## MOTOR VEHICLE POLICY

### DIOCESE OF WAGGA WAGGA

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MOTOR VEHICLE POLICY

RATIONALE

The Catholic Schools Office (CSO) incurs significant expense in the purchase and maintenance of motor vehicles. Therefore we require these assets to be used appropriately by employees.

Access to safe and well maintained vehicles is vital for staff to enable them to fulfil their employment-related duties. This policy and related documents aim to ensure vehicles are appropriately maintained and available to CSO employees.

The objective of the Motor Vehicle Policy is to provide a governance framework for the appropriate management and use of motor vehicles.

POLICY STATEMENT

All CSO employees are entitled to the use of a motor vehicle, when available, provided by the employer when travelling on work related duties.

Employees have an obligation to access and use vehicles in a responsible and equitable manner. Employees who use vehicles during the course of their work are expected to operate vehicles safely and ensure that vehicles are maintained in accordance with the manufacturer’s specifications. Employees not following the CSO Driver Manual, The Motor Vehicle Policy or Procedures may lose their access to CSO vehicles.

SUPPORTING STATEMENTS

Responsibilities

**Head of Team – Finance and Resources** has responsibility for the overall fleet management of CSO motor vehicles.

Their role is to:

- Develop and promulgate fair and equitable policies relating to the procurement, utilisation, replacement and retirement of all CSO vehicles.
- Oversee the procurement, resale, maintenance, registration, insurance and booking processes.
- Ensure efficient, progressive and innovative management of CSO’s motor vehicles to complement the organisation’s cost and service objectives and strategic plan.
- Monitor fleet operations and carry out utilisation reviews.

**Heads of Team and Senior Managers** responsibilities include but are not limited to ensuring that;

- The fleet management policy is implemented and enforced throughout the organisation.
- The motor vehicle policy is considered with regards to the organisation’s health and safety policy and procedures.
- Drivers are not required to drive in excess of two hours without a break.
- They discipline drivers found to have contravened the policy.

**Vehicle custodian and authorised drivers** responsibilities are outlined in the CSO Driver Manual.
VEHICLE CATEGORIES

Employment Contract Vehicles – Vehicles allocated as part of an employee’s salary package.

Terms and conditions of the employment contract must be followed.

These vehicles can be used by an employee currently filling a specific job position, where a car is provided, for work related business and private use. The private use must be reasonable and not excessive.

The vehicle may also be driven by the employee’s nominees who meet the criteria for “Approved Drivers” as defined in this policy.

The vehicle will be garaged at the employee’s residence.

All costs essential to and associated with the purchase, running and maintenance of the vehicle will be borne by the CSO. The Head of Team - Finance and Resources is responsible for monitoring these costs.

The employee, by agreement, can make the vehicle available to other CSO personnel if not required by themselves for work purposes.

The employee may require the use of a ‘pool vehicle’ during times of vehicle turnover.

Vehicles are available for use on approved paid leave and the costs associated with running the vehicle will be charged as normal. Vehicles must be returned to the CSO during periods of unpaid leave of more than five days or where the employee is overseas for any length of time.

The employee is responsible for having their vehicle serviced by an authorised dealer in accordance with the manufacturer’s warranty recommendations.

The employee is responsible for keeping the vehicle clean and tidy to maintain a professional standard.

Upon cessation of employment the vehicle must be detailed and returned to the CSO in a clean condition, along with keys, the fuel card, maintenance log and other appropriate documentation.

Pool Vehicles – Vehicles in the CSO motor pool that are available for business use by CSO personnel.

All bookings for the use of a pool vehicle must be made using the correct protocols as outlined in the Motor Vehicle Procedures and the CSO Driver Manual.

Bookings are to be negotiated between all users. The core business of providing service to schools will take priority over all other bookings.

All vehicles in this category will be supplied and fully maintained by the CSO. The Finance and Resource Team monitors the usage and availability of vehicles.

These vehicles are not available for private use or use on any approved leave.

Pool vehicles are garaged at the CSO carpark in Wagga Wagga or the Slattery Catholic Centre carpark in Albury. Pool vehicles in other centres are to be garaged at a location determined by the Head of Team – Finance and Resources.
The Finance and Resource Team will supervise the maintenance of pool vehicles as per manufacturer’s specifications.

Where pool cars are unavailable and travel is business critical, hire cars may be used but only with prior approval from the relevant Head of Team and Finance and Resources Team.

**Use of Private Vehicles for CSO Business** – Whilst recognising that the use of private vehicles for CSO Business is occasionally required, regular use is strongly discouraged. Private vehicles should only be used where no pool cars are available, it is impractical to use a pool vehicle and the travel is business critical.

The CSO will not accept any liability which may arise from use of a private vehicle on CSO business.

It is the responsibility of the owner of the vehicle to arrange appropriate (comprehensive) motor vehicle insurance at their own cost. The CSO has limited cover for private vehicles.

