that has been damaged or destroyed;
- A person representing the injured person or the owner of the property;
- Any member of the police force who may be present;

Also at the scene of the accident the University Driver should obtain or note:

- The name and address of the other driver/s;
- The registration details of the other vehicle/s;
- The make and type of the other vehicle/s;
- The other vehicle owner/s;
- The contact details of any witnesses;
- The name of any insurance company for the other vehicle/s;

- The time and place of the accident;
 - The extent of any damage to the other vehicle/s;
 - The licence details of any other driver/s.
- (d) Under no circumstance should a University Driver admit liability.
- (e) If the University Vehicle involved in the accident is not drivable then the University Driver should:
- Contact the Accident Allocation Centre on 13 11 76 to arrange towing for the vehicle;
 - Request the tow truck driver to remove the University Vehicle from the scene , store securely and do nothing else;
 - Advise the tow truck driver that the tow truck operator will be contacted by Deakin Transport as soon as possible to arrange for transport of the vehicle to the University's approved repairer;
 - As soon as possible advise Deakin Transport of the name of the tow truck operator;
 - Ensure that all University and personal possessions (including the fuel card) are removed from the vehicle before towing.
- (f) The University Driver must immediately report an accident or any minor damage sustained to a University Vehicle to Deakin Transport on (03) 522 71349. A representative of Deakin Transport will advise on the next steps involved in the vehicle repair process.
- (g) The University Driver shall complete any necessary paperwork, requested by Deakin Transport, associated with the accident.
- (h) Deakin Transport will organise repair of the vehicle with a University and insurance company approved repairer.
- (i) The insurance excess on the repair for at fault and non-accessible third party accidents involving a University Vehicle shall be charged to the organisational area.
- (j) A copy of the above requirements is located in the glove box of every University Vehicle.
- (k) University Drivers who repeatedly have accidents may be asked to undertake a driver education program that has been recommended by Deakin Transport. This condition may also apply to drivers who repeatedly incur infringement or other penalty notices.
- (l) At the discretion of Deakin Transport, University Drivers who repeatedly have at fault accidents may be required to contribute toward the excess cost enforced by the University's insurer.

8. Alternative Vehicles and Transport

8.1 Public Transport

Public transport should be considered for use where it is a safe and economical means of travelling.

8.2 Car Rental

The University currently has service agreements with three car rental companies that provide attractive corporate rates for light and commercial vehicles. Each of the companies also provides discounted rates for use by staff at a personal level. The three car rental companies are Avis, Hertz and Thrifty.

General details on each of the car rental companies, their rates, terms and conditions of hire and University customer booking numbers are available from the car rental company's respective websites.

University Drivers are to accept and include the lowest excess option offered by the car rental company for vehicle insurance cover for damage and theft in all car rental agreements.

The rental rates for various makes and models of vehicle are outlined in Attachment 1.

Avis

The [Avis Booking Procedure](#) explains how to book an Avis car with a purchase order. The Avis Worldwide Discount Number (AWD#) for Deakin is P888105. Avis can be contacted on 136333 or via the online booking service at www.avis.com.au. Bookings can be made by phone by providing the AWD#. Should the car rental costs need to be invoiced to Deakin, provide the booking reservation number to Deakin Transport and Deakin Transport will provide Avis with the Avis Wizard #.

As an employee or student of Deakin University there is an entitlement to discount car rental rates with Avis. When making an Avis reservation ring 136333 and quote the Avis Worldwide Discount Number (AWD#) P727500. Avis personal reservations require payment by credit card.

Hertz

The [Hertz Booking Procedure](#) explains how to book a Hertz car with a purchase order. The Customer Discount Program Number (CDP#) for Deakin is 291562. Hertz can be contacted on 133039 or via the online booking service at www.hertz.com.au. If booking online click yes in "I have a Discount (CDP), Coupon or other Offer" on the first screen, then enter the CDP# on the second screen.

As an employee or student of Deakin University there is an entitlement to discount car rental rates with Hertz. When making a Hertz reservation ring 133039 and quote the Customer Discount Program Number (CDP#) 291562. Hertz personal reservations require payment by credit card.

Thrifty

The [Thrifty Booking Procedure](#) explains how to book a Thrifty car with a purchase order. The Corporate Discount Number (CD#) for Deakin is 4909208516. Thrifty can be contacted on 1300 365 564 or via the online booking service at www.thrifty.com.au. Bookings can be made by phone by providing the CD# or online by entering the Corporate Discount Number in the Promotion Code box on the first screen.

