
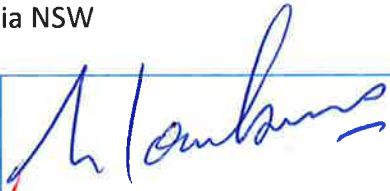


Policy

Company Vehicle



Issued with the authority of the
Chief Executive Officer of Scouts Australia NSW

Chief Executive Officer signature		Chief Commissioner signature	
Sponsor	Andrew Smith		
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Company Vehicle

1 PURPOSE

- 1.1 Scouts Australia NSW ('the Association') is diligent about upholding the safety and welfare of its employees and members. This policy provides a framework for the operation, management and driving of company vehicles, where a 'company vehicle' is any vehicle owned or leased by the Association (including those obtained under a funding agreement /grant), and personal vehicles whilst they are driven by staff of the Association on company business. 'Company business' refers to business undertaken on behalf of the Association. It outlines employee and member responsibility for these vehicles including use, safety and maintenance.

2 Using a COMPANY VEHICLE, or OWN VEHICLE for company business

While an employee is using their own vehicle for company business this may be regarded as 'work' so some expectations are placed on drivers to manage workplace health and safety risks to themselves, any passengers and other road users. The following expectations also apply when driving a company owned or leased vehicle.

Licence & Vehicle Requirements

- 2.1 Drivers must hold a current and valid NSW driver's licence that is not suspended (has not reached or exceeded the maximum number of demerit points allowed).
- 2.2 Individual owners are responsible for maintaining current registration and compulsory third-party insurance (also known as "CTP Green slip"), which covers personal injuries sustained from road accidents.
- 2.3 Individuals are responsible for carrying their own comprehensive or third-party property insurance. Scouts NSW is not responsible for covering the cost of property damage incurred whilst driving on company business, nor are these costs claimable against Scouts NSW insurance.



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Traffic Infringements

- 2.4 When driving a company vehicle or personal vehicle for company business, employees and members are required to observe all current Federal and State Road Regulations and must drive in a responsible manner.
- 2.5 Scouts NSW will not pay any fines relating to traffic offences and parking infringements incurred. Payment is the responsibility of the driver of the vehicle at the time of the offence or infringement.
- 2.6 Any employee or member required to drive a vehicle for company business who sustains a traffic infringement or a conviction on a driving offence resulting in loss or suspension of their licence must communicate this immediately to the relevant manager. If an employee's duties require the driving of a motor vehicle, their employment may be terminated.

Fatigue Management

- 2.7 Driving when affected by fatigue can be dangerous but unlike other personal hazards such as drink driving, there are no laws regulating driver fatigue.
- 2.8 We all live in various locations, have different lifestyles, take various medications and hold responsibilities with varying degrees of physical and mental demand. It follows that not all Scouting events can be considerate to every individual's personal situation on any given day. Therefore, we all must take responsibility for managing our own fatigue levels. At minimum:
- Plan your activities so you don't start off tired.
 - Delay your journey or take a break if showing the signs of fatigue.
 - Take regular breaks when driving (e.g. every two hours) or share the driving
 - Be aware of the effects that some medications may have on tiredness level.

More information on fatigue and driving, is available in the [Scouts NSW WHS Procedure 20 Vehicle and Driver Safety](#).

Mobile Phone Use

- 2.9 Whilst driving a company vehicle or personal vehicle for company business, employees and members must comply with the current applicable road rules relating to use of mobile phones and other devices whilst driving. Attention to driving safely is required at all times and the Association recognises that avoiding the use of mobile phones whilst driving is the best way to minimise distractions.



3 COMPANY-OWNED or LEASED VEHICLES

Company owned or leased vehicles and are subject to all above company vehicle provisions as well as those listed in this section of the policy.

Authority to drive

- 3.1 Only employees or members of the Association who have successfully completed a *Scouts NSW H-S 20.2 Driver Declaration* may drive vehicles owned or leased by Scouts NSW, including those obtained under a grant. Note that there might be addition restrictions applied to drivers of vehicles obtained under a grant, and for more information see the section called Insurance in this policy.

