# Centre for Sustainable Ecosystem Solutions (CSES)

## VEHICLE HIRE PROCEDURE

<table>
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<tr>
<th>Date approved:</th>
<th>21/07/2017</th>
<th>Date Policy will take effect:</th>
<th>21/07/2017</th>
<th>Date of Next Review:</th>
<th>21/07/2019</th>
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<tbody>
<tr>
<td>Approved by:</td>
<td>James Wallman</td>
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<tr>
<td>Custodian title &amp; e-mail address:</td>
<td>Chloe Rich   Technical Officer  <a href="mailto:chloe@uow.edu.au">chloe@uow.edu.au</a></td>
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<tr>
<td>Author:</td>
<td>Julie Wright</td>
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<tr>
<td>Responsible Faculty/ Division &amp; Unit:</td>
<td>Faculty of Science Medicine and Health, School of Biological Sciences</td>
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<td>Supporting documents / procedures / forms:</td>
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<tr>
<td>References &amp; Legislation:</td>
<td>UOW Field Work Procedures; RMS Road Rules and Licensing</td>
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<tr>
<td>Audience:</td>
<td>Staff and students – School of Biological Sciences, Faculty of SMAH, UOW</td>
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## Contents

1 Introduction / Background ....................................................................................................................... 3
2 Scope / Purpose ...................................................................................................................................... 3
3 Definitions ................................................................................................................................................ 3
4 Instructions .............................................................................................................................................. 3
   a) Before driving a CSES 4WD for the first time you MUST; ......................................................... 3
   b) Bookings/Cancellation/Change of booking. ............................................................................... 3
   c) Fuel. ........................................................................................................................................... 3
   d) Cleaning of vehicles. .................................................................................................................. 4
   e) Pre-start Safety Checks ................................................................................................................ 4
   f) Towing ....................................................................................................................................... 4
   g) Recording your trip .................................................................................................................... 5
   h) Insurance excess. ...................................................................................................................... 5
   i) Damage to vehicles and vehicle faults. ..................................................................................... 5
   j) Breakdowns and Vehicle Warning Systems .............................................................................. 6
   k) Lost keys, ETag or other parts ................................................................................................... 6
   l) Driving/Parking Infringements/TOLLS ....................................................................................... 6
   m) Turbo Timers .............................................................................................................................. 6
   n) Other points to consider ............................................................................................................. 6
5 Roles & Responsibilities .......................................................................................................................... 6
6 Version Control Table........................................................................................................................................ 7
1 Introduction / Background
   To ensure everyone understands their responsibilities prior to hiring the CSES vehicles.

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

3 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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<tr>
<td>CSES</td>
<td>Centre for Sustainable Ecosystem Solutions</td>
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<td>TO</td>
<td>Technical Officer</td>
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4 Instructions

a) Before driving a CSES 4WD for the first time you MUST;
   a) Obtain approval to drive any CSES vehicle from the Head of Department. See Administration
      Assistant for appropriate form. A current driver’s licence must be sighted;
   b) Read these procedures and complete a short Moodle quiz
      (https://moodle.uowplatform.edu.au/course/view.php?id=3217);
   c) See Chloe Rich (Technical Officer) who will give an induction on the use of CSES’s vehicles
      (especially 4WDs). Inductions are generally held once a month, unless demand changes. Please
      contact Chloe well in advance to ensure you can be inducted prior to needing a vehicle;
   d) Provide an account number, or for teaching needs specify the subject eg. BIOL103;
   e) If a 4WD vehicle is to be used off-road, the user must have completed a 4WD course up to and
      including instruction on the safe use of the winch, or have demonstrated equivalent experience to the
      satisfaction of the Head of School (copies of qualifications/certificates will suffice);
   f) See Part 7 below about the insurance excess liability;

b) Bookings/Cancellation/Change of booking
   When booking, you must provide your FULL NAME on THE BOOKING SHEET located in the
   Building 35 Mail Room.
   The vehicles are often heavily used so you MUST cancel bookings ASAP so other people can use
   the vehicles if needed. Cancellations on the day of booking should be made no less than an hour
   before the booking time. If you arrive back early, change the time on the booking sheet in case
   others are waiting for the vehicle.
   If you do not cancel or alter your booking to reflect the actual use period then you will be charged for
   the entire time entered in the booking sheet.

c) Fuel
   All CSES vehicles take DIESEL ONLY. There are fuel cards in each vehicle (Caltex and Shell).
   Use the appropriate PIN (indicated on folder in vehicle).
   The vehicle must be filled with fuel if the fuel gauge is half a tank or below when you return from a
   trip.
d) **Cleaning of vehicles.**

It is the user’s responsibility to ensure the vehicle is returned clean.