Staff and student leisure rentals are available through Thrifty. A credit card is required to book leisure rentals and there is a need to quote the Corporate Discount Number (CD#) 4908002549. The same rates apply as for Deakin University business rentals.

8.3 Taxis

Taxis should only be used by a University traveller when all other transport means have been exhausted. Taxi use may be paid by Cabcharge voucher. Cabcharge vouchers are available from Transaction Services using a form available from the FSD website. The University Corporate Credit Card may also be used for payment of taxi travel.

9. Registration and Identification of University Vehicles

- (a) All University Vehicles will be registered by Deakin Transport effective as of 2 August each year.
- (b) The University Driver for Assigned Vehicles and the officer in charge for Departmental Vehicles will be responsible for affixing new registration stickers to the vehicles under their control immediately upon provision of new registration stickers by Deakin Transport.
- (c) Personalised registration plates are not to be fitted to any University Vehicle.
- (d) All Assigned, Departmental and Central Pool Vehicles will be fitted with University logos or URL's and related fixtures as determined from time to time by Deakin Transport. These fixtures shall not be removed by a University Driver at any time.
- (e) Any Deakin logos fitted to University Vehicles by Deakin Transport shall not be removed at any time.

10. Insurance

- (a) All University Vehicles registered in the State of Victoria will be covered by the Transport Accident Commission levy to cover transport injury protection.
- (b) All University Vehicles are covered by the University's full comprehensive insurance with the exception that University Drivers who are unlicensed, are found to have a blood alcohol concentration over the legal limit, are found to be under the influence of drugs or who are not authorised to use the vehicle will not be covered.
- (c) Organisational areas will be responsible for the insurance excess on the repair of at fault and non-accessible third party accidents involving a University Vehicle. The current level of excess is \$1,000 (this is subject to change on an annual basis). In addition to the normal level of excess the following additional excesses will apply:
 - i. Additional \$500 for drivers under 21 years;
 - ii. Additional \$300 for drivers 21 – 25 years;
 - iii. Additional \$500 for drivers licensed less than two years or vehicle being used for tuition.
- (d) Organisational areas will be liable for the full cost of repair of a University Vehicle (accidents that are at fault or non-accessible third party) where it is being driven by an unlicensed driver. This will also include any public liability claims processed as part of the accident. Repairs carried out on Central Pool Vehicles driven by unlicensed drivers will also be charged back to the organisational area.
- (e) Personal belongings that have been damaged whilst in a University Vehicle or which are stolen from a University Vehicle are not covered by the University's insurance policy and remain the full responsibility of the staff member.

11. Tolls

- (a) Electronic tags (eTags) will be provided in designated University Vehicles for use on Citylink and Eastlink controlled freeways.
- (b) Any eTag installed in a University Vehicle shall not be removed and installed in a private vehicle or a car rental company vehicle.
- (c) Deakin Transport, will on a monthly basis, transfer the costs associated with the use of the eTag to the University account to which the eTag has been designated.

12. **Fuel**

- (a) Fuel cards, for the purchase of unleaded petrol, liquefied petroleum gas (LPG), diesel or oil, will be provided by Deakin Transport for every University Vehicle.
- (b) The University accesses the Victorian State Government contract with BP, Shell and Caltex for the supply of fuel to University Vehicles.
- (c) Regular unleaded petrol from pumps at the suppliers respective Service Centres shall be placed in University Vehicles. Other unleaded fuel types are not cleared for use on the fuel cards and should therefore not be used.
- (d) All University Drivers must provide an accurate odometer reading to the Service Centre attendant each time they refuel a University Vehicle. The receipt must be checked to ensure the correct odometer reading has been recorded and Deakin Transport are to be notified of any discrepancy.
- (e) Fuel cards are not to be used for the purchase of any product not mentioned in clause 12(a) or for private use. Contravention of this card usage may subject the University Driver to the requirements of Section 4.2(j) of this Guideline.
- (f) Fuel cards are not transferable and may only be used for the vehicle to which they were originally allocated.
- (g) Fuel cards are not to be used in conjunction with any rewards program.
- (h) Lost or stolen fuel cards must be reported immediately to Deakin Transport.
- (i) Purchase of fuel by means other than the fuel card (viz., personal payment by the University Driver) should occur only in an emergency. In such cases University Drivers will only be reimbursed upon providing satisfactory evidence, to Deakin Transport, of having purchased fuel.
- (j) University corporate credit cards cannot be used for the purchase of fuel, in place of fuel cards, unless an exemption has been provided by the Manager Sustainable Enterprise. They can however be used for the purchase of fuel for external vehicles hired by the University.
- (k) Deakin Transport, will on a monthly basis, transfer the cost of fuel used by a University Vehicle to the University account designated for that vehicle.
- (l) If incorrect fuel is used in a University Vehicle then the area responsible for or using the vehicle shall pay for the cost of towing, the removal of the incorrect fuel and any repair costs incurred as a consequence of the incorrect fuel use.

