

GOV - Pool Vehicle Policy & Procedure

Policy

Headway Gippsland provides company-issued vehicles for work purposes. This policy outlines terms of use by approved Headway Gippsland stakeholders.

Procedure

Headway Gippsland Inc. pool vehicles are for approved business use and can be used by anyone employed to do official Headway Gippsland Inc. business where prior authorised.

The Headway pool vehicles are for the sole purpose of supporting the business of Headway Gippsland Inc. and to ensure the safe travel of participants when participating in outings conducted by Headway Gippsland Inc.

Vehicle Conditions

We have multiple types of vehicles available for your use at each location. The administration Officer at each office location is responsible for their respective fleet of vehicles.

- Fuel Card
 - All pool vehicles have their fuel card, and for all petrol purchased, a receipt must be obtained on each occasion the fuel card is utilised and a copy to be forwarded to finance at finance@headwaygippsland.org.au
 - Fuel cards cannot be used for any other purpose than filling the nominated vehicle with the required fuel
 - Receipts must be retained in the log book or 'glove box'. Log books and receipts will be collected monthly and reconciled by Finance.
- Log Book
 - When using the car, you must fill in the log book accurately and completely (record information as per log book columns)
- First Aid Kit
 - Each vehicle has a first aid kit located in the glove box. If utilised, please update the OHS Coordinator. First Aid Kits will otherwise be stock-checked annually.
- Road Side Assistance
 - Each Car has roadside assistance. The relevant information for each vehicle can be found in the logbook.

GOV - Pool Vehicle Policy & Procedure



Vehicle Duty of Care & Your Obligations

- The driver of the vehicle must ensure that they have a current and valid license at all times, and a copy of this must be kept on Headway Gippsland Inc. CRM.
- If a license is suspended or cancelled, you must advise your direct Manager not to use Headway vehicles for any purpose.
- Seat belts, where fitted, must be worn by staff, volunteers and participants at all times. Should there be a medical reason for not wearing a seat belt, a medical practitioner must notify your direct manager in writing.
- Users must ensure the vehicles are switched off (particularly electric vehicles, which may sound 'quieter') when not in use
- Users must ensure that vehicles are appropriately secured in provided parking when not in use (locked and checked)
- Every reasonable precaution to prevent damage, theft, or risk to the provided vehicle
- All traffic infringements are the responsibility of the individual whose name appears in the log book at the time of the offence.
- No person other than the authorised Headway representative is to operate or use the vehicle for any reason.

GOV - Pool Vehicle Policy & Procedure

- You must not operate any Headway Gippsland vehicle if you are or may be impaired by the influence of fatigue, drugs or alcohol
- You must stop driving the vehicle immediately if you notice a fault with the vehicle and notify your direct manager immediately
- Users must leave the car clean and tidy with all rubbish removed after they have finished using it
- Under no circumstances are you permitted to smoke in Headway vehicles.
- The driver must obey all road rules whilst driving and in the possession of the vehicle.
- You must not operate a mobile phone or other device unless they are appropriately connected to hands-free and Bluetooth facilities.

