

## Policies and Procedures

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### 6.51.01 USP-Owned Vehicles Policy

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Policy Number	6.51.01
Responsibility	Risk and Insurance Manager
Date Approved	15-December-2010
Approved by	Senior Management Team
Date last amended	N/A
Date of next review	15-December-2013
Related policies	<ul style="list-style-type: none"> <li>• 6.1.01 Financial Regulations</li> <li>• 6.2.02 Scheme of Financial Delegations</li> </ul>
Fixed Asset Forms	<ul style="list-style-type: none"> <li>• Form 6.31.28A Asset Registration Form</li> <li>• Form 6.31.33 Fixed Assets Disposal</li> </ul>
Other Vehicle Procedures / Forms	<ul style="list-style-type: none"> <li>• 6.51.10 Approved Driver Application Form</li> <li>• 6.51.20 Vehicle Master Form</li> <li>• 6.51.21 Vehicle History Log Form</li> <li>• 6.51.22 Vehicle Maintenance Renewal Schedule</li> <li>• 6.51.30 Vehicle Daily Inspection Form</li> <li>• 6.51.31 Vehicle Daily Usage Log Form</li> <li>• 6.51.40 Reporting Accidents/Damage Procedures</li> <li>• 6.51.41 Vehicle Accident/Damage Report Form</li> </ul>

## 1. Overview

This policy outlines guidelines, procedures for the safe operation and management of University owned Vehicles for all USP campuses. Campuses must comply with the current Motor Vehicle Laws/Regulations (Traffic Act) within their respective country's and the USP owned vehicle policy for the safety of the driver, passengers and general public, to protect University assets and avoid denial of related Insurance coverage.

*University-owned vehicles* are defined as all vehicles including motorcycles, trailers etc registered in the name of The University of the South Pacific and must be registered in the University's Fixed Asset Register and the University's Insurance Vehicle Schedule.

The use of University owned vehicles is limited to USP staff members and to students or guests on a necessity basis. In all cases the drivers must be authorized as an *Approved Driver*. In addition, the University owned vehicles must only be used for the conduct of official University business, unless authorized by the staff's employment contract or the Vice Chancellor alone gives his authorization as part or in addition to the staff's employment contract.

## 2. Authority to delegate Responsibility

The authority to purchase, incur expenditure or running, repair, maintenance and use of USP Vehicles shall be as detailed in Policy 6.2.02 – Scheme of Financial Delegations in force.

The Staff Responsible for Vehicles or Assigned Delegate may identify a staff as a *coordinator*. This staff may only assist in coordinating tasks to ensure all forms and documents are processed and authorized by the assigned delegate. The coordinator shall be the main contact person for the Risk/Insurance and Accounts Payable units for all vehicle related information. The responsibilities as per the Financial Delegations as outlined in this policy for 'Staff responsible for Vehicles' shall however continue to remain with the 'Assigned Delegate' in particular, the authorizing of approved drivers and expenditure incurred on each vehicle.

The assigned delegate and coordinator's contact details must be provided to the Risk/Insurance and Accounts Payable units.

## 3. Responsibility of Assigned Delegate/Staff with Responsibilities for Vehicles

- 3.1. Enforce the policies and procedures within this document.
- 3.2. Ensure USP Vehicles are managed efficiently and operated safely.
- 3.3. Must be familiar with USP's Vehicles policies/procedures, forms and vehicle insurance.
- 3.4. Ensure *Approved Drivers* are familiar with USP Vehicle policies/procedures, their responsibilities and are informed of any changes, enhancements to the policies/procedures, forms etc.
- 3.5. Ensure all University owned vehicles are insured.
- 3.6. Ensure all University owned vehicles have the USP Logo as per approved guidelines.
- 3.7. Control and regulate the use of University owned vehicles.
- 3.8. Report all accidents/damages as per Financial Delegations.
- 3.9. Acts as the main contact person for the Risk/Insurance Unit and assists compiling required documents.
- 3.10. Ensure all required documents as listed in the Vehicle Inspection form are in the vehicle.

