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## 1. COMMUNITY CONNECTIONS INCORPORATED'S POSITION

Community Connection Incorporated own three (3) company vehicles that are used for work purposes only, unless approved for other usage by the Manager.

<u>MAKE</u>	<u>MODEL</u>	<u>COLOUR</u>	<u>REGISTRATION</u>	<u>FUEL</u>
Hyundai				
Hyundai				
Nissan				

Company vehicles are used for a variety of purposes; used by Lifestyle Assistants to drive families and/or individuals to appointments and meetings or for recreational purposes, used by staff to attend meetings etc. The volume of usage, passengers, drivers and destinations will change from week to week depending on the requirements of our service.

## 2. PURPOSE

The aim of this procedure is to ensure that motor vehicles are provided for use by staff members where necessary provide a guideline of how we expect all staff to ensure appropriate use of Community Connection Incorporated's vehicles, including vehicle maintenance and travel safety.

This procedure is to be read in conjunction with Driving Safely Handbook Feb 2015  
<..\\..\\Workplace Health & Safety\\Procedures\\Driving Safely Handbook Feb 2015.pdf>

## 3. PROCEDURE

### Keys

When an employee has been allocated a company vehicle, it is a requirement that they sign the keys to that vehicle out prior to use and then back in when they have finished using it. The key sign in/out is located in reception.

### What should be in the Vehicle?

Please check that the following items are in the vehicle:

- First Aid kit
- Hazard warning triangle
- Log book

- Insurance/Roadside Assistance/Breakdown policy details.
- Fuel card

If these items are not in the vehicle please inform the Management Team.

### First Aid kit

First Aid kits should be checked on a monthly basis. If you use any item from the First Aid kit – please inform the Management Team to ensure replenishment and/or add it to the vehicle checklist to be actioned.

### Log Book

Completing vehicle log books are a requirement of the ATO. There is a log book in each company vehicle – please make sure that these are updated with your journey.

A new log must be started each day **and** if there is a change in driver during the day. The previous driver of the vehicle must sign-off the Log Book if they are replaced during the day. This is to ensure that the name of the driver who was on the duty on a particular time/date can be identified if/when Community Connection Inc. receives an infringement notice.

### Fuelling Company Vehicles

1. Each company vehicle has a fuel card which is located in the centre console of the vehicle. The fuel card is embossed with the registration number of the company vehicle and can only be used for that vehicle.
2. Only unleaded fuel (not premium unleaded) is to be used in any petrol vehicle.
3. Vehicles may only be refuelled at the following Puma Service Stations:

**BP Bolam St - 24 hr**  
25-27 Bolam Street  
Garbutt 4814  
PH: (07) 4779 1077

**BP Rosslea – 24 hr**  
79 Bowen Road  
Rosslea 4812  
Ph: (07) 4725 1580

**BP Riverway – 24 hr**  
1231 Riverway Drive  
Rassmussen 4815  
Ph: (07) 47740566

4. If the card is not available and you need to refuel, you may pay for the fuel, obtain a tax invoice and present the receipt to the Finance Coordinator for reimbursement.
5. Please be courteous and make sure that there is at least 1/3 of a tank of fuel available for the next person to use the vehicle

### Prior to Using the Vehicle

Before using the vehicle please check:

- Horn – press the horns to ensure that it is working
- Indicators and lights – turn these on and walk around to check they are in working order
- Windscreens, Windows and Rear Window: - Are there any scratches, chips or cracks? If there is a crack, any windows are shattered, or there is a dent anywhere on the driver's side windscreen, it is considered an obstruction and is deemed illegal. The vehicle is not to be driven until this has been repaired.
- Any chips, minor cracks to windows, or any damage to the vehicle – please report on the company vehicle checklist and inform the Management Team so that the vehicle can be scheduled for repair.
- Loose objects and equipment – make sure that there no rubbish, loose items and/or equipment in the vehicle that may be a distraction and moving about the vehicle whilst you are driving. Loose items should be placed in the car boot and rubbish should be removed and disposed of.

- Please note any damage or deficiencies and inform the Management Team at the earliest opportunity.

### Hazards

Hazards need reporting to Community Connection Inc. Examples of hazards may include; an unsafe tyre, a chip/crack in the windscreen or rear window, if mirrors are loose, cracked or broken, any leaks, any non-secure items in the vehicle, wipers not clearing the windscreen, frayed seatbelts. Etc. Hazards may be reported on the company vehicle checklist or by phone if the vehicle is unsafe to drive.

Where a defect is identified the vehicle must be booked in to have the defect repaired as soon as is practical - the Management Team will organise this. Vehicles must not be driven in an un-roadworthy condition.

### Dents and Scratches to Paintwork

- Take the time to have a quick look around the vehicle
- Are there any dents or scratches in the paintwork?
- Please note any damage and report to the Management Team.

### Insurance/Roadside Assistance/Breakdown Policy Details.

Our vehicle insurance and Roadside Assistance/Breakdown Policy details can be found in the glove compartment of the vehicle. Always call the Management Team and report any incident/accident.

### What to do in an Accident

1. Remain calm
2. Do **NOT** admit liability
3. If able to – exchange details with any other parties:
  - Owners name
  - Drivers name, address and telephone number
  - Name and phone number of insurance company (Our insurance details are located in the glove compartment of the vehicle.)
  - Make, model and registration number of vehicle
  - Name, address and phone number of any witnesses
  - Any relevant photographic evidence
4. Call the Management Team (Community Connection Incorporated) and report to the HR Coordinator or anyone else from the Management Team or emergency on-call (OUT OF OFFICE HRS )
5. If you are in a collision, a representative from the Management Team will come to where you are to assist you. They will be able to help to organise a tow truck if necessary and/or any other arrangements that are required.
6. If you have been hit and this has impacted the driver side, do not move out of your seat (unless it is life threatening to remain in your seat) until an ambulance has been called and you are told you can move out of your seat by a Paramedic. This is for your safety and well-being.
7. Complete an [Incident Report Form](#) and give this to the HR Coordinator.
8. The Finance Coordinator will assist you with calling the insurance company to lodge the accident/collision with them.

