### Purpose

*Control Centre Operators will supervise the operation of the Courtesy Bus and ensure it is operated efficiently and safely.*

### Guideline

**Daily Checks**

1. When signing out the vehicle keys an entry is to be made in the Desk Log stating:
   - Time vehicle out
   - Name of person responsible for the vehicle.
2. Before using the vehicle ensure that the vehicle Log Sheet is filled out correctly with:
   - Start kilometers
   - Drivers name
3. Check the condition of the vehicle noting any existing damage.
   - Note down any damage in your notebook and vehicle log sheet.
   - Contact the Control Centre Operator to report the damage.
4. When signing the vehicle keys in an entry is to be made in the Desk Log stating:
   - Time vehicle in
   - Finish Kilometers
   - Any damage to the vehicle with reference to an incident report.

**Authorised Drivers**

1. Only staff specifically authorized by the Campus Security Manager, Security Operations Coordinator or their delegate are permitted to drive the Courtesy Vehicles.
2. All people who drive any University vehicles are to have a current Class C Driver’s License in their name which must have been sighted by the Campus Security Manager, Security Operations Coordinator or their delegate.
Fuel Level

1. The Courtesy vehicle is to be refueled at the commencement of each shift.
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 accident
   - Names of witnesses
   - Details of all damage to the vehicle and details of anything else that was damaged as a result of the accident
2. Inform the Control Centre Operator
3. Complete an Incident Report
4. Complete an Insurance Claim Form

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 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. A copy of the Service Request will be retained

Courtesy Bus

TheCourtesy Bus operates Monday to Friday during Semester from 1600 – 0030. The Courtesy Bus driver is to remain on the designated courtesy bus route unless authorised to deviate by the Security Control Centre Operator.

There are twelve designated stops on the Courtesy Bus route, which should be visited every 30 minutes.
Courtesy Bus passengers are to be seated at all times.

NOTE: The Courtesy Bus only holds 7 passengers.

Under no circumstances are there to be more passengers than seats on the Courtesy Bus.

Any passenger(s) that becomes aggressive, abusive or threatening will be asked to leave the Courtesy Bus. If required, request assistance ASAP.

The Courtesy Bus Route and Times can be located on the Property Transport webpage.

http://www.mq.edu.au/on_campus/getting_to_macquarie/shuttle_bus/

To provide a Courtesy Bus operation for Macquarie University Students and to ensure the safety of Courtesy Bus passengers and operators through the correct maintenance and operation of the Courtesy Bus

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