

# POLICY

## 2.11 MOTOR VEHICLES

Supporting Procedure:	2.11 Motor Vehicle Accident and Breakdown Procedure	
Other Related Documents:	2.3 Workplace Health and Safety Policy Driving and Journey Form Short Journey Form Vehicle Safety Checklist Travel Claim Form Log Book	
Category:	Human Resources	
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### Introduction

This Policy relates to the operation and care of Vehicles used by Representatives for PHCC business. This includes their storage, security, use and access, personal safety and vehicle maintenance.

The PHCC aims to maintain a fleet of fit for purpose Pool Vehicles to enable the PHCC team to undertake their duties in the most effective and efficient manner, including fulfilling the majority of business travel needs of the PHCC.

### Definitions

For the purposes of this Policy:

'Board Member' means a member of the PHCC Board of Management

'Clean Exterior' means no built up dirt on wheels, windows or paint (including inside door seals)

'Clean Interior' means no rubbish present, upholstery and console free from built up dust or marks and carpets and mats recently vacuumed (no build-up of sand or dirt)

'Commuter Use' means commuting directly between home and place of work only

'Custodian' is the person who has been assigned a vehicle

'Employee' means all paid employed persons of PHCC

'Home Garaging' is when an Employee has been assigned a vehicle to store at their place of residence outside of business hours

'Personal Vehicle' refers to a Representative's personal vehicle

'Pool Vehicle' is a PHCC vehicle that is available for all Representatives to use for business purposes

'Private Use Vehicle' is a PHCC vehicle that has been provided to an employee as a recognised component of their salary package within their contract – the PHCC do not have Private Use Vehicles

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'Representative' means any Board Member, Employee, Volunteer, Contractor or any other person working for or representing PHCC

'Volunteer' means anyone providing unpaid assistance to PHCC

### Policy Statement

1. Representatives who are authorised to drive PHCC vehicles will hold a valid Australian driving licence, appropriate to the vehicle type, and provide evidence of such on an annual basis
2. Vehicles will be kept clean as they provide a public image and are available for use of authorised Representatives in addition to the Custodian
3. Vehicle logbooks will be updated immediately after the use of the vehicle
4. Any parking fines incurred or traffic infringements committed by Representatives while in charge of a vehicle are the sole responsibility of the person concerned
5. Home garaged vehicles will be parked in a safe and secure place and the vehicle itself properly secured
6. The PHCC do not provide "Private Use" vehicles
7. Commuter use vehicles may be provided to Employees, at the CEO's discretion
8. All PHCC vehicles are Pool Vehicles, available to approved Representatives, via a booking system
9. Representatives required to drive a 4WD as part of their role will have, or undertake 4WD training prior to driving a PHCC 4WD (in 4WD mode).

### 1. Vehicle Custodian Responsibilities

The Custodian of the vehicle (as authorised by the CEO) will travel by the normal most direct route between their home and work only. Occasional stops and small variations from the normal route are permissible. Regular variations may be approved by the CEO. Pool Vehicles may not be used for any other personal use at any time.

Family members, friends or other persons not associated with the PHCC business should not be carried in PHCC vehicles without the prior approval of the CEO.

A vehicle Custodian is responsible for:

- 1.1 Ensuring vehicles are garaged in a safe and secure place and the vehicle itself properly secured
- 1.2 Cleaning the exterior and interior of the vehicle a minimum of once a month, but more frequently if required to maintain a clean exterior and clean interior
- 1.3 Ensure the vehicle is in a safe, roadworthy condition
- 1.4 Ensure the vehicle has sufficient oil, water and other running requirements
- 1.5 Completing the Vehicle Safety Checklist on a monthly basis and reporting to the person assigned to manage Work Health and Safety

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- 1.6 Ensuring the vehicle receives all service requirements within the specified time (as stipulated in the vehicle Log Book)
- 1.7 Monitoring the ongoing condition of the Pool Vehicle, noting any defects or damage in the Log Book and reporting problems to the person assigned to manage Work Health and Safety
- 1.8 Ensure the vehicle is ready and available for the use of other Representatives during work hours (the agreed work hours of the Custodian and/or on occasion outside these hours by agreement)
- 1.9 Ensure the vehicle is equipped with roadside assistance details, and a first aid kit at all times
- 1.10 If they are using the Pool Vehicle during work hours, ensure that the use is booked through the vehicle booking system, as required of all other Representatives entitled to the use of the vehicle
- 1.11 Arrange for temporary re-assignment of the Pool Vehicle (with the approval of the CEO) when away from work for extended periods such as annual leave.

### 2. Use and Maintenance

- 2.1 Any Representative driving a PHCC vehicle must:
  - 2.1.1 Use the log book supplied in the vehicle to record the purpose and mileage details for every trip they take at the time it occurred
  - 2.1.2 Drive the vehicle safely and obey all traffic laws
  - 2.1.3 Ensure that the vehicle is properly locked and secure when not in use
  - 2.1.4 Ensure the fuel card is kept locked in the glove box
  - 2.1.5 Ensure the vehicle is returned to the Custodian in the condition in which it was received (ie Clean Interior and Exterior as defined in the Definitions above)
- 2.2 A fuel card is allocated to each Pool Vehicle and can be used by any Representative to purchase fuel for the Pool Vehicle when required
- 2.3 Car-pooling is encouraged to reduce fuel expenses and as a consideration for the environment
- 2.4 The person responsible for the PHCC insurances and vehicles registrations must ensure that all vehicles are:
  - 2.4.1 Comprehensively insured
  - 2.4.2 Registered
  - 2.4.3 Covered for Roadside Assist
- 2.5 PHCC is responsible for all maintenance and running costs of all vehicles

### 3. Booking a Pool Vehicle

- 3.1 Regardless of assignment, all PHCC Pool Vehicles are available to all Representatives between agreed working hours each workday
- 3.2 Bookings must be made via the booking system in place
- 3.3 As a courtesy, the Vehicle Custodian must be notified of the booking
- 3.4 If a Pool Vehicle is required earlier or later than regular working hours, Representatives may make a special arrangement with the Vehicle Custodian

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- 3.5 If a Pool Vehicle is required for Representatives for long or off-road driving, a vehicle check is required to be undertaken before the journey, and prior to returning the vehicle to the Custodian.

### 4. Personal Vehicle Use

- 4.1 The use of a Representative's private vehicle for conducting PHCC business is not encouraged and should be considered a last resort. Representatives must have exhausted all efforts to obtain a Pool Vehicle if practical before using their private vehicle for business purposes
- 4.2 In the event that a Pool Vehicle is not available or it is impractical to obtain the Pool Vehicle, the Representative may, with prior written approval of their supervisor, use their private vehicle and be compensated for the cost of the travel at the rate stipulated on the Travel Claim Form
- 4.3 Representatives using a private vehicle must ensure that they have undertaken a Vehicle Safety Checklist prior to commencing the journey, and that the vehicle is safe for use, in accordance with the Checklist.

### 5. Reimbursement

To receive reimbursement the Representative must record the length and details of their journey on a Travel Claim Form and lodge the approved form with the Finance Manager for processing.

### 6. Motor Vehicle Accidents

In the event of an accident, Representatives must act in accordance with the Motor Vehicle Accident procedure.

### 7. Motor Vehicle Breakdown

In the event of a vehicle breakdown, Representatives must act in accordance with the Motor Vehicle Breakdown Procedure.