### What to do in the Event of Breakdowns, Flat Tyres, Car not Starting

In the event of a vehicle breakdown, driver's should:

1. Ensure their safety and that of any passengers;

2. Position vehicle in the safest possible place;
3. Activate hazard lights;
4. If available use additional safety equipment (e.g. safety vests, witches hats, signs) to warn other drivers;
5. Call the number located in the glove compartment for our roadside assistance support service.
6. Quote our service number (found in the glove compartment) or the vehicle registration number.
7. Inform the operator of the registration number (if not already done so,) the make and model of the vehicle, as well as your location and the nature of the problem.
8. Call the Management Team and inform them of what has occurred.

Note: Do not leave the vehicle unattended, unless absolutely necessary.

### **Servicing and Maintenance**

Servicing and maintenance is organised by the Management Team.

### **Cleaning of the Company Vehicles**

All our vehicles should be clean and well maintained. If you find a vehicle in an unacceptable condition please inform the Management Team immediately.

We detail our vehicles on a fortnightly basis and it is the driver's responsibility to keep the vehicles clean when using:

- Spillages of liquids or spoiling of surfaces must be cleaned immediately or as soon as is practical.
- Rubbish must be removed and disposed of.
- Smoking is prohibited in any of our vehicles and/or near any Community Connection Incorporated's vehicles where the smoke and/or smell permeates the inside of a confined space - for example inside a vehicle.

### **Parking**

Please adhere to legislative requirements regarding parking. This includes but is not limited to:

- Disabled car parking –if you do not have an individual with you, you cannot park in a disabled parking bay. If you have an individual and no disabled parking label, you cannot park in a disabled parking bay. The only time you may park in a disabled parking bay is when you have both a disabled label and an individual.
- Pram only parking – employees should never have an occasion to park in these parking bays.
- Residential ***only*** parking bays – please be courteous and park in either visitor parking bays or out on the street. Do not park in residential bays as these for residents only.
- Do not park in loading zones.

### **Security, Confidentiality and Privacy**

Employees are responsible for ensuring any vehicle they are responsible for is adequately secured.

The following security measures must be taken every time the vehicle is left unattended to minimise the risk of vehicle theft or break and enter:

- lock all vehicle doors;
- fully close all vehicle windows;
- remove key from ignition (even if going back to work to pick something up quickly);
- activate vehicle's alarm (if fitted);

- remove all personal effects, valuables or attractive items on seats or anywhere on view in the vehicle (e.g. handbags, laptop computers, portable navigation devices, etc.);
- hide from view all valuable or attractive items that cannot be practically removed;
- avoid parking in isolated or dark places - try parking under a street light or in a well-lit area;
- immediately report anyone loitering near or trying door handles
- do not leave any confidential files in an unattended vehicle and/or any confidential or private files, notes etc. where someone can glance through a window and garner information that is private and/or confidential (this may include case notes, names and addresses etc.)

### **HAZARDOUS SITUATIONS/CONDITIONS**

Hazardous situations/conditions may include, but are not limited to: brake failure, animals or debris on the road, tyre blowouts, skidding or aquaplaning.

In a hazardous situation, apply the following system of vehicle control when approaching any traffic situation:

- Identify the hazard;
- Ask – ‘Is my position on the road correct for the hazard ahead?’;
- Mirror and signals – check the rear vision mirrors to see where other vehicles are. If need to indicate, do it now;
- Approaching speed – check speed is appropriate. Reduce or increase speed as necessary;
- Evasive action – before coming to the hazard check to see if it is still safe to drive in the way and direction planned.
- Ask – ‘Do I have to take some action?’ This may mean stopping, slowing down or sounding the horn;
- After passing the hazard resume the appropriate speed

### **SAFE DRIVING**

Driving safely is not just about following the road rules; it is about being alert and ready to act. Drivers need to stay alert for the entire time that they are behind a wheel. This means scanning the road environment, processing information and making decisions about the primary task of driving. A driver who is alert to road conditions and pays attention to the vehicles around them is far less likely to crash.

#### **Keeping a safe distance**

If you drive too close to the vehicle in front of you, what will you do if they brake suddenly? You are likely to crash!! Keep far enough away so that you can stop in time.

#### **Monitor your speed**

Speeding is dangerous. It is not safe to speed in any circumstance, regardless of how experienced a driver you are, how good your car is, or whether you are driving. Where possible use cruise-control within the legal speed limit.

## **4. CONTRAVENTION**

Any breach of these procedures will be treated as a serious matter and may result in disciplinary action depending on the level and nature of the breach. Disciplinary action that may be taken includes, but is not limited to, the issuing of a formal warning, directing people to attend mandatory training, suspension from the workplace and termination of employment.

Where appropriate, breaches of the law will be reported to the police.

## 5. RESPONSIBILITIES

All Employees who drive our vehicles will:

- Ensure they are aware of these procedures and are operating within the guidelines.
- Report any suspected breaches of these procedures to the Manager/Management Team.
- Report any suspected misuse of Community Connection Incorporated's vehicles to the Manager/Management Team.

The Manager/Management Team will:

- Implement and communicate these procedures.
- Apply the relevant policies and disciplinary procedures in the event of breaches.
- Report to the Management Committee any significant instances of a breach of these procedures.