



Upper Great Southern Family Support Association Inc

Policy On

AGENCY USE OF PRIVATE MOTOR VEHICLES

Date Adopted:

Date Last Revised:

Review Date:



Upper Great Southern Family Support Association Inc.

Policies and Procedures

Policy and Procedure: Agency Use of Private Vehicles	Date Adopted:
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RELATED DISABILITY SERVICE STANDARDS:	Review Date:

Agency Use of Private Motor Vehicles

Purpose of this Policy

The purpose of this policy is to set out specific procedures in relation to the use of private motor vehicles for work related purposes. Upper Great Southern Family Support Association Inc. (UGSFSA) may require an employee or volunteer to use his or her own vehicle within the ordinary course of employment.

This policy applies to all of UGSFSA's programs and activities.

The Policy

The agency is committed to ensuring that, wherever a private vehicle is used for work related purposes, the occupants (employee, volunteer and/or UGSFSA's service users) are adequately protected from injury and properly insured.

The Procedure

The following procedures are to be implemented to ensure that UGSFSA meets its policy objective of protecting and insuring occupants in private vehicles during work related travel.

1. The driver of the private vehicle 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. Private motor vehicles that are to be used for work related travel must be comprehensively insured. The policy must specifically refer to UGSFSA as joint insured and/or contain a waiver of subrogation against UGSFSA
3. The employee or volunteer is responsible for any additional premium or excess whether at fault or not.
4. The employee or volunteer is responsible for any uninsured claims or loss whether at fault or not.
5. Employees and volunteers are required to provide a certificate of currency annually, specifically referring to UGSFSA as joint insured and/or containing specific reference to the waiver of subrogation against UGSFSA
6. Private motor vehicles that are to be used for work related travel must be maintained in roadworthy condition and registered at all times.
7. Employees and volunteers who are required to use their own vehicles for work related purposes will be required to keep a log book in order to claim a personal tax concession, unless otherwise negotiated.
8. Any motor vehicle use paid will be based reimbursement of actual fuel costs only unless otherwise negotiated.
9. Clients of UGSFSA may only be transported in private vehicles if the vehicle restraints fitted to the vehicle have been assessed as providing adequate protection to the service user.
10. The employee or volunteer will ensure that their motor vehicle insurance covers their private vehicle and its occupants in the event of an accident during work related travel.
11. The driver of the private vehicle is responsible for paying all traffic and parking fines incurred in the course of work related travel.
12. Drivers must not drive a private vehicle on work related business if their blood alcohol level is above the legal limit, they are under the influence of illegal drugs or they are taking medication that cautions against driving.

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.