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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetyVehicle Use Requirements |

# Purpose

To ensure that staff and students at the University of Melbourne exercise due care of themselves and other road users when using vehicles for University work.

# Scope

This procedure applies to all staff and students who are required to drive a vehicle to conduct University work.

# DEFINITIONS

**Fleet Services vehicle**

A University of Melbourne pool car that is available to all University staff.

**Private vehicle**

A vehicle that is owned and registered by a staff member of the University of Melbourne.

**University of Melbourne vehicle**

A vehicle that is owned and registered by the University of Melbourne. This can be a Fleet Services vehicle (University pool car) or vehicle owned by a School/Division.

# Requirements

## University of Melbourne vehicle use

For vehicles owned by the University of Melbourne, health and safety responsibilities shall include, and are not limited to:

* ensuring that only licensed and authorised drivers are allowed access;
* maintaining vehicles in a safe and roadworthy condition at all times, in accordance with the manufacturer's recommended service schedule; and
* ensuring all vehicles are regularly inspected and maintained by competent personnel.

Refer to [Vehicle hire - University pool hire vehicles](https://unimelb.service-now.com/facilities?id=kb_article&sys_id=2e8a1b504f921780a6684c111310c72f) for:

* details of University pool hire vehicles (Fleet Services) responsibilities; and
* details of staff and student’s responsibilities.

Refer to [Vehicle hire - department and faculty fleet vehicles](https://unimelb.service-now.com/facilities?id=kb_article&sys_id=2e8a1b504f921780a6684c111310c72f) for:

* details of School/Division pool hire vehicles (Fleet Services) responsibilities; and
* details of staff and student’s responsibilities.

## Private vehicle use

The manager/supervisor shall approve the use of a private vehicle for the purposes of University business or activities.

Staff and students using a private vehicle for University of Melbourne work must:

* hold a current, valid driver’s licence;
* abide by all road rules;
* refrain from driving if impaired by tiredness, medication or other;
* report any incidents that may occur during the journey; and
* ensure the vehicle is in a safe and roadworthy condition.

## Driving risk assessment

The manager/supervisor shall ensure that a risk assessment is undertaken prior to driving. The risk assessment should consider:

* distractions (eg dashboards mounted satellite navigators);
* driver fatigue;
* driving conditions, such as road surfaces and terrain;
* driver impairment;
* environmental conditions, such as adverse weather; and
* driver comfort, such as back support and seat adjustment.

Refer to the [Field work guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0011/1834472/field-work-guidelines.pdf) for more information on risks and recommended controls.

A risk assessment is not required for low risk journeys where the distance and travel time are minimal, and the driver is familiar with the surroundings.

# References

*Occupational Health and Safety Act 2004* (Vic)

*Road Safety (General) Regulations 2009* (Vic)

*Road Safety (Drivers) Regulations 2009* (Vic)

*Road Safety (Vehicles) Regulations 2009* (Vic)

*Road Safety (Road Rules) Regulations 2017* (Vic)

*Road Rules Victoria (Road Safety Road Rules 2017)* (Vic)

Guide to safe work related driving: A handbook for workplaces (WorkSafe Victoria)

[Vehicle hire - University pool hire vehicles](https://unimelb.service-now.com/facilities?id=kb_article&sys_id=2e8a1b504f921780a6684c111310c72f)

[Vehicle hire - department and faculty fleet vehicles](https://unimelb.service-now.com/facilities?id=kb_article&sys_id=2e8a1b504f921780a6684c111310c72f)

# RESPONSIBILITIES

Head of School/Division

Manager/supervisor

Staff

Students

# Associated DOCUMENTATION

## Processes

Nil

## Forms

Nil

## Guidance

[Field work guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0011/1834472/field-work-guidelines.pdf)