

Motor Vehicle Usage Policy

1. PURPOSE

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

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"> • Risk Management Policy • Work Health & Safety Policy • Employee Driver Nomination Form • Incident Policy & Report Form
Other standards	<ul style="list-style-type: none"> • 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 & Safety Regulation 2011 • Income Tax Assessment Act 1997

2. Scope

This policy applies to all employees, members, contractors, and volunteers who drive the company vehicles or their private motor vehicles for work purposes.

3. Policy Statement

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

4. Procedures

4.1 General rules when driving for work purposes

- Company vehicles must only be driven by people who have a completed, authorised, and active Driver Authorisation Form on record with The Junction
- Drivers are to hold an open, current Driver Licence. A copy of the licence is to be provided to The Junction prior to driving company vehicles. Intermittent checking of the physical copy of a person's licence will occur for compliance purposes.
- Authorised drivers (of both company and private vehicles) are to notify the Director of Operations (or delegate) immediately if their licence is cancelled or suspended, or there is a change to their driving record
- The motor vehicle log form must be completed for every journey
- Employees who use their private vehicle for work purposes must have comprehensive insurance and must inform their insurer that they utilise their vehicle for business purposes.
- The Junction will not accept liability or responsibility for any damage to a private vehicle
- Employees using their private vehicle for work purposes who wish to claim expense reimbursement via ATO (rather than The Junction) should keep a personal vehicle logbook to record work-related journeys/expenses

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- Repairs and maintenance to company vehicles will be carried out according to the vehicle's service manual
- Vehicle engine oil, water, brake & steering fluid levels, tyre pressure and condition, and battery should be checked on a monthly basis
- Smoking, drinking, or eating is not permitted in any vehicle when it is being driven for work purposes
- All authorised drivers (both for company and personal motor vehicles):
 - Have an obligation to operate within the parameters of the law, and must
 - Drive within the speed limit
 - Not drive under the influence of alcohol, non-prescribed medication or drugs, or prescribed medication where it may adversely affect driving ability
 - Not drive in a manner causing danger or risk of danger to themselves, passengers, pedestrians or other people
 - Use safety devices fitted to the vehicle (e.g., seat belts)
 - Not use a mobile phone while driving (refer to section 4.3 below for further regulations)

Any breach of the above will void the insurance on the vehicle and the driver will be subject to legislative charges and held liable for any damage to the vehicle (or vehicles), and other public or private property. The driver may also become liable for damages through injury to third parties.

Any breach of the above parameters would consequently be a breach of workplace health and safety responsibilities. 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 Junction
- Do not interfere with, or misuse anything provided for health and safety purposes at the workplace
- Additionally, drivers are to arrange travel schedules with sufficient time to safely travel to the destination

4.2 Motor vehicle accidents

At the scene of an accident the driver is to:

- Ensure everyone is safe and call 000 if necessary
- Contact Police. If Police do not attend the accident this must be noted on The Junction Incident Report. The details of the attending officers and relevant police station are to be recorded on the Incident Report where the Police do attend the accident
- Not accept responsibility for the accident
- Obtain name, address, phone and licence numbers, vehicle registration number and insurance details of all persons involved in the accident
- Where possible, obtain contact details of witnesses
- Where possible and safe to do so, take photographs of the accident scene and any vehicle damage
- If towing is required, contact The Junction to arrange (during work hours), or the nearest towing contractor (outside of business hours)

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4.3 Queensland legislation regarding the use of mobile phones when driving

To keep yourself and other road users safe, your full attention is needed when driving. **It is illegal to hold a mobile phone in your hand or have it resting on any part of your body when driving.** This applies even if you are stopped in traffic. The phone does not need to be turned on or in use for it to be an offence. If you hold your phone or have it on your body while driving, you will be fined.

Illegal mobile phone use while driving includes:

- Holding it in your hand
- Resting on any part of your body (e.g., your lap or shoulder)

Using your mobile phone safely

While you can't hold a phone when driving, you can hold a phone when safely stopped to:

- Pay for goods and services, for example at a drive-through
- Gain access to or from a road-related area, such as a carpark
- Present a digital driver licence or other document to police when asked
- Get a card or money out of a phone wallet for the previous-listed purposes

You can also use your phone when safely parked. Parked means stopped with the intention of staying at that place.

Additional mobile phone restrictions apply to Learner and Provisionally licenced drivers under the age of 25. Refer to the [QLD Transport website](#) for further information.

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 logbook and complete it on each journey. This will protect drivers from any disputes related to responsibility for fines.

If the infringement notice is received in the name of The Junction, The Director of Operations will complete a statutory declaration, nominating the driver responsible for paying the fine (and receiving any applicable demerit points). The fine will then be re-issued to the offending driver. Any contesting of the fine should be documented and forwarded to the Director of Operations for resolution.

The Junction Clubhouse Cairns Ltd (The Junction) – Motor Vehicle Usage Policy		
Document number: JQS.P4.5 v3	Authorised by: The Director	Date adopted: 17/06/2020
Date last reviewed: 02/02/2023	Reviewed by: Quality Review Panel	Date of next review: 02/02/2024