



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6xb</b>	<b>Motor Vehicle (Fleet) Use</b>
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<b>Applies to: all staff</b>
<b>Specific responsibility:</b>

<b>Version: 1</b>
<b>Date approved: 11 May 2017</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	Australian Design Rules and Australian Standard Requirements. Staff code of conduct
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

The Management Committee has ultimate responsibility to provide motor vehicles for use by some employees as part of their working environment. The purpose of this policy is to ensure that individuals that drive company vehicles are safe at all times.

The type, make and model of new cars to be purchased will be determined by the Jumbunna Management Committee in consultation with employees required to drive motor vehicles as part of their working environment.

When determining the type, make and model suitable to the working environment, the Board will take into account:

- Purposes for which the vehicle is used
- Type of roads and distance (country/remote/sealed/unsealed)
- Number of employees and other passengers to be carried
- Safety aspects (eg. Carrying equipment)
- Purchase price and projected resale value
- Costs of insurance and repairs
- Costs of operating vehicle (fuel/servicing)

Unless there are specific and justifiable reasons, the type, make and model will be standard for all vehicles in the Jumbunna Fleet.

Additional fitting/options outside those included in the approved type, make and model require approval of the Management Committee.

The Management Committee will ensure that adequate resources are made available within the budget to implement all vehicle expenses.

Replacement of vehicles is planned to occur at approximately 40,000 kilometres or a two yearly, whichever

occurs first. Jumbunna's Management Committee must approve purchase of any replacement and it is required to have three quotes presented, at least one from a local dealer or company within our region.

The Management Committee delegates the monitoring and reporting of motor vehicles to the General Manager.

The General Manager will be responsible for the day to day implementation of fleet vehicle procedures and for ensuring that all staff are aware of these procedures.

### **Employer's responsibilities:**

It is the employer's responsibility to ensure that:

- Vehicle manufacturer and safety standards meet Australian Design Rules and Australian Standard Requirements.
- Servicing off vehicles in accordance with manufacturers requirements as well as safety checks specified by Jumbunna.
- Designated employees are involved in selection and testing of proposed fleet vehicles, in consultation with work colleagues.
- A copy of this policy is provided to employees upon employment and a signed acknowledgement is placed in the employees file.
- Vehicles damaged or requiring repair will be assessed to determine appropriate action, including replacement if necessary.
- Vehicles are provided with a first aid kit
- Vehicles are provided with a fuel card and PIN number is attached to glovebox interior.

### **Employee's responsibility:**

To ensure their own safety, and the safety of others, employees who drive Jumbunna Fleet vehicles are required to: -

- Provide Jumbunna with a copy of their NSW drivers licence and notify of any changes to such licence. New copies are to be provided upon expiry.
- Sign out vehicle in sign off book prior to leaving the office
- Not operate a company vehicle when under the influence of intoxicants such as alcohol and other drugs, or while impaired by prescribed medication, illness or injury.
- Check the vehicle for damage and report any apparent defects (e.g. dents, worn tread and low tyre inflation) to the General Manager.
- Any damage or defect identified whilst driving, which is a hazard (e.g. windscreen wipers, indicators not working, oil light remains on etc) should be reported to the General Manager and returned to the centre;
- Ensure windscreen and windows are clean; a visual inspection should be done to ensure the vehicle is clean and tidy inside and out, before leaving centre;
- Drivers must ensure that road safety limits are adhered to at all times. Any speeding fines incurred whilst driving a company vehicle will be paid for by the employee responsible;
- Expiation notices (fines) received while driving a company vehicle will be paid for by the employee;
- Ensure goods are stored in the boot of the vehicle and no loose items are on back window ledge, front dashboard ledge or in the back seat;
- Adjust seat to suit driving position and then adjust exterior/interior mirrors;
- Wear seat belt at all times when driving and ensure passengers do the same;
- Ensure the General Manager is advised when the vehicle is to be serviced in accordance with

manufacturer's manual and 5,000 kilometre minor service/safety checks between manufacturer's major services, or any display on vehicle screen;

- Fill the vehicles with petrol to ensure an adequate amount of petrol is in the car at all times – there is to be at least ½ tank of fuel in a vehicle prior to returning to the centre.
- Be aware of the inflation level of tyres, temperature gauge, and any warning lights that could indicate an area of concern with the vehicle. Advise the General Manager or WHS Coordinator
- Ensure the exterior/interior of the vehicle is kept clean as possible in between allocated cleaning times.
- Where applicable, ensure vehicle keys, are to be returned to key rack and vehicle signed in once the designated user has returned to the office.
- Company vehicles are to be driven by authorised employees only. Family members and friends are not permitted to drive the vehicles. An exception to this, would be in the case of an emergency or in case of repairs the vehicle would need to be driven by a mechanic.
- Employees whose drivers licences have been suspended or revoked must immediately notify the General Manager of this situation and must not continue to drive the company vehicle. Failure to do this will result in disciplinary action and potential dismissal.
- All accidents involving the company vehicle are to be reported to the General Manager immediately. Employees involved in an accident, no matter the severity, are required to stop at the scene and contact the police. Failure to do so will result in disciplinary action.
- Employees must record names and addresses of the other drivers involved in an accident, along with details of any witnesses.
- Employees must not discuss the accident with anyone on the scene (other than police in attendance). Employees should not accept responsibility for the accident.

The Jumbunna fleet vehicles (currently three Mitsubishi Outlander cars and one Ford Bus) are to be kept either in the locked car park at 60 High Street Casino, after hours during the week and on weekends, unless express permission has been received from the General Manager.

There may be instances when employees may be required to take one of the fleet vehicles home following a late appointment or early start, off site. These situations are permitted only following approval from the General Manager.

### **Transportation of children/students**

Some employees may be required to transport children in the bus or fleet cars to and from preschool or excursions undertaken by the Jumbunna Community Preschool.

All children are to be correctly restrained in restraints/car seats that comply with safety standards and are age appropriate for such passengers.

Staff are not to transport children alone and must always be accompanied by another staff member.

**I have read and understand the contents and my responsibilities as outlined in this policy.**

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**Signature**

.....  
**Staff name**

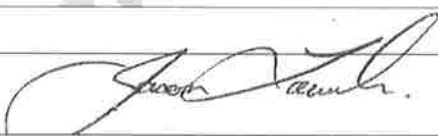



**Date:** .....

Please note a copy of this signed policy will be kept in your employee file.

**DOCUMENTATION**

Documents related to this policy	
Related policies	St3a - Case Management Policy St6xa – Home Visiting Policy Work Health & Safety Policy
Forms, record keeping or other organisational documents	Vehicle booking sheet, Vehicle key register, Fuel card use, staff sign in/out sheets,

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	General Manager	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11/5/2017		30/06/2018
2	30/6/2018		30/06/2019
3	30/6/2019		30/6/2020
4	30/6/2020		30/6/2021
5	31/8/21		30/6/22
6	28/7/22		30/6/23
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