

Australian Education Union – ACT Branch

TAFE Fact Sheet: Use of Private Motor Vehicles on Institute Business

The developments within Vocational Education and Training, particularly to do with User Choice, Workplace Assessment and on-the-job training have led to an increasing requirement for teachers to operate off-campus and/or on a number of campuses. In addition, teachers are asked to attend off campus meetings as part of their workload.

Obvious requirements in terms of mobility need to be addressed.

The CIT has a policy on “Use of Motor Vehicles on Institute Business” and members should familiarise themselves with that policy before engaging in any off-campus activity or travel between campuses. The CIT policy identifies four options that are available to staff required to travel on “official Institute business”:

1. Use a vehicle identified for CIT staff use.
2. Use cab charge vouchers.
3. Use own private vehicle.
4. Hire a rental vehicle [for interstate travel only].

The AEU does not recommend the use of a private motor vehicle on official Institute Business.

As stated in its policy, the CIT will not accept any responsibility for any loss incurred resulting from the use of a private motor vehicle on Institute business. This includes loss of no claim bonuses, 3rd party costs, mechanical failure, accident, wear and tear, theft or any other similar cost.

The unavailability of Institute vehicles should not be seen as a reason to use a personal vehicle. Such occasions need to be communicated to CIT Management either directly or through the Union office so that steps can be taken to address this issue.

Cab vouchers can be obtained through the Centre Director administration support staff.

For any member who is required to travel on official Institute business of any nature, the AEU would advise that options 1 and 2 be pursued. For interstate travel option 4 should be pursued.

Where a staff member chooses to use their own private vehicle for official business purposes, prior approval must be granted by the Delegate by the completion and submission of the appropriate paper work.

The CIT policy states that “If a staff member chooses to use their own private vehicle for business purposes without the proper authority, they do so at their own risk and expense”.

A private vehicle authorised for official business use must carry comprehensive insurance cover. Members should find out from their insurance company whether

cover in excess of normal comprehensive insurance is required because of such "business" use. If an officer is required to pay a higher insurance premium than would otherwise be the case, they are entitled to be reimbursed the additional cost. Increases related to this use are usually calculated based on the percentage of total use allocated for business use. A factor contributing to such an increase may also be whether or not the insured party is intending to claim the operating costs of the vehicle associated with its business use as an input tax credit. For these reasons, the AEU advises each member to contact their insurer to determine any increase in premiums for their particular circumstances.

The AEU also believes that the additional expenses associated with an increased insurance premium associated with the use of a private motor vehicle on Institute business may be able to be claimed. This would depend on the type of recording systems that you use and whether or not you had previously claimed the reimbursement from the Institute. Any member wishing to pursue such a deduction should contact the Australian Taxation Office for advice about their individual circumstances and access to such a deduction.

/With the best intentions members could find themselves severely disadvantaged following any decision to use their personal vehicle on Institute business.

Members are asked to contact the Union office if they have any concerns regarding the issues discussed here.