



## Motor Vehicle Running Sheet

<b>Sheet Commenced (Date):</b>		<b>Registration Number:</b>	
<b>Full Odometer Reading:</b>		<b>Make &amp; Type:</b>	

Driver's name	Details of journey		Start of Journey			Finish of Journey			Total km	Business (B) or Private (P) trip?		Detailed reason for journey
	From	To (Destination)	Date	Time	odo	Date	Time	odo		B	P	

## Instructions to Drivers of University Motor Vehicles

1. Only authorised persons are permitted to drive University vehicles
2. Vehicles must NOT be used for private purposes, unless officially authorised.
3. Cars must at all times be driven responsibly and not at excessive speeds. Drivers to treat ANU vehicles with at least as much care as they would their own.
4. **IN THE CASE OF AN ACCIDENT THE DRIVER OF THE UNIVERSITY VEHICLE MUST:**
  - a. **Not admit liability for the accident**, even if they think at the time that it was their fault.
  - b. **Stop the vehicle.** Obtain name(s) of the other driver(s) and the registration of each vehicle, with names and address of any witnesses of the accident.
  - c. **Report** accident at once to **your Supervisor or Vehicle Custodian** and to **Police**, give name and the number of the vehicle.
    - i. In the case of injury to a person, an ambulance should be called (Emergency 000).
  - d. Not shift the vehicle until authorised to do so by the Police.
  - e. At the first opportunity, fully complete [ANU Motor Vehicle Accident Claim Form](#) and submit it to University Fleet Services.
5. Drivers **MUST** comply with the provisions of all relevant motor traffic rules and regulations, including University parking regulations.
6. **Running sheets must be completed fully for each journey.**
  - a. Kilometres entered on the running sheet at the beginning of a journey should be taken from the odometer, and should agree with the finishing kilometres of the previous run. Always use main reading, not trip indicator. Any discrepancy should be reported to your Transport Officer.
7. On completion of run, or at any time when the car is left unattended, the ignition is to be switched to the locked position and the keys removed.
8. If fuel gauge shows tank less than **half full**, this should be either reported to your Transport Officer on returning the keys, or be refilled by driver.
9. The driver of a vehicle is personally responsible for reporting immediately any mechanical or other defects.

Nature of / Reason for Journey	Business (B) or Private (P) trip?	
	B	P
<b>Home to ANU business premises (and return):</b>		
• employee home garages ANU car on a regular basis		✓
• employee "on call"		✓
• car home garaged due to no secure parking		✓
• no public transport available		✓
• stop to do minor work related task on route (eg fuel vehicle, collect mail)		✓
• staff does not usually home garage, has taken ANU car home especially to go an ANU business trip the next day.	✓	
<b>ANU Business Premises to an off site location (and return):</b>		
• There is a business purpose for the trip	✓	
• Reason for trip is of a personal nature		✓
<b>Off site location to another offsite location (and return):</b>		
• There is a business purpose for the trip	✓	
• Reason for trip is of a personal nature		✓
<b>ANU Business Premises to ANU Business Premises (and return):</b>		
• There is a business purpose for the trip	✓	
• Reason for trip is of a personal nature		✓