13. **Central Pool Vehicle Bookings**

- (a) Deakin Transport are responsible for maintaining a fleet of Central Pool Vehicles which are available for staff to hire for the purpose of University business.
- (b) Central Pool Vehicles should only be used when Assigned or Departmental Vehicles are unavailable. When assessing the need for use of a Central Pool Vehicle carpooling options should first be considered.
- (c) Staff to whom an Assigned Vehicle has been allocated, or those who receive a vehicle allowance in lieu thereof, are not permitted to use a Departmental or Central Pool Vehicle. The exception to this requirement is a Departmental Vehicle used for research purposes where that vehicle has been specifically equipped for the research purposes.
- (d) Staff considering the use of a Central Pool vehicle to undertake a trip interstate should also consider other travel options such as hire cars, train travel or air travel.

- (e) Staff using Central Pool Vehicles should familiarise themselves with the policies, procedures and guidelines governing the operation and use of University Vehicles.
- (f) In the event of an accident, a copy of the Motor Vehicle Accident Procedure is located in the glove box of all Central Pool Vehicles.
- (g) Central Pool vehicles are located on all campuses and bookings can be made by using the Smartfleet [Central Pool On-line Booking System](#). To use this system, users must first complete and submit the [On-Line Booking System Application Form](#) to Deakin Transport for processing.
- (h) Assistance in the use of the Central Pool On-line Booking System can be obtained by contacting Deakin Transport on (03) 522 72683. Alternatively, an instruction guide may be accessed from the Deakin Transport website at <http://www.deakin.edu.au/logistics/fleet>.
- (i) The Manager Sustainable Enterprise may prohibit the future use of Central Pool Vehicles to any staff member who fails to adhere to any vehicle policies, procedures or guidelines detailing the conditions of use.
- (j) A Central Pool Vehicle can only be used for University business use between the times authorised in the booking.
- (k) Central Pool Vehicles booked at and taken from a particular campus shall be returned to that campus at the completion of the use. Vehicles shall not be taken from one campus and left at another.
- (l) A list of the general conditions applicable to the use of a Central Pool Vehicle can be found in the glove box of each vehicle.
- (m) The location and contact areas for collection/return of keys for Central Pool Vehicles are detailed in the following table:

Campus	Office Location	Office Hours	Phone Number	Fax Number
Geelong Waterfront	Security Level 2	24 hours	522 78222	522 72026
Geelong Waurn Ponds	Campus Services Deakin Transport Building 1a	8:30am-4:30pm	522 72683	522 72026
Melbourne Burwood	Campus Services Warehouse Building O	8:30am-4:30pm	924 46801	924 46802
Melbourne Greenwood Park	HRD Reception Level 1 Building ga	8:30am-4:30pm	924 68139	924 68155
Warrnambool	Campus Services Warehouse Building K	8:30am-4:15pm	556 33340	556 33130

- (o) Organisational areas will be charged for the use of Central Pool Vehicles in accordance with the charging structure set out in the following table:

Destination	Charge
Geelong/Waterfront to Warrnambool (One *working day trip - inc. 375kms)	\$153.75
Geelong/Waterfront to Melbourne (One *working day trip - inc. 200kms)	\$82.00
Warrnambool to Melbourne (One *working day trip - inc. 575kms)	\$235.75
Non-standard trips per kilometre charge	\$0.41

Destination	Charge
Minimum daily charge for hiring a vehicle (inc. 122kms)	\$50.00
Overnight (additional charge)	\$25.00
No show/same day cancellation fee	\$50.00

* A "Working day" trip is calculated as a vehicle hire that starts and ends on the same day (not a 24 hour vehicle hire).

14. **Charging for University Vehicles**

All organisational areas will be charged a monthly vehicle fee for all Assigned, Departmental and Central Pool Vehicles under the control of University Drivers or officers in charge of Departmental or Central Pool Vehicles. This monthly charge covers the following costs:

- The provision of the vehicle;
- Registration and Transport Accident Commission charges;
- Regular servicing but not maintenance and repairs;
- Comprehensive insurance.

