

AIMS@JCU COMMUTER VEHICLE

POLICY:

AIMS@JCU has agreed to provide a commuter vehicle at no charge for AIMS@JCU Members.

PROCEDURES:

The commuter vehicle will operate directly from James Cook University to the Australian Institute of Marine Science and is not available for personal use or to pick up or drop off commuters at a residential address

At JCU the vehicle is to be parked in the “After hours vehicle return area” outside the Facilities Management Office compound. While at AIMS the vehicle is to be parked in the Visitor Car Park in the car park closest to the entrance gate.

Appropriate drivers and use of the vehicle will be as per the Facilities Management Office Long Term Vehicle Hire Policy and Agreement

No person will be allowed to drive the commuter vehicle without providing evidence of their drivers licence to the AIMS@JCU staff. In the electronic booking system, members with an appropriate licence will be listed as eligible drivers while other members may only be passengers.

Members will have access to the booking facility through the AIMS@JCU Website

Bookings will be accepted on a first-come, first-served basis

Vehicle keys will be available for collection from the Security Office on JCU campus

The designated driver of the vehicle should collect the keys from the JCU Security Office unless direct communication with one of the other commuters arranges an alternate person to collect the keys.

If the designated driver has not arrived within ten minutes of the scheduled departure time, an alternative approved driver should obtain the keys. If no eligible drivers are travelling on that trip, the passengers should contact the Research Director.

Commuters should be aware of other travellers booked in the vehicle for the trip. If a booked passenger has not arrived by the scheduled departure time, the designated driver should nonetheless ensure the vehicle departs no later than ten minutes after the scheduled departure time.

The Vehicle Log Sheet is to be completed for each trip by the driver. This provides cover for the driver in the event of accident and ensures correct identification of users who incur fines such as speeding or parking