



ECU Student Guild

MOTOR VEHICLE TRAVEL POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Human Resources
POLICY TITLE	Motor Vehicle Travel Policy
POLICY OWNER	Operations Manager

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1. INTENT

- 1.1. The Motor Vehicle Travel Policy outlines the use of private motor vehicles by Employees and Senators for the purpose of travel for Guild related business.
- 1.2. This Policy also outlines the expectations of Employees and Senators when using hire vehicles for Guild related business.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees of the Edith Cowan University Student Guild inclusive of casual employees and volunteers.
- 2.2. This policy applies to all Senators of Edith Cowan University Student Guild.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Car Pooling** means the sharing of a singular vehicle of more than one Employee or Senator for the purposes of Business Travel.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **Driver’s License** means a license duly issued by the Department of Transport in Western Australia or any other state or territory of Australia and includes international licenses issued by the home country of the driver.
- 3.8. **Employee** means any individual employed under a contract of Employment and does not include Senators.
- 3.9. **The Guild** means Edith Cowan University Student Guild.

3.10. **Senate** means the duly elected student representatives of the Guild.

3.11. **Supervisor** means the direct line manager of the employee where the direct Line Manager is not the Operations Manager.

4. OVERVIEW

4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.

4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. ECU Guild do not maintain any corporate vehicles for use by Employees or Senators.

5.2. ECU Guild recognises that in the course of an Employee or Senators duties to the Guild, they may be required to travel to other campuses or external venues to conduct Guild business.

5.3. Where travel is required Employees or Senators may be required to utilise their own vehicles, however, where possible, Employees or Senators should first consider the appropriateness of public transport in consultation with their supervisor.

5.4. Business Travel

5.4.1. Business travel is defined as travel exclusively for work and includes:

5.4.1.1. Travel between two places of employment/business;

5.4.1.2. Where employment requires duties to be performed in more than one place and the nature of the job makes travel essential to perform those duties.

5.4.1.3. Where an employee or Senator is required to transport bulky equipment to another location for essential work purposes.

5.4.2. Travel to and from a regular place of work is considered private use of a vehicle and is not eligible for reimbursement under the Motor Vehicle Travel Policy.

5.4.2.1. For Employees and Senators based in the Metro region regular places of work include the ECU Joondalup Campus and ECU Mount Lawley Campuses but does not include the ECU South West Campus.

5.4.2.2. For Employees and Senators based in the South West region, regular places of work include the ECU South West Campus but does not include the ECU Joondalup or ECU Mount Lawley Campuses.

5.4.2.3. Travel costs that do not exceed those normally incurred in travelling to and from work will not be reimbursed.

5.4.3. Business travel must be approved by the relevant supervisor, Operations Manager or President before the travel is undertaken. For any circumstances where approval was not sought, travel claims will be rejected.

5.4.4. Learner drivers are not permitted to undertake Business Travel.

5.5. Car Pooling

5.5.1. Employees and Senators who are travelling to a mutual location **MUST** car pool.

5.5.2. Exceptions will only be made where authorised by the Operations Manager or President and only under the following circumstances:

5.5.2.1. Individuals live over 20kms away from each other and there is no direct route to pick up others during the period of travel.

5.5.2.2. Meeting at the Guild offices to collect other travellers would require unnecessary travel for the designated driver.

5.5.2.3. The approved vehicle does not permit the required number of travellers due to space limitations.

5.5.2.4. The transportation of equipment and other items does not allow room for other travellers.

5.6. Administration

5.6.1. All Employees and Senators required to undertake Business Travel must complete the Vehicle Checklist Form annually and on each occasion of travel.

5.6.2. The Vehicle Checklist must be provided to the Operations Manager prior to the undertaking of any Business Travel for review.

5.7. Safety and Security

5.7.1. Employees and Senators are required to evidence that they have an appropriate driver's license prior to undertaking business travel.

5.7.2. Employees and Senators must ensure that they have appropriate insurance that permits use of a vehicle for commuting and where applicable, business use, prior to undertaking any Business Travel.

5.7.3. The Guild will not be responsible for the reimbursement of any excess of insurance incurred by drivers following an accident whilst undertaking authorised business travel.

Nor will the Guild reimburse an Employee or Senator for damage to their vehicle incurred whilst undertaking Guild Business Travel.

5.7.4. Whilst driving a personal vehicle for authorised Guild related business, the Employee or Senator must abide by the road rules and all legal requirements under Western Australian law. Failure to do so may result in disciplinary action.

