



VECHICLE AND TRANSPORT POLICY

Vehicle and Transport Policy

Purpose:

To protect LIVEfree Projects assets and the safety of its drivers', maintain company safety standards and outline expectations to the use and maintenance of company vehicles.

Scope:

This policy applies to all LIVEfree Project staff and volunteers, and cars owned or leased by our organisation. Where personal cars are in use; this policy outlines all the necessary compliances and expectations regarding situations that effect the safety of our staff and passengers – detailing necessary steps of response to any unforeseen circumstance.

Allocation and Use

- LIVEfree Project vehicles or vehicles that have been hired for the organisations use can only be driven by individuals for whom a completed, authorised, and active Vehicle Use Authorisation form is held on record by the organisation (*see form attached*)
- Staff/volunteers are to use their own vehicles, until which time LIVEfree Project has their own vehicles OR specific use of a particular vehicle has been communicated.
- Drivers must hold an appropriate and current driver licence. A copy of the driver's licence must be provided to the LIVEfree Project prior to driving (*preferably upon employment/commencement of volunteering*). Authorised drivers must notify the Director or Program Coordinator immediately if their licence is cancelled or suspended.
- The Director or Program Coordinator will coordinate the completion of a Vehicle Allocation Record immediately before an allocated driver takes possession of a work vehicle or indeed takes passengers in their own cars. This document will be held on record by the management team.
- During working hours, the vehicle may be required to be used by other employees of the company until such time that there would be assigned vehicles to roles of staff members.
- Persons are not to use any of the organisation's vehicles without permission from the vehicle's assigned responsible person.
- Persons are not to give lifts to hitchhikers while driving the organisation's vehicles; management permission is required for passengers to be carried.
- Smoking is not permitted in any vehicles.
- Persons are not to operate the LIVEfree Project vehicles under the influence of drugs or alcohol.

Accidents:

- Any accidents in LIVEfree Project vehicles, hired vehicles or in private cars must be reported immediately to your supervisor. You will be required to cooperate with an accident investigation to assess the cause of the accident.
- At the scene of an accident the driver is to:
 1. Make sure everyone is safe and call appropriate emergency services if necessary.
 2. Contact the police and if they decline to attend, include this information on the incident report. If police attend, obtain the name and station location of the police officer.
 3. Do not accept responsibility for the accident.
 4. Obtain name, address, phone number, licence number, vehicle registration number and insurance details of all involved in the accident.
 5. If possible, obtain the name, address, and telephone number of witnesses.
 6. If towing is required, contact the management team during working hours, or after hours phone the NRMA Roadside Assistance / Breakdown Service provider if applicable, or phone the nearest towing contractor.
 7. If possible and safe to do so, take photos of the scene and any vehicle damage. Complete an Incident Report and submit it to the Director or Program Coordinator along with any photos of the scene and vehicle.

Repairs and Maintenance – LIVEfree Project Vehicles

- The allocated driver is responsible for the vehicle and must report any required repairs to the management team. Management is responsible for unallocated vehicles.
- All vehicles are to be kept in good repair and well; always maintained, including regular external and internal cleaning, and arrangement of vehicle services when due. If for project vehicles as per the relevant Vehicle Service Bookings procedure.

Vehicle Inspections:

- The Director or Program Coordinator will coordinate half-yearly inspections of LIVEfree vehicles allocated to employees.
- Additional vehicle inspections will be made when an allocated vehicle changes driver.
- Private vehicles will have pink slip inspections and comprehensive insurance policy including third party insurance

Damage:

- The management team will determine if an insurance claim will be made based on the details of the incident and damage.
- Any insurance claim submitted is to be in accordance with insurance company requirements.
- The management team will communicate with insurers and lodge the claim where applicable.
- Damage caused by driver carelessness or negligence must be repaired at the driver's expense.
- The difference between fair 'wear and tear' and damage caused by carelessness or negligence will be decided at the discretion of management.
- In the case of carelessness or negligence, employees and on-hired candidates are liable for repair costs or insurance excess, whichever is less.
- In the event of the driver being a LIVEfree Project employee, the lesser value of repairs or excess will be deducted from the employee's wages or termination pay.

Fines and Parking Offences:

- Drivers are responsible for all fines relating to the vehicle, including but not limited to parking offences and speeding fines.
- Payments are to be made by the due date.
- It is recommended that allocated drivers keep a Motor Vehicle Log Sheet (*see attached template*) that is to be completed when other individuals borrow the vehicle. This will protect drivers from any disputes regarding responsibility for fines.
- If the infringement notice is in the name of LIVEfree Project, the management team will coordinate the completion of a statutory declaration nominating the driver responsible for paying the fine.
- The fine will then be re-issued to the offending driver. Any reason for non-payment of fines should be documented and forwarded to your manager before contesting the fine.

Vehicle Logbooks:

- Logbooks will be issued by the management team or your manager to all drivers of company vehicles each year.
- Logbooks are to be completed at the commencement and conclusion of each drive within an organisation's vehicles.
- Where logbooks are not expected as per staff contracts; receipts of petrol will be taken as per their contract states.

Workplace Health and Safety:

- When operating the LIVEfree Project vehicles, normal road rules apply, and persons will be responsible for their own fines and penalties as a result of any traffic infringements.
- Compliance with the organisation's traffic rules is expected including compliance to the speed limits and parking restrictions.
- Persons using their own vehicle on LIVEfree Project business must adhere to the same restrictions as above regarding road rules, driving under the influence, passengers, and being license.
- Persons using their own vehicle for LIVEfree Project business are required to ensure that the vehicle is adequately maintained, roadworthy, registered and appropriately insured.
- Any breach of the above will void the insurance on the vehicle and make the driver subject to charges under the law and liable for any damage to the vehicle or vehicles, or other property, private or public.
- The driver could also become liable for damages through injury to third parties. A breach of the above parameters would also be in breach of workplace health and safety responsibilities.
- Worker responsibilities under the Work Health and Safety Act 2011 include:
 1. Take reasonable care to ensure the safety of self and others.
 2. Comply with workplace health and safety instructions, policies and procedures as provided by the organisation, or that of the workplace at which you are present.
 3. Do not interfere with or misuse anything provided for health and safety purposes at the workplace.
 4. Additionally, drivers are to arrange schedules with sufficient time to safely travel to the destination.