The current charges per vehicle are:

Vehicle Type	Finance Charge Per Month
Sedans up to base model Commodore and Falcon	\$710
Station wagons up to base model Commodore and Falcon	\$810
Mid level sedans (viz., Berlina et al)	\$835
Mid level station wagons	\$885
High level sedans (viz., Calais et al)	\$885
High level station wagons	\$985
People movers and 4WDs	\$1,000
Commercial vehicles	\$880
Prestige vehicles (viz., Caprice)	\$1,500

This charge is subject to review from time to time by Deakin Transport.

Other charges to be incurred by the organisational area on a monthly basis at actual cost include:

- The cost of fuel for the month;
- The cost of any maintenance and repairs to the vehicle for the month;
- The cost of eTag for the month;
- The cost of any insurance excess for accidents involving the vehicle (also refer Section 7 of this Guideline).

All charges will be journalled at month end by Deakin Transport to the account nominated by the organisational area to which the University Vehicle is allocated.

15. **University Vehicle Acquisition**

The University's policy is to ensure safe, effective and efficient operation of the University's vehicle fleet. The fleet shall be comprised of a minimum number of vehicles to satisfy operational requirements and that optimise capacity, environmental performance and financial management.

The University will seek to purchase vehicles that provide the best blend of suitability for purpose, lowest emissions and greatest fuel economy so as to maximise the use of environmentally friendly vehicles.

The Manager Sustainable Enterprise is responsible for the acquisition and disposal of all University Vehicles.

When considering the purchase of a vehicle for the University Fleet, the following will be considered in guiding final selection:

- Engine capacity – a smaller engine generally offers lower fuel consumption and lower emissions.
- Vehicle size – a smaller vehicle has less environmental impact during its manufacture and generally requires a smaller capacity motor due to lower weight.
- Vehicle use – vehicles will be sized to suit the average use in terms of load carrying capacity and number of passengers rather than the estimated maximum requirement. This will limit the purchase of vehicles that are sized above that required to meet the average requirement.
- Price of purchase and day to day operational costs.
- The status of the vehicle taking into account LEV considerations and the University's targets from its Environmental Management Plan.

New vehicles acquired by the University will, wherever possible, be sourced from the Victorian State Government Whole of Government contract with Holden, Ford and Toyota for passenger, four wheel drive and light commercial vehicles. All vehicles will be sourced so that they comply, as closely as possible, with the Worksafe Victoria document 'Guide to Safe Work-related Driving (2008).

The allocation of vehicles for new members of staff or changes to the conditions for existing members of staff shall be facilitated by the Director HRD in conjunction with Deakin Transport. The allocation of vehicles to existing members of staff who previously would not have had an entitlement to a University Vehicle can only be made with the approval of the Director HRD.

Unless otherwise determined the allocation of a University Vehicle to a new or existing member of staff shall be determined by Deakin Transport based on availability. A new allocation does not necessarily mean a new vehicle will be provided.

University vehicles will be changed over as follows:

Passenger or similar light vehicle	3 years or 80,000 kilometres whichever occurs first.
Commercial vehicles	5 years or 100,000 kilometres whichever occurs first.

The allocation of vehicles to Assigned Drivers shall occur in accordance with the requirements in the HRD Assigned Vehicle Provisions Guide.

Vehicles acquired by the University shall, wherever possible:

- Comply with the Federal Government's Australian – manufactured policy;
- Be from a Government approved contract;
- Cost under the value threshold nominated from time to time in the HRD Assigned Vehicle Provisions Guide;
- Fit the intended operational purpose;
- Adhere to all legal and health and safety requirements.

Vehicle acquisition decisions will be based not only on functionality to meet operational need but also on whole of life costs and environmental impact.

To increase the sustainable nature of the University vehicle fleet for the long term future the aim is reduce the overall number of vehicles in the University fleet such that the University operates only those vehicles that are absolutely necessary.

With the exception of special vehicles the selection of Departmental and Central Pool Vehicles shall be at the complete discretion of Deakin Transport with these vehicles generally being selected from the lowest category of vehicle in the Assigned Vehicle Provisions Guide.

Unless otherwise mentioned in this Guideline, or in a contract of employment, University Vehicles shall be fitted with the following features above those normally designated as standard by the manufacturer:

- Air-conditioning;
- Bluetooth compatibility;
- Automatic transmission;
- ABS braking system;
- Cruise control;
- Reverse sensors;
- Cargo barriers (for wagons only).

