BANC Financial/Administrative Management

POLICY 5.5 Use of BANC Motor Vehicles

Policy number	5.5	**Version**	1
Approval Date	V1:	**Date of last revision**	2018
Authorisation/ initials	V1: xx name of person & xx job title		
Review date	2021		

1.0 Purpose

This policy provides the guidelines for:

i) the management and use of BANC owned and leased vehicles (the BANC fleet);
ii) the use of private vehicles by BANC staff and volunteers.

2.0 Policy Scope

This policy applies to the following persons.

Board	Staff	Volunteers	Students	Service Users and their representatives	Contractors/ Suppliers (including their employees)	Members of the public
✓	✓	✓				

3.0 Policy Details

The General Manager has broad overall responsibility for BANC motor vehicle management and staff use of their private vehicles for work related purposes.

The General Manager may delegate responsibilities to the BANC Access Manager for the day-to-day management of the BANC Fleet. Other specific responsibilities may be delegated to other staff.

The General Manager will ensure BANC vehicles comply with NSW Traffic Laws, vehicle registration regulations, comprehensive third-party insurance requirements and regulations concerning the fitting and use of safety equipment as required.

BANC's motor vehicles are to be used to support its service provision. Generally, BANC's vehicle fleet must not be used for any other purpose than BANC business. Staff and volunteers may not use BANC's motor vehicles for personal benefit or gain, or for the benefit or gain of other individuals or organisations without first obtaining permission from the General Manager.

4.0 Responsibilities

Position	Responsibilities
BANC General Manager	Refer to responsibilities specified in Section 7: Related Procedures Oversight of BANC vehicle management Board reporting
BANC Access Coordinator	Refer to responsibilities specified in Section 7: Related Procedures
Finance Manager	Refer to responsibilities specified in Section 7: Related Procedures
Board	Organisational compliance with legal obligations
Staff	All staff must be familiar with this policy, their responsibilities under the policy and ensure that procedures are followed.

5.0 Related Documents

Policy 2.15 Work health and safety
Policy 2.16 Risk management
Policy 3.5 Employment and conditions – casual staff
Policy 3.6 Employment and conditions – permanent staff
Policy 3.17 Volunteer management
Vehicle accident and incident report form

6.0 Policy Change History

Version	Description	Date	Updated By
1	New policy format & updates to policy content.	10/2021	AW

7.0 Procedures

7.1 Responsible driving
7.2 Management of BANC vehicle fleet
7.3 Use of private vehicles
7.4 Vehicle emergencies
7.5 Using vehicles from other organisations

7.1 Responsible driving

Updated Date/By	10/2021	**Desc.**	New format

1	Any employee required to drive as part of their employment, must have a valid driver's licence and provide a copy to BANC upon commencement.
2	All passengers and staff, except where a valid medical exemption is provided, must utilise appropriate safety equipment including seatbelts, harnesses or wheelchair restraints.
3	Drivers will not consume alcohol or other self-administered illegal substances; non-compliance will result in instant dismissal. If prescribed medications are taken that may impair the ability to drive, this must be reported to their supervisor who may request medical clearance or reassignment to other duties.
4	Any driver, whether volunteer or paid, who breaches the traffic laws must report this to BANC. The incident will be documented, and action/s taken as deemed appropriate by the relevant supervisor. Staff and volunteers incurring parking and traffic fines whilst using BANC vehicles are personally responsible for paying the fines. BANC will arrange to transfer all fine notices received to the driver for settlement using address and licence details held, to the State Debt Recovery Office (SDRO), Roads & Maritime Services (RMS) or NSW Police as appropriate.
5	Incidents of careless driving or discourtesy will be reported to the General Manager and action/s including (but not limited to) counselling and dismissal may result.

6	Driver competency appraisals are carried out upon employment commencement, and thereafter on an annual basis. The appraisal covers, but is not limited to, safe driving practices and emergency procedures.
7	Driver training may be provided by an external provider when considered appropriate.

