

Vehicle Private Use / or Vehicle Allowance Authority

Conditions of Use – Option 2 Motor Vehicle Costing Model

In choosing to obtain a University Motor Vehicle under the Costing of Motor Vehicle Benefit method, I (as the designated staff member) agree/ acknowledge that:

1. I will use the vehicle, for official university business where appropriate in accordance with the terms and conditions set out below and as published from time to time in the University's Vehicle Management procedures.
2. I will make the vehicle available in an emergency for 'authorised' University drivers.
3. The University owns, registers, and insures the vehicle. The designated staff member will be responsible for seeing that the regular service schedules are met, and that the vehicle is kept in a clean and presentable condition.
4. The University meets all running costs (petrol, tyres, service etc) for the vehicle provided that such services are obtained through the University's preferred supplier agreements.
5. The provision of Roadside Assistance will be through either the manufacturer's Roadside Assistance Cards or Assist Australia membership acquired through University Fleet Services.
6. I will utilise the Leaseplan / ANU Fuel Card and abide by the procedures outlined in the University's Vehicle Management procedures and **always provide an odometer reading when refuelling the vehicle.**
7. The driver of the vehicle is responsible for ensuring the safety of the vehicle. When not being used, the vehicle is to be kept locked at all times.
8. If there is a breakdown, or a need for substantial repair, the cost will be met by the University. The designated staff member should usually consult with the University's preferred supplier before proceeding to have the vehicle repaired; however there are circumstances when this will be impractical.
9. I will pay for parking in accordance with the University Parking Statutes as issued from time to time by the University.
10. The designated staff member is responsible for notifying the University delegate (holder of HR delegation 3.37, 3.8, or 3.39) in the event that they become an 'unlicensed' driver at any time.

11. Members of staff who fail to observe University policies, permitted use, and reasonable care and control may be deemed to be "self insurers of the University vehicle in their care" and may be required to bear the cost of any damages which arise because of their failures.
12. The disposal of the vehicle will be in accordance with the University's Vehicle Disposal Policy.
13. Upon cessation of my employment with the University or my 'entitlement' to a vehicle as part of my remuneration package that the vehicle will be returned to the University.

In choosing to obtain a vehicle under the vehicle costing benefit model, I also agree that:

1. The base annual benefit amount is \$18,000 or \$22,000;
2. If the cost of this vehicle, as calculated using the 'University approved' vehicle costing model, pro rated as applicable, for the FBT year exceeds this amount I agree to pay the University the difference from my after-tax salary (as calculated in the [Approved Motor Vehicle Costing Template](#)); or
3. If the cost of this vehicle, as calculated using the 'University approved' vehicle costing model, pro rated as applicable, for the FBT year is less than \$18,000 and \$22,000 I agree to receive a refund for the difference (less University on costs) at the end of the FBT year (method of payment outlined below); and
4. That I have reviewed and signed the cost model calculations attached:
 - Calculation (1) is based on the estimated mileage that I have nominated;
 - Calculation (2) reflects the impact of a higher statutory fraction being applied if this mileage is not achieved.

Method of Payment (to or from the University)

The HR division each April will undertake a detailed reconciliation and an adjustment notice will be issued identifying either a 'refund' or 'balance' is owing and instigate the necessary action.

Where further payment from the Employee is required:

- payment will be by personal cheque to Finance & Business Services by no later than 30 April of each calendar year.

Where a refund to the Employee is required:



THE AUSTRALIAN NATIONAL UNIVERSITY

Finance and Business Services, Building 10C

<http://info.anu.edu.au/fbs>

Enquiries: (02) 6125 8710

Facsimile: (02) 6125 8798

- payment will be into the employees' salary bank account as a taxable, additional lump sum after University on costs are deducted in the payday following 30 April.

The Motor Vehicle Costing Method followed by the University includes standard calculations for:

- Insurance (Sedan \$400, 4WD - \$612
- interest rates (6.5%)
- running costs (as detailed in calculations)
- motor vehicle registration (business rate)
- depreciation costs (15%)

The University will review these charges yearly, effective 1 April.

I acknowledge that:

1. I have reviewed carefully all the options available;
2. I understand the implications of the 'mileage estimate' above and the possible implications of not obtaining the estimated mileage;
3. Acknowledge that the 'base' calculations will vary as at 1 April each year; and
4. Any shortfall of monies owed to the University will be paid in full, by 30 April each year.

Signature:	
Date:	



Business Office Checklist – Option 2

Staff Member has chosen:

- Vehicle chosen from current tiered arrangement (Cwlth/Leaseplan FMA Agreement)
- Costing of Motor Vehicle Benefit Model (Vehicle Choice)
- Cash out \$18000 or \$22,000 Deemed Cost Method (Vehicle Choice)

Delegate has:

- Authorised the form.
- If Level 3 staff member, the delegate has clearly indicated full private use or conditional private use and specified the details of those ‘conditions’.

AT COMMENCEMENT:

Human Resources Division to:

- Review (and sign off) the vehicle calculations if Option 2 (Cost benefit model has been chosen).
- If Option 2 is chosen and the benefit is greater than \$18,000 or \$22,000 arrange for the employee to complete an ANU employee deduction form.
- Request ANU Fleet to order the required vehicle, arrange insurance, registration, fuel card etc.
- Place copy of this signed form (and attachments) on the staff members HR file.
- Send a copy of this signed form (and attachments) to ANU Fleet Services, Building 53.
- Send a copy of this signed form (and attachments) to be forwarded to the relevant Business Manager/Executive Officer.
- Commence Deductions through ANU Payroll if applicable.

ANU Fleet to:

- Obtain two quotations if vehicle not being purchased from the Cwlth/Leaseplan FMA contract.
- Purchase the vehicle via the above agreement.
- Arrange all delivery aspects of the vehicle



HR ANNUAL TASKS CHECKLIST

Kilometres estimated: _____

Kilometres actually travelled: _____

Adjustment Required: _____

Prepared by: _____

Checked by: _____

Action Required:

Refund to designated staff member.

Additional monies to be paid to designated staff member.

Actioned: _____

Date: _____