

for community environmental groups

INTRODUCTION

XYZ Community Group provides a vehicle to enable our staff and volunteers to undertake Landcare activities throughout our region. Safe vehicle use and operation is a priority for XYZ Community Group, along with the safety of our people and community.

PURPOSE

The policy is designed to ensure that XYZ Community Group staff, members and volunteers who are approved to use the XYZ Community Group vehicle do so in a prescribed manner. The purpose of this policy is to ensure ambiguity over vehicle use does not occur.

POLICY

All staff, members, volunteers and committee of XYZ Community Group shall be aware and observant of national road and traffic rules while driving.

Employees are not permitted to use the XYZ Community Group vehicle for private purposes unless authorised. Unauthorised use of the XYZ Community Group vehicle by an employee may result in termination of employment.

Items inside the cabin of the XYZ Community Group vehicle will be secured, so they do not become a missile within the vehicle in the event of sudden deceleration, ie. an accident.

In the event of damage to a vehicle or other property as a result of unauthorised use, it will be at the Committee's discretion as to how the costs are recovered. An employee who engages in unauthorised use will generally be liable for the full cost of any resultant damage.

Any driver involved in any accident is required to report the accident to the Police as soon as possible. Drivers involved in any accident or incident causing injury to persons, property (including vehicles) is required to complete an incident report for the Committee.

PROCEDURES All individuals authorised to drive the XYZ Community Group vehicle will be required to furnish a copy of their driver's licence to the Office Manager.

XYZ Community Group will maintain a vehicle file, recording the following information:

1. Registration number
2. Copies of authorised driver licences
3. Vehicle make and model
4. Engine number
5. Chassis number
6. Site where vehicle is housed
7. Date received and date disposed

HOUSING OF VEHICLE The XYZ Community Group vehicle is to be housed at insert address. If taking a vehicle home, the vehicle is to be parked off the street. If the vehicle cannot be parked off the street, inform the Office Manager and seek their instruction.

REPAIRS AND MAINTENANCE The XYZ Community Group vehicle will be serviced in line with the manufacturer's manual.

XYZ Community Group vehicles are to be maintained in good working order. This applies to mechanical, body and interior maintenance.

All necessary repairs are to be organised by the Office Manager.

VEHICLE ACCOUNTABILITY It is the responsibility of each individual driver to inform the Office Manager of any problems encountered with the vehicle. This includes damage to the interior or exterior or mechanical issues.

It is the responsibility of the driver to check the water, oil and tyres before the vehicle leaves for a trip.

If handing a vehicle over to another team member, ensure the following:

- Tools and equipment are locked in the vehicle / kept within secure locked boxes;
- The vehicle log book is completed and up to date;
- Equipment belonging in the vehicle, including tools and first aid kit, are in the vehicle;
- The vehicle is fuelled and rubbish has been removed; and
- No unnecessary items or equipment is left in the vehicle.

TRAFFIC INFRINGEMENTS

- Drivers are to follow all road rules and traffic laws. XYZ Community Group will not pay for any traffic or parking fines.
- If you are driving the XYZ Community Group vehicle that is captured by a police photograph (traffic infringement), the person who was allocated the vehicle will be responsible unless he/she can accurately identify the actual driver of the vehicle.
- If an authorised driver loses his/her licence, that person must notify the Chairperson immediately.

FIRST AID KIT

A First Aid Kit will remain in the XYZ Community Group vehicle at all times. The Office Manager will ensure this kit is fully stocked at all times.

SMOKING / ALCOHOL / FOOD

Smoking: under no circumstances is there to be smoking in the XYZ Community Group vehicle.

Food: There is to be no food consumed in the XYZ Community Group vehicle. The only exception is for individuals required to eat at set times due to medical reasons.

Alcohol and Prohibited Substances: driving the XYZ Community Group vehicle while under the influence of prohibited drugs or alcohol is prohibited.

LOG BOOK

A log book will remain in the vehicle at all times. The log book must be completed for all trips in the XYZ Community Group vehicle as they occur.

All log book entries require the signature of the driver.

RESPONSIBILITIES

It shall be the responsibility of the Committee to ensure that all requirements of this policy are complied with.

XYZ Community Group's Committee, staff and volunteers are responsible for the implementation of this policy.

These policy and procedures shall be reviewed every year by the Committee.

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWaLC or the user's independent advisor.

AUTHORISATION:

This version was approved on:

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This version takes effect on:

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Authorised by:

Insert name

Chairperson:

Insert name

Chairperson signature:

Landcare in a Box: an initiative of the National Landcare Network, resourced by Landcare NSW and originally funded by NSW DPI.

