



Coffs Harbour Regional Landcare Inc

Vehicle Use Policy

CHRL private vehicle use

INTRODUCTION

CHRL requires employees to use their own vehicles for work purposes. Safe vehicle use and operation is a priority for CHRL, along with the safety of our people and community.

PURPOSE

This policy governs the use of employees' private vehicles for authorised CHRL business. This policy outlines the matters to be considered when using a private motor vehicle for CHRL business travel, and the procedures to claim reimbursement for such use.

CODE OF CONDUCT

While driving vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The following actions while driving vehicles for work purposes will be viewed as serious breaches of conduct, and dismissal may be a consequence:

- ⌚ Drinking alcohol or under the influence of drugs while driving;
- ⌚ Driving while disqualified, or not correctly licensed;
- ⌚ Reckless or dangerous driving causing death or injury;
- ⌚ Failing to stop after a crash;
- ⌚ Demerit points leading to suspension of a license;
- ⌚ Any actions which warrant suspension of a license.

POLICY

I. RESPONSIBILITIES AS AN EMPLOYEE

Staff who are driving their own vehicles for work purposes will:

Coffs Harbour Regional Landcare Vehicle Use Policy (April 2021)

- ⌚ Ensure they hold a current driver license for the class of vehicle they are driving;
- ⌚ Immediately notify the Executive if their driver's license has been suspended or cancelled, or has had limitations placed upon it;
- ⌚ Be responsible and accountable for their actions when driving vehicles;
- ⌚ Display the highest level of professional conduct when driving;
- ⌚ Assess hazards while driving and anticipate 'what if' scenarios;
- ⌚ Comply with all traffic legislation when driving a vehicle;
- ⌚ Follow the crash procedures outlined in this policy;
- ⌚ Ensure the vehicle they are driving is registered and fully insured; and
- ⌚ Provide the Executive with current driver's license, registration and insurance details whenever details change.

II. RESPONSIBILITIES AS AN EMPLOYER

- ⌚ The employer, in this case the CHRL Executive, will be responsible for ensuring up-to-date records are kept, including:
 - ⌚ All relevant driver's license information including class, expiry date and license number;
 - ⌚ Current residential address and telephone number;
 - ⌚ All relevant vehicle registration details including date of expiry;
 - ⌚ All relevant third party and comprehensive insurance details including; insurance company, policy numbers and expiry dates.

The employer will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will encourage safe driving behaviour by:

- ⌚ Not paying staff speeding or other infringement fines.

III. REQUIREMENT FOR PRIVATE VEHICLE TO BE COVERED BY INSURANCE

Staff should ensure that their vehicle is legally registered, roadworthy and appropriately insured.

Coffs Harbour Regional Landcare Vehicle Use Policy (April 2021)

*CHRL will only reimburse a staff member for use of a private vehicle for business travel where the staff member certifies, at the time of submitting their claim, that the vehicle is covered by Comprehensive Insurance and Compulsory Third-Party Insurance policies.

*If a private vehicle is damaged whilst being used for CHRL business purposes any 'normal' excess insurance charges prescribed by the insurer will be reimbursed by CHRL, unless they include an amount prescribed by the insurer as 'punitive' excess charges.

*CHRL will only reimburse excess where a claim has been made on the insurer and the insurer has deducted an excess at settlement.

*All claims are to be submitted in writing to the Executive and must be supported by evidence of excess deduction applied by the vehicle insurer.

*CHRL will not accept any claims for damages other than in respect of insurance excess.

IV. REIMBURSEMENT FOR USE OF PRIVATE VEHICLE

CHRL applies the **current ATO** rate for motor vehicles.

⌚ All claims must be submitted to the Executive on a fortnightly timesheet to be approved by a CHRL committee member.

⌚ Claim should be submitted within a fortnight of the vehicle usage being claimed.

⌚ When claiming this reimbursement, PAYG tax is not deducted unless the total annual kilometres reimbursed exceed 5000kms. It is the responsibility of the staff member to keep their own records.

VI. ACCIDENTS

At the scene of an accident, employees should call an ambulance if any person is seriously injured. Dial 000 or, if using a mobile phone, dial 112.

The police should also be notified immediately in the event of personal injury or fatality, if all drivers do not provide personal details, if any of the motor vehicles need to be towed from the scene of the accident, or if damage to vehicle or property is estimated to be over \$2500. If the police are unable to attend at the scene, the employee should report to the nearest Police Station and make a written statement.

Coffs Harbour Regional Landcare Vehicle Use Policy (April 2021)

Record the full names, addresses, workplace details, telephone numbers, insurance and registration of all drivers, passengers, witnesses and the other vehicles involved in the accident. No discussion should be entered into whatsoever as to the negligence of either party. Where the vehicle is to be towed, ensure that the tow truck operator supplies you with documentation confirming the tow and the details of where the vehicle will be taken.

The Executive should be advised as soon as possible after the accident. An Incident Report Form & a Motor Vehicle Damage / Accident Form must be completed and returned to CHRL as soon as possible. This notification must be made irrespective of which party was at fault.

A copy of the insurance claim form must also be provided to the Executive.

VII. VOLUNTEERS WORKING ON SPECIFIC PROGRAMS

When volunteers are required to use their vehicles to take part in a particular CHRL project e.g., delivering and collecting myna bird traps, the above sections apply to them, with the following variations:

These volunteers can claim fuel usage at the same rate as employees, but their claims should be lodged at the end of each financial quarter.

Before using their vehicles for such volunteer work for the first time, these volunteers must provide the office with details of their Comprehensive Insurance and Compulsory Third-Party Insurance policies. CHRL will reimburse any excess following an accident, under the same conditions as set out above.

CHRL Vehicle Use Policy
Adopted by CHRL Executive
Date: 8th April 2021.....
Reviewed Date: 8th April 2021
Next review: April 2023