

Sample Motor Vehicle Usage Procedure

1. Overview of the Procedure

This procedure is a staff guide for the use of **[insert organisation name]** company vehicles, including vehicle maintenance and travel safety.

This procedure is to be read with the Facilities & Equipment Policy and Work Health and Safety Policy.

2. Considerations

Staff are responsible for all fines incurred while driving **[insert organisation name]** vehicle.

Staff are responsible for all costs, including costs due to voided insurance, while driving a **[insert organisation name]** vehicle without a valid NSW drivers license.

3. Procedure Steps

3.1 Management and Maintenance

It is the responsibility of each driver to ensure that the pool cars/ leased vehicles are kept clean.

Staff are responsible for ensuring that the vehicle is filled with petrol. Staff are to use fuel cards supplied by the organisation for each specific vehicle.

Regular maintenance and servicing of vehicles is overseen by the **[insert position]**. The maintenance and servicing of vehicles that are part of an employee's salary package is to be organised by the staff member.

Any damage to vehicles or any mechanical issues are to be reported to the **[insert position]** when acquired or noticed. Punctured tyres must be taken for immediate repair by the driver.

No smoking, food or drink are permitted in the vehicles.

3.2 Security of Vehicles (garaging and safety)

All vehicles are garaged in the **[insert location e.g. in the basement of the building]**.

Pool vehicles may be used for organisational business during working hours and should be returned to the **[insert place of overnight parking, e.g. the organisation's garage]**.

3.3 Organising Use of Pool Vehicles

Obtain permission from your supervisor to use the pool car (and if necessary overnight garaging of car in an alternative place).

In the **[insert car booking system, e.g. car diary]**, stored in **[insert place]**, write the day allocated for vehicle usage, your name, departure time, destination of intended trip and expected return date/ time.

Upon return and garaging of the vehicle in the allocated space, write in time returned, sign/initial **[insert car booking system, e.g. car diary]** and return key.

All travel must be logged using the **[eg logsheet system]**

3.4 Vehicle and Travel Safety

All vehicles contain a fuel card, are registered with roadside assistance, and carry a first aid kit. Drivers are to check the glove box for the fuel card, roadside assistance card and that the first aid kit is present before leaving the premises.

Drivers are responsible for adhering to all road and traffic rules. When driving, the hands free option must be utilised when using a mobile phone.

3.5 Driver Fatigue

To prevent driver fatigue employees are to adhere to the NSW Road Traffic Authority's *Stop, Revive, Survive* process, including:

- Ensuring the driver has enough sleep before driving
- Recognising early warning signs of fatigue, such as yawning, poor concentration, tired eyes, restlessness, drowsiness, slow reactions, boredom or oversteering
- Not driving at times when driver would normally sleep
- Avoiding long drives (over two hours)
- Taking regular breaks from driving
- Sharing driving where possible
- Stopping when drowsiness, discomfort or loss of concentration occurs
- Finding out whether medication taken may affect your driving.

3.5 Mobile Phone Use

Talking on a mobile phone while driving can affect the driver's ability to gauge distances, keep lane discipline and keep to an appropriate speed.

[insert organisation name] employees will:

- Never use a mobile phone unlawfully while driving
- Never use a hand held mobile phone while driving.
- If possible, switch off their mobile phone while driving.
- Only use a hands free mobile phone if they must receive calls while driving.
- Keep mobile phone conversations short.

- Never argue using the mobile phone while driving, and pull over and stop the car if possible while speaking on the phone.
- Never compose or read text messages when driving.

3.6 Accident Management

In the event of an accident, the driver is required to:

- Obtain the other driver's name, telephone numbers, license number
- Advise that your employer is the vehicle owner
- Exchange names of insurance companies
- Obtain name and contact details of witnesses
- Note the time, date and location of the accident on an Incident Report Form which is kept in the vehicle.

The driver is not to accept fault or liability, nor sign any statement which may be requested or produced at the scene of the accident.

If the damage appears to be more than \$1,000 or in the event of personal injury or dispute, the driver is to call the police. A police report must be made and the incident number recorded and supplied to the CEO/Manager.

Ensure that medical support/advice/assistance is sought for the driver and any passengers if required.

If the vehicle is no longer drivable, request instructions from the CEO/Manager by telephone on towing or other removal arrangements. Towing should be to the nearest approved repairer.

All accidents, however minor, are to be reported to the CEO/Manager or delegated staff member as soon as possible and within 24 hours.

A full written report of the incident should be given to the CEO/Manager or delegate.

3.7 Theft

In the event of the theft of an organisation vehicle, staff members are required to contact the police. A police report must be made and the incident number recorded and supplied to the CEO/Manager.

3.8 Infringements

Parking and other traffic infringements are the responsibility of the driver. Staff are required to provide sufficient details to allow traffic infringement notices to be redirected to the driver by way of statutory declaration.

Staff are responsible for all fines and repair costs due to voided insurance while driving a **[insert organisation name]** vehicle without a relevant drivers license which is valid in NSW.

Any staff member found driving over the legal alcohol limit or under the influence of drugs will be responsible for payment of all fines and repair costs due to voided insurance in the case of an accident, and will result in disciplinary action.

Additional inclusions:

- Log books must be completed
- Copies of staff drivers licences are to be supplied to the organisation upon request
- If a staff member fails to renew or has his/ her licence suspended they must notify [insert staff position] to ensure insurances aren't voided
- Except in the case of an emergency non authorised people are not to drive the organisations vehicles

Reference: *This is adapted from the NADA Vehicle Use Procedure.*

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44