The employee needs to also notify their insurer that the vehicle may be used for business purposes in order that individual policies may be suitably endorsed as the insurer may, subject to individual policy wording, deny a claim where a private vehicle is used for business purposes. An additional premium may be payable. Alternatively, the CSO has taken out insurance cover through Catholic Church Insurances that provides comprehensive motor vehicle insurance for private vehicles used on CSO approved business. A copy of this policy is available on request from the Finance and Resources Department as is a claim form. It is recommended than anyone considering using their own vehicle or asking others to use their own vehicle on CSO business reviews this policy.

Driving an unregistered vehicle is illegal. Employees choosing to drive unregistered, uninsured vehicles will not be covered by the CSO or the CSO’s insurer.

Staff and volunteers who use their own personal vehicle for CSO approved business are entitled to a kilometre allowance payment with prior approval. The rate is available from the Employee Services Team.

**Accidents, Breakdowns and Traffic Infringements**

All motor vehicles owned by the CSO are comprehensively insured by Catholic Church Insurances. Users are to follow the procedures for reporting an accident detailed in the Motor Vehicle Procedures document and the CSO Driver Manual.

Vehicles owned by the CSO driven for work purposes or authorised private use are covered by insurance for accident costs.

All CSO motor vehicles are covered by either the Dealer Roadside Assistance Scheme or where unavailable, NRMA’s Roadside Assist. Contact details for assistance are available in the glove box of each vehicle.

Drivers of CSO motor vehicles are required to observe all traffic laws, including regulations and by-laws relating to all aspects of motor vehicle operation in the applicable jurisdiction of operation. Any traffic infringements incurred must be paid by the offending driver and are not the responsibility of the CSO.

Any damage to a CSO vehicle must be reported to the Head of Team – Finance and Resources.
ACQUISITION and DISPOSAL

The Head of Team – Finance and Resources will be responsible for overseeing the purchase and disposal of motor vehicles. It is the responsibility of the Head of Team – Finance and Resources to determine the motor vehicle specifications to meet organisational requirements.

The CSO bases its motor vehicle purchases on:

- operational requirements
- work health and safety
- pricing
- operating costs
- environmental impact
- any atypical physical characteristics of particular drivers and the capabilities of the user population

It is mandatory for all CSO motor vehicles to meet these criteria:

- Proposed vehicle is equivalent to a fleet standard four or six cylinder vehicle
- Automatic transmission
- ABS Brakes
- Air bags – dual passenger
- Air conditioning
- Cruise control
- Power steering
- Mobile Phone Cradle
- Solar Tinting
- Protection Pack
- Metallic Paint (if desired)

Any variation from the traditional fleet vehicle range will be at the discretion of the Director of Schools. Prestige, sports style and large 4WD vehicles will not be considered.

Vehicles will be disposed of at approximately 80,000 kilometres. When a vehicle is approaching this figure CSO personnel need to inform the Head of Team – Finance and Resources. The Head of Team – Finance and Resources may also dispose of a vehicle earlier than 80,000 kilometres if it is determined to be more economical. If the vehicle is an Employment Contract vehicle, the staff member to whom the vehicle was allocated should seek quotations for a replacement vehicle as detailed in the CSO Driver Manual. Replacement of pool vehicles will be co-ordinated by the Head of Team - Finance and Resources.

Detailed procedures for acquisition and disposal of vehicles are included in the CSO Motor Vehicle Procedures.

APPROVED DRIVERS

Employees using CSO vehicles must hold a valid and appropriate Australian driver’s license. A copy of the license needs to be stored on file at the CSO. All other drivers of CSO vehicles must hold a valid and appropriate Australian driver’s license. For the purposes of this document approved drivers excludes those on learner permits.

DRIVER LICENSING

All persons who intend to drive a CSO motor vehicle (including contractors and family members) must hold a current and appropriate driver’s license.

CSO drivers and their supervisors are required to observe all the provisions for driver licensing under the Road Safety Act or other legislation that applies in the jurisdiction in which the driver is operating.
Drivers must provide a copy of their current driver’s license, which must be valid and appropriate for the type of vehicle.

Drivers of CSO motor vehicles are required to hold and continue to hold a driver’s license authorizing them to drive such a motor vehicle.

It is the responsibility of the CSO driver to notify his or her supervisor immediately of any changes in relation to his or her driver’s license status, i.e. the suspension, cancellation or loss of the license. In the event of a loss of license, the CSO cannot guarantee continuing employment.

**WORK HEALTH AND SAFETY**

Employers have a duty of care to provide and maintain a safe workplace and safe systems of work. This duty includes an obligation to maintain systems of work that are safe and without risk to health. A motor vehicle provided for business use is considered to be a plant and a workplace. Employers must provide such information, instruction, education and supervision as is practicable to ensure the health and safety of employees and others.

**SAFE VEHICLES**

The CSO is responsible for providing and maintaining for employees, so far as is practical, motor vehicles that are safe and without risk to health.

The CSO has a responsibility to ensure that employees using motor vehicles for work purposes are properly licensed and to encourage employees to observe safe driving practices.

