

DISABLED WINTERSPORT AUSTRALIA VEHICLE POLICY

POLICY NAME	Vehicle Policy
DATE OF ISSUE	12 June 2019
POLICY COVERAGE	This policy applies to persons who are involved with the activities of Disabled Wintersport Australia (DWA), whether they are in a paid or unpaid / voluntary capacity.
DATE OF REVIEW	This policy will be reviewed at least annually and more often should legislative requirements other material changes to circumstances require.

1. SCOPE

1.1. This Policy applies to staff, volunteers and any other person driving DWA vehicles.

2. DEFINITIONS

2.1. An **employee** is a person paid for their services by DWA.

2.2. A **nominated driver** is a person registered as a driver with DWA and is a close relation of an employee.

2.3. A **volunteer driver** is a person registered as a driver with DWA and volunteering on a DWA activity or driving under the direction of DWA.

2.4. A **DWA vehicle** is a vehicle owned or leased by DWA, or a rental vehicle or private owned vehicle used for DWA.

3. GENERAL REQUIREMENTS

3.1. The Employee, Nominated Driver or Volunteer Driver **must not**:

3.1.1. Operate the vehicle, or allow the vehicle to be operated by anyone, whilst the driver is under the influence of intoxicating liquor or drugs, or whilst having a blood alcohol level in excess of the legal limit. Drivers must always adhere to the state laws for alcohol and drugs;

3.1.2. Use the vehicle for any unlawful activity;

3.1.3. Use the vehicle for any commercial or business purposes (other than DWA business);

3.1.4. Sub-let the vehicle to another person;

3.1.5. Use the vehicle for any sporting contests such as races, speed tests or rallies;

- 3.1.6. Operate the vehicle with a load or number of passengers in excess of that for which the vehicle was constructed and registered for or is capable of taking;
 - 3.1.7. Drive a vehicle that is unregistered, unless the vehicles are fitted with ADR compliance plates and Trade Plates. Unregistered vehicles (except those with Trade Plates) will not be covered by insurance;
 - 3.1.8. Drive a vehicle that is rendered unroadworthy;
 - 3.1.9. Operate the vehicle in situations that cause excess wear and tear;
 - 3.1.10. Drive or allow a vehicle to be driven by a driver without a valid driver's license;
 - 3.1.11. Use the vehicle in an unsafe or defective condition;
 - 3.1.12. Place, post or adhere magnets, stickers, signs or advertising material on the Vehicle, unless under direction by DWA;
 - 3.1.13. Smoke or allow others to smoke in a DWA vehicle.
- 3.2. The Employee, Nominated Driver or Volunteer Driver **must**:
- 3.2.1. Submit to a breath test, drug saliva test or blood test when legally requested by an authorised officer and authorise the results of these tests to be made available to DWA or DWA agents;
 - 3.2.2. Inform DWA of any restriction to or loss of their driver's license as soon as it occurs;
 - 3.2.3. Notify DWA if the DWA vehicle is impounded by the police;
 - 3.2.4. Notify DWA if the registration of a vehicle is to expire shortly or if the vehicle is un-registered;
 - 3.2.5. Keep the vehicle in a clean and tidy condition at all times in accordance with the Owner's Manual;
 - 3.2.6. Lock the vehicle when unattended;
 - 3.2.7. Garage the vehicle or park it off-street overnight wherever practicable;
 - 3.2.8. Report any faults or damage to the vehicle to DWA for rectification. Minor damage caused by normal wear and tear need not be reported;
 - 3.2.9. Adhere to any lawful and reasonable instructions by DWA.
- 3.3. Employees, Nominated Drivers or Volunteer Drivers not complying with the law do so at their own risk and will be required to indemnify DWA against any loss or damage caused by the failure to comply with the law.

4. DWA ACTIVITIES

4.1. When driving a DWA vehicle on DWA approved activities and complying with the law, DWA will be responsible for any insurance excess charges.

5. PERSONAL USE

5.1. When a vehicle is not required for DWA activities, employees may use a DWA vehicle for reasonable personal use.

5.2. When driving a DWA vehicle for personal use, the employee is responsible for:

5.2.1. All fuel payments;

5.2.2. Any insurance excess or damage charges.

6. NOMINATED DRIVERS

6.1. Employees may nominate drivers of a DWA vehicle. It is the responsibility of the Employee to ensure that the Nominated Driver operates the DWA vehicle in accordance with the law and any relevant DWA Policies. Any breach of DWA Policy by the Nominated Driver will be deemed to be a breach of the Employee.

6.2. Nominated Drivers must be fully licensed under applicable legislation and registered with DWA as a driver.

6.3. Irrespective of who is driving the vehicle, the Employee is responsible for:

6.3.1. Ensuring lodgement of all accident claims;

6.3.2. Any insurance excess charges; and

6.3.3. All points accumulated as a result of accidents and infringements.

7. ACCIDENTS/THEFTS

7.1. In the event of an accident, theft or breakdown, the Employee, Nominated Driver or Volunteer Driver is required to notify DWA as soon as practicable and complete any documentation required.

7.2. In the case of an accident or theft, a police report must be made in accordance with state law.

7.3. In the event of the vehicle being stolen, a report must also be made to the nearest police station (and all required documentation completed) and DWA.

8. TRAFFIC FINES

8.1. All traffic and parking fines are the responsibility of the Employee, Nominated Driver or Volunteer Driver.

9. FUEL CARDS

9.1. Some DWA vehicles will have a fuel card supplied. Fuel cards are only to be used for DWA vehicles for fuel, oil or associated essential vehicle needs.

10. FATIGUE MANAGEMENT

- 10.1. Wherever possible, drivers should share the driving with another driver.
- 10.2. Drivers must take a break at least every two hours.
- 10.3. Drivers should follow the fatigue management advice and guidelines set out by the Traffic Accident Commission, VicRoads and Roads and Maritime Services.

11. ADDITIONAL PROVISIONS

- 11.1. In addition to the provisions of this Policy:
 - 11.1.1. Any breach of this Policy including without limitation, failure to inform DWA of a restriction to or loss of driver's licence;
 - 11.1.2. Involvement in multiple accidents; or
 - 11.1.3. Damage to or abuse of a vehicle (whether negligent or intentional) and/or any traffic or driving convictions, may result in the driver's right to drive a DWA vehicle being suspended or withdrawn and/or disciplinary action up to and including termination of their employment. In this regard, any decision will be solely at DWA's discretion. DWA may also recover damages from the Employee.
- 11.2. Should any Employee, Nominated Driver or Volunteer Driver have their driver's licence suspended or cancelled, DWA withdraws its consent for that person to drive the vehicle during the period of suspension or cancellation.
- 11.3. If an Employee's entitlement to use a DWA vehicle is altered for any reason (including by loss of licence, conviction of a driving related offence, motor vehicle accident or breach of this policy and procedure) and the Employee is unable to meet the inherent requirements of their particular position, the Employee's continued employment with DWA will be reviewed and may be terminated.
- 11.4. DWA reserves the right to repossess a DWA vehicle from an Employee or Nominated Driver at any time.

Sighted and read and understood the policy – stated that they've read the policy. Must be confirmed read.