Greystanes
DISABILITY SERVICES
supporting people's abilities

Work Environment

VEHICLE POLICY

Policy Approved	Sign:	Date:

POLICY:

Greystanes owns or leases a number of motor vehicles to effectively manage the transportation of people and equipment.

Vehicles are used at Greystanes for a number of purposes such as, but not limited to:

- the transport of people we support to and from activities, programs and medical appointments
- the transportation of staff, tools and equipment to different locations
- the transport of people and staff to meetings, conferences and other appointments

Some vehicles are used for specific duties, such as the Mobile Nursing Team vehicle, the maintenance ute, the MPS vans and vehicles based at houses for the transport of people Greystanes supports.

Car sharing/pool vehicles used by staff for organisational business should be returned to the parking location at Greystanes.

This policy is also a guide for the safe and considered use and maintenance of all vehicles.

SCOPE:

This policy applies to all employees or contractors of Greystanes who have approval to drive Greystanes' vehicles for business purposes.

PROCEDURES:

1. VEHICLE MANAGEMENT, TRAVEL AND SAFETY

All staff must read the Vehicle Inspection and Damage Procedure before driving a Greystanes vehicle. It is the responsibility of all staff to report any damage to a vehicle to their Manager.

1.1 All staff driving Greystanes vehicles must hold a current and valid driver's licence.

1.2 Before any vehicle parked at Grose St can be used, staff must complete the Vehicle Booking Sheet located at reception. This should include vehicle registration, your name, departure time and expected return time/date.

1.3 It is the responsibility of each driver to ensure all vehicles are kept clean.

1.4 No smoking, food or drink are permitted in the vehicles.

1.5 Staff are responsible for ensuring the vehicle is filled with petrol. The type of petrol each vehicle uses is identified on the fuel cards, attached to the vehicle keys. Vehicles are to be refueled by the driver if the tank is less than half full. Staff are to use the fuel cards, supplied by Greystanes for each specific vehicle. The petrol receipt should be placed in the Finance Officer's office.

1.6 Drivers are responsible for adhering to all road and traffic rules. Drivers can only use a mobile phone if a hands free option is fitted in the vehicle.
1.7 All vehicles carry a first aid kit, fire extinguisher and are registered with NRMA Roadside Assistance.
1.8 All travel details must be logged in the logbook located in each vehicle.
1.9 When the vehicle is returned to Greystanes the keys/fuel card is to be placed on the Key Board in the room behind reception.
1.10 All vehicles are to be parked, where possible, inside the property boundary of the location where they are usually kept.
1.11 Where a vehicle has been approved by the relevant Manager to be driven home, this vehicle must only be used for work related travel.
1.12 The use of MPS vans may be approved for regular overnight parking at the place of residence of the regular driver, to allow for the efficient conduct of business.

2. MAINTENANCE

2.1 Any damage or mechanical issues are to be reported on an Incident and/or Maintenance Form and the Corporate Services Manager is to be notified, at the earliest possible time.
2.2 Regular maintenance and servicing of vehicles is overseen by the Corporate Services Manager.
2.3 If a vehicle has a punctured tyre, call the NRMA for the tyre to be repaired.

3. IN CASE OF A BREAKDOWN

3.1 Ensure the safety of the people Greystanes supports and yourself.
3.2 Call the NRMA to report the breakdown.
3.3 Contact your Manager to inform them of the breakdown.
3.4 If the vehicle cannot be driven, your Manager will organise alternative transportation.

4. IN THE EVENT OF AN ACCIDENT

In the event of an accident, the driver is required to:

- Obtain the other driver's name, telephone numbers, and licence number.
- Advise that your employer is the vehicle owner.
- Exchange names of insurance companies or insurance broker. (Warren Saunders Insurance Broker)
- Obtain name and contact details of witnesses.
- Note the time, date and location of the accident on an Incident Report Form which is kept in the vehicle.
- The driver is not to accept fault or liability, nor sign any statement which may be requested or produced at the scene of the accident.
- If a person is injured, or the other driver refuses to give details or appears under the influence of alcohol or drugs, the driver is to call the police.
- A police report must be made and the incident number recorded and supplied to the Manager.
- Ensure that medical support/advice/assistance is sought for the driver and any passengers if required.
- If the vehicle is no longer drivable, request instructions from the Manager by telephone on towing or other removal arrangements. Towing should be to the nearest approved repairer.
- All accidents, however minor, must be reported to the relevant Manager immediately.
- A full written report of the incident should be give to your Manager. All Greystanes vehicles have a "What to Do after a Car Accident" information sheet located in the glove box.

4.1 If, when, driving a Greystanes' vehicle, a minor incident occurs with an unoccupied vehicle, make a note of the registration number and leave Greystanes' phone number with the vehicle.