If the vehicle has been used on a trip for 3 days or more, it must be cleaned inside and out prior to return. If you expect to be returning from the trip late in the day, please book the vehicle for additional time the following day to allow time for cleaning. If you pay for cleaning (e.g. at Car Lovers North Wollongong) you can use the receipt to claim this through petty cash through the vehicle account, which can be provided on request.

If you are using the car for less than 3 days but drive through muddy terrain, or use the vehicle to launch or retrieve a boat, the vehicle MUST be hosed down. Please take care to clean the underside of the vehicle and the engine bay if necessary.

If you find a vehicle has not been cleaned, please email vehicles-cses@uow.edu.au as soon as possible. Include the date and time that you used the vehicle. It will be the responsibility of the previous user to have the vehicle cleaned. It is important that you notify vehicles-cses@uow.edu.au immediately if a vehicle needs cleaning, otherwise you may be held responsible.

The fuel cards can be used for car spas at their corresponding service stations. The AMPOL/CALTEX service station at the Northgate centre does not generally clean the 4WD vehicles (the 2WD is ok) as the vehicles are too large. There is also a carwash on Flinders Street, North Wollongong (at the large roundabout). You will have to request a receipt in order to claim back on petty cash.

e) **Pre-start Safety Checks**

**4WDs:** Any user on a field trip of 3 days or more, or into a remote area, should complete a regular pre-start check before use. A guideline for a pre-start follows:

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

If you are travelling off-road during a field trip, you must:

- Have completed a 4WD course and provided your Certificate
- Complete a pre-departure check, which includes ensuring that all 4WD equipment is in the vehicle. A list of the 4WD equipment required will be located in the vehicle’s folder. (Note: users must provide their own well-fitting leather gloves in the event the winch may need to be used).
- Complete a risk assessment.

f) **Towing**

If towing a trailer or boat behind a vehicle (without previous experience) you must be properly instructed on how to do so. Instructions and training are provided in the Boat Induction if you are going to be towing a vessel. If towing a trailer it is very important to:

- Ensure you know how to correctly fasten the trailer to the vehicle’s tow bar.
- Make a safety stop before you enter the freeway (ideally on Robson’s Road, Northfields Avenue or Irvine Street – or one of the back streets near the University). This involves pulling over carefully, checking the trailer lights (brakes, indicators and park lights) and the attachment of the trailer to the vehicle (tow ball, lock, D-shackle and electrics/coupling).
- Check your mirrors regularly when driving to ensure you are not taking over two lanes and to ensure the trailer is still there.
- Take a wide turning circle to ensure you don’t bump the curb (this must be based on the size and shape of the trailer).
• Practice reversing if you have never done so before – or have someone who is familiar with reversing a trailer do so.
• Give yourself more time to brake due to the increased load.

g) Recording your trip
Drivers must fill in the log sheets located in the vehicle. This includes the account number to charge and FULL NAME. SMAH Finance processes the vehicle charges and cannot do so without this information.

The driver is personally liable for any faults or damage to the vehicle upon your return. Prior to commencing a trip, check the vehicle for any visible damage (all faults and damage must be reported to vehicles-cses@uow.edu.au as soon as possible) and note that this check has been undertaken in the log sheet. The starting odometer reading must also be recorded.

Upon returning from a trip, drivers must record the final odometer reading and make note in the log sheet whether the vehicle has been cleaned and/or refuelled.

Please ensure whatever is written is also legible.

Vehicle users who do not refuel, clean, or report vehicle issues risk loss of access, at the discretion of the CSES Director(s) or Head of School.

h) Insurance excess.
The CSES/School of Biological Sciences does not cover the insurance excess. In the event of an accident, when the driver is at fault, the insurance excess will be payable by the student and/or supervisor (lab groups will need to discuss this so students and staff are clear as to who has to pay). This excess can range from $500 up to more than $1250 depending on the age and experience of the driver.

