

P286C	VEHICLE BOOKING PROCEDURE
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Policy context: This policy relates to	
Legislation or other requirements	South Australian Motor Vehicles Act 1959 South Australian Motor Vehicle Regulations 2010 WHS Act 2012 (South Australia)
Contractual obligations	Enhanced Lifestyles Employee Contract of Employment

POLICY STATEMENT

Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service provides and maintains a vehicle fleet appropriate to the needs of the organisation. Such vehicles are available for use by authorised employees for travel associated with the conduct of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service's business / activities.

Pool vehicles, including an accessible van, are available for booking.

PROCEDURES

Accessible Van

A booking calendar is available for the accessible van on Outlook. Bookings can be made on this calendar by staff wishing to utilise the van, with the support of the Administration team as required.

Bookings can also be made by staff for Customers and other approved third parties. In this case the Accessible Van Booking & Inspection form must be utilised for each instance of van hire.

Information required to be added to any booking on the vehicle booking calendar includes:

- Name of the staff member making the booking
- Name of the van user (if different from the staff member making the booking), including appropriate contact details
- A brief description of the van use
- A reasonable estimated timeframe for the use of the van

Other requirements for use of the accessible van include:

- Completion of the pre-use and post-use inspection checklist (pages 3-4 of the Booking & Inspection Form)

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- The van needs to be returned to the office from which it was booked, in a clean state
- Keys and inspection forms need to be returned to Administration staff promptly at the end of each booking
- The log book in the vehicle needs to be completed for every trip

The Administration team is responsible for checking the van in relation to inspection checklists after each use.

The Fleet Vehicle Policy applies to each use of the accessible van.

Other Pool Vehicles

If a regular sedan vehicle is available as a pool vehicle, a booking calendar for the vehicle will be established on Outlook. Bookings can be made on this calendar by staff who wish to utilise a vehicle, with the support of the Administration team as required.

Information required to be added to any booking on the vehicle booking calendar includes:

- Name of the staff member making the booking
- A brief description of the vehicle use
- A reasonable estimated timeframe for the use of the vehicle

Other requirements for use of pool vehicles include:

- Pool vehicles need to be returned to the office from which they were booked, in a clean state
- Keys need to be returned to Administration staff promptly at the end of each booking
- The log book in the vehicle needs to be completed for every trip

The Fleet Vehicle Policy applies to each use of pool vehicles.

DOCUMENTATION

Documents related to this policy	
Related policies	Fleet Vehicle Policy
Forms, record keeping or other organisational documents	Accessible Van Booking & Inspection Form