CARCLEW

Motor Vehicle Policy

Essential Knowledge

Policy Description
This policy outlines requirements for work related use of Carclew, Fleet SA and private vehicles. Carclew is committed to promoting and encouraging safe and efficient use of vehicles in the workplace.

Who must comply?
Carclew Board members and staff employed on a full/part time, contract, casual, agent, unpaid and voluntary basis (staff, artists, tutors, agents, volunteers).

What do I need to know?

- You must hold an appropriate and current driver's licence or permit according to the *Motor Vehicle Act 1959*, obey all road rules and act responsibly whilst driving any vehicle.
- Carclew and Fleet SA vehicles are to be used for business purposes only and not for personal use. Prior written permission must be obtained to transporting passengers who are not employees or engaged to undertake work for Carclew.
- Obtain prior authorisation to use your personal vehicle for work related purposes.
- Drivers are encouraged to completely avoid the consumption of alcohol when using a Carclew or Fleet SA vehicle, and drive within the legal limits. You must be in a fit and capable state to drive, including driving under the influence of any medication, drugs and/or condition that may impair your ability to operate the vehicle.
- Use a seat belt restraint and ensure all passengers are also wearing seat belts and/or suitable child restraints.
- Pay any expiation notices/penalties and/or fines incurred whilst driving a Carclew or Fleet SA vehicle for work related purposes. A corporate fee will also apply to particular fines which is payable by the responsible driver.
- Report any accident/crash and/or any personal injury that you are involved with whilst driving a Carclew or Fleet SA vehicle.
- Drive with the lights on at all times, day and night, and ensure the cargo barrier is in place at all times.
- Use the log book to record travel details, and keep the vehicle clean, tidy and returned with at least half a tank of petrol after each use.
- Ensure that the Carclew and Fleet SA vehicle are parked in a safe and secure place at all times, and are secured correctly when not occupied.
- You must not use a mobile phone or smoke whilst driving in any Carclew or Fleet SA vehicle.

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Motor Vehicle Policy

1. Background

Carclew is committed to promoting and encouraging safe and efficient use of vehicles in the workplace. Under the *Motor Vehicles Act 1959* drivers must hold an appropriate and current driver's licence or permit; and must not drive an unregistered vehicle at any time. Under the *Road Traffic Act 1961* a person must not drive a vehicle without due care, attention or without reasonable consideration for other road users.

2. Purpose

This policy is intended to outline the requirements for employees who are required to use motor vehicles as part of their work commitments. The purpose of this policy is to ensure that safe driving practices are implemented for employees who are authorised to drive a company, Fleet SA or private vehicles as part of their employment.

3. Scope

This policy applies to all Carclew Board members, existing staff, volunteers and artists who are required to use motor vehicles in the course of their engagement. It includes guidelines for appropriate usage of the company, Fleet SA and personal vehicles used for work related purposes.

4. Definitions

Fleet SA: a South Australian Government agency that provides a centralised fleet management service to the South Australian Government.
Company car/vehicle: Carclew vehicle.
Private/personal vehicle: the vehicle owned by the employee for personal transportation.

5. Policy Statement

Carclew is committed to protecting the health, safety and welfare of its employees, including when using vehicles in the workplace. When using the Carclew, Fleet SA and/or personal vehicle for work related business it is expected that staff obey all road rules, act responsibly, drive safely and demonstrate safe driving practices to other road users. Drivers are to be aware that they are responsible for any expiation notice/penalty and/or infringement incurred whilst using the Carclew or Fleet SA vehicle. Carclew and Fleet SA vehicles incur a corporate fee for particular infringement notices which the responsible driver is also liable for.

It is Carclew's policy that if you drive the company, Fleet SA or personal vehicle for work related duties, you must:

- Hold an appropriate and current driver's licence or permit according to the *Motor Vehicles Act 1959*.
- Comply with relevant legislation, policies and procedures.
- Obey all road rules and act responsibly.
- Drivers are encouraged to completely avoid the consumption of alcohol when using the Carclew or Fleet SA vehicle, and drive within the legal limits.
- The company or Fleet SA vehicle must not be operated by a driver who is under the influence of any medication, drugs and/or condition that may impair their ability to operate the vehicle. As the driver it is your responsibility to be in a fit and capable state to drive.
- Use a seat belt restraint to decrease the likelihood of serious injury in the event of an accident. It is the responsibility of the driver to ensure all passengers are wearing

seat belts and/or suitable child restraints. Drivers and passengers by law are required to use seat belt restraints when the vehicle is moving or stationary but not parked.