Where an accident occurs, the driver at the time will be responsible for assisting the TO with the repair process. The driver will be required to take the vehicle to a repair shop to obtain a quote for repair, and complete the necessary insurance paperwork.

i) Damage to vehicles and vehicle faults.
Before leaving, please do a thorough visual check of the vehicle and report any damage to the email vehicles-cses@uow.edu.au. Upon completion of your journey please visually inspect the vehicle again and if any new damage is present please inform Chloe Rich via phone call or email as soon as possible. If the damage is major, or presents a safety risk, please also contact Chloe Rich as soon as possible (chloe@uow.edu.au, 02 4298 1275).

In her absence please contact the alternative people below.

Corrine de Mestre: 4221 3088  Christine McComb: 4221 3366  Elizabeth Kuskovska: 4221 3013
(corrine@uow.edu.au)           (mccomb@uow.edu.au)           (kuskovsk@uow.edu.au)

For urgent faults and damage please phone and email.

It is in your interest to look after these vehicles, as if they were your own, to prevent damage and time out of service and to ensure they are safe, driveable and available for use. It is imperative that you notify the technical staff as soon as a fault or damage occurs to ensure the vehicle is serviced in a timely manner. If the damage or fault presents a safety risk, the vehicle will be removed from service until it can be repaired.

Damage to aerials, canopies, windows
Anyone who breaks an aerial, canopy or window will be charged the cost to repair or replace it.
j) Breakdowns and Vehicle Warning Systems

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

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

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

k) Lost keys, ETag or other parts

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

l) Driving/Parking Infringements/TOLLS

All users are personally responsible for driving law infringements that are committed. This includes RMS cameras and parking infringements. Any Penalty Notices will be sent to the person who has booked the vehicle at the time of the offence (a Statutory Declaration must be completed to transfer the fine to an individual).

All CSES vehicles are fitted with an E-Toll tag. Any use of toll roads will be charged to the account number given for the hire of the vehicle.

m) Turbo Timers

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

n) Other points to consider

*4WDs are heavy vehicles and will take longer to stop when you apply the brakes!
*They have a higher centre of gravity and therefore will roll over easier than a normal car.
*The recovery equipment is located under the rear seat and in the canopy in the plastic box. The winch cable is in the glove box. You should have experience with 4WDs or have done a course if you might be in the position to have to use this equipment.
*The first aid kit is in a red case in the back of the vehicle.
*Locks on canopy: please treat these with care as they break easily. Always lock the canopy as 4WD gear has been stolen before.

5 Roles & Responsibilities

1. Induction, record keeping, maintenance and repairs - Chloe Rich
2. Additional emergency damage contacts - Corrine de Mestre, Christine McComb, Elizabeth Kuskovska
3. Hirer of the vehicles - School staff and students
### Version Control Table

<table>
<thead>
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<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>201</td>
<td>240510</td>
<td>Julie Wright, Research Officer</td>
<td>Conversion to UOW policy template</td>
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<tr>
<td>201.2</td>
<td>040711</td>
<td></td>
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<td>201.3</td>
<td>060911</td>
<td>Corrine de Mestre</td>
<td>Updated again by Corrine</td>
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<tr>
<td>201.4</td>
<td>061111</td>
<td>Corrine de Mestre</td>
<td>vehicle damage is now a simpler process</td>
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<td>201.5</td>
<td>140514</td>
<td>Julie Wright</td>
<td>General review – delete station wagon, change contacts, no E tag</td>
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<td>201.6</td>
<td>190315</td>
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<td>General review</td>
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<td>201.7</td>
<td>290515</td>
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<td>Added A.Zieba contact as Vehicle Maintenance Co-ordinator AND changed ICBEM to CSES</td>
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<tr>
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<td>Marie-Claire Demers</td>
<td>Added Roam visitor e-pass under tolls and removed Corrine’s contact details.</td>
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<td>201.9</td>
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<td>Added ‘Towing’ to instructions</td>
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<tr>
<td>201.10</td>
<td>090317</td>
<td>Marie-Claire Demers</td>
<td>Change Dayna for Elizabeth</td>
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