

	GUIDELINES FOR THE USE OF MOTOR VEHICLES	Document No:	HR-PRO-033
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1. Purpose

The purpose of this document is to set out clear guidelines for use of Conference-provided, privately owned, hired motor vehicles and any other motor vehicle used by ACBC workers in the course of their duties and other drivers authorised under this guideline.

2. Scope

This procedure applies to all ACBC agencies and other drivers authorised under this guideline.

3. Related Documents

[ACBC Work Health and Safety Policy](#)
[WHS-PRO-022 First Aid Arrangements](#)

4. Definitions

Definitions are contained within the body of these guidelines.

5. Responsibilities

Responsibilities are as stated within the body of the guidelines.

6. Entitlement to a Motor Vehicle

A Conference provided motor vehicle may be offered as part of a worker's salary package.

The Bishop or Agency Head may determine that the duties of a certain position require the use of a motor vehicle. It is at the Bishop or Agency Head's discretion that a motor vehicle will be offered to the incumbent of that position.

A motor vehicle may be provided as a consequence of the work-related need of a position. This arrangement must remain in place unless the needs of the position change or by consultation if extenuating circumstances exist or arise.

Once a worker has a fully serviced motor vehicle as part of their salary package or other work-related agreement the arrangement must remain in place for at least one year. If extenuating circumstances arise during this one year period the Bishop or Agency Head may review and, following consultation with the employee, alter the original arrangement.

7. Authorised Drivers

For the purposes of this document, an authorised driver is a worker whose position within the ACBC entitles them to either full private use or work-related use of a company owned vehicle. An authorised driver may also include the immediate family members of a worker. An authorised driver also includes a person who in the course of their duties may be required to drive a hire vehicle.

8. Licences

All authorised drivers are required to maintain a current and appropriate licence to drive in Australia. A record of the annual licence check is to be kept on the personnel file. It is the driver's responsibility to notify their direct supervisor when their licence is renewed, suspended or cancelled.

The authorised driver of a Conference-provided vehicle may authorise another person to drive the vehicle, as long as the other person possesses a current and appropriate driver's licence, they drive within the law at all times and the use of the vehicle by the other person is in accordance with the agreed use of the Conference-provided vehicle. The authorised driver should be aware and ensure that the other person is aware that the excess on a claim involving a driver who has not attained the age of twenty-five years will be higher.

9. Servicing

All Conference-provided vehicles are to be routinely serviced according to the vehicle owner's manual.

The authorised driver is responsible for ensuring that the Conference provided vehicle is regularly serviced according to the vehicle's owner's manual. Records of regular servicing of the vehicle are to be maintained by the authorised driver.

NB: The service centre usually affixes a sticker to the windscreen indicating when the next service is to be performed.

10. Cleaning and Routine Maintenance

It is the responsibility of the authorized driver to ensure that the vehicle is kept in a clean condition at all times and normal running items such as petrol, oil, water, battery, tyres etc are to be checked regularly.

Vehicles are to be presented clean and tidy on the day of changeover.

Where a vehicle has not been maintained in the appropriate manner, the Conference will require reimbursement for costs incurred in cleaning the vehicle.

11. Tyre Rotation – Front to Back Same Side

It is the responsibility of the authorised driver to maintain the tyres in accordance with the manufacturer's instructions.

12. Faults and Defects

The vehicle should be taken to an authorised repairer for rectification of any fault or defect as soon as it is found or to the dealership if the fault or defect is found during the warranty period.

13. Registration and Insurance

All vehicles are registered either in the name of the Australian Episcopal Conference of the Roman Catholic Church or in the name of the Agency.

All vehicles are comprehensively insured with Catholic Church Insurance Limited.

Where an authorised driver who is not a Conference worker has an accident while driving a Conference-provided vehicle, the Conference worker, who is the authorised driver as part of a salary package, will be liable to pay the applicable excess on the insurance claim unless the vehicle is being used in the course of Conference business. The authorised driver must ensure that all other

authorised drivers are aware that the excess on a claim involving a driver who has not attained the age of twenty-five years will be higher.

14. First Aid Kits

A glove box first aid kit should be placed in all work-provided vehicles. Authorised Drivers are responsible for the day-to-day maintenance of their glove box first aid kits. FAOs are responsible for the maintenance of glove box first aid kits in pool or shared vehicles.

15. Roadside Service

Roadside assistance will be provided for all Conference provided motor vehicles.

16. Smoking in Vehicles

Smoking is not permitted in Conference-provided vehicles, hire cars or private vehicles when used for work purposes.