- 3.11. Compile emergency contact information and develop procedures/instructions. This includes lost keys, procedures for when vehicles breaks down, towing of vehicle, reporting accidents and damages and during times of natural disasters, identify a safe location for parking the vehicles.
- 3.12. Ensure a copy of the emergency contact information is placed in the University owned vehicle and the drivers are informed.
- 3.13. Ensure that the applicant completes the *Approved Drivers Application Form* and submits this to Risk/Insurance Unit for assessment and subsequent approval.
- 3.14. Once the approval to drive is received, ensure that the applicant is briefed on the USP owned vehicle policy and procedures in place and provided with copies of these documents.
- 3.15. Maintain a current listing of all approved drivers within the area of responsibility.
- 3.16. Manage the upkeep of University owned vehicles. This involves maintaining a current record of vehicle files/information, complete scheduled yearly tasks, ensuring the vehicles are roadworthy, potential vehicle problems are identified and addressed from daily reports, respond immediately to queries on University owned vehicles and conduct regular vehicle reviews on the vehicles sequence of events.
- 3.17. Ensure that the following tasks are completed in filling out the relevant forms:

Responsibility / Task	Relevant Form
<p><b>Master Vehicle form for each USP Vehicle</b></p> <ul style="list-style-type: none"> <li>• Following steps noted in the form.</li> </ul> <p>In Summary:</p> <ul style="list-style-type: none"> <li>• Note: Vehicle information: Chasis#, Model/Make, Manufacturer year and inform Risk/Insurance Unit.</li> <li>• File copy of the Purchase order/invoice, USP Fixed Asset Form, Vehicle Registration, Compulsory third Party Insurance, Road Fitness Inspection, Registration documents.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vehicle Master Form</b></li> </ul>
<p><b>Maintain a summary list/by vehicle of the approved drivers</b></p> <ul style="list-style-type: none"> <li>• Driver information, Date application was approved and Date privileges were removed-with reason.</li> </ul> <p><b>Retain Vehicle History information</b></p> <ul style="list-style-type: none"> <li>• Such as: reported problems (ie Stalling), fines charged to the vehicle etc for review and future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vehicle History Form</b></li> </ul>
<p><b>Schedule for yearly tasks as noted in the form:</b></p> <ul style="list-style-type: none"> <li>• Vehicle Maintenance according to the manufacturer’s recommendations.</li> <li>• Compulsory Third Party Insurance, Road Fitness inspection, Registration as per due dates (as per the respective country’s Motor Vehicle Laws/Regulations (Traffic Act).</li> <li>• Arrange for clearance with Risk and Insurance Unit (Copy of documents must be forwarded to Risk and Insurance Unit before placing in the vehicle and using the vehicle).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vehicle Maintenance/Renewal Schedule</b></li> </ul>
<p><b>File the following documents/forms in the Vehicle File:</b></p>	

<p>File as Daily forms are reviewed, addressed and signed.</p> <p>Accidents/Damage: Retain all documents, reports and relevant correspondence including purchase order for cost of damages and Insurance Claim information.</p>	<ul style="list-style-type: none"> <li>• <b>Vehicle Daily Inspection</b></li> <li>• <b>Vehicle Daily Usage Log</b></li> <li>• <b>Vehicle Accident/Damage Report</b></li> <li>• <b>Vehicle Accident/Damage Third Party Information Exchange</b></li> </ul>
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- 3.18. Ensure that the daily log forms are completed accurately. This includes documenting of regular maintenance/concerns noted to action, notes on the review on the condition of vehicle (i.e. Roadworthy, minor damage/reason).
- 3.19. Ensure that the daily log forms are completed on a daily basis with proper sign off by the drivers and correctly filed away.
- 3.20. Assist the Risk and Insurance unit compile information/documents for insurance claims.
- 3.21. Provide annual vehicle inventory and reports to the Risk and Insurance units by 30<sup>th</sup> November. This includes the following information:
  - 3.21.1. List of Vehicles in use, transferred, sold or disposed within the current year.
  - 3.21.2. For each vehicle, provide a copy of the Vehicle Master Form, Vehicle Maintenance/Renewal Schedule, Compulsory Third Party (CTP), Road Fitness Inspection and registration documents.
  - 3.21.3. List of *staff responsible for vehicles or assigned delegate and coordinator*.
  - 3.21.4. List of approved drivers with the copy of the application form attached.

