

The Junction Club House Cairns Ltd (The Junction)		
Policy: Motor Vehicle Usage		
Policy number: JQS.P4.5v2		Date adopted: 17/06/2020
Authorised by: The Board		
Date last reviewed: 17/06/2020	Reviewed by: Quality Review Panel	Date of next review: 17/06/2022

Related documents:	
Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> • Work Health & Safety Policy • Volunteer Motor Vehicle Agreement Form • New Employee Driver Nomination Form • Incident Policy • Incident Report Form
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • The International Standards for Clubhouse programs • NDIS Practice Standards
Legislation or other requirements	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 • Work Health and Safety Regulation 2011 • Income Tax Assessment Act 1997
Definitions	

JQS.P4.5v2

1. Purpose

The purpose of this policy is to outline expectations and guidelines regarding the use and maintenance of company vehicles.

2. Scope

This policy applies to all employees, members and volunteers who drive the company vehicles or their private vehicles for work at The Junction.

3. Policy statement

The Junction is committed to ensuring the safety of drivers, passengers and others, and to protecting The Junction's vehicle assets. The vehicles must be maintained and used legally and responsibly for the provision of services to members. The Director or delegate is responsible for the scheduling of vehicle maintenance and repairs.

4. Procedures

4.1 General rules of driving for work duties

- Vehicles must only be driven by drivers for whom a completed, authorised and active Driver Authorisation form is held on record by The Junction
- Drivers must hold an appropriate and current driver's licence. A copy of the driver's licence must be provided to The Junction prior to driving.
- Authorised drivers must notify the Director immediately if their licence is cancelled or suspended or driving records changed
- The motor vehicle log form is to be completed for each journey
- Employees who use their private vehicle for work duties must have comprehensive motor vehicle insurance and have advised their insurer that they do use their private vehicle for work duties. The Junction will not accept any responsibility or liability for any damage to private vehicles. A New Driver Authorisation form shall still be completed in this case.
- Employees who use their private vehicle for work duties must notify the Director immediately if their licence is cancelled or suspended or driving records changed
- Employees who use their private vehicles must keep a motor vehicle log form in order to claim work expenses on their tax return
- Repairs and maintenance are to be carried out according to the vehicle's service manual
- Engine oil, water, brake and steering fluids, tyre pressure and condition, and battery during refueling stops and/or oil changing intervals
- Smoking, drinking or eating is not permitted in any vehicles while driving for work duties
- Drivers of The Junction's vehicles and when using their own vehicles for work duties:

- have an obligation to operate within the parameters allowed by law, including but not limited to:
- drive within the speed limit
- Do not drive under the influence of alcohol or non-prescribed medication or drugs, or prescribed medication that adversely affects driving
- Do not drive in a manner so as to cause danger to the public or self
- Use safety devices fitted to vehicle (seat belts etc.)
- Do not use a mobile phone that the driver is holding in the driver's hand while the vehicle is moving or is stationary but not parked - refer 4.3 QLD Legislation below.

Any breach of the above will void the insurance on the vehicle and make the driver subject to charges under the law and liable for any damage to the vehicle or vehicles, or other property, private or public. The driver could also become liable for damages through injury to third parties

Additionally, a breach of the above parameters would also be in breach of workplace health and safety responsibilities. In particular, worker responsibilities under the Work Health and Safety Act 2011 include:

- Take reasonable care to ensure the safety of self and others
- Comply with workplace health and safety instructions, policies and procedures as provided by the The Junction
- Do not interfere with or misuse anything provided for health and safety purposes at the workplace
- Additionally, drivers are to arrange schedules with sufficient time to safely travel to the destination.

4.2 Accidents

At the scene of an accident the driver is to:

- Make sure everyone is safe and call the ambulance or fire brigade if necessary
- Contact the police and if they decline to attend, include this information on the Incident form. If police attend, obtain the name and station location of the police officer
- Do not accept responsibility for the accident

- Obtain name, address, phone number, licence number, vehicle registration number and insurance details of all involved in the accident
- If possible, obtain the name, address and telephone number of witnesses
- If towing is required, contact The Junction during working hours, or after hours phone the Roadside Assistance/Breakdown Service provider if applicable, or phone the nearest towing contractor
- If possible and safe to do so, take photos of the scene and any vehicle damage
- Complete an Incident form and submit it to The Director along with any photos of the scene and vehicles, within 24 hours.

4.3 QLD legislation regarding use of mobile phones when driving

Driving and mobile phones

To keep yourself and other road users safe your full attention is needed when driving. Driving while using a mobile phone held in your hand is illegal—even if you're stopped in traffic. This means you can't:

- *hold the phone next to or near your ear with your hand*
- *write, send or read a text message*
- *turn your phone on or off*
- *operate any other function on your phone.*

1. Mobile phone restrictions

Learner and P1 provisional drivers under 25 must not use hands-free, wireless headsets or a mobile phone's loudspeaker function.

Learner and P1 provisional drivers' passengers are also banned from using a mobile phone's loudspeaker function.

Find out more about [mobile phone restrictions](#) when driving.

2. Using your mobile phone safely

- *Turn off your mobile phone before you get in the car so you won't be tempted to answer it.*
- *If you must have your mobile phone on, install a hands-free kit so you can legally drive and talk on your phone (for open or P2 provisional licence holders only), but don't forget to keep concentrating on driving.*

- *You can use a mobile phone held in your hand if you are legally parked. Parked means stopped with the intention of staying at that place.*

If your mobile phone is in a mounting bracket on the windscreen, it must not obscure your view of the road.

These mobile phone rules do not apply to CB radios or any other two-way radios.

3. Penalties

You can be fined \$1000 and have 4 demerit points recorded against [your traffic history](#) if your mobile phone is in your hand and being used for any reason while you are driving—including when you're stopped at traffic lights or in congested traffic.

Double demerit points apply for second or subsequent mobile phone offences committed within 1 year after an earlier offence.

4.4 Fines and parking offences

Drivers are responsible for all fines relating to the vehicle, including but not limited to parking offences, illegal use of mobile phones and speeding fines. Payments are to be made by the due date. It is essential that allocated drivers keep a Motor Vehicle Log form that is to be completed. This will protect drivers from any disputes regarding responsibility for fines.

If the infringement notice is in the name of The Junction, The Director will coordinate the completion of a statutory declaration nominating the driver responsible for paying the fine. The fine will then be re-issued to the offending driver. Any reason for non-payment of fines should be documented and forwarded to the Director before contesting the fine.

5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	