Unless the vehicle required has special needs, non-standard features will not be provided on Departmental or Central Pool Vehicles and the only non-standard feature allowed on an Assigned Vehicle will be a towbar. Towbars can be installed however the initial cost of the towbar must be met by the staff member to whom the Assigned Vehicle has been allocated. The provision or installation of other non-standard features can only occur with the approval of the Manager Sustainable Enterprise.

In line with the University's sustainability considerations Deakin Transport will be acquiring vehicles for the Departmental and Central Pool Vehicle fleets of smaller engine size (viz., 4 cylinders), energy efficient fuel consumption or with emission level reduction capability. Deakin Transport will also be encouraging the use of this type of vehicle for the Assigned Vehicle fleet.

Attachment 1 – Car Rental Rates (as at 30 June, 2013)

Description (Automatic Vehicles)	SIPP	Rate Per Day (inc. GST)		
		Avis (AWD P888105)	Hertz (CDP 291562)	Thrifty (CD 4909208516)
Toyota Yaris or equal	ECAR	\$39.60	\$44.00	\$44.00
Toyota Corolla Hatch or equal	CCAR	\$40.00	\$47.85	\$45.10
Hyundai Elantra or equal	ICAR	\$41.00	\$47.85	\$49.50
Toyota Corolla Sedan or equal	SCAR	\$41.50	\$48.40	\$52.25
Hyundai i45 Sedan or equal	FCAR	\$43.25	\$50.60	\$52.80
Ford Territory or equal	FWAR	\$50.50	\$74.80	\$55.00
Holden Commodore or equal	PCAR	\$56.50	\$59.40	\$72.60
Kia Carnival or equal	FVAR	\$67.50	\$93.50	\$99.00
Inclusions and Exclusions:				
Insurance		Inc	Inc	Inc
Accident Damage Excess (Min)		\$550	\$550	\$550
Vehicle Registration Recovery Fee		Inc	\$5.45 per day	Inc
Administration Fee		Inc	Exc	Inc
Airport Concession Recovery Fee		Exc	Exc	Exc
Petrol and Similar Consumables		Exc	Exc	Exc
Frequent Flyer Points		Exc	Exc	Exc
Commission		Exc	Exc	Exc
Country and Remote Surcharges:				
Country Locations		\$5.50/day (inc GST)	\$5.50/day (inc GST)	Nil
Remote Locations		\$5.50/day (inc GST)	\$5.50/day (inc GST)	\$5.50/day (inc GST)
Kilometre Allowances:				
Metropolitan Locations		Unlimited	Unlimited	Unlimited
Country Locations		200km/day	200km/day	200km/day
Remote Locations		100km/day	100km/day	100km/day
Excess Kilometre Charge		\$0.275/km (inc GST)	\$0.275/km (inc GST)	\$0.275/km (inc GST)

Note: Avis is Deakin University's preferred car rental company.
 Above rates are for 1-3 days. For rates greater than 3 days, contact car rental companies direct and quote discount numbers to obtain corporate rates.
 Rates current to: Avis 30 June 2014, Hertz 30 June 2017 and Thrifty March 2015.

Attachment 2 – Authorised University Service Agents (at 1 January 2012)

Location	Service Centre	Address	Phone No.
Geelong Campuses	Winter and Taylor	23 Cavendish Street, Geelong	03 5222 1643
	Smiths of Geelong	510 Moorabool Street, Geelong	03 5221 1227
	Rex Gorell Ford	20-26 Fyans Street, Geelong	03 5222 3888
	Blood Toyota	68-72 Fyans Street, Geelong	03 5222 3272
	Kmart Tyre & Auto	Belmont Plaza, High Street, Belmont	03 5243 5869
Melbourne Campus	Cannon Toyota	610 Camberwell Road, Camberwell	03 9809 2466
	City Ford	179 Berkeley Street, Carlton	03 9345 1611
	Strapp Ford	110 Burwood Highway, Burwood	03 8831 5100
	Penfold Holden	21 McIntyre Street, Burwood 29 Madden Grove, Burnley	03 9268 1307 03 9425 8800
	New Oak Ford	4 Lever Street, Oakleigh	03 9564 3888
	Kmart Tyre & Auto	Burwood East Plaza, 172 Burwood Highway, Burwood East	03 9802 1618
Warrnambool Campus	Callaghan Motors Holden	113 Fairy Street, Warrnambool	03 5562 3711
	Norton Ford	1013 Raglan Parade, Warrnambool	03 5563 1111

This Guideline Has Been:
Published by Deakin Transport
Printed by Print Services
Campus Services Division
DEAKIN UNIVERSITY