

Q286C

FLEET VEHICLE POLICY

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' business / activities.

The document complies with NDIS 2018, standard 2.2 Risk Management and 4.1 Safe Environment, and ACIS 2013, section 4.1 Safe Working Environment.

This document is readily available to all clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including The Boards.

PROCEDURES

The purpose of this policy is to ensure that Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service employees understand their responsibilities when operating company motor vehicles.

- Drivers of company vehicles must be authorised to do so and must hold a current driver's license.
- Drivers are fully responsible for the vehicle while it is in their charge.
- Traffic regulations and bylaws must be observed at all times.
- All traffic and parking violations are the responsibility of the authorised driver of the vehicle.
- Vehicles must be driven at safe speeds according to the road conditions and within speed limits at all times.

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- Every courtesy must be shown to other road users and pedestrians. As fleet vehicles are branded, they clearly represent the organisation. Driver conduct in fleet vehicles is a direct reflection on the organisation and its values.
- There is no smoking in company supplied motor vehicles.
- Company vehicles are serviced at the manufacturer's recommended intervals and maintained in a roadworthy condition. However, drivers are required to check for obvious defects and report these immediately.
- Drivers are required to regularly check petrol, tyre pressure and windscreen washer supply.
- Unattended vehicles must be securely locked.

Approved Drivers

The driver of an Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicle must be an employee of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service or their immediate partner. All drivers must be fully licensed to drive the classification of the vehicle. People who are not employees, those who are unlicensed or who have a learner permit licence are not permitted to drive Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicles.

A photocopy of each employee's current licence is to be provided. This will be kept as a record in the employee's personnel file. Employees are to notify the HR team immediately of any change to the status or validity of the drivers licence.

Care of an Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service Vehicle

The driver of each vehicle is responsible for the basic maintenance of that vehicle. Basic maintenance should include, as a minimum, monitoring and replenishing vital fluids and lubricants:

- Fuel
- Engine Oil
- Coolant
- Washer Fluids
- Tyre pressure

The driver is expected to keep the inside and outside of the vehicle clean and

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presentable at all times. Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service will provide a detailed clean of the vehicle 6 times per year and this will be coordinated by the Administration team.

No alterations, additions or modifications are to be made to vehicles without approval.

It is the driver's responsibility to bring to Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service immediate attention any fault that could render the vehicle unsafe or un-roadworthy. Vehicles must not be driven when unsafe, un-roadworthy or in a condition that is likely to cause damage to the vehicle or injury to the driver and/or others. The Administration team will notify when a service is due and this is to be arranged promptly by the authorised driver of the vehicle.

Fuel Charge Cards

Fuel Charge cards are to be used for the purchase of fuel only. No miscellaneous purchases are permitted on these cards.

Odometer Readings and Services

Vehicle odometer readings will be obtained on a monthly basis.

Vehicle service schedules will be followed as per service manual recommendations. When a monthly odometer reading indicates that a service is imminent or due, the Administration team will notify the vehicle's authorised driver who is responsible for promptly booking the vehicle into a service.

Pool vehicle odometer readings and service bookings will be undertaken by the Administration team.

Personal Use

Reasonable personal use of the company vehicle is permitted however this may be reviewed at any time by the organisation. A contribution towards petrol costs above standard agreed fortnightly payments may be imposed if it is deemed that reasonable use has been exploited.

Any interstate travel must be approved by the Executive Officer and all petrol costs are to be borne by the individual. The organisation is not responsible for the payment of petrol costs for interstate personal use. If the travel is deemed business in nature, the company petrol card may be utilised in this instance.

Mobile Phones

It is a traffic offence to initiate or receive calls whilst driving including sending text

message, unless using a cars inbuilt handsfree system. Drivers must comply with this law at all times.

First Aid Kit

All company vehicles are to be stocked with a first aid kit which will be replenished periodically as appropriate. First Aid Kits or supplies can be obtained by enquiring with the Administration team.

Log Book Use

For pool vehicles (for example, the accessible van or the Adelaide office car), all drivers must use the log book provided in the vehicle to record each trip.

For vehicles allocated to particular staff, the log book must be used when the vehicle is utilised by another driver.

Inspections

Drivers are responsible for the condition and safe operation of their assigned vehicles. Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service requires drivers to check their vehicles for possible defects and report them immediately to the Administration Team.

Traffic Offences and Accidents

Any traffic violation or offence committed by an employee of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service will remain the sole responsibility of that employee. Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service will not be liable for any fines or penalties as a result of vehicle use by its employees at any time. The driver of any vehicle who has knowledge of a formal notice of an offence must notify Administration immediately.

The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to the Administration Team as soon as practicable via telephone as soon as possible. An incident report form will need to be completed in this instance also.

Where the employee is negligent, the employee will be responsible for payment of the insurance excess, which may necessitate the deduction of monies from wages.

Drugs, Alcohol and Other Illicit Substances

An Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicle must not be used by any driver who is affected by drugs, prescribed or social, or alcohol. No employee can drive an Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicle with a blood alcohol level above the prescribed limit (insurance becomes void), or be under the influence of medication and/or social drugs which may impair performance.

An employee who is found to be affected by drugs or alcohol will be responsible to pay for any damage to the Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicle, other vehicles, people or property as a result of an accident where that employee is the driver of an Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicle.

An employee who is found to have driven under the influence of drugs or alcohol will be subject to disciplinary action as appropriate.

No Smoking

Smoking is not permitted in any vehicle owned or operated by Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service.

Misdemeanour

If an employee causes damage to a vehicle through his or her own negligence, then that employee may be required to pay for the repair of the damage. Failure to comply with the above policies may result in the removal of vehicle usage or disciplinary action including termination of employment in serious circumstances.

GPS Devices

Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service vehicles are now fitted with GPS Tracking Devices. These devices are used to collect various information about the use of fleet vehicles including but not limited to: speeding, misappropriate use of vehicle, any related inappropriate use, performance management, WH&S purposes and safety of staff.

Registration & Insurance

The Administration team will maintain a register of vehicle registration and insurance details. Registration and insurance for vehicles will be renewed annually as per this schedule.

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Procurement & Disposal

Vehicle procurement planning will be undertaken by the CEO and/or the Administration team, with all procurements requiring final authorisation by the CEO.

Vehicles will typically be disposed and replaced after 30,000km (metropolitan use) or 50,000km (regional use), unless otherwise determined.

Signature

I agree to abide by all conditions contained within the Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service Fleet Motor Vehicle Policy.

Name: _____

Signed: _____

Date: _____

DOCUMENTATION

Documents related to this policy	
Related policies	Q224 – Employee Code of Conduct Q254 – Employment Conditions Policy Q260 – Disciplinary Procedure Policy Q400 – WHS Policy Q403 – Drug & Alcohol Policy
Forms, record keeping or other organisational documents	Fleet Vehicle Tracking Spreadsheet Vehicle Booking Procedure