

Motor Vehicle Procedure

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* and *Road Traffic Act 1961* drivers must hold an appropriate and current driver's licence and must not drive a vehicle without due care, attention or without reasonable consideration for other persons using the road.

3. Motor Vehicle Use

The following procedures outline the requirements for work related use of Carclew, private vehicles, Fleet SA or other hire / lease vehicles.

3.1 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, along with the completed authorisation form.
- Unlicensed drivers and 'Learner Permit' holders are not permitted to drive official vehicles for work related business.
- Provisional 'P' licence holders may be permitted to drive a company vehicle with prior authorisation.
- If you have had your licence revoked you must immediately advise the Chief Executive or Senior Manager, Finance and Operations of the situation and you must not continue to drive any vehicle for work related purposes.

3.2 Responsibilities

If you are required to drive a vehicle for work related purposes you must 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.
- You are in a fit and capable state to drive a vehicle. You must not be under the influence of alcohol, medication, drugs and/or condition that may impair their ability to operate the vehicle.
- Avoid the consumption of alcohol and drive within the legal limits when using a vehicle in relation to official Carclew business.
- 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 any expiation notice/penalty and/or infringement that is incurred whilst driving a Carclew, private or another hire/lease vehicle. These fees will not be reimbursed. Note: A body corporate fee applies to businesses that fail to nominate the driver responsible for a camera detected speeding and/or red light offences. A body corporate that successfully nominates the responsible driver will not incur the body corporate fee. You can choose to sign a declaration to receive demerit points instead of paying the fine.
- You report any accident/crash and/or personal injury that you are involved with whilst driving as soon as possible.
- You drive with the headlights on at all times, day and night.

- 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.
- You record the date, kilometres and destination in the log book or if you are seeking reimbursement for using your private vehicle.
- Carclew accepts no responsibility:
 - If the driver is not in a fit and capable state to drive, including driving under the influence of medication, alcohol, 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.

3.3 Carclew Vehicle

During your induction meeting with Administration you will be asked to provide your current South Australian Drivers Licence. A copy of the front and back will be taken and kept on your personnel file. This will allow you to drive any Carclew vehicle for work related purposes for the duration of your contract.

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.

Carclew vehicle etiquette:

- Carclew's vehicle must be booked via Front of House. 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 Front of House know as soon as possible.
- As the driver is your responsibility to ensure tyre pressure, oil and coolant are checked prior to use and between scheduled services. You must also carry out a visual check of tyres and keep the windscreen, windows and headlights clean to ensure clear vision.
- It is imperative that company vehicles are kept clean and tidy; interior and exterior, at all times as this reflects upon the driver and our organisation.
- The vehicle must be returned with at least half a tank of petrol ready for the next user. The refuelling costs are the responsibility of the program / project area. The key has a Motorcharge Card attached for the purchasing of fuel and oil, and is not to be used for personal items. Please take the car to a service station which accepts Motorcharge and fill it up before you return it. If the fuel card is lost or stolen you must advise Administration and Motorcharge on 1300 1300 62. The lost or stolen card will be inactivated immediately.
- 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.
- 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. Company vehicles may incur an additional 'corporate fee', which is also payable by the responsible driver. You can choose to sign a declaration to receive demerit points instead of paying the fine.
- The vehicle Log Book must be filled out with the odometer readings from the start to the end of every trip. The total km's travelled, program/project area and purpose of journey is also to be recorded. Please make sure the log book is returned to Front of House with the key when you return.
- When driving the vehicle, the headlights 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.
- All accidents must be reported to the Chief Executive or Senior Manager, Finance and Operations, and if required to the SA Police, as soon as possible after the event.
- In case of an accident resulting in an insurance claim whilst driving the Carclew vehicle, for work related purposes, the excess will be charged to the appropriate program/project area. Higher excess fees apply to drivers under 25 years of age and provisional drivers. *Please refer to Administration for Carclew's current Insurance Policy for more detail.*

3.4 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 a 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. Often this is completed at your induction meeting. *For further information please see Administration.*
- 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 and 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 and to ensure that their vehicle is in a roadworthy condition.
- If you use your own car for work purposes you may claim reimbursement. This expenditure is to be coded against the project necessitating the travel. Alternatively, you may be eligible to claim expenses as a tax deduction when lodging your personal tax return, but you cannot claim both. *Please see Administration for further details.*
- 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 who was driving at the time.
- Accidents that occur whilst driving your personal vehicle for work related duties are to be reported to SA Police (if necessary) Chief Executive/Senior Manager, Finance and Operations as soon as possible after the event.

3.5 Fleet SA or other short-term hire vehicles

- The use or hiring of a Fleet SA or other short-term hire vehicle is to be limited to work related purposes, and is only permitted if the Carclew vehicles, taxi or public transport are not available or feasible. Prior approval must be sought from a Senior Manager before hiring such vehicles for work related purposes. All Fleet SA vehicles can be booked via Administration.

3.6 Transportation of passengers, children and/or young people

- You may be permitted to transport passengers in a vehicle in order to carry out your duties as an employee, with approval from the Chief Executive or Senior Manager. You may also be permitted to transport children and/or young people in a vehicle with parental/guardianship consent; along with written permission from the Chief Executive or Senior Manager for the specified journey or period of time.
- An exemption to obtaining permission may apply in the case of an emergency situation.

- The seat belt restraints must be used at all times when driving, and that all passengers are also using seat belt and/or suitable child restraints.
- A privately owned vehicle; regardless of if you have authorisation to use your private vehicle for work purpose, **must not** be used to transport children and/or young people, unless in an emergency situation.

3.7 Motor Vehicle Theft

If a vehicle is stolen while being used for official work related duties, contact the SA Police as soon as possible. Then advise the Chief Executive and/or Senior Manager. Short-term hire companies (including Fleet SA) will also need to be informed. You will need to report on the following:

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

3.8 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.*

4. Additional Information

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

- *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017*
- Code of Conduct and Procedure
- Child Safe Environment Policy
- Commissioner's Standards 3.2: Employment Conditions Item 10. Motor Vehicle, Appendix 2 – Use of Government Vehicles and Appendix 3 – Use of privately owned or leased vehicles for work related travel.
- <https://mylicence.sa.gov.au/road-rules/seatbelts-and-child-restraints>