5. INFRINGEMENTS

5.1 All drivers must hold a current, valid driver's licence when driving Greystanes vehicles. Staff who drive a Greystanes vehicle without a current valid licence will be subject to disciplinary action.

5.2 Staff will be held personally liable for any infringements, charges or fines.

5.3 Staff are required to provide a statutory declaration to allow traffic infringement notices to be redirected to the driver.

5.4 Staff are responsible for all repair costs due to voided insurance while driving a Greystanes vehicle without a current and valid driver's licence.

5.5 Greystanes has zero tolerance with consumption of alcohol and drugs during work hours, therefore any staff member found driving over the legal alcohol limit or under the influence of drugs will result in disciplinary action and/or termination.

5.6 If a staff member fails to renew, or has his/her licence suspended they must notify their Manager and under no circumstances drive a Greystanes vehicle.

5.7 Except in the case of an emergency non authorised people are not to drive Greystanes' vehicles.

6. USE OF OWN VEHICLE

6.1 Greystanes vehicles should be used for business purposes wherever possible.

6.2 If a Greystanes vehicle is not available, or excessive travel times would happen, the use of an employee's own vehicle may be approved.

The employee can only claim the additional kilometres travelled above the distance from the person's home to their designated normal place of work and return to home. This includes if they travel direct from home to a worksite without stopping at their normal work location first. For example, if the distance from home to their headquarters and home again is 100kms and in the course of the day the employee travels 160kms, then they can only claim 60kms.

Payment will be made on a cents per kilometre basis in accordance with the Award.

7. DRIVER FATIGUE

- To prevent driver fatigue employees are to adhere to the NSW Road Traffic Authority's Stop, Revive, Survive process.
- Ensuring the driver has enough sleep before driving
- Recognising early warning signs of fatigue, such as yawning, poor concentration, tired eyes, restlessness, drowsiness, slow reactions, boredom or oversteering
- Not driving at times when driver would normally sleep
- If possible, avoiding long drives (over two hours)
- Taking regular breaks from driving
- Sharing driving where possible
- Stopping when drowsiness, discomfort or loss of concentration occurs
- Do not drive if you are taking medication which is known to affect driving

8. THEFT

8.1 In the event of the theft of a Greystanes vehicle, staff are required to contact the police. A police report must be made and the incident number recorded and supplied to the CEO or relevant Manager.

9. SUPPORTING PEOPLE IN THEIR HOME

The people Greystanes supports may at times require transport to activities, medical appointments and/or community events. If public transport, taxis or family and friends are not readily available, approval for Greystanes staff to use their own vehicle may result.

This will happen based on the following:

9.1. Travel must be only for the person supported by Greystanes.

9.2. Travel must only be for services outlined in the My Plan developed with Lifetime Care and Support Australia, a self-managed package or as a part of the Individual package under the NDIS.
9.3. Travel must only be for treatment and rehabilitation services outlined by the Lifetime Care and Support Authority.
9.4. Pre-approval to drive a person must be received from the relevant Manager.
9.5. Written consent must be obtained from the person or their Lead Person Responsible and this consent is filed in the person's file and/or electronic file.
9.6. The person can be safely transported.
9.7. The person does not require any manual handling to access the vehicle.
9.8. The staff member's vehicle must be fully maintained and roadworthy.
9.9. Copies of the staff member's current care registration and comprehensive vehicle insurance are held in their personnel file with the HR Coordinator.
9.10. Staff should receive confirmation from their insurance company that the vehicle will be covered if damaged whilst being used for work. The employee is responsible for any additional premium or excess whether at fault or not.
9.11. Any claim for damage to a staff member's car while being used for official business will not be met by Greystanes. Greystanes may consider payment of staff's insurance excess on a case by case basis.
9.12. Written consent from the staff member to use their vehicle to transport the person is supplied to the relevant Manager.
9.13. Maintenance of a Vehicle Log Book which provides:
- Day and date
- Start and finish times
- Odometer start and finish readings
- Purpose of travel
- Total kilometres travelled
- If the person's Disability Parking Permit was used

9.14. For distances travelled more than 55 kms return, pre-approval must be obtained from the relevant Manager.
9.15. Staff Vehicle Log Book must be provided with timesheets, to the relevant Manager at the end of each week.

DEFINITIONS:

Pool Vehicle: A vehicle which may be used by several different drivers.

LEGISLATIVE FRAMEWORK:

Disability Inclusion Act 2014
Australia Privacy Principles 2014
Attendant Care Industry Standard: 2013
National Standards for Disability Services
NSW Disability Service Standards
NSW Anti-Discrimination Act (1977)
NSW Disability Services Act (1993)
Commonwealth Disability Discrimination Act 1992
NSW Guardianship ACT (1987)
NSW Health Records and Information Privacy Act (2002)
NSW Ombudsman Act 1974
UN Declaration on the rights of disabled persons