

Private Vehicle Use Policy



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Private Vehicle Use Policy
Brief Description	This Policy sets out the use of private vehicles for work purposes. This Policy applies to all Griffith College Staff.
Responsibility	College Director and Principal
Initial Issue Date	18/05/2012
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
26/02/2016	5	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
Griffith College Motor Vehicle Expense Claim Form	Excel Spreadsheet
Delegations of Authority Policy	Policy HUB

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1 Purpose and Scope

1.1 Introduction

This Private Vehicle Use Policy sets out the approach of Griffith College relating to the management of remuneration for staff who use their private vehicle for work purposes.

1.2 Purpose

The purpose of this Policy is to outline the remuneration for staff members who use their private vehicle for work purpose.

1.3 Scope

This Policy applies to all Griffith College Staff.

2 Policy Statement

2.1 Definitions

Home campus: the campus indicated in a Position Description as being the home campus. Where more than one 'home campus' is indicated on a Position Description, the position is considered a 'shared campus role' (see definition below).

Alternative campus: the alternative campus to that indicated as the home campus for those staff whose Position Description indicates one home campus only.

Shared campus role: responsibilities of the role span both campuses and the staff member travels between campuses to undertake the duties of the position as a matter of course.

Shared campus role with designated days: a position identified in a Position Description as a shared campus role with a specified number of days on each campus.

2.2 Travel between campuses

2.2.1 Principles underpinning travel between campuses

Staff are encouraged, where possible, to:

- use Skype and video conferencing facilities to communicate across campuses where practicable, rather than travelling between the two;
- car-share if required to travel to another campus;
- plan a whole day's work at the same campus, to avoid travelling between two campuses on the same day.

2.2.2 Ongoing staff with a home campus stipulated on their Position Description

If a staff member is required to travel to the alternative campus for work purposes and it is not feasible to spend the entire day on that campus:

- travel time will be included within ordinary work hours;
- supervisors will support the management of work commitments to ensure, where possible, a return to the home campus by their usual finishing time;
- staff will be reimbursed for use of a private vehicle, in accordance with the prescribed rate per kilometre, as follows:
 1. if travel is between campuses, the prescribed rate per kilometre will be reimbursed tax free; and
 2. if travel is between home and the alternative campus, the reimbursement will be taxed in accordance with the Australian Taxation Office requirements. It will be based on the number of additional kilometres the staff member is required to travel beyond that which they would normally travel between home and their home campus.

If a staff member is scheduled to spend an entire day at the alternative campus:

- supervisor's approval must be obtained for working at the alternative campus;
- travel is to be organised so as to be on the alternative campus at the normal commencement time, with departure also at normal leaving time;
- a hot desk booking must be made with the GC campus Administration Coordinator prior to the day;
- reimbursement for use of the staff member's personal vehicle will be made, in accordance with the prescribed rate per kilometre;
- reimbursement for travel between home and the alternative campus will be taxed in accordance with the Australian Taxation Office requirements. Reimbursement will be calculated on the number of additional kilometres the staff member is required to travel, beyond that which they would normally travel between home and their home campus.

2.2.3 Ongoing Staff with shared campus role with designated days

Staff members whose position descriptions reflect a shared campus role with a designated number of days on each campus, will:

- be required to organise their travel so as to be on the nominated campus at their normal commencement time and depart at their normal leaving time;
- be eligible for reimbursement for use of their personal vehicle for travel between campuses, only when travel between campuses is required beyond the agreed number of working days on each campus;
- receive reimbursement calculated on the number of additional kilometres the staff member is required to travel beyond that which they would normally travel between home and the nominated campus for that day. Reimbursement will be taxed, in accordance with the Australian Taxation Office requirements, for travel between home and the alternative campus

2.2.4 Ongoing Staff with Shared Campus Roles

Staff members who have shared campus roles and are aware of that at the time of accepting the appointment, are not eligible for reimbursement for travel between campuses.

2.3 Casual Teaching Staff

Casual staff who accept roles to teach on both campuses are not eligible for travel reimbursement between campuses.

2.4 Other work-related travel

Staff members that are required to use their private vehicle to undertake official College business (e.g. agent visit, off campus meeting, travel to airport for business travel, etc) will:

- attempt to organise their meetings to make the most efficient use of their time and mileage. For example, if an off-campus meeting is located between home and the nominated campus for that day, attempt to schedule the meeting first in the morning or last in the afternoon to avoid travelling the same route multiple times in a day;
- receive reimbursement calculated on the number of additional kilometres the staff member is required to travel beyond that which they would normally travel between home and the nominated campus for that day. Reimbursement will be taxed, in accordance with the Australian Taxation Office requirements, for travel between home and the alternative campus;
- where possible, plan meetings within normal work hours.

2.5 Prescribed rates per kilometre

The Australian Taxation Office prescribes an amount that can be reimbursed per kilometre. As of 01 July 2015, the rate is 66 cents per kilometre regardless of vehicle size.

Griffith College will apply the following Australian Taxation Office requirements:

- reimbursements for travel between home and any College campus, regardless of whether a staff member has a home or shared campus employment arrangement, will be taxed;
- reimbursements for travel between campuses will not be taxed;
- reimbursements for travel between home and a location other than a College campus (e.g. airport, off campus meeting) will not be taxed.

2.6 Traffic Fines and Infringement Notices

Griffith College will not be held responsible for any traffic fines or infringement notices resulting from the use of a private vehicle for work purposes. All penalties imposed will be the personal responsibility of the driver.

2.7 Insurance, Accidents, and Theft

If an incident occurs while a private vehicle is being used for work purposes, the staff member must report the incident to the Director of their Department as soon as possible.

Insurance coverage is provided to the extent that damage is not covered by the staff member's private insurance. If the staff member has a private policy which covers the damage, that policy must be claimed against in the first instance.

Loss or damage to personal belongings in a private vehicle will not be covered by Griffith College's motor vehicle comprehensive insurance policy.

If a staff member sustains an injury while conducting official College business, even if in a private vehicle, they may make a claim under the College's Workers Compensation policy.

2.8 Procedure for lodging a claim

All claims must be recorded on the [Griffith College Motor Vehicle Expense Claim Form](#) and authorized in accordance with the [Delegations of Authority Policy](#) before it is submitted to the Finance Department to be reimbursed.

Claims submitted to the Finance Department will be reimbursed through the staff member's standard payroll cycle.

Claims must be submitted within one month of the travel being undertaken.