Vehicle Co-ordinator

- 3.2 The respective site Manager or other person responsible for maintaining Scouts NSW owned or leased vehicle is referred to in this policy as the “vehicle co-ordinator”.
- 3.3 The Vehicle Coordinator is responsible for co-ordinating the day to day use and maintenance of the vehicle in line with the requirements of this policy, *Scouts NSW WHS Procedure 20 Vehicle and Driver Safety*, insurance and funding agreement requirements.
- 3.4 For a summary of the responsibilities of the vehicle co-ordinator, refer to *Scouts NSW WHS Procedure 20 Vehicle and Driver Safety*.

Lost Keys

- 3.5 Safe keeping of company vehicle keys is the responsibility of the driver. If a driver loses vehicle keys the Association’s State Finance Teams must be informed immediately, and arrangements be made to replace the lost keys.

Vehicle Security

- 3.6 Company vehicles are required to be locked when left unattended and privately garaged (where possible) or in a safe location to minimise the possibility of damage, vandalism or theft.
- 3.7 Valuables are not to be left in view inside company vehicles, where possible. All goods that need to be left inside a vehicle should be secured inside the boot or locked storage space.

Vehicle Maintenance and Cleanliness

- 3.8 Each driver, or alternatively the Vehicle Co-ordinator where assigned, must ensure that company vehicle they are assigned are properly maintained. This includes regular checks of fluids and tyre pressure and ensuring that servicing is carried out in accordance with



the manufacturer's servicing schedule. The Association is responsible for such maintenance costs (where these have been paid personally, they can be reimbursed by the Association in accordance with the Association's Expense Reimbursement Policy), unless agreed otherwise.

- 3.9 Drivers are also responsible for keeping the company vehicle clean and tidy, the vehicle interior and exterior, to ensure it projects the appropriate image of the Association.

Fuel

- 3.10 The Association will cover the cost of fuel for the business use of vehicles owned by the Association, unless advised otherwise eg where a funding agreement allocates a finite amount, in which case additional fuel cost may become the responsibility of the beneficiary region. It is the responsibility of the State Finance team and the Region Commissioner of the beneficiary region to establish such expectations regarding a vehicle obtained under a grant .
- 3.11 When refuelling vehicles, drivers are required to use the fuel card or Scouts credit/debit card provided to them by the Association and supply the current odometer reading, unless agreed otherwise.
- 3.12 All receipts for fuel purchases must be kept and provided to the Accounts Payable Officer at State Office, unless agreed otherwise. It is the driver's responsibility to check the type of fuel that is recommended by the manufacturer for the vehicle, and to use the recommended fuel.

Log Book

- 3.13 A log book shall be maintained as per the requirements of the grant or for financial purposes and for allowing regular scheduling of maintenance. Contact the State Office Finance team to confirm requirements.

Insurance

- 3.14 Vehicles owned or leased by Scouts NSW are insured under the name of the Association. Should an accident or incident occur whilst driving company vehicle, liability must not be admitted. All accidents which occur with company vehicles, however minor, must be reported in accordance with the incident reporting procedures for Scouts NSW.
- 3.15 If an employee or member is found to be "at fault" as a result of an accident, payment of the insurance excess is their responsibility.
- 3.16 For vehicles owned or leased by Scouts NSW, the allocated employee or member will bear total liability for both the company vehicle and any other property or persons involved in the event of an accident where the driver of the company vehicle has driven the vehicle unlicensed, intoxicated or under the influence of drugs.



- 3.17 If an employee or member is involved in an accident whilst driving a company vehicle and is found to be at fault, the Association may impose disciplinary action as deemed appropriate in accordance with the Association's Disciplinary Policy.

Vehicle Return

- 3.18 Where an employee or member is requested to return a company vehicle to the Association, the vehicle must be returned in good repair. If the vehicle is not in a satisfactory condition, the employee or member may incur costs in rectifying the vehicle's condition to one that is deemed satisfactory.