#### **4. Responsibility of an approved University driver**

- 4.1 Approved drivers are expected to drive safely, protect passengers, practice defensive driving and comply with road safety rules and USP Vehicle policies:
- 4.2 Comply with the country's Motor Vehicle Laws/Operating Regulations (Traffic Act) and USP policies/procedures noted in this document.
- 4.3 Is aware of the *Emergency information/contacts* which must be stored in the dashboard of the vehicle.
- 4.4 Must immediately report infringements incurred to their line manager or delegated staff responsible for vehicles. This includes speeding tickets, parking fines and court actions.
- 4.5 Must ensure vehicle is used only for approved University Business.
- 4.6 USP Vehicles must remain on campus at all times unless on Approved University Business or authorized by staff delegated responsibilities for Vehicles.
- 4.7 Ensure that the vehicle log book is completed daily for each trip undertaken and end of day. The log book must be signed off in the column provided for the purpose.
- 4.8 The cleanliness and upkeep of the vehicle, while in the driver's possession, is maintained at all times.
- 4.9 Responsible for the security and safety of the vehicle until returned to the designated location within the University.
- 4.10 Lost keys must be reported immediately to the line manager/staff responsible for vehicles.
- 4.11 Never allow any unauthorized driver to drive the vehicle.
- 4.12 Practice defensive driving, which is good daily driving habits such as: always watch the road ahead, do not get distracted by talking to passengers and do not use mobile phones while driving.

- 4.13 Comply with all road safety rules/regulations (i.e.: wear seat-belts, alcohol free, drug free, do not speed and do not overload your vehicle).
- 4.14 Never smoke in any USP Vehicle
- 4.15 Ensure that all passengers are riding in a safe and secure manner.
- 4.16 Ensure that only passengers on legitimate University business are allowed to ride in University owned vehicles while the vehicles are in their care.
- 4.17 On a daily basis, complete a *Vehicle Inspection form* before proceeding to drive, close of the business day and before any major trips. Address any necessary action as identified on the vehicle inspection form.
- 4.18 Ensure all documents are available in the Vehicle at all times and are valid - Registration, Compulsory Third Party Insurance, Road Fitness inspection as well as Vehicle Owners Manual Daily log book, USP Policies, Accident report form/procedures, vehicle accident exchange forms.
- 4.19 Do not use the vehicle if any of the documents dates are expired: Compulsory Third Party Insurance, Vehicle Road Fitness Inspection, and Vehicle Registration. This **MUST** be reported immediately by the Driver to the staff responsible for vehicles. Not to use the Vehicle until all documents are renewed and **cleared by the Risk and Insurance unit**.
- 4.20 At the end of every use, the vehicle must be left by the driver in clean and good condition, driver is required to remove all garbage, personal items, food items, USP property from the vehicle.
- 4.21 Park the vehicle safely, turn off all lights, turn off the vehicle, remove the keys, lock all doors, windows are rolled-up, no items are left unsecured, not to leave valuables in the vehicle, sign the Vehicle daily log book [**Vehicle Daily Usage Log Form**] and return the key to the key cabinet (or as per specific procedures).
- 4.22 During the day, if you are parked at your location, return the keys to the key cabinet, if not parked at your location keep the keys with you at all times.
- 4.23 End of the day, do not take the keys home UNLESS authorized by your delegated staff responsible for vehicles.
- 4.24 All University vehicles must be garaged when not in use or overnight on the university premises. The vehicles are not to be taken elsewhere off campus for safety or any other reason without the specific authority of the Staff delegated responsibilities for Vehicles.

**Fines/Traffic violation:**

- 4.1. All persons driving University vehicles are personally responsible for payment and arranging for payment of statutory fines imposed for parking infringement or violation of traffic regulations. These tickets/charges will not be paid by University funds nor will USP arrange for payment.
- 4.2. All fines/charges must be reported immediately to your line manager and staff responsible for vehicles; failure may result in termination of 'Driving Privileges' and reported to disciplinary committee.
- 4.3. Driver or person charged with the ticket must arrange for payment immediately to the appropriate jurisdiction to avoid further penalties against the USP vehicle.
- 4.4. Any additional penalties against a USP vehicle due to prior fines etc not paid on time shall also be the responsibility of the charged driver.
- 4.5. Staff Responsible for vehicles must enter in the 'Vehicle History Log Form', file a copy of the ticket/document and also update the 'Approved Drivers file'
- 4.6. Driver must provide a copy of 'Receipt' to the staff 'Responsible for vehicles' to file with the ticket/charge document and note as paid.

**5. Failure to comply with USP-Owned Vehicle Policies/Procedures OR Country's Road Safety Laws/Regulations (traffic act) may result in:**

- 5.1. The matter is reported to USP's disciplinary committee for appropriate action.

- 5.2. Termination of motor vehicle operating privileges, consequently removed from the *Approved Drivers List*.
- 5.3. In the event of an accident/damage caused by driver or Staff delegated responsibilities for Vehicles not complying with USP Vehicles policies or Country's Road safety laws/regulations, negligence, minor/major traffic convictions causing denial of insurance claims; University has the right to claim recovery directly from the person at fault for the excess/deductible or all costs of the accident/damages.