- Not use a mobile phone whilst driving. Having a conversation on a hands free communication system can distract your concentration and can incur a charge of *"driving without due care"*.
- Pay the costs of any expiation notice/penalty and/or infringement incurred whilst driving the Carclew or Fleet SA vehicle. A corporate fee may also apply for particular infringement notices. These costs are the responsibility of the driver, regardless of the work related travel, and will not be reimbursed.
- Accurately record, monitor and maintain vehicle usage. This includes keeping the vehicle clean, tidy and returned with at least half a tank of petrol after each use.
- Smoking is not permitted in any Carclew or Fleet SA vehicle.

5.1 Carclew Vehicle

- Carclew vehicles must be used for business purposes only and not for personal use.
- If you require the use of the Carclew vehicle you must book the car by using the current booking system, as outlined in the Motor Vehicle procedures.
- The vehicle must be kept clean and left with at least half a tank of petrol. Cleaning and re-fuelling costs are the responsibility of the program/project area booking the vehicle.
- When driving the vehicle the lights must be on at all times; day and night.
- The cargo barrier is to be in place at all times and loose items in the rear and backseat must be secured.

5.2 Fleet SA Vehicle

- Fleet SA vehicles must be used for work related business only and not for personal use. Hiring a Fleet SA vehicle for work related purposes is only permitted if the Carclew vehicle, taxi or public transport is not available or feasible. The use of a Fleet SA vehicle for work related travel must be authorised by the appropriate Manager. Costs incurred for the hire of Fleet SA vehicles are charged to the program/project area. Staff must adhere to the *Fleet SA Single Motor Vehicle Policy* when hiring/leasing a Fleet SA car. *For further details please refer to Fleet SA Single Motor Vehicle Policy.*

5.2.1 Four Wheel Drive Vehicles

- Four wheel drive vehicles are available for hire from Fleet SA, with prior approval from the Program Manager. Four wheel drive training is required for projects being held in remote areas. At least two staff members and/or authorised project members must undertake training prior to project departure date. Courses are available through the Transport Training Centre located at Regency Park.

5.3 Personal Vehicle used for work purposes

- Staff are encouraged not to use their own private vehicle for work related travel. Using your personal vehicle for work related purposes is only permitted if the Carclew vehicle, Fleet SA, taxi or public transport is not available or feasible. The use of your personal vehicle for work related travel must be authorised by the Chief Executive/Manager - Finance & Operations. The *Use of Private Motor Vehicle for Official Business Authorisation Form* must be completed and signed prior to use.
- Should you be authorised to use your private vehicle for business duties, you may claim reimbursement by completing the *Motor Vehicle Allowance Claim*

Form. Carclew will reimburse a set price per kilometre. You are wholly responsible for your own vehicle insurance, maintenance, repairs and any parking or speeding fines incurred while driving the vehicle, whether for personal or work related purposes.

5.4 Use of vehicles by people who are not employees

Contractors, artists or volunteers who are engaged to undertake work for Carclew may be permitted to drive the Carclew vehicle, with prior written permission from the Chief Executive/Manager - Finance & Operations for the specified period of time or for specified duties; and a copy of their current driver's licence.

5.5 Passengers of Carclew vehicles

Transportation of passengers in Carclew and Fleet SA vehicles, who are not employees or engaged to undertake work for Carclew, may be permitted with prior written permission from the Chief Executive/Manager - Finance & Operations for the specified period of time. This includes the transportation of family members.

5.6 Driving under the influence of alcohol, medication and/or drugs

Drivers are encouraged to completely avoid the consumption of alcohol when using a Carclew or Fleet SA vehicle, and drive within the legal limits. The company or Fleet SA vehicle must not be operated by a driver who is under the influence of any medication, drugs and/or condition that may impair their ability to operate the vehicle. As the driver it is your responsibility to be in a fit and capable state to drive. The driver will be wholly responsible for any fines incurred whilst driving the vehicle.

5.7 Traffic /parking infringements

The driver is personally liable for the payment of any expiation notice/penalties and/or infringements incurred while driving any Carclew or Fleet SA vehicle, regardless of your work related travel, and will not be reimbursed. This includes infringement notices that are reported on the vehicles registration, such as speeding / red light camera fines. If you receive an infringement notice while using the Carclew vehicle you must be aware that it will incur a corporate fee for which the responsible driver is liable.

5.8 Learner's permit / provisional license

Unlicensed drivers are not permitted to drive any Carclew or Fleet SA vehicle. Likewise, employees who hold a 'learner's permit' are also not permitted to drive any company or Fleet SA vehicle. Drivers holder a provisional licence 'P plates' are permitted to drive the Carclew or Fleet SA vehicles, however, they are required to display the appropriate notification.

5.9 Motorcharge Fuel Card

The Motorcharge fuel card is to be kept with the Carclew vehicle keys and is to be used when refuelling the Carclew vehicle. It is for the purchasing of fuel and oil, and is not to be used for personal items. If the fuel card is lost or stolen you must advise Motorcharge immediately. The lost or stolen card will be inactivated immediately.