7.2 Management of BANC vehicle fleet

Updated Date/By	10/2021	**Desc.**	New format

1	**Management of vehicle records** The BANC Access Manager will keep up-to-date records for all vehicles/drivers used to deliver BANC Access services. Information kept for each vehicle will include seating, luggage capacity, accessibility features, driver licensing requirements, insurance cover and limitations, maintenance history, cleaning register, registration and insurance renewal/expiry dates.
2	**Vehicle log** Each vehicle must carry a vehicle log. Drivers must maintain this log with up-to-date and accurate information.
3	**Vehicle Maintenance and Safety** • Safe, reliable passenger transport services rely upon regular, effective vehicle maintenance. • Vehicles must be kept in a clean and presentable condition at all times. • Staff will complete a COVID-Safe clean at the end of each support. • All specialist equipment and safety devices fitted to vehicles will be regularly inspected and maintained in accordance with manufacturer's specifications.

4	**Vehicle Inspection and Maintenance** • Ensure all vehicles and equipment are fully functional prior to each day's service is essential. A vehicle inspection will be carried out on a weekly basis. • Vehicle inspections will ensure that vehicles are clean, refuelled and the logbook details have been recorded. Any issues are to be reported to the BANC Access Manager or their authorised delegate. • BANC vehicles must not be used when an inspection identifies any safety defect/s rendering it un-roadworthy as defined by NSW Traffic Laws. • A qualified mechanic will maintain vehicles as per the manufacturer's recommendations.
5	**Driver Safety** To maintain high standards of driver safety and service efficiency all service trips, whether regular or one-off, must be planned beforehand. Timetables will consider distances, roads travelled on, time required for individual client needs and any specific requirements, venues and parking. Vehicle drivers will discuss any problems arising during their run with the BANC Access Service Delivery Coordinator or authorised delegate.
6	**Vehicle Safety Equipment** BANC will equip all vehicles with the appropriate safety equipment for effective service provision.
7	**Carriage of Mobility Aids and Goods on Vehicles** Incorrectly or poorly stowed items pose a risk. Therefore: • No item shall be carried in an unsafe manner i.e. allowing it to become a projectile in the event of sudden deceleration (e.g. an accident), or blocking an entrance, exit, aisle or emergency exit; • Wherever practicable, items will be stowed in designated storage bins or lockers; • Mobility aids that cannot be appropriately secured within a vehicle must not be carried within the passenger compartment.
8	**Use of fuel card** A fuel card is assigned to drivers using BANC fleet vehicles. The card must only be used for fuelling BANC vehicles, with all purchases being recorded in the vehicle log. Vehicles must be returned fully fuelled at the end of trips.

9	**Garaging BANC vehicles** • All BANC vehicles must be garaged on BANC premises. • Occasionally the General Manager or their delegate, may agree to a staff member garaging a BANC vehicle at a nominated private residence. Vehicles should be parked off-road. In such cases, the staff member will ensure all possible measures are taken to secure the vehicle.
10	**Client use of BANC vehicles** From time to time, an agreement may be made for a client or carer to use a BANC vehicle. The terms of use will be strictly controlled, documented and signed by both parties. The agreement will be drawn up with consideration of the particular circumstances and will state the obligations regarding motor vehicle insurance.

7.3 Use of private vehicles

Updated Date/By	10/2021	**Desc.**	New format

1	**Vehicle use** • Employees may be required to use their own vehicle for work purposes. This requirement will be stated as an employment condition for the position. • Vehicles must be road worthy and registered. Comprehensive insurance is required, proof of which will be provided to BANC upon commencement. • In the event of an accident or damage occurring during the course of an employee carrying out their duties, which is not the fault of the driver, BANC will pay a maximum of $400 to cover the cost of any excess, damage or lost No Claim Bonus. A copy of the police form must be submitted prior to payment. • If their comprehensive motor vehicle insurance policy lapses, for any reason, an employee is expressly prohibited from using their own motor vehicle for BANC work purposes. • The driver is responsible for payment of fees resulting from illegal activities such as parking infringements or speeding fines. • Reimbursement of costs as per the relevant Employment and Conditions Policy.
2	**Management of driver records** The Finance Manager is responsible for maintaining HR driver documentation including copies of licences, insurances, etc.

