



## Vehicle Use

### Principles:

1. The Tasmanian Council on AIDS, Hepatitis and Related Diseases (TasCAHRD) recognises that it is necessary for some employees and volunteers to use a vehicle in the course of their duties. TasCAHRD will, where possible, make available to those employees the use of a TasCAHRD vehicle. TasCAHRD recognises that sometimes a TasCAHRD vehicle will not be available and that employees may have to use their own private vehicle for work purposes.
2. All persons driving a TasCAHRD vehicle or driving a private vehicle for TasCAHRD business purposes must hold a current Australian drivers licence, a copy of which must be lodged with the Office Manager for filing.
3. TasCAHRD employees (other than the Chief Executive Officer) should, in the first instance, negotiate with other staff members regarding use for work purposes of a TasCAHRD vehicle, with priority given to workers travelling greater distances.
4. Where negotiation is not successful, the Chief Executive Officer will arbitrate, and will decide on the allocation of a TasCAHRD vehicle, with preference being determined by consideration of the following:
  - a) date request entered on to the Vehicle Booking System; and
  - b) where there are passengers, a TasCAHRD vehicle must be used.
5. A Vehicle Booking System is available on the Shared Drive Calendar. All employees should book vehicle use as far in advance as possible. Occasional and regular use should be entered on the Vehicle Booking System.
6. The Chief Executive Officer may nominate an employee as a 'designated keeper' to allow for home garaging of TasCAHRD vehicles.
7. Assignment as a 'designated keeper' of a TasCAHRD vehicle will impact on an employee's salary sacrifice arrangements and therefore reassignment of vehicles should occur only during revision of salary sacrifice arrangements, i.e. once each year, and shall be effective for the period 1 July in that year until 30 June in the following year.

**Insurance:**

8. The Chief Executive Officer will ensure that all vehicles owned or leased by TasCAHRD are suitably insured with comprehensive insurance.
9. All drivers of TasCAHRD vehicles must be licensed and will ensure that a copy of their licence is on file with TasCAHRD and with the insurance company before driving any TasCAHRD vehicle.

**Maintenance:**

10. All vehicles will be maintained in accordance with leasing agreements, or where otherwise required.
11. Where no leasing agreement is in place, it is the responsibility of the Chief Executive Officer to ensure that all vehicles are regularly maintained and serviced.
12. It is the responsibility of all employees to record any incidents or problems with a vehicle that would require a maintenance check and to inform the Chief Executive Officer who will take the appropriate action.
13. An employee who is entrusted with the home garaging of a TasCAHRD vehicle is responsible for ensuring that the vehicle is maintained in a clean and tidy condition at all times, both internally and externally, and that the vehicle is mechanically maintained in accordance with leasing agreements, or where otherwise required.
14. Smoking is prohibited in all TasCAHRD vehicles.

**Guidelines:**

15. If any employee has his/her licence suspended or cancelled, he/she must inform the Chief Executive Officer immediately, and for the duration of that time will not be allowed to operate TasCAHRD vehicles.
16. TasCAHRD vehicles may be used only for TasCAHRD business purposes, except with the permission of the Chief Executive Officer, or where vehicle use is tied to salary packages or employment contracts. An employee who home garages on a regular basis may be granted private use of the TasCAHRD vehicle of up to 100km/fortnight at the discretion of the Chief Executive Officer.
17. A formal record of the allocation of a TasCAHRD vehicle to a staff member for home garaging purposes shall be created on each occasion that an allocation is made, and that record shall be retained on the staff member's personnel file.
18. A volunteer may use a TasCAHRD Vehicle only for TasCAHRD business and with the explicit approval of the Chief Executive Officer.

19. All vehicles will have a logbook. The logbook is to be completed by the driver with respect to each journey made. The entry is to include details of distance travelled, reason for journey, and any petrol purchased. Logbooks are also to contain details of maintenance and servicing carried out.

