# ALL STUDENTS WHO MODIFY A SCHOOL ROAD-LICENCED VEHICLE ARE REQUIRED TO COMPLY WITH THESE PROCEDURES

## 1. General Conditions for Modification

Modifications to road-licenced vehicles by UWA staff and students can only be made to non-safety critical components of the vehicle listed in section 2 of this document. No other modifications to the vehicles are permitted to be performed by UWA staff and students.

Any modifications may be made to the school vehicles by an authorised vehicle repairer after approval from the REV Project supervisor.

No modifications to the vehicles are to be performed by any other person than those described above.

Students shall act responsibly when caring for, operating and modifying a school vehicle.

Students must comply with all laboratory rules.

Students are also 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 must be kept clean and tidy.

## 2. Types of Modification

Modifications of the vehicle are strictly limited to:

* Driver-information-system computer
* GPS tracking system

## 3. Servicing and Repairs

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 the electric vehicle supervisor.

## 4. Record Keeping

All records of vehicle modifications must be kept and maintained on the log sheet F02.