<table>
<thead>
<tr>
<th>Purpose</th>
<th>To ensure that all vehicles are used correctly and any damage is accounted for.</th>
</tr>
</thead>
</table>
| Guideline | 1. When signing out the vehicle keys an entry is to be made in the Desk Log by the Control Centre Operator, stating:  
   Time vehicle out  
   Name of person responsible for the vehicle.  
2. Before using the vehicle the Security Control Centre Operator must be advised of the following;  
   - Start kilometers  
   - Drivers name  
3. Check the condition of the vehicle noting any existing damage. Advise the Security Control Centre Operator of;  
   - Of any damage.  
   - Cleanliness of Vehicle  
   - Presence of mobile first aid kit  
4. When returning the vehicle keys the Security Control Centre Operator is to be advised of;  
   - Time vehicle in  
   - Finish Kilometers  
   - Any damage to the vehicle if applicable. |
| Authorised Drivers | 1. Only staff members authorized by the Campus Security Manager, Security Operations Coordinator or their delegate are permitted to drive the Security Patrol Vehicle and Courtesy Vehicles.  
2. All people who drive any University vehicles are to have a current Class C Drivers License in their name which must have been sighted by the Campus Security Manager, Security Operations Coordinator or their delegate. |
Fuel Level

1. The Security Patrol vehicle and Courtesy Bus are to be refueled when they reach the quarter tank mark.
2. Fill out the kilometers sheet and put the docket in the folder supplied.

Damage to the Vehicle

1. Whenever the vehicle is damaged a notation is to be made in the drivers Contemporaneous Notebook. The entry is to contain
   - Full account of the incident
   - Name(s) of any witnesses
   - Details of all damage to the vehicle and details of anything else that was damaged as a result of the incident
2. The Control Centre Operator is to be informed by radio
3. An Incident Report is to be completed immediately.

Driving Restrictions

1. At all times drivers of University vehicles are to observe and obey the requirements of the Road Traffic Act and also the Macquarie University Traffic and Parking Rules.
2. Drivers are to remain on formed roadways at all times. In the event that they are required to drive off the roadways they are to drive slowly and with minimal damage to the ground.
3. Any damage caused by the vehicle driving on unformed roadways is to be reported to the CCO immediately for his/her record.

Vehicle Repairs/Maintenance

1. In the event of the vehicle requiring repair/replacement of consumables an online Service Request is to be completed.
2. An entry in the desk log is to be made to record the request
3. On Shift completion all Security vehicles and the Courtesy bus are to be cleared of waste.
4. On a weekly basis the CCO will organize for all security vehicles to be washed.
General

1. During the hours of darkness the “Security” light on the top of the vehicle is to be turned on at all times
2. Do not leave any keys in the vehicle when attending to jobs
3. When the vehicle is unattended it is to be secured at all times (doors locked, windows wound up, headlights off, tray empty)
4. The vehicles are only to be used for official University business.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
</tr>
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