## 6. Authority to Drive

- 6.1. The approval to drive only applies while the staff driver's license and contract is valid and/or for a specific period as approved by the *Staff delegated responsibilities for Vehicles*. The authority to drive automatically lapses when the license expires or is withdrawn by the University. To reinstate the authority to drive, the driver is required to complete and resubmit the *USP Approved Driver Application form* and wait until notified of the decision by the Risk/Insurance Unit.
- 6.2. Authority to drive is a privilege granted by the University and can be removed at anytime for reasons deemed appropriate by the University.
- 6.3. Driver must meet the following standards and approval must be based on both the driver's record and Insurance Conditions. This includes the excess limits based on the Basic and Age, Inexperienced/Youthful Driver Excess which incurs additional excess for Provisional driver's license.
  - Must have a valid driver's license. Applications with a learner's permit will not be accepted. Provisional Licenses ("P" Plates) maybe approved when there is absolutely no approved driver available within the Faculty/School/department and that the "P" driver is cleared of any traffic infringements. The approved "P" driver, however must obey the rules and regulations of the provisional license when in a University Vehicle.
  - Must have the correct license class for the vehicles approved to drive.
  - Must complete and submit *Approved Driver's Application form*.
  - Must only drive once approval is formally provided by the Risk and Insurance unit.
  - Agree to provide Driving Record information when requested.
  - Agree to report any incidents immediately to your immediate line manager and staff responsible for vehicles. (i.e. accidents, traffic violations etc).
  - No more than two minor convictions within the last three years, minor convictions as listed, not limited to:
    - Operating an overloaded vehicle.
    - Violation of driver license restrictions.
    - Failure to submit a report after an accident.
  - No major convictions within the last two years, main convictions as listed, not limited to:
    - Driving while intoxicated or under the influence of alcohol or drugs.
    - Driving while license is suspended.
    - Leaving the scene of an accident.
    - Racing, careless or reckless driving violations.
    - Allowing a person to drive without a valid driver's license.
    - Failure to appear in any court hearing relating traffic offenses.

## 7. Terminating Approved Driver's Privileges

Driving privileges may be terminated and/or possible disciplinary action taken if drivers do not comply with University owned vehicle policy and procedures or Country's motor vehicle laws (Traffic Act). Listed are examples of non-compliance cases, not limited to:

- Operating a vehicle under the influence of alcohol or drugs.
- Operating a Vehicle for private use.
- Allowing unauthorized passengers to ride in USP vehicles.
- Driving a vehicle in an unsafe (i.e. overloaded) or reckless manner (i.e. speeding).
- Failing to report an accident to appropriate authorities.
- Failing to report any traffic offences such as speeding tickets, parking tickets, to the line manager and staff with 'Responsibilities for Vehicles'.
- Failing to remain at the scene of an accident.
- Failure to maintain a valid license and class will invalidate coverage under University insurance policy should a claim arises, and is a punishable offence under the Traffic Act if convicted.

## **8. Passengers**

The University's insurance policy only covers passengers who are engaged on official University business. It is the responsibility of the drivers to ensure that only those on legitimate University business are allowed to ride in University vehicles while the vehicles are in their care.

## **9. Private use of University vehicles**

Private use of University vehicles is forbidden and all USP Vehicles should be left on University premises at close of business, unless authorized by the staff's employment contract or the Vice Chancellor alone gives his authorization as part or in addition to the staff's employment contract.

## **10. Problems with Vehicles while in use:**

Contact your member of staff 'Responsible for Vehicles' for assistance. DO NOT leave the vehicle unattended unless authorized by the *staff Responsible for Vehicles*.

- If authorized to leave unattended, you MUST ensure the vehicle is parked safely within road markings, hazard lights are switched on, lock doors, windows rolled up and return the key as instructed. DO NOT leave valuable items in the unattended vehicle, OR,
- Leave the Vehicle with a staff or location as instructed by the *staff responsible for vehicles*.

## **11. Accidents/Damage**

All accidents involving a USP-Owned Vehicle regardless of the amount of damage or extent of injury must be reported as per the Scheme of Financial Delegations in force.