5.10 Maintenance and appearance

- The safe and efficient operation of Carclew vehicles is a priority and the Administration Office will arrange periodic services. Likewise, the Administration Office will arrange any spontaneous repairs that are required between scheduled services. However, it is the responsibility of the driver to ensure tyre pressure, oil and coolant are checked prior to the use and between

scheduled services. Drivers must carry out a daily visual check of tyres, and keep the windscreen, windows and headlights clean to ensure clear vision.

- It is imperative that company and/or Fleet SA vehicles are kept clean and tidy; interior and exterior, at all times as this reflects upon the driver and our organisation. Administration will arrange periodic cleaning of the exterior and interior of the Carclew car. Fleet SA vehicles are to be returned to the depot in a clean and tidy state.
- If you have booked and use a Carclew or Fleet SA vehicle and the exterior and/or interior becomes unclean while you are using the car, it is your responsibility to ensure the vehicle is clean at the expense of your project budget.

5.11 Accident/crash and/or personal injury

It is the responsibility of the driver to report to our Administration Office any accident/crash and/or personal injury that they are involved with whilst driving for work related purposes. Under the *Road Traffic Act 1961* the driver of a vehicle who is involved in an accident is responsible to report the incident to the Police as soon as possible but within 24 hours. Accidents involving a Fleet SA vehicle must be reported to Fleet SA within 24 hours or by close of business on the following day.

5.12 Motor Vehicle Theft

If the Carclew, Fleet SA or your personal vehicle is stolen while being used for official work related duties, contact the Police as soon as possible. Then where possible the Chief Executive/Manager - Finance and Operations and Fleet SA (if a Fleet SA vehicle) must be notified.

5.13 Insurance

In case of an accident whilst driving the Carclew vehicle for work related purposes the excess will be charged to the program/project area utilising the vehicle at the time. Additional fees apply for particular drivers under 25 years of age. These fees will also be charged to the appropriate program/project area. However, Carclew accepts no responsibility for:

- Property damage or third party bodily injury incurred in the use of a privately owned motor vehicle for work related purposes.
- Drivers driving under the influence of drugs or alcohol; the driver will be personally liable for damages in the event of an accident.
- The vehicle if being used for unauthorised purposes; the driver may be required to pay full costs of any damages that may be incurred while in use.

5.14 Security

The Carclew vehicle must be parked in a safe and secure place at all times, and should be secured correctly when not occupied. Confidential documents, information or expensive equipment must not be left in vehicle when unattended.

5.15 Code of Conduct

The same guidelines found in Carclew's Code of Conduct apply to all employees, contractors, artists and volunteers who are required to drive in the course of their engagement. All representatives of Carclew are required to comply with our Code of Conduct at all times. Any breach of Carclew's policies will be taken seriously and provisions will be implemented in accordance with appropriate legislative procedures. *For further detail please refer to Code of Conduct.*

6. Procedures Title

Motor Vehicle Procedure

7. Responsibility for implementation

- The Chief Executive will advise staff members of the new policy and procedures immediately.
- The Policy Administration Officer will advise all Carclew staff members that the Motor Vehicle Policy and Procedure will be available to view on the Carclew Server. The policy and procedure will be listed on the Carclew Policy webpage.
- The Motor Vehicle Policy and Procedure will be included in the Carclew Staff, Artist and Volunteer Induction process.

8. Policy Status

Created: 2 August 2011
Endorsed: 3 November 2011
Reviewed: 11 April 2014
Review Date: 11 April 2016

9. Key Stakeholders

Carclew Board, staff and clients.

10. Approval Body

Strategic Team Meeting: 12 October 2011

11. Endorsement Body

Carclew Board: 3 November 2011

12. Legislation

South Australian Public Sector Act 2009
South Australian Public Sector Employees Code of Conduct March 2009
Motor Vehicles Act 1959
Road Traffic Act 1961

13. Related Policies / documents

Code of Conduct and Procedure
South Australian Government Safe Driving Policy
Single Motor Vehicle Policy, Fleet SA
Commissioner's Standards 3.2: Responsive and Safe Employment Conditions Appendix 4 – Use of Government Vehicles and Appendix 5 – Use of privately owned or leased vehicles for work related travel.

14. Date Effective

This Policy is effective as of 3 November 2011

15. Next Review Date

This Policy is due for review 11 April 2016

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

16. Policy Author

Policy Administration Officer, Carclew

17. Contact

Policy Administration Officer, Carclew

Acknowledgment

In developing this policy Carclew has drawn on resources prepared by the SA Government, Commissioner's Standards, Fleet SA and the Department of Education and Children's Services.

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.