5.7.5. Any fines incurred by an Employee or Senator whilst driving a personal vehicle for authorised Guild business will be the sole responsibility of the driver. The Guild will not reimburse the Employee or Senator for any fines incurred.

5.8. Reimbursements

5.8.1. Employees

- 5.8.1.1. Employees will be reimbursed for the cost of the use of a personal vehicle as per the rate set by the Edith Cowan University Student Guild Enterprise Agreement.
- 5.8.1.2. Applications for reimbursement should be made using the prescribed **Travel Reimbursement Claim Form – Staff** and submitted to the Supervisor or Operations Manager for approval.
- 5.8.1.3. All applications for reimbursement must be submitted to the Supervisor or Operations Manager within 5 business days of the date of travel.
- 5.8.1.4. Reimbursement will not be made where the travel was not pre-authorised by the Supervisor or Operations Manager.
- 5.8.1.5. Travel Reimbursement for the Operations Manager will be authorised by the President.

5.8.2. Senators

- 5.8.2.1. Senators will be reimbursed for the cost of fuel for the KMs of travel required.
- 5.8.2.2. Cost of fuel will be based on the average fuel consumption for a motor vehicle of 0.1341 litres per km and for motorcycles of 0.06L per km and reimbursed at the cost of fuel at the nearest fuel station to ECU Joondalup, 7Eleven Joondalup, 8 Buick Way, Joondalup, 6027.
- 5.8.2.3. Reimbursement of \$0.10 per km will also be made for general wear and tear of the vehicle.
- 5.8.2.4. The formula for calculation of reimbursement will be as follows

Motor Vehicles:

$$\left(\frac{(0.1341 \times km \text{ Travelled}) \times \text{Cost per litre of fuel at 7Eleven on date of travel}}{100} \right) + 0.10 \times km \text{ travelled}$$

Motorbike:

$$\left(\frac{(0.06 \times km \text{ Travelled}) \times \text{Cost per litre of fuel at 7Eleven on date of travel}}{100} \right) + 0.10 \times km \text{ travelled}$$

- 5.8.2.5. Applications for reimbursement should be made using the prescribed **Travel Reimbursement Claim Form – Senate** and submitted to the President for approval.
- 5.8.2.6. All applications for reimbursement must be submitted to the President within 5 business days of the date of travel.
- 5.8.2.7. Reimbursement will not be made where the travel was not pre-authorised by the President.
- 5.8.2.8. Travel Reimbursement for the President will be authorised by the Operations Manager.
- 5.8.2.9. Travel Reimbursement costs will be absorbed into the Department budget and must be considered when making a decision to undertake travel.

5.9. Hire Cars and University Fleet Vehicles

- 5.9.1. From time to time the Guild may hire rental vehicles or hire University Fleet Vehicles.
- 5.9.2. The decision to hire Fleet vehicles or third-party vehicles rests with the respective supervisor.
- 5.9.3. Costs of hiring third-party vehicles or University Fleet Vehicles will be deducted from the relevant departmental budget under the relevant cost centre.

5.9.4. University Fleet Vehicles

- 5.9.4.1. Employees and Senators should refer to the Universities 'Vehicles – University and Private Vehicles Used for University Business' policy prior to hiring the vehicle.
- 5.9.4.2. Only authorised drivers, authorised by Campus Support will be permitted to drive the vehicle.
- 5.9.4.3. Drivers must abide by all rules put in place by the University whilst operating the vehicle.

5.9.5. Third-Party Hire Cars

- 5.9.5.1. Employees and Senators are not permitted to drive hire vehicles from a third party unless they are over 24 years of age at the time of hire. Third-Party hire

companies place a daily premium on drivers aged 21 to 24 and do not permit drivers under the age of 21 under any circumstances.

- 5.9.5.2. Where a suitably aged individual is not available to drive the vehicle as per clause 5.8.5.1, the Employee or Senator may seek authorisation from the Operations Manager or President to pay the additional premium charged.
- 5.9.5.3. Only authorised drivers are permitted to drive the hire vehicles.
- 5.9.5.4. All drivers must abide by the rules of the third-party hirer whilst operating the vehicle.
- 5.9.5.5. Insurance to reduce the excess must be purchased when hiring a vehicle.

6. RELATED DOCUMENTS

Related Policy	•
Related Procedure	•
Other Related Documents	<ul style="list-style-type: none"> • Travel Reimbursement Claim Form – Staff • Travel Reimbursement Claim Form – Senate • Budget Direct Average Fuel Consumption Report 2020
Related Legislation	•

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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