Maintenance & Repairs

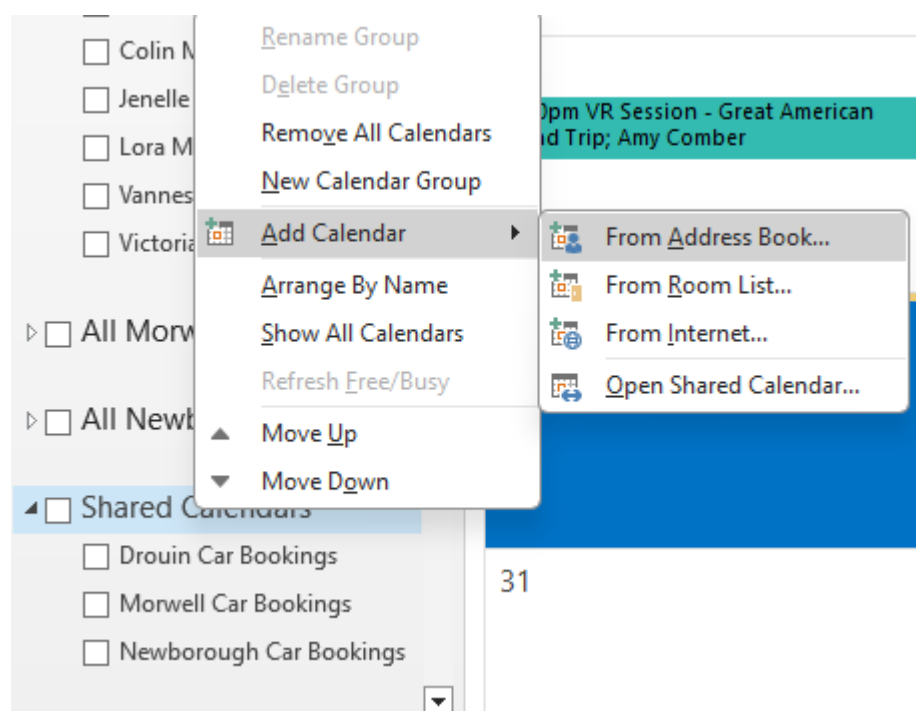
- Administration officers at each location will organise the vehicles to be regularly serviced and maintained as per manufacturer-specified instructions.
- If you at any time believe the vehicles are not operating satisfactorily, this must be reported to your direct Manager for immediate investigation.
- If a vehicle issue or risk is raised, the vehicle must be removed from booking calendars, and employees must not persist in using the vehicle until it's investigated and repaired and confirmed as available by your direct Manager.
- If a pool vehicle is involved in an accident/incident of any description, you must notify the office, or alternatively, if this is out of hours, you must notify the On Call person; the On Call number is 0448 472 007. You shouldn't accept responsibility or guarantee payment to another party in an accident without company authorisation.
- In the event of an accident or incident, an incident report must be completed and lodged with the Manager at your location within 24 hours.

GOV - Pool Vehicle Policy & Procedure

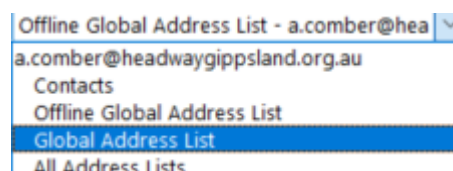
Booking Process

All bookings for pool vehicles must be made using the outlook calendars,

To add these calendars to your outlook, you will need to add them as a shared calendar. You can do that by following the steps below



If you cannot find them in the address book, please make sure it is set to global, as seen below.



The calendar names are as seen above: Drouin Car Bookings, Morwell Car Bookings and Newborough Car Bookings.

Feel free to print the below list and keep it on your desk for reference to the Registrations of the cars;

GOV - Pool Vehicle Policy & Procedure

Headway Cars.

1PL9FH – Holden Trax
1OQ2DX – Holden Trax
1QH2CU – Holden Trax
1SO8AN – Toyota Yaris Cross
1RE9CS – Toyota Corolla

Vehicles must not be taken before or beyond the allocated booking time. If use looks to extend beyond booking, approval must be sought from your direct Manager before the expiry of this booking time or other arrangements to return the vehicle as planned.

- Vehicles are not to be taken interstate without approval from the CEO
- Staff are to consult with the site manager where the vehicle is located before any trips requiring an e-tag or other such booking tools for tollways.

Lateness & Unapproved or Exceptional Use

- On the odd occasions that staff take a pool vehicle home, please ensure that the log book is filed out accurately and that the vehicle is stored safely overnight.
- If the vehicle is to be housed overnight at a staff member's residence, prior approval must be obtained from your direct Manager. This is an exceptional circumstance
- Any lateness, issues, incidents or malfunctions to be reported to your direct Manager immediately
- Vehicles are not to be retained for any personal purpose or secured at personal or non-allocated secure parking unless approved by your direct Manager in exceptional circumstances.

Participant Transportation

If, for any reason, a participant is transported in a pool vehicle, these policies remain in force. However, the cost of the associated kilometres is the participant's responsibility and must be billed accordingly.

The pool vehicles are to be used as per the guidelines above.

GOV - Pool Vehicle Policy & Procedure

Insurance Information

The CEO and Location Managers may instruct a member of our administration team to liaise with our insurers where appropriate. Details are below;

Austbrokers Countrywide, 56251015

Insured via Allianz:

Vehicle	Registration
2019 Holden Trax LS	1OQ2DX
2019 Holden Trax LS	1PL9FH
2019 Holden Trax LS	1QH2CU
2020 Toyota Yaris	1S08AN
2020 Toyota Corolla	1RE9CS

Name Of Employee

Position Of Employee

Signature of Employee

Date