

1. Policy Title

Motor Vehicle Policy

2. Preamble

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 persons using the road.

3. 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.

km: kilometre

4. Motor Vehicle Use

The following procedures outline the requirements for work-related use of Carclew, Fleet SA and private vehicles. Specific matters covered in these procedures are expanded in more detail, and brought into operation by the additional information attached.

4.1 Responsibilities

If you are required to drive a Carclew, Fleet SA or your personal vehicle for work related purposes you are required to ensure that:

- The safety of yourself and other road users by obeying the traffic rules and acting responsible whilst behind the wheel.
- The seat is adjusted to suit your individual driving position, and the interior and exterior mirrors are also adjusted to suit.
- The seat belt restraints are used at all times when driving, and that all passengers are also using seat belt and/or suitable child restraints.
- 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.
- You do not drive in excess of the legal speed limits.
- You do not use a mobile phone while driving.
- You pay the costs of expiation notice/penalty and/or infringement incurred whilst driving a 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.
- You report any accident/crash and/or personal injury that you are involved with whilst driving.
- You drive with the lights on at all times, day and night.
- You record the date, kilometres and destination in the log book or if you are seeking reimbursement for using your private vehicle.
- The vehicle is left clean, tidy and returned with at least half a tank of petrol after each use.
- The cargo barrier is in place at all times, loose objects are to be secured within the back and rear areas.

4.2 Carclew Vehicle

- The Carclew vehicle must be booked via Reception. Do not book the vehicle for longer than you need it. If you have booked the car and realise you don't need it, let Reception know as soon as possible in case someone else needs it.
- Staff must ensure that the vehicle is returned by the time indicated and is returned with at least half a tank of petrol to ensure that other staff are not inconvenienced.
- If the fuel gets below half a tank, the key has a Motorcharge Card attached to it to use. Please take the car to a service station which accepts Motorcharge and fill it up before you return it. The Motorcharge Card 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 on 1300 1300 62. The lost or stolen card will be inactivated immediately.
- The car key travels with the Motorcharge Card and a Vehicle Log Book which must be filled out for every trip with the odometer readings for the start and end of the trip, the total km's travelled, the program/project area and purpose of journey. Please make sure the log book is returned to Reception with the key when you return.
- As a driver of the Carclew vehicle it is your responsibility 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. The vehicle must be left in a clean and tidy state and returned with at least half a tank of petrol ready for the next user.
- Any traffic infringement (speeding fine, parking fine etc) incurred whilst using a Carclew vehicle is the responsibility of the staff member driving the car at the time. The Carclew vehicle incurs an additional 'corporate fee' for particular fines, which is also payable by the responsible driver. The expiation fee must be paid by the date indicated.
- The Administration Office will arrange periodic servicing of Carclew vehicles.
- All accidents are to be reported to the Police (if necessary) Chief Executive or Manager - Finance and Operations as soon as possible after the event.
- In case of an accident whilst driving the Carclew vehicle for work related purposes the excess will be charged to the appropriate program/project area. Additional excess fees apply for particular drivers under 25 years of age and will be charged to the program/project area. In addition to the basic excess drivers:
 - Under 21 years of age are required to pay an additional \$850.
 - Aged between 21-25 years of age are required to pay an additional \$500.
 - Aged greater than 25 years of age but have held a drivers licence for less than 2 years are required to pay an additional \$500.However, Carclew accepts no responsibility for:
 - If the driver is not in a fit and capable state to drive, including driving under the influence of medication, condition, drugs and/or alcohol; the driver will be personally liable for damages in the event of an accident.
 - If the vehicle is being used for unauthorised purposes; the driver may be required to pay full costs of any damages that may be incurred while in use.