7.4 Vehicle emergencies

Updated Date/By	10/2021	Desc.	New format

1	**Vehicle Breakdowns** In the event of a breakdown, staff will take immediate action to minimise danger to passengers and to ensure their comfort. Possible actions include: **Initial actions: On site:** • Moving the vehicle to a safe position (away from traffic) where possible • Ensuring passengers are safe • Calling NRMA /Police as needed • if the vehicle cannot be moved, assisting passengers to move to a safe location • Utilising appropriate safety equipment to minimise risk • Calling the BANC Access Service Delivery Coordinator/Support Officer **Subsequent Actions: In the BANC Office** • Any BANC vehicle which develops a mechanical fault rendering it non-roadworthy shall be withdrawn from service until the fault has been rectified and inspected by an authorised vehicle repairer, • Record breakdown details using the Vehicle Accident and Incident Report Form
2	**Vehicle Accidents** In the event of road traffic accidents involving a BANC vehicle, the highest priority is ensuring the safety of passengers and staff. Minimising risk to the general public and observing legal obligations are also important considerations. Accidents may be minor, moderate or major. Minor accidents are those where there is no health or psychological impact on passengers or drivers and damage to the vehicle does not render the vehicle unsafe or not road worthy. Moderate accidents are those where there is no apparent health or psychological impacts on drivers or passengers, but the vehicle is damaged. Major accidents are those that necessitate calling the Police and/or other emergency services. **Initial actions: On site** • In the event of any accident, however minor, the vehicle should be immediately and safely stopped

- Where an accident has not involved another person or damage to third party property, the vehicle should be checked for damage and roadworthiness before proceeding
- Where the accident is more significant, staff must take all necessary steps to minimise risk to themselves, passengers and other road users including, but not limited to, moving passengers to safety
- First aid will be administered to the best ability of staff if required
- The Ambulance and Police must be called wherever required
- The relevant supervisor must be notified as soon as practicable
- Names and contact details of witnesses will be obtained, if possible
- If another vehicle is involved, the following information should be obtained:
    - The owner's name, address and telephone number,
    - The driver's name, address and driving licence number or other identification,
    - The name of the owner's insurance company,
    - The make, type and registration of the vehicle,
- The BANC driver should identify themselves to the other driver, together with their name, address and registration number.

No BANC team member will admit liability for an accident or make any statements or comments that may be interpreted as an admission of liability

- If the Police attend, team members will provide all relevant information about themselves and other parties (including the other driver where appropriate), obtain and keep a record of the attending police officer's name, rank, number and station.

Subsequent Actions: In the BANC Office

- Contact the carers or nominated contacts of any injured or affected client/s
- Any BANC vehicle which develops a mechanical fault rendering it non-roadworthy will be withdrawn from service until the fault has been rectified and inspected by an authorised vehicle repairer
- Record breakdown details using the Vehicle Accident and Incident Report Form
- Relevant paperwork may include self-reporting forms required by Police where damage or injury has occurred
- Counselling and support will be provided where necessary to passengers and staff traumatised by any accident

7.5 Using vehicles from other organisations

Updated Date/By	10/2021	**Desc.**	New format
1	• The General Manager, or their delegate, will ensure that vehicles belonging to other organisations used for BANC's service delivery, comply with the same standards required for BANC vehicles.		

***** Attachments section begins on next page *****

8.0 Attachment: Vehicle Accident and Incident Reporting Form

Location of Incident:		
Date and Time:		
Registration of Vehicle/s Involved:		
Persons Involved:		
Name:	Name:	
Address/Phone:	Address/Phone:	
Licence No:	Licence No:	
Witnesses:		
Name:	Name:	
Address:	Address:	
Was a staff member injured?	**YES** ☐	**NO** ☐
Was a service participant injured?	**YES** ☐	**NO** ☐
Description of Incident:		
Date Incident reported:		
Manager's comment and follow up action:		
Date of Action:		
Manager's Signature:		
Date:		