Vehicle Use Policy

**TEMPLATE**

## **POLICY STATUS**

| Date Issued:  |  | Next Review Date:  |  |
| --- | --- | --- | --- |
| Date Last Revised:  |  | Approved by Board on:  |  |

| This policy provides a generic overview of how staff and volunteers should use vehicles, both those owned by the organisation, and their personal vehicles. It aims to protect the safety of staff, volunteers and resources to ensure the continuity of service provision.***Acknowledgements****This template has been supplied by AFRA members so that other members can benefit from a broadly researched and thoroughly compiled policy document which can be customised and tailored to suit.* **How to use this template:**1. Read through the policy and determine if it is suitable for your organisation.
2. If suitable, customise the policy by entering your organisation’s name and other details in the **[**text areas**]**.
3. Make any further adjustments necessary.
4. Remove this instruction box and remove **TEMPLATE** from heading and footer.
5. Remove AFRA logo in the footer or add your organisational logo alongside.
6. Send the policy to your governance body (eg. Board) for review and approval.
7. Once approved, update the policy status box with dates (above).
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##

# INTRODUCTION

**[INSERT ORGANISATION]** recognises that vehicles are integral to the service provision of our organisation and are committed to the safe and fair use of vehicles.

# PURPOSE

To ensure that staff and volunteers safely use vehicles and are supported in the safe use of vehicles.

# POLICY DETAIL

A full driver’s licence will be required for any driver of our vehicles. A copy of the licence will be held by the office.

All staff and volunteers who drive vehicles in the course of our work will demonstrate safe, efficient driving skills and other good road safety habits at all times.

All company vehicles will be maintained in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment. It is the responsibility of all drivers to ensure that the vehicle is maintained to a high standard.

Equipment provided in company vehicles promotes driver, operator and passenger safety. Staff and volunteers will not be required to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. Work schedules will be monitored and managed to ensure they do not encourage unsafe driving practices.

Driver training needs will be identified and appropriate training or retraining arranged. Safe driving behaviour will be encouraged.

While driving **[INSERT ORGANISATION]** vehicles or own vehicles for work purposes, staff and volunteers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

## Infringements

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

* drinking or being 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
* acquiring demerit points leading to suspension of licence
* any actions that warrant the suspension of a licence.

## Vehicle accident and emergency procedure

In the case of an accident or emergency:

* Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.
* Try to get the following information:
	+ details of the other vehicle(s) and registration number(s)
	+ name(s) and address(es) of the other vehicle owner(s) and driver(s)
	+ name(s) and address(es) of any witness(es)
	+ name(s) of insurer(s).
* Give the following information:
	+ your name and address and company details.
* If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.
* Contact the police:
	+ if there are injuries
	+ if there is a disagreement over the cause of the crash
	+ if you damage property other than your own
	+ if damage to the vehicle looks to be worth more than $2500.
* Follow-up - If there is an injury or major damage, report the crash to your manager as soon as you can.

## Private vehicle use

If an employee or volunteer is driving their own vehicle for the purposes of work, the same policies apply. In addition:

* the employee must seek the employer’s agreement before using their vehicle for work;
* the car must be legally registered, warranted and fully insured for the purposes of work – the employee must show evidence of this on request;
* the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts;
* the vehicle must not be used in conditions for which it was not designed (such as off-road);
* volunteers and staff are eligible for reimbursement of mileage where the above criteria are met. This will be reimbursed at the standard mileage rate as prescribed by Inland Revenue.

# APPROVAL

The Board of Trustees (the Board) of **[INSERT ORGANISATION]** has considered both current and best practice in the formulation of this Policy.

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board.

As part of its approval the Board requires that this policy is circulated to all staff and volunteers and for a copy to be included in the Policy Manual. The Board requires that all new staff and volunteers are familiarised with this Policy and other policies approved by the Board.