4.3 Use of private vehicle for work purposes

- Prior approval must be sought for employees requiring to use their own private vehicle for work related purposes. The use of one's own car for work purposes is to be limited, and is only permitted if the Carclew, Fleet SA, taxi or public transport is not available or feasible.
- If you use your own car for work related business you must ensure that the *Authorisation to use Private Vehicle for Official Business Form* has been completed and signed. This form can be found on the Carclew Server at *Resources/Carclew Policies/Motor Vehicle Policy/ Authorisation Private Vehicle Form*.
- You will also need to complete the *Motor Vehicle Allowance Claim Form* each time you use your private vehicle for work related purposes, to seek reimbursement. Alternatively you can claim it on tax, but you cannot do both. This form can be found

on the Carclew Server at *Resources/Carclew Policies/Motor Vehicle Policy/Motor Vehicle Allowance Claim Form*.

- If you use your own car for work purposes you can claim reimbursement. Please contact Administration for the current rates of reimbursement.
- Expenditure needs to be coded against the project necessitating the travel.
- Any traffic infringement (speeding fine, parking fine etc.) incurred whilst using one's own vehicle for work purposes is the responsibility of the staff member driving the car.
- Personal vehicles used for work related purposes must have adequate registration and insurance cover. It is the employee's responsibility to contact their insurance company to ensure their cover is sufficient for business use. Carclew accepts no responsibility for property damage or third party bodily injury incurred in the use of a privately owned motor vehicle.
- It is the responsibility of the employees who use private vehicles for work related purposes to arrange the periodic maintenance of their vehicles.
- Accidents that occur whilst driving your personal vehicle for work related duties are to be reported to the Police (if necessary) Chief Executive/Manager – Finance and Operations as soon as possible after the event.

4.4 Fleet SA Vehicle

- Prior approval must be sought from your supervisor/manager before hiring a Fleet SA vehicle for work related purposes. The use or hiring of a Fleet SA vehicle for work purposes is to be limited, and is only permitted if the Carclew wagon, taxi or public transport is not available or feasible.
- A Fleet SA vehicle must be booked via Administration. Do not book the vehicle for longer than you need it. If you have booked the car and realise you don't need it, contact Fleet SA. Staff must ensure that the vehicle is returned by the time indicated.
- As a driver of a Fleet SA vehicle you are required to check the windscreen, windows, tyre pressure, oil and coolant prior to use. The vehicle must be left in a clean and tidy state before returning to the Fleet SA depot.
- Drivers are encouraged to completely avoid the consumption of alcohol and/or drugs when using Fleet SA vehicles, and drive within the legal limits. As the driver you are wholly responsible for any fines incurred while driving the vehicle.
- All Fleet SA vehicles are registered and have Government Registration Plates and have appropriate insurance cover.
- All Fleet SA vehicles maintenance, servicing and repair are carried out accordingly.
- All Fleet SA vehicles are covered by 24 hour 7 days a week roadside assistance, throughout the South Australian metropolitan and regional areas.
- All accidents are to be reported to the Police (if necessary) Chief Executive/Manager – Finance and Operations and Fleet SA's Accident Claims Administrator as soon as possible after the event.

4.5 Licensing Requirements

- You must hold an appropriately classified and valid driver's licence according to the *Motor Vehicles Act 1959*. A copy of your current drivers licence, front and back, must be provided to Administration.
- Unlicensed drivers are not permitted to drive Carclew or Fleet SA vehicles.
- Learner permit holders are not permitted to drive Carclew or Fleet SA vehicles, unless prior approval has been given.
- You must be in a fit and capable state to drive.
- If you have had your licence revoked you must immediately advise the Chief Executive/Manager – Finance and Operations of the situation and you must not continue to drive the Carclew or Fleet SA vehicle.

4.6 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 advise

the Chief Executive/Manager – Finance and Operations and Fleet SA (if a Fleet SA vehicle) and inform of the following:

- Vehicle details.
- Last know location.
- Date and time of theft.
- Police station, report no and date/time of report.

4.7 Breach of Conduct

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.*

5. 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

6. Additional Information

The following information is available from Carclew (*Carclew Server/Resources/Carclew Policies*).

- 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.