

Procedure: ANU Carshare Scheme

Purpose

To inform University personnel of the procedures for using the [ANU Carshare scheme](#) (Scheme).

Definitions

Business use means purposes that arise out of University employment.

External provider means the party contracted to the University to provide motor vehicles for the Scheme.

Private use means purposes that are not arising out of University employment.

University personnel means holders of an ANU General Ledger Code (GLC) for travel expenses.

Procedure

Business Use

1. For business use of shared motor vehicles, University personnel are required to email contracts.office@anu.edu.au to receive a business subscription.
2. When the car share is in relation to official University business, University personnel with a business subscription and delegate approval (refer to the [ANU Carshare website](#)) are permitted to charge all booking fees to the University.

Private Use

3. Private users are personally responsible for all fees and charges associated with the Scheme.
4. University personnel with a business subscription are permitted to use the discounted business rates for private use, however, charges are made against a personal payment method.
5. Non-University personnel are permitted to sign up with a standard personal account directly with the provider. Different rates apply and the arrangement is not linked to the ANU contracted arrangement with the external provider.

Driver Responsibilities

6. Prior to usage, users of the Scheme are required to report any external or internal defects or damages to the motor vehicle.
7. Users are required to maintain a valid driver's licence throughout the duration of using a motor vehicle.
8. Users are required to comply with all applicable legislation and regulations which may be in force at any time.
9. Users on probationary licences are responsible for providing and displaying P-plates as required by relevant legislation.
10. In the event of a breakdown, incident and/or accident, users:
 - a. do not admit liability or fault;
 - b. make the motor vehicle secure and inform the police immediately if anyone is injured or if there is a disagreement of the facts;
 - c. note down the car registration, names, addresses and licence numbers of other drivers involved;
 - d. note down the names and addresses of any witnesses; and
 - e. call the service provider and comply with all reasonable information requests.
11. When the Scheme is being used for official University business, compliance with University policy, procedures and guidelines relating to [incident reporting and management](#) is required.
12. Any excess and/or repairs in the event of a breakdown, incident and/or accident are borne by the:
 - a. user when the Scheme is being used for private use; or
 - b. business area when the Scheme is being used for official University business.
13. Users are not permitted to use the motor vehicle for:
 - a. hire or reward;
 - b. any illegal purposes;
 - c. off road driving;
 - d. racing;
 - e. teaching someone to drive; and

- f. hauling any goods that are incorrectly or inappropriately loaded or for the haulage of which the motor vehicle was not designed.

Parking and Return of Vehicle

14. Users are required to return the vehicle prior to the end of the booking period and are liable for charges associated with the late return of a vehicle , whether it is being used for business or private use.
15. Users are required to return the vehicle:
 - a. locked and secured;
 - b. in a reasonable condition (internal and external) and in good working condition;
 - c. with at least one quarter of a tank of petrol (purchase card is provided in the driver's door pocket);
 - d. with the vehicle key in the designated position within the vehicle (driver side door well); and
 - e. in the same reserve parking space from which it was booked, no later than the end of the booking period.

Document information

| | |
|---------------------|--|
| Title | ANU Carshare scheme |
| Document Type | Procedure |
| Document Number | ANUP_013010 |
| Version | |
| Purpose | To inform staff and students of the procedures for using the ANU Carshare scheme. |
| Audience | Staff, Students-Graduate-Research, Prospective Staff, Staff-Academic, Students, Alumni, Staff-Academic-Research, Students-Undergraduate, Staff-Professional, Students-Graduate |
| Category | Administrative |
| Topic | Travel & Transport |
| Subtopic | Vehicles |
| Effective Date | 25 Aug 2022 |
| Review Date | 25 Aug 2027 |
| Responsible Officer | Chief Financial Officer |
| Approved By | Chief Operating Officer (COO@anu.edu.au) |
| Contact Area | Finance and Business Services (director.finance@anu.edu.au) |
| Authority | Australian National University Act 1991 Public Governance, Performance and Accountability Act 2013 Public Governance, Performance and Accountability Rule 2014 |
| Printed On | 25 Apr 2024 |

Please ensure you have the latest version of this document from the Policy Library website before referencing this.