4 VEHICLES OBTAINED UNDER a GRANT

- 4.1 Vehicles obtained by the Association under the allocation of a grant are considered company vehicles and are subject to all above company vehicle provisions as well as those listed in this section of the policy.
- 4.2 Where vehicles are obtained under a grant the Association's State Office Finance Team is to provide the beneficiary Region Commissioner with a copy of all associated grant documentation, including the Funding Agreement. The relevant Region Commissioner will be responsible for appointing a Vehicle Coordinator and ensuring compliance to the conditions of the funding agreement, including use restrictions and reporting requirements.
- 4.3 For vehicles obtained under a grant which are used to transport members, all authorised drivers must be over 25 years in age and must not be on L or P plates.
- 4.4 The relevant Commissioner is responsible for allocating a housing location for vehicles obtained under a grant and communicating this with the Association's State Office Finance Team.

Servicing and Ongoing Costs

- 4.5 The Vehicle Coordinator is responsible for ensuring servicing is carried out in accordance with the manufacturer's servicing schedule. The Association is responsible for servicing costs of vehicles obtained under a grant, unless otherwise agreed with the Association's State Office Finance Team.
- 4.6 The beneficiary of the grant is responsible for covering the ongoing running and maintenance costs, including fuel, tolls, road costs and cleaning expenses, except where these are covered by the grant.



Vehicle Inspections

- 4.7 For vehicles obtained under a grant the Association requires regular vehicle inspections to be carried out, at a minimum of once per year or as agreed with the Association's State Office Finance Team.

5 OWN VEHICLE – TRAVEL ALLOWANCE / REIMBURSEMENT

- 5.1 Employees required to use their own vehicle for business purposes, e.g. business travel, may be entitled to an allowance or reimbursement on a kilometres-travelled basis and related travel expenses – i.e. tolls and parking. This does not apply to travel to and from the regular workplace. For more information about what is reimbursable, please refer to the *Association's Business Travel Policy and Expense Reimbursement Policy*.
- 5.2 Where employees may be in receipt of a travel allowance, this allowance is deemed to cover trips in their own vehicle required in the regular course of their employment; e.g. travel to Cataract Park. Where excessive travel or distances is required these examples are to be raised with the CEO for a decision on a case by case basis as to whether there is a special case for reimbursement of the costs incurred.

6 RENTAL CARS

- 6.1 At times, it may be appropriate for an employee to hire a rental car for business travel. Rental car hire should be organised appropriately in accordance with the Association's Business Travel Policy and car rental and associated expenses will be reimbursed where appropriate in accordance with the Association's Expense Reimbursement Policy.
- 6.2 When driving a rental vehicle for business travel, guidelines regarding licence requirements, vehicle maintenance and cleanliness, security and mobile phone use are to be observed.

7 PROVISION of a COMPANY VEHICLE

- 7.1 Employees and members of the Association may be offered the use of a fully maintained company vehicle if the duties of their current position are deemed to warrant this.
- 7.2 Where an employee or member is provided with a vehicle for the purposes of his/her position, unless otherwise stated in the employee's Employment Contract, the provision of the vehicle is at the discretion of the Association and does not form part of that employee's remuneration.



- 7.3 Where such a vehicle is provided, the Association reserves the right to cease providing such a vehicle or change or restrict its use in accordance with the needs of the organisation and in such a case no compensation shall be payable to the employee or member.
- 7.4 No commitment to an employee (either existing or prospective) will be made in relation to the motor vehicle, make, model, age etc. to be supplied.
- 7.5 Where a company vehicle is allocated to an employee or member of the Association they are required to maintain a vehicle travel log book.

8 NOVATED LEASES

- 8.1 From time to time, the Association may accommodate arrangements for an employee to salary sacrifice a portion of their earnings in return for a vehicle.
- 8.2 In the instance of a Novated Lease arrangement, the lease, running costs of the vehicle and FBT are deducted from the employee's pre-tax earnings and PAYG is calculated based on the employee's reduced salary.
- 8.3 Questions about arranging a new or managing an existing novated lease should be directed to the Association's Financial Accountant.

9 Related Policies, Procedures and Forms

- POL09 - Disciplinary Policy
- POL16 - Expense Reimbursement Policy
- POL07 - Business Travel Policy
- PRO20 - WHS Procedure for Vehicle and Driver Safety
- Scouts NSW H-S 20.1 Vehicle Inspection Checklist
- Scouts NSW H-S 20.2 Driver Declaration