**Accident and Incident Procedure:**

20. All TasCAHRD vehicles must contain a first aid kit, which must be maintained by the designated keeper. All drivers of TasCAHRD vehicles are required to report any usage of a vehicle first aid kit to that vehicle's designated keeper. That designated keeper is in turn to report use of the first aid kit to the Responsible Officer/OHS Representative. An incident report may, as deemed necessary by the Responsible Officer/OHS Representative, need to be completed.
21. If any TasCAHRD vehicle is involved in an accident, the employee driving the vehicle must stop and where possible exchange details with the driver of the other vehicle or owner of any damaged property.
22. If either party or any passenger of any vehicle sustains an injury, that person must be directed to the nearest public hospital accident and emergency department for treatment. An incident report is to be completed and the Responsible Officer/OHS Representative and the Chief Executive Officer must be notified.
23. If the injury is only minor, first aid may be applied at the scene. The person must then be directed to the nearest public hospital accident and emergency department for treatment. Only people with a first aid certificate should apply first aid. An incident report is to be completed and the Responsible Officer/OHS Representative and the Chief Executive Officer must be notified.
24. All accidents, regardless of whether either party or any passenger of any vehicle sustains an injury, must be reported to police immediately for insurance purposes. An incident report containing all details of the incident must be completed within 24 hours.
25. If the TasCAHRD vehicle cannot be driven, the employee should contact a tow truck, and inform the TasCAHRD office of the accident.
26. The employee must contact the Chief Executive Officer or the TasCAHRD office as soon as possible to inform them of the incident.
27. The Chief Executive Officer must contact the insurance company after the incident where damage has been sustained to a TasCAHRD vehicle or any other vehicle involved in the accident.
28. If at any time an employee or volunteer notices damage to a TasCAHRD vehicle they must report it to the TasCAHRD Chief Executive Officer.

### **Replacement of TasCAHRD Vehicles:**

29. Where a TasCAHRD vehicle is under a leasing agreement that vehicle should be turned over or upgraded at or just prior to the end of the agreement to avoid penalties or balloon payments associated with the lease agreement.
30. If the vehicle is to be turned over before hand, it must be because the vehicle is:
  - a) a write off due to assessable damage sustained in an accident or if there is major engine damage;
  - b) not able to function to a roadworthy standard;
  - c) in excess of 40,000 km or the turn over limit as set with in the leasing agreement.
31. Where a TasCAHRD vehicle is purchased, the vehicle should be turned over or upgraded when the vehicle is:
  - a) a write off due to assessable damage sustained in an accident or if there is major engine damage;
  - b) not able to function to a roadworthy standard;
  - c) in excess of 40,000 km;
  - d) more than 2 years old.

### **Use of Private Vehicles for TasCAHRD Business:**

32. Employees should always use TasCAHRD vehicles where possible for business purposes.
33. If an employee is not able to use a TasCAHRD vehicle and must use his/her own vehicle the following conditions apply:

Where an employee uses his/her own vehicle, that vehicle must be comprehensively insured, and it is the responsibility of the employee to ensure that his/her insurance company is notified of the vehicle's occasional use for business purposes.

An employee is not permitted to carry passengers, employees, volunteers, clients or otherwise in his/her vehicle while on TasCAHRD business without prior approval from the Chief Executive Officer.

An employee is entitled to a reimbursement only when he/she travels for TasCAHRD purposes.

The rate of reimbursement will be in accordance with current Community Services Award rates per kilometre. Where no such rates are contained in the award, rates set by the Australian Taxation Office will apply.

TasCAHRD business use of private vehicles must be logged into the Vehicle Booking System at reception to ensure that no TasCAHRD Vehicle was available at the time, and must include the purpose of the journey, the destination/s, and the distance travelled.

Travel reimbursement to an employee for the use of his/her own vehicle will be paid as a cash payment or separate cheque for each non-consecutive use of his/her vehicle.

**Fees, Charges, Fines and Infringements:**

34. TasCAHRD will accept responsibility for the reimbursement of parking fees where such fees were incurred while on TasCAHRD business.
35. TasCAHRD will not accept responsibility for the payment of parking or traffic infringements and/or fines.

**Policy Review:**

36. This policy shall be reviewed by 8 November 2007.

Approved: 30 March 2005

Amended: 23 February 2005

Policy AMS 03