



# Motor Vehicle Policy 1.1

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Responsible person	CEO	Review date	1 October 2021

## 1. Purpose

The purpose of this policy is to ensure the effective and efficient use of We Care Connect motor vehicles. The policy is intended to ensure:

- the integrity, reliability, and good performance of We Care Connect motor vehicles
- that drivers of We Care Connect vehicles have access to appropriate training and support
- that the motor vehicles are appropriately managed.

## 2. Scope

All drivers of We Care Connect vehicles, managers responsible for of We Care Connect vehicles and drivers who use their own private vehicle as part of their conditions of volunteering and/or employment.

## 3. Policy Statement

We Care Connect provides motor vehicles to volunteers principally as a tool of trade. The vehicles may be passenger cars or commercial vehicles depending on work requirements.

As a general policy, We Care Connect does not expect volunteers to make their private vehicle available for We Care Connect business on a regular and extensive basis, unless as a condition of a pre-agreement. Where a We Care Connect vehicle is not available, the Executive Officer or representative may give approval for a private vehicle to be used. An volunteer must have the written approval of the Executive Officer to regularly use their own vehicle for We Care Connect purposes (to complete duties as indicated in their Position Description) and the volunteer is responsible for ensuring that the vehicle is fully insured with comprehensive insurance (this is in addition to the Green Slip) and that the vehicle is properly maintained. The cost of insurance and maintaining the vehicle is the responsibility of the volunteer. The cost of any damages sustained to their own or other vehicle, as a

result of a motor vehicle accident, is the responsibility of the volunteer. This includes paying any amount of insurance excess that may be incurred.

Persons using their own vehicles We Care Connect

Where private vehicles are used, the costs of doing so are compensated in-part on a cent per kilometre rate, which takes into account not only the variable costs (fuel, oil, tyres) but also a portion of the fixed costs (registration, insurance).

#### 4. Principles

- **Motor vehicles are provided by We Care Connect as a tool of trade**

In no circumstance, is any person to drive or permit another person to drive any We Care Connect vehicle if that person:

- does not hold an unrestricted valid driver's licence for the type of vehicle concerned
- holds a red provisional license (red 'P' plates) except with written permission of the Executive Officer or equivalent, except in an emergency.
- is under the influence of any drug or alcohol in excess of the level prescribed by law

Any breach can void indemnity otherwise granted by insurers, and/or render the responsible driver personally liable for any damages sustained or costs incurred.

- **We Care Connect vehicles shall be adequately cared for and maintained**

Adequate maintenance and care means that all vehicles shall be:

- serviced as per the service manual by manufacturers' dealers (ie Ford by Ford service centre etc) or a service centre that fully complies with the manufacturer's requirements.
- maintained in good condition at all times. Any vehicle defect should be repaired immediately.
- regularly washed and vacuumed.
- As We Care Connect motor vehicles are a 'tool of trade', they form part of the workplace and so must comply with relevant WHS legal requirements.

Where a driver is involved in repeated at-fault incidents, We Care Connect may require the worker to undertake additional driver training, remove the allocated vehicle, or other disciplinary action.

- **Children under the age of 10 years must not travel in a We Care Connect vehicle**

This is to ensure the safety of children at all times including when the vehicle is in motion and during loading/unloading at collection/drop-off points.

- **Use of We Care Connect vehicles by other similar organizations is permissible with the approval of the Board provided this is covered by the vehicle insurance.**
- **The length of time that We Care Connect keeps motor vehicles is at the discretion of the Board of Directors and may change at any time without notice**

If a volunteer is interested in the purchase of a vehicle at the end of its period of use, they must submit an expression of interest to the Board to organise a valuation.

- **Fringe benefits tax (FBT)**

Not applicable

- **Payment of in-part compensation for a volunteer using a private vehicle**

Volunteers using their own vehicles for tasks assigned by the Executive Officer or representative must complete the We Care Connect Vehicle Use Claim Form and submit this form for payment.

- **Parking and traffic infringement fines are a personal expense that are the responsibility of the driver**

Infringement notices must not be paid by We Care Connect.

## 5. Acknowledgement

This document is directly based on the Wesley Mission Motor Vehicle Policy Version 7

**Attachment A – Driver Declaration to drive a We Care Connect motor vehicle**

I, \_\_\_\_\_ hereby declare that I:

Hold an unrestricted New South Wales motor vehicle driver’s licence and have no knowledge of any circumstances which could cause its cancellation or suspension

Have read and understood the Motor vehicle policy and will abide by all conditions in the policy

I will notify We Care Connect immediately should my licence status change and will immediately discontinue driving any Wesley Mission vehicle

Understand that We Care Connect can withdraw approval to drive a We Care Connect vehicle at any time at its discretion.

Driver name \_\_\_\_\_

Driver Licence Number/Expiry \_\_\_\_\_ Date \_\_\_\_\_

Driver signature \_\_\_\_\_

As the supervisor of the above driver, I:

Have sighted a copy of the employee’s driver’s licence

Understand my responsibilities in relation to this policy

Supervisor name \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_