



Upper Great Southern Family Support Association Inc

Policy On

AGENCY MOTOR VEHICLES

Date Adopted:

Date Last Revised:

Review Date:



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Policies and Procedures

Policy and Procedure: Agency Motor Vehicles	Date Adopted:
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Agency Motor Vehicles

Purpose of this Policy

The purpose of this policy is to set out specific procedures in relation to the use of agency motor vehicle for work related and private purposes. UGSFSA provide motor vehicles to employees within the ordinary course of employment where it is deemed to be in the interest of UGSFSA. The provision of motor vehicles to employees will be at the absolute discretion of the Board of Directors. Motor vehicles owned or leased by the agency will be managed on behalf of Board of Directors by the Chief Executive Officer.

Motor vehicles shall be used by employees primarily to discharge their employment obligations as directed by UGSFSA Private use of motor vehicles by employees is secondary.

This policy applies to all of UGSFSA programs and activities and to all drivers of UGSFSA vehicles. The primary driver of any agency vehicle is the employee to whom the motor vehicle has been allocated. Any employee who is allocated a vehicle for private use has the option of nominating a second driver who may drive the vehicle outside of normal working hours. The primary driver must supply the name and address of the secondary driver to the Chief Executive Officer prior to the person being authorised as the secondary driver. It is the responsibility of the primary driver to acquaint the secondary driver with the content of the Policy on Use of UGSFSA Motor Vehicles.

The Policy

The following procedures are to be implemented to ensure that the agency meets its policy objective of ensuring that all employees are trained and resourced to achieve UGSFSA's mission and objectives.

1. All drivers of agency vehicles must hold a current Western Australian motor vehicle drivers' licence of the correct class for the vehicle being driven and the number of passengers being transported.
2. Employees allocated a motor vehicle are required to contribute towards its private use outside of the ordinary course of employment. The vehicle levy is reviewed and amended where appropriate as part of salary negotiations. The vehicle levy reflects the existing market conditions, the running costs of the fleet and the anticipated fuel consumption during periods of private use.
3. The levy is collected pre-tax on a fortnightly basis and is based on personal use as recorded in the vehicles log book. Employees, who change their place of residence, will be required to pay a 25% surcharge on the standard levy if their principal place of residence is more than 40 km from the agency's office.
4. Vehicle levies are also collected from employees during annual, long service, sick/family (up to 20 consecutive days), bereavement and paid study leave. The employee is also required to pay the vehicle levy in the event that the employee's driver's licence has been suspended. During periods of leave or license suspension, the agency reserves the right to recall the vehicle for work related purposes. During any such period no levy is collected from the employee.
5. UGSFSA provides fuel cards to employees who have an allocated motor vehicle. Fuel cards must be handed into the Chief Executive Officer whenever an employee is proceeding on leave, of any form, of more than five working days duration. The vehicle must be returned to work at the end of the leave period with a full tank of petrol before the fuel card is returned to the employee.
6. Where a fuel card is lost or stolen it must be reported to the CEO as soon as possible so that the organisation can cancel the fuel cards immediately. Fuel cards must be stored in a safe place and should not be left in an unattended vehicle.
7. UGSFSA fully maintain all the vehicles in its fleet. In circumstances where repairs are required outside of the regular service periods the employee must notify management and have the fault corrected by the appropriate dealership as soon as possible.
8. Tyre pressures must be checked regularly to avoid premature wear and correct tyre pressures to achieve optimum fuel efficiency.
9. UGSFSA motor vehicles must remain free from defects, including scratches or dents to the body and damage to the upholstery. It is the responsibility of the employee to notify the executive officer of any vehicle defects.
10. UGSFSA motor vehicles are comprehensively insured. An insurance excess is payable before a claim will be settled by the insurance company. If the

vehicle is involved in an accident during private use, the primary driver is responsible for the payment of any excess.

11. Where an accident occurs that is proven not to be the fault of the employee or the secondary driver, but is determined by the insurer to be the fault of the other party involved in the accident, then no amount of excess shall be paid by the driver of the vehicle.
12. The secondary driver must be named on the insurance policy for the vehicle.
13. The employee, as primary driver, is responsible for paying all traffic and parking fines incurred by either the primary or secondary driver of the vehicle.
14. Drivers must not drive an agency motor vehicle if their blood alcohol level is above the legal limit. Drivers must not drive an agency motor vehicle under the influence of illegal drugs or they are taking medication that cautions against driving.
15. In the circumstance of an agency motor vehicle being determined by the insurer to have been driven under the influence of alcohol or drugs, and subsequently damaged or causing damage to other property, the agency reserves the right to undertake legal action to recover all costs associated with the incident from the individual responsible for the damage.
16. All UGSFSA motor vehicles must be kept internally and externally clean. Where a motor vehicle is found in an unsatisfactory state of cleanliness on frequent occasions the vehicle will be cleaned and the cost will be reimbursed from the employee.
17. No smoking is permitted in any agency motor vehicle. If smoking is detected in any motor vehicle a written warning will be issued to the primary driver of that motor vehicle and the cost of commercial cleaning will be reimbursed from the primary driver.
18. Pets must not be transported in an agency motor vehicle.
19. Where an agency motor vehicle is involved in an accident the following procedures are to be followed.
 - 19.1 Where there are persons injured in the accident attend to them immediately and call the police and/or ambulance. There is a legal responsibility to stop immediately after an accident and, as far as practical, provide assistance to any injured person.
 - 19.2 No admissions as to responsibility for the accident should be made at the scene of the accident as this may prejudice UGSFSA's insurance cover of the motor vehicle.

- 19.3 Collect and write down the following information relating to the other driver(s) and vehicle(s) and any witnesses such as:
- name and address and driver's license number (please sight the driver's license or other identification)
 - occupation and employer details
 - contact telephone number at home and work
 - registration of the other vehicle(s)
 - name of insurance company and policy number
- 19.4 Where a person has been injured in the accident or the total cost of damage to all the motor vehicles is greater than \$1,000, the accident must be reported to the nearest police station (except where police have attended the scene of the accident and have taken accident details).
- 19.5 Report the accident to the CEO so that appropriate arrangements can be made for the accident vehicle and for alternative transportation to be found. Where the motor vehicle cannot be driven and must be towed away, note the name of the towing company and the location the motor vehicle is to be taken.
- 19.6 The driver of the motor vehicle must complete a motor vehicle claim form for insurance purposes that outline all the details of the accident previously gathered. A photocopy of the current motor vehicle driver's license must be included with the completed claim form. It is the responsibility of the driver to ensure as much detail is given and the form is as complete as possible. This must be given to the CEO for processing.
- 19.7 Where the motor vehicle is still roadworthy, two quotes must be collected from two RAC recommended repairers. This should be done as soon as possible after the accident. These quotes must be included with the completed accident claim form before the claim can be processed.
- 19.8 There is no undertaking to provide a substitute vehicle whilst repairs are undertaken.

Review of the Policy

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.