In summary, the following steps must be followed:

- 11.1. Check for injuries and if medical attention is required.
- 11.2. Do not admit responsibility for the accident or sign any statement.
- 11.3. Do not discuss how the accident occurred except with the Police, Risk and Insurance Unit, the Line Manager and Campus Security.
- 11.4. Contact Campus security for on-campus related accidents and Police for off-campus.
- 11.5. Report to your line manager and staff responsible for vehicles, who will arrange to report the accident as per Scheme of Financial Delegations in force.
- 11.6. Contact your Risk and Insurance Unit with 24 hours.
- 11.7. Risk and Insurance Unit will provide the procedures and list of required documents, forms etc and, if applicable, process the insurance claim form.
- 11.8. The Faculty/School/department is responsible to pay the excess/deductible amount as per the USP Vehicle insurance policy from their budget.

- 11.9. For cases where the accident was caused by non-compliance with USP Vehicle policies and/or Insurance policy, the person who caused the accident/damage may be required to pay for the excess/deductible or all costs depending on the situation/details.
- 11.10. Depending on the staff's ability to pay immediately, the Risk and Insurance unit in the interim may arrange for payment/ recovery.

## **12. Acquisition**

The acquisitions of all University vehicles are to be handled through Procurement in accordance with Procurement policies and procedures.

## **13. Insurance**

**13.1** All USP Owned Vehicles must be insured and covered as per USP's Vehicle Insurance Policy. Risk/Insurance Unit will provide the insurance coverage details such as limits and excess.

**13.2** Staff responsible for vehicles and drivers MUST comply with USP Vehicle policy and any relevant country's laws, by-laws and regulations to avoid denial of insurance claims.

**13.3** To ensure appropriate insurance coverage is obtained and avoid denial of insurance claims it is essential the listed documents and USP Vehicle Insurance Schedule are current and accurate.

**13.3.1** Vehicle: As per Country's Motor Vehicle Laws/Regulations (Traffic Act), purchase country's Compulsory Third Party Insurance (CTP), Road Fitness Inspection/registration documents are completed by the due date.

**13.3.2** USP's Vehicle Insurance Schedule: Immediately report changes such as newly purchased, sold or disposal vehicles, trailers, motorcycles etc to the Risk & Insurance unit and Finance Fixed Asset Unit to maintain USP's vehicle insurance schedule.

### **13.4 Procedures for maintaining USP's Insurance schedule**

**13.4.1** For any new vehicle purchase, all campuses are required to purchase compulsory third party (CTP) insurance and obtain a vehicle fitness inspection/registration. This should be within the respective Country's Motor Vehicle Law.

**13.4.2** Comprehensive insurance coverage is provided by USP's Motor Vehicle Insurance and is not to be purchased by the campuses.

**13.4.3** Complete the *Form 6.31.28A Asset Registration* and send it to Accountant Fixed Assets, Finance Section, Laucala Campus. A copy should be sent to the Risk and Insurance unit.

**13.4.4** Risk and Insurance unit will arrange to include the vehicle on USP's vehicle insurance schedule and premium payment.

### **13.5 Disposal/sale of vehicles**

**13.5.1** All Campuses are required to complete the Form 6.31.33 Fixed Assets Disposal and send it to the Accountant Fixed Assets, Finance Section, Laucala Campus and a copy for the Risk and Insurance unit.

**13.5.2** Risk and Insurance unit will arrange to remove the vehicle from USP's vehicle insurance schedule and reimbursement for the remaining year.

**13.5.3** Each campus is responsible to cancel the Vehicles Compulsory Third Party (CTP) etc.

## **14. Responsibility of Risk and Insurance Unit**

14.1. Maintain the USP Vehicle Insurance Schedule with adequate coverage.

14.2. Ensure Annual Vehicle inventory/verification is completed.



- 14.3. Verify 'Driver Application Forms' are complete and accurate. Inform driver, Line manager, Staff delegated responsibilities for Vehicles that the application form has been processed and the applicant is authorized to drive.
- 14.4. Review accidents involving USP vehicles to determine further action i.e.: inform OHS department.
- 14.5. For all accidents/damage, process documents and, if applicable, submit insurance claims and process settlement of claims
- 14.6. Provide procedures on reporting an accident by taking the following action:
  - 14.6.1. List of documents to complete or include with the accident report.
  - 14.6.2. Inform the driver if an Insurance claim is required to be completed.
  - 14.6.3. Inform the driver on the procedures for submitting an insurance claim.
  - 14.6.4. Inform the driver on the procedures for processing payments i.e. the excess and deductible amounts. If necessary arrange for payment recoveries on the excess/damages by the driver.