Vehicles are to be maintained in accordance with the manufacturer’s requirements and must at all times comply with relevant road legislation.

**EDUCATION AND SUPERVISION**

So far as is practicable, the CSO is to provide the drivers of CSO motor vehicles with the information, instruction, education and supervision necessary for the ongoing performance of the drivers’ duties in a manner that is safe and without risk to health.

So far as is practicable, the CSO is to develop practices and procedures for motor vehicle-related information, instruction, education, supervision and relevant systems of work in relation to the following matters:

Motor vehicle familiarisation information and education will be provided where a CSO driver has not had sufficient driving experience with a motor vehicle model that is to be driven for operational purposes.

Each motor vehicle will contain the manufacturer’s owner’s manual.

The CSO will actively encourage safe driving practices and provide all drivers of CSO motor vehicles with appropriate information, education and training on road safety, occupational health and safety, reporting policies and procedures, and the applicable provisions of the Occupational Health and Safety Act and any other legislation applicable in other jurisdictions in which CSO drivers operate.

In accordance with the CSO Code of Conduct, the Work Health and Safety Act and the Road Safety Act, all drivers of CSO motor vehicles must exhibit appropriate driving behaviour and safe driving practice. So far as is practicable, employers are to monitor driver behaviour and eliminate inappropriate and unlawful driving behaviour.
Supervisors must provide a CSO driver with counselling and appropriate re-education whenever they fail to exhibit appropriate driving behaviour and safe driving practice.

**DRIVER SAFETY**

Drivers of CSO motor vehicles must take reasonable care for their own health and safety, and for the health and safety of passengers and other road users.

Drivers of CSO motor vehicles must comply with the applicable provisions of this policy, the CSO Code of Conduct, the Work Health and Safety Act, and any other relevant legislation of any applicable jurisdiction.

Drivers of CSO motor vehicles must cooperate with the employer on any action taken by the employer to comply with this CSO Motor Vehicle Policy or any requirement imposed by relevant legislation.

Drivers must at all times observe legislation on driving under the influence of drugs or alcohol and the use of mobile phones whilst driving.

To assist in the risk management and development of effective CSO driver information and education programs, drivers of CSO motor vehicles are required to authorise the employer to record and obtain from the State Roads and Traffic Authority or any other appropriate authority:

(a) detail of all traffic and motor vehicle-related offences committed by them while driving a CSO motor vehicle

(b) driver’s licence details and status

(c) detail of any loss of driver’s licence points

Such information is to be administered in accordance with the provisions of the Information Privacy Act.

It is the responsibility of the driver to ensure that the vehicle is used in accordance with requirements detailed by the manufacturer and legislation.

Drivers of CSO motor vehicles are required to report any faults immediately to the CSO Finance and Resources Team for immediate rectification.

**FRINGE BENEFITS TAX**

Private Use of a CSO motor vehicle creates a non-cash benefit and gives rise to a Fringe Benefit Tax (FBT) Liability. The CSO pays FBT on all company cars where there is a private use component.

This tax is calculated using a formula based on the distance travelled by the motor vehicle for the period 1 April to 31 March each year.

It is a legal requirement that each CSO driver, be it the regular or temporary driver, makes a declaration at the end of the day on the 31st of March each year stating the odometer reading at that time.

**FUEL CARDS**

All CSO vehicles are supplied with a fuel card managed by the Head of Team – Finance and Resources. Fuel cards provided with CSO motor vehicles may only be used for the purchase of fuel and lubricants for CSO motor vehicles at participating outlets.
Use of CSO provided Fuel Cards for private use is strictly prohibited.

Fuel cards are not to be used in connection with any customer loyalty points scheme or for any personal benefit.

When making fuel purchases, drivers must provide an accurate odometer reading at point of sale. Drivers of CSO motor vehicles must immediately report cases of lost or stolen fuel cards to the Head of Team – Finance and Resources or the Fuel Card Provider.

**FIRST AID**

All vehicles have first aid kits which will be checked and restocked every two years by a nominee of the Head of Team – Finance and Resources.

**RELINQUISHMENT OF A CSO MOTOR VEHICLE**

All rights and duties in conjunction with the use of a CSO supplied motor vehicle cease in the case of:

- The last working day of employment.
- The employee no longer meets the eligibility criteria entitling them to a motor vehicle
- Disability or illness prevents the safe operation of a motor vehicle
- The employee is legally no longer able to meet the requirements of their position description.

**MOBILE PHONES**

Drivers are not permitted to operate a hand-held mobile phone when the motor vehicle is moving or stationary but not parked. Drivers incurring an infringement notice for this offence are responsible for the infringement.

Car mounted mobile phone cradles or bluetooth capacity will be provided in all CSO vehicles to enable hands free talk.

**SMOKING**

Smoking is not permitted in any CSO vehicles.

Bishop Gerard Hanna DD

**Bishop of Wagga Wagga**

Alan Bowyer

**Director of Schools**

Diocese of Wagga Wagga