# ALL STUDENTS IN CONTROL OF A REV PROJECT VEHICLE ARE REQUIRED TO COMPLY WITH THESE PROCEDURES

## 1. General Conditions of Use

All rev project vehicles are to be kept as clean as possible at all times. Drivers should also carry out a visual check of tyres, and keep windscreens, windows and headlights clean to ensure safe vision.

Students shall act responsibly when caring for and operating a rev project vehicle.

Drivers of REV project vehicles must hold a current driver’s licence appropriate to the class of vehicle to be driven. International driver’s licences must be valid for Western Australia. Probationary (P) plates and Learner (L) plate drivers are not permitted to drive a REV project vehicle.

All unsupervised drivers must have completed an electric vehicle induction course and be certified to drive the REV project supervisor or by a certified REV Project instructor. This requires a completed Electric Vehicle Induction Form (F04).

Any guest drivers or demonstration drivers without a completed induction must be accompanied by a REV project instructor or REV project supervisor.

The following matters must be observed:

* Vehicles should always be parked in a safe and secure place
* Students must remove the ignition key and ensure that the vehicles are properly secured with all windows and doors locked and steering locks/alarms engaged before leaving the vehicles
* If possible the vehicle is to be left charging
* Drivers shall comply with West Australian law

## 2. Sign out of Vehicles

All REV project users are required to complete and sign the Vehicle Usage and Keys Record (F01) on collecting and returning the keys to Reception/Vehicle Key Safe in room G.50 of the Electrical and Electronic Engineering Building (M018). Vehicles are only to be used with authorisation from the REV project supervisor or an approved REV project instructor.

The purposes of the system include:

* Reliable tracking of the driver of the vehicle
* Reliable tracking of who has the vehicles at any one point of time.

## 3. Driver Behaviour

Students shall show the utmost courtesy on the road and obey all road rules and regulations.

For safety reasons, drivers with legally compliant hands free mobiles are encouraged to pull off to the side of the road to answer and make telephone calls.

## 4. Infringements/Fines

All fines or actions relating to all traffic infringements, (including the hand held use of mobile phones whilst driving) and parking violations are the responsibility of the driver of the vehicle at the time of the offence.

## 5. Parking

Drivers shall comply with parking facilities provided to each vehicle.

If the vehicle is left in a university laboratory or workshop unattended, the vehicle keys must remain with the vehicle or in the laboratory safe.

## 6. Charging

Drivers must ensure the vehicle is charging when and where facilities are available. Charging cables must be left in the boot of the vehicles when not in use.

Vehicles must not be left uncharged for more than 5 days unless it is unsafe to do so.

Students must ensure the vehicle is charging when safe and where facilities are available.

## 7. Accidents and Insurance

All vehicle custodians and drivers are required to note the general limitation of cover in respect of any loss or damage or liability arising from:

* Unlicensed drivers;
* Unsafe condition of the motor vehicle; and
* Intentional damage.

Damage of any kind, whether sustained in an accident or through other means (i.e. Car Park scrapes) or car problems of any kind must be reported to the REV project supervisor, and arrangement made for repairs carried out as soon as possible.

All reportable crashes must be reported forthwith to the nearest police station.

The driver of the vehicle should record all relevant details at the time of the accident and under no circumstances admit to any liability. In addition, the driver shall ensure his / her own safety at the accident site and where possible, assist in the requirement of any medical attention.

## 8. Servicing and Repairs

Vehicles shall be maintained in a safe, clean and roadworthy condition at all times.

All vehicles must be submitted for regular servicing and maintenance in accordance with the manufacturer’s recommendations and/or as prescribed by the REV project supervisor.

Any faults that may affect the safe operation of a vehicle should be reported immediately, and repairs effected as soon as possible.

Where emergency repairs are requested from a repairer who is not able to invoice the University of Western Australia, payment can be made by cash or purchasing card and should be reported to an administrative officer. Receipts must be retained.

Should any problems be encountered with having a vehicle serviced or repaired, contact should be made with an instructor or the REV project supervisor.

## 9. Safety devices

Fire extinguisher must be in place and charged before vehicle use.

## 10. Data Logging

All drivers are advised that REV project vehicles may be equipped with GPS data logging devices. These devices upload the vehicles current position to a server at UWA, and can be accessed by the REV Project supervisor and certified REV project personnel.