

Use of Private Vehicle for Business Travel Guideline

- 4.1 Use of 'private vehicles' for business travel are only permitted where University provided methods of transport (e.g. pool vehicles, chauffeured transport, shuttles) are not available or impracticable.
- 4.2 The driver of the private vehicle must hold a current motor vehicle drivers' licence of the correct class for the vehicle being driven and the number of passengers being transported.
- 4.3 Private motor vehicles that are to be used for work related travel must be comprehensively insured. It is the employee's responsibility to contact the insurer to identify whether it will impact their personal car insurance policy.
- 4.4 Private motor vehicles that are to be used for work related travel must be maintained in a roadworthy condition.
- 4.5 Employees who are required to use their own vehicles for work related purposes may apply for a motor vehicle allowance (See the [Allowances Procedure](#)); however for the avoidance of doubt, an employee's use of their own vehicle will not in any way commit the employer or employee to provide a vehicle for on-going use as part of their employment contract.
- 4.6 The driver of the private vehicle is responsible for paying all traffic and parking fines incurred in the course of work related travel.
- 4.7 Drivers must adhere to all road rules including ensuring they are not under the influence of alcohol or medications (whether prescribed or not).