

Private Vehicle Use Policy

INTRODUCTION MLI often requires employees to use their own vehicles for work purposes. Safe vehicle use and operation is a priority for MLI, along with the safety of our people and community.

PURPOSE This Policy governs the use of employees' private vehicles for authorised MLI business. This Policy outlines the matters to be considered when using a private motor vehicle for MLI business travel, and the procedures to claim reimbursement for such use.

CODE OF CONDUCT While driving vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety, and demonstrate safe driving and other good road safety habits.

The following actions while driving vehicles for work purposes will be viewed as serious breaches of conduct, and dismissal may be a consequence:

- Drinking or under the influence of drugs while driving;
- Driving while disqualified, or not correctly licensed;
- Reckless or dangerous driving causing death or injury;
- Failing to stop after a crash;
- Demerit points leading to suspension of a licence; or
- Any actions which warrant suspension of a licence.

POLICY *Responsibilities as an Employee*

Staff who are driving their own vehicles for work purposes will:

- Ensure they hold a current driver licence for the class of vehicle they are driving;
- Immediately notify the Executive Officer if their driver's licence has been suspended or cancelled, or has had limitations placed upon it;
- Be responsible and accountable for their actions when driving vehicles;

- Display the highest level of professional conduct when driving;
- Assess hazards while driving and drive in a manner which minimises risk;
- Comply with all traffic legislation when driving a vehicle;
- Follow the accident procedures outlined in this Policy;
- Ensure the vehicle they are driving is registered and comprehensively insured;
- Provide the EO with current driver's licence, registration and insurance details, and provide updated copies whenever these details change

In addition it is required that all drivers:

- Take regular and adequate rest breaks, at least every two hours;
- Stop when tired;
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- Stay overnight if driving time and non-driving duties exceed 10 hours in one day; and
- Use daytime running lights on the open road.

In addition, when driving and/or working in a remote location, drivers must:

- Establish a check-in contact person, prior to departing on the trip;
- Ensure that the vehicle is adequately equipped with drinking water and an emergency beacon.

Responsibilities as an Employer

MLi will be responsible for maintaining up-to-date records including:

- All relevant driver's licence information including class, expiry date and licence number;
- Current residential address and telephone number;
- All relevant vehicle registration details, including date of expiry;
- All relevant third party and comprehensive insurance details, including insurance company, policy numbers and expiry dates.

When staff are driving and/or working in a remote location, MLI must either act as the check-in contact for staff, or be aware of (and have agreed to) an alternative individual acting as the check-in for the staff member.

The employer will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment or fatigue. MLI will encourage safe driving behaviour by:

- Not paying staff speeding or other infringement fines;
- Prohibiting the use of mobile phones in vehicles; and
- Encouraging staff to appropriately plan work and travel to minimise the potential for driving under adverse conditions.

MLi requires that all staff who use vehicles in the course of their work carry a First Aid Kit.

Requirement for Private Vehicles to be covered by Comprehensive Insurance

- Staff should ensure that their vehicle is legally registered, roadworthy and appropriately insured.
- MLi will only reimburse a staff member for use of a private vehicle for business travel where the staff member certifies, at the time of submitting their claim, that the vehicle is covered by Comprehensive Insurance and Compulsory Third Party Insurance policies
- If a private vehicle is damaged whilst being used for MLi business purposes, any 'normal' excess insurance charges prescribed by the insurer will be reimbursed by MLi unless they include an amount prescribed by the insurer as punitive excess charges
- MLi will only reimburse excess charges where a claim has been made on the insurer and the insurer has deducted an excess at settlement
- All claims are to be submitted in writing to the Chair, and must be supported by evidence of excess deduction applied by vehicle insurer
- MLi will not accept any claims for damages other than in respect of insurance excess.

Reimbursement for Use of Private Vehicle

- MLi applies the Australian Taxation Office's 'cents per kilometre' rate for motor vehicles, which from 01 July 2015 is 66 cents per kilometre. Any changes to the rate per business kilometre will be in line with those available on the Australian Taxation Office's website
- All claims must be submitted on a MLi Travel Claim form, and be approved by MLi
- Claim forms should be submitted within one month of the vehicle usage being claimed.

Fines and Traffic Infringements

Parking and other traffic fines associated with the use of private vehicles for MLi business are the responsibility of the employee.

PROCEDURE *Accidents*

1. At the scene of an accident, employees should call an ambulance if any person is seriously injured. Dial 000 or, if using a mobile phone, dial 112

2. The police should also be notified immediately in the following situations:
 - Any injury or fatality,
 - If all drivers do not provide personal details,
 - If any of the motor vehicles need to be towed from the scene of the accident, or
 - If damage to vehicle or property is estimated to be over \$2500.

If the police are unable to attend at the scene, the employee should report to the nearest Police Station and make a written statement

3. Record the full name, address, telephone number, insurance and registration of all drivers, passengers, witnesses and the other vehicles involved in the accident
4. No discussion should be entered into as to the negligence of either party
5. Where the vehicle is to be towed, the employee must ensure that the tow truck operator supplies documentation confirming the tow and the details of where the vehicle will be taken
6. The Executive Officer (or the Chair, in the event that the EO is involved in an accident) should be advised as soon as possible after the accident so that the necessary insurance arrangements can be made
7. An Incident Report Form and Motor Vehicle Damage / Accident Form must be completed, and returned to MLI as soon as possible. This notification must be made irrespective of which party was at fault
8. An insurance claim form must also be completed and submitted to the relevant insurer, with a copy provided to the EO.

Preventing Weed Seed Dispersal

When visiting a landholder's property, where possible staff should arrange with the landholder to be driven around the property in the landholder's vehicle, to minimise weed seed spread from the staff member's vehicle onto the property and to avoid picking up seeds around the property.

RESPONSIBILITIES It is the responsibility of the Executive Officer to ensure that all staff members are aware of this Policy.

AUTHORISATION:

This version was approved on:

This version takes effect on:

Authored by:

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Authorised by: