



Motor vehicle use

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Guideline owner	Human Resource
Applies to	All lay employees and Volunteers
Related guidelines & procedures	
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Objective

To establish safety guidelines for employee's use of Parish owned motor vehicles.

Licences

All drivers, employee or otherwise, are required to be appropriately licensed to drive any of the Parish motor vehicles. A copy of all licences is to be kept on file at the Parish office. It is the driver's responsibility to forward to the Parish office a copy when their licence is renewed. The licence shall be provided at annual performance assessments. Drivers who hold a Learner's permit are not permitted to drive any Parish or Diocesan vehicle.

Private Use of Motor Vehicles

The private use of a Parish owned vehicle must be in the form of an agreement between the driver and their Parish Priest/Manager. Nearly all such agreements differ from each other depending on the conditions of employment of the driver. All private usage should be recorded in the vehicles logbook.



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Use of Private Motor Vehicles for Official Business

Private vehicles should not be used for official business unless an agreement is reached with the employees Parish Priest/Manager.

The critical requirements of an agreement are:

- The vehicle to be used is safe, roadworthy and suitable for the intended purposes.
- The vehicle must be registered and comprehensively insured.
- The driver is to be adequately licensed
- The designated route for the use of the vehicle should be clearly stated and form part of the agreement.
- The driver has a responsibility to declare to the Parish priest/Manager any relevant infringements that may affect the agreement.
- The Parish Priest/Manager must be aware at all times of the possible liability associated with regard to loss or damage caused by the driver of a private vehicle under such an agreement.

Driving under the influence of Alcohol and Drugs

Driving under the influence of alcohol and non-prescription drugs is illegal, the consequences of which include personal penalties such as fines and or jail as well as financial penalties associated with the voiding of insurance cover and damage to property expenses. Any employee found guilty of such an offence will be responsible for the payment of all fines and repair costs resulting from the incident and may be subject to disciplinary action.

Smoking

Smoking is prohibited in all Parish and Diocesan vehicles.

Cleaning and Routine Maintenance

All vehicles are to be kept in a clean, safe and fit state for use at all times. Normal running items such as petrol, oil, water, battery, tyres etc are to be checked regularly and are the responsibility of the assigned driver.

Unauthorised Use of Vehicles

Drivers must hold a current driver's licence valid for the State of New South Wales. Non compliance may affect insurance and subject the employee to liability for all fines and penalties.

Vehicles are not to be driven by other persons, other than those nominated, and are definitely not to be used for the purposes of teaching learner drivers etc.

Hitchhikers are not to be afforded lifts in vehicles. Negligent acts by hitchhikers can void insurance and expose the driver to paying for the costs of any damage.

Non compliance with these policies will result in associated costs (e.g. accident or claim costs etc) being charged to the employee.



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Traffic Infringements

All infringements are the responsibility of the driver of the vehicle. Any breaches of law or fines relating to the use of the vehicle will be dealt with and/or paid within the designated time by the person responsible for the infringement.

PROCEDURE - Motor Vehicle Accident

If an employee is involved in an accident whilst travelling in a Parish vehicle, they should take all necessary steps to ensure the safety/medical attention of themselves and any people under their charge, as a first priority.

If damage to vehicles is serious (\$1,000 or more) or there is injury to persons, contact the Police as soon as possible, and then inform the Parish. If the accident is of a minor nature the Police may request the driver attend the nearest station and complete a Collision Report form.

The following details are to be obtained at the site of the accident if possible and submitted to the Parish:

- Name and addresses of drivers and owners of all vehicles involved
- Licence number of drivers and ages of drivers of vehicles involved
- Police Officer's name and station (if applicable)
- Name of tow truck operator (if applicable)
- Location of yard to which the vehicle has been towed
- Insurance company of other vehicles
- Registration numbers, make and model of all vehicles involved
- Location (cross streets if possible) of accident
- People, numbers and names if possible of all passengers involved
- Time of accident – condition of road at time
- Independent witnesses to accident (if any)

Safety Guidelines

- For long distance trips, if there is more than one qualified driver, such drivers should swap every two hours. No driver should drive more than 600 kilometres during a 24 hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
- Avoid conditions that lead to loss of control - driving while tired or inattentive, or driving too fast for road conditions.
- Mobile phones are not to be used while driving unless the car is equipped with a hands-free kit.

Legislation

Roads Act 1993 (NSW)

Road Transport (Safety and Traffic Management) Act 1999 (NSW)

[Work Health & Safety Act 2011 \(NSW\)](#)