

HR18 Vehicle Policy

Purpose of the Policy

The purpose of this Policy is to outline the conditions under which any organisation vehicle is used by employees of the Organisation the obligations of employees who have been provided with a vehicle and the use of organisation shared vehicles.

Application of Policy

This Policy applies to all employees.

Responsibility for Expenses

If the Organisation provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Reasonable personal use is also permissible in accordance with the Organisation's instructions from time to time, and subject to the restrictions specified in this Policy.

The Organisation will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the vehicle.

Ownership of Vehicle

At all times, the vehicle remains the property of the Organisation.

Maintaining Organisation Vehicles

An employee who is provided with a vehicle or uses an organisation shared vehicle must:

- a) take good care of the vehicle;
- b) if required by the Organisation, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements;
- c) ensure that the provisions of any insurance policy relating to the vehicle are observed;
- d) not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from the Organisation for any other person to use the vehicle;
- e) not fit any accessories to the vehicle without prior written approval from the Organisation;
- f) pay all parking and traffic infringement penalties relating to use of the vehicle;
- g) ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- h) ensure that the vehicle is available for use by other employees when required;
- i) drive and use the vehicle only for the purpose for which it is intended;
- j) ensure that the vehicle is properly garaged when not in use;
- k) when required by law, immediately report any accidents involving the vehicle to the police;
- l) immediately inform the organisation of any damage to the vehicle;
- m) keep the vehicle clean and in good order; and
- n) Complete log book with details of journey.

Authorised use

Employees in charge of organisational vehicles must ensure that the vehicle will not be driven by anyone other than another authorised employee or member of the organisation.

Special permission in writing, from Management, or their nominated representative, will be required if another person not falling into the above category is required to drive the vehicle.

In special circumstances, where the authorised employee in charge of a vehicle, is sick, tired or will exceed the 12 hour working limit which includes driving, the employee may authorise another person to drive the vehicle. The employee must first satisfy themselves that the person entrusted to drive the vehicle is licensed by sighting the license. If this person is not able to produce their license, then the authorised employee must rest until they are able to continue driving. Telephone the HR Manager/Executive Officer as soon as possible and advise the situation.

Private Vehicle Use

The Organisation will reimburse employees for authorised use of private motor vehicles, at the current rate nominated by the Australian Tax Office.

Employees should in the first instance make every effort to use a vehicle supplied by the organisation, including planning trips and booking vehicles well in advance wherever possible. Should there be no vehicle available for an essential trip, and the trip cannot be re-scheduled to another time, the employee should in the second instance arrange to hire a vehicle. Should neither of these options be available, employees should seek approval to use their own vehicle for travel, note starting and ending odometer readings, and claim recompense on the appropriate form after the event.

Private Use of Organisation Vehicles

Field staff located in remote areas are provided with an FBA vehicle for their use in accordance with the carriage of their duties. Private use of such vehicles may be extended to employees under the following conditions:

- The Organisation will pay the total of the fixed business costs, i.e. lease, insurance and registration.
- The Organisation will pay the first \$1,000 of private variable costs annually. These costs include but are not necessarily limited to: FBT arising as a result of private use, fuel, tyres and servicing. The private variable portion will be calculated on a pro-rata basis using the kilometres of private use as evidenced in log books. Employees are expected to make contributions to fully compensate the Organisation for private non-variable costs incurred over and above \$1,000 per year. (Exception: Does not apply to CHRRUP or FRCC employees)
 - Exception: CHRRUP vehicles are home garaged. Consequently, driving to and from the office is permitted. Private vehicle use other than travel between home and office is limited and must be approved by the Executive Officer. The agreement will be detailed in writing and signed off by the Employee and Executive Officer.

- Written permission must be sought from the HR Manager/Executive Officer on each and every occasion the employee wishes to take the vehicle outside the Basin on private use.

Use of Vehicle While On Leave

While the employee provided with the vehicle is on authorised leave, the Organisation may, at its absolute discretion, allow the employee to use the vehicle subject to any conditions it may impose from time to time. For example, the Organisation may require the employee to refuel the vehicle at the employee's own expense whilst on authorised leave.

Safety

The employee's obligations with respect to safely using the Organisation's vehicles are:

- a) to ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a use by date are replaced after that date;
- b) to not drive the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use;
- c) to obey all relevant road rules; and
- d) to ensure they do not work or drive over 12 hours within one day.

If an employee is involved in any accident as a result of medication use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance. Further safety responsibilities of employees while using a vehicle are detailed in WHS07 Vehicle Safety Policy.