17. Driving Under the Influence of Alcohol or Drugs or When Fatigued or ill

All drivers are under a duty of care to avoid injury to themselves and others, and must abide by all laws in relation to the operation of motor vehicles. The Conference will not accept any liability for any breaches of the law in relation to the operation of Conference--provided motor vehicles or other motor vehicles being used in the course of Conference business.

When travelling by motor vehicle occupants of the motor vehicle must have a rest break of fifteen (15) minutes immediately following two (2) continuous hours of travel to avoid the musculoskeletal hazards.

18. Mobile Telephones

In many jurisdictions it is an offence to use a hand held mobile telephone while driving a vehicle. Drivers cannot legally operate the phone while driving or while waiting at an intersection. Drivers must move the vehicle to a safe location and stop and turn off the vehicle ignition before operating a hand held mobile telephone. The Conference does not recommend the use of mobile telephones while driving even when a hands-free kit is used, as it is considered the driver is distracted and would therefore not be able to fully concentrate on driving.

19. Traffic Infringements

All infringements are the responsibility of the driver.

Please note: There are two important phrases in the above wording.

“The Driver” refers to the person driving or in charge of the vehicle at the time of the offence. It usually refers to “the authorised driver” however it applies to all vehicles driven in the course of Conference business. As soon as you are seated in the driver’s seat you become the person responsible for that vehicle. This is particularly important when taking into context the next phrase.

“All infringements” – This extends to minor offences such as defects on the vehicle including bald tyres, a broken headlight or other defects which would render the vehicle un-roadworthy.

Drivers must check the condition of the vehicle prior to operation and are not to drive a vehicle that is un-roadworthy.

Conference-provided vehicles contain a log book to record the details of date and time and driver when not being used by the authorised driver.

20. Procedure in Case of Motor Vehicle Accident

If a driver is involved in an accident while travelling in a Conference-owned vehicle, they must take all reasonable steps to ensure the safety of themselves and any other persons involved. The driver must notify police in accordance with the laws and regulations of the local jurisdiction. The driver must not, at any time, admit any liability for the accident.

A copy of the Motor Vehicle Accident Checklist ([HR010](#)) should be kept in the glove box of the vehicle. This can be used to record the details of the accident and witnesses.

The driver's supervisor is to be notified of the accident as soon as possible.

As soon as possible after the event, complete the appropriate Claim Form and submit it to the person responsible for the processing of insurance claims for your Agency.

A copy of the insurer's instructions should be kept in the glove box in case of an accident. Refer to these instructions in the event of an accident.

21. Medical Emergencies

Neither Conference-provided vehicles nor private vehicles are to be used to transport people in the event of a medical emergency. An ambulance should be used in the event of a medical emergency.

22. Private Use of Motor Vehicles

The private use of Conference-provided vehicles must form part of the worker's terms of employment and their remuneration package. Other workers must have prior approval from their Manager to allow private use of a Conference-provided owned motor vehicle. In considering such requests Managers must ensure that any fringe benefits tax liability has been accounted for.

23. Use of Private Motor Vehicles for Official Business

Workers are strongly encouraged to use available Conference-provided vehicles for work purposes. If there is no Conference-provided vehicle available it is recommended that workers hire a vehicle, use a taxi or public transport. If this is not practical and the worker agrees to use their own vehicle the following conditions apply:

- Use of a private vehicle for official business must have the prior approval of their Manager;
- The vehicle to be used must be safe, roadworthy and suitable for the intended purposes;
- The vehicle must be currently registered and comprehensively insured, with details of registration and insurance recorded on their personal file and updated on an annual basis;
- The driver is to be adequately licensed and a copy of their up-to-date licence is to be sighted by their Manager. A record of the licence number and expiry date is to be kept on their personnel file;
- The driver should check the insurance policy for their motor vehicle in regard to work related use.
- The driver has a responsibility to declare to their direct supervisor any relevant infringements that may affect the agreement;
- Official passengers should not be carried in a private motor vehicle. If no other way of transport is available at the time, the driver must comply with relevant Work Health & Safety requirements.
- In the event of a medical emergency an ambulance should be used. Private vehicles (or conference provided vehicles) are not to be used.

- Allowance for kilometres travelled is available upon their supervisor's approval and will be based on the applicable Award rate or ATO rates current at the time. If other transport is available then the amount paid will be whichever is lower, for example airfare versus reimbursement of mileage travelled.
- The Manager must be aware at all times of the possible liability associated with regard to loss or damage caused by the driver of a private vehicle under such an agreement.

24. Personal Loss/Damage

The Conference does not accept liability for any damage to or, loss or theft of personal items from a Conference-provided motor vehicle or for a private motor vehicle used for official business as this is not covered by the Conference's insurance policy.

25. Records

All documentation is to be retained in secure files for seven (7) years after the position has been finalised.

Motor Vehicle Accident Checklist ([HR010](#))