

AC02: Vehicle Policy

Type	CEO	Version	2
Approval Date	8 August 2021	Res	8.1.8.21
Review Date	February 2023	Doc ID	

Background

The purpose of this policy is to provide guidelines to Aged Care employees on general principles and standards of use and care associated with the operation of motor vehicles as part of the Aged Care service. This policy and procedure is intended to ensure:

- the health and safety of the Aged Care clients and staff, and
- the appropriate upkeep of the Aged Care vehicle,

Scope

This policy shall apply to any driver of any vehicle owned, leased or under the control of staff during their activities under the Aged Care service.

Legislative and Policy References

Organisational documents relevant to this policy and procedure:

- AC02.1 *Repair and Maintenance Request form*
- GOV02 *Code of Conduct* (CEO and Staff)

Definitions

Nil

Policy Objectives

To clarify the conditions of use for vehicles used by Aged Care staff to ensure that the drivers and vehicles meet minimum standards to ensure the health and safety of Aged Care clients and staff.

Policy and Procedure

Acceptable Use

The use and availability of the Aged Care vehicles will be strictly controlled by the Aged Care Director and the Chief Executive Officer (CEO).

The Aged Care vehicles are for use of the Aged Care staff to carry out aged and disability services for the clients.

AC02: Vehicle Policy

Personal Vehicle Use

Aged Care staff may be required to use their own vehicle to undertake Aged Care Services. Staff using their own vehicles will be paid a standard vehicle rate specified by the ATO¹. Aged Care staff will be required to:

- Ensure the vehicle is roadworthy and maintains current MVR registration
- Have adequate insurances
- Have a first aid kit located within the vehicle at all times

Vehicle registers will be maintained by the Aged Care Director.

Repairs and Maintenance, Service Request

Any repairs and maintenance requests for the Aged Care vehicle should be submitted using the *Aged Care Repairs and Maintenance form* that is available from the Aged Care office. Repairs and maintenance will be approved and managed by the Aged Care Director.

All Aged Care vehicles will be subject to monthly inspection.

Accidents and Emergencies

If the vehicle is stolen or damaged in an accident, the Aged Care drivers shall comply with all legal and insurance requirements if involved in an accident, including:

- obtaining particulars of the other parties involved,
- notifying the Police and relevant authorities in accordance with the Road Traffic Act or any other relevant laws,
- notifying relevant Manager/Director and Asset Manager and
- submitting an Incident Form as listed in Annex A to HR Manager. Employee should also immediately report any theft or damage, however slight, to the relevant Manager/Director and then to Asset Manager for repairs to be undertaken at the earliest.

Accountabilities

Aged Care Director

The Aged Care Director is responsible for ensuring:

- All vehicles used by the Aged Care service meet appropriate standards,
- The vehicle register is up to date,
- All drivers have appropriate current licenses.

The Team Leader

The Team Leader is responsible for ensuring:

- The Aged Care vehicles are registered at all times – organised through the CEO.

¹ <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

- Any concerns about the running of the Aged Care vehicles are reported to the Manager or the CEO immediately.
- The Aged Care vehicles are cleaned weekly.
- The Aged Care vehicles are taken to the workshop if there are any concerns about the running condition, tyres etc.
- The Aged Care vehicles are taken to the Workshop for scheduled maintenance.

Driver

The driver of the vehicle is responsible for ensuring:

- The driver has a current driver's licence,
- All passengers wear seat belts at all times,
- No children sit in the front passenger seat,
- Children under the age of 8 years have to be in a child restraint appropriate for their age and weight,
- There is no smoking in the vehicle,
- no drinking alcohol in the vehicle,
- no carrying alcohol in the vehicle,
- traffic offence fines such as speeding tickets, passengers not wearing seatbelts and children not in child restraints is the responsibility of the driver to pay.

Temporary Loss of License

In the event that the staff member has their licence taken away or temporarily suspended they must notify the Aged Care Director or CEO immediately.

Failure to do so and the staff member keeps driving the Aged Care Vehicle the CEO will put them on notice about the future of their employment.

Garaging of Vehicle

The Aged Care vehicle will be garaged at the Imabulk Cwhetherentre daily unless otherwise directed by the CEO.

Record Keeping

The Aged Care Director will keep a copy of all licenses for Aged Care staff.

Revision History

Policy Version	Approval Date	Comments
1		Renamed to AC02 and updated
V2.1	February 2019	
V2.1	August 2021	Presented to council