Driving under the influence of alcohol and/or drugs

Organisation vehicles are not to be driven by a person under the influence of alcohol and/or drugs to any extent, this equates to zero tolerance for alcohol and/or drugs while driving an Organisation vehicle.

Licence

Employees must maintain a current drivers' licence. An employee must notify the Organisation immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence may lead to the employment contract being terminated.

The Organisation will conduct a licence sighting at a minimum once annually, all employees are required to provide their current licence for sighting. If an employee is unable to provide their licence for sighting they are given a 1 week timeframe to produce the license. If the employee fails to produce their license, the employee will be ineligible to drive an Organisation vehicle.

Accident Procedure

In the event of a vehicle accident, the driver of an organisation vehicle must follow these guidelines, if you are qualified and it is safe to do so:

- Assist the injured
- Phone an ambulance or Doctor if necessary

- Clear the roadway of any debris
- If the combined damage to all vehicles and to property involved exceeds \$2500 and/or if any person is injured, the accident must be reported to the Police.
- Provide your name and address and any other information required by Police.
- Do not in any circumstances admit liability or make any admission of liability or offer to pay for any damage, otherwise you will violate the conditions of this policy, and you may personally be held responsible.
- Complete a Motor Vehicle Accident Report Form (Appendix A) and hand this to Administration. This form will capture:
 - the other vehicle registration, make, model
 - the other driver's name, address and phone number
 - any witness names, addresses, phone numbers
 - details of the accident scene
 - Completed forms to be submitted to Administration team and sighted by the Business Manager for their information. The completed form will be filed by the human resources team.
- If the vehicle is not drivable contact Administration who will arrange for the vehicle to be removed to a holding yard where it can be inspected by repairers for quotations and assessed by the Insurer.

Return of Vehicle

The employee must return the vehicle when the employment is terminated, or at any other time as the Organisation may direct.

The Organisation considers the provision of a motor vehicle as a significant privilege. Accordingly, the Organisation reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.

Additionally, the Organisation may inspect the motor vehicle at any time without notice.

Breaches of This Policy

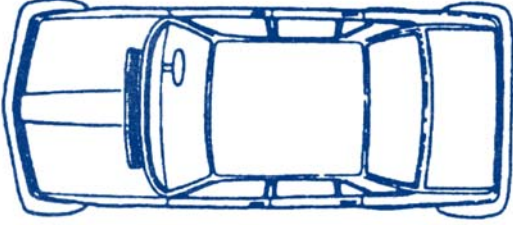
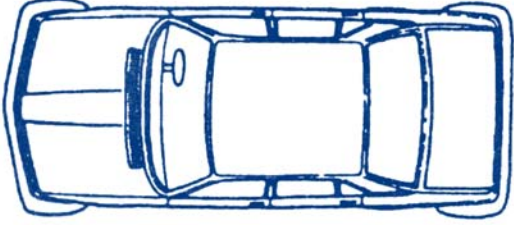
A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.



Appendix A: Motor Vehicle Accident Report Form

Motor Vehicle Accident Report

Driver Details			
Name:			Licence No.:
Address:			Contact No.:
Vehicle Details			
Year:			Make & Model:
Rego:			Colour:
Is vehicle drivable? Yes / No	If towed, who by?	Contact no:	
Other Vehicle & Driver Details			
Name:			Licence No.:
Address:			Contact No.:
Year:			Make & Model:
Rego:			Colour:
Insurance Provider:			Policy No:
Accident Details			
Date:	Time:	Location:	
Weather conditions (X) Wet <input type="checkbox"/> Dry <input type="checkbox"/> Foggy <input type="checkbox"/> Sunny <input type="checkbox"/> Overcast <input type="checkbox"/> Other			
Speed limit	km/hr	Speed of your vehicle?	km/hr Speed of other vehicle? km/hr
Road Conditions (Sealed, Gravel, Dirt or other)			
Road Changes (Road works, detours or water over the road)			
Who do you consider is at fault?			
Give reason			
Did anyone admit fault? If yes, who?			
Accident Description (to be completed by Driver)			

(add another page if required)	
Conversation with other drivers or witnesses	
Vehicle Damage (Mark damaged areas with X)	
<p>FBA Vehicle</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="margin-top: 10px;">Describe Damage to vehicle</p>	<p>Other Vehicle</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="margin-top: 10px;">Describe Damage to vehicle</p>
Scene of Accident Sketch	
Witnesses Names & contact numbers	



Driver:

Signature:

Date:

Business Manager:

Signature:

Date:

This form should be submitted to the Administration Team. Once processed, completed form will be filed by Human Resources.