

Policy Rationale

Campaspe College of Adult Education is committed to a safe working environment for all staff, including the use of the College motor vehicle[s].

Policy Aims

It is acknowledged that the existence of Occupational Health & Safety policies and procedures that align with work tasks will assist greatly in promoting safe work practices, including the proper use of motor vehicles.

Policy – For Booking Vehicle

- A booking schedule will be maintained by the **Receptionist** for people wishing to book the use of CCAE vehicles.
- If clashes occur, precedence will generally be given to use that involves the most staff members and/or greatest travel time, but the final decision rests with CCAE's Manager.

Procedure – Requirements of Drivers Using Motor Vehicle

All staff using CCAE vehicles must adhere to the following requirements:

- Drivers must possess a valid driver's license and be of the appropriate class governing the vehicle being operated and the license must be in the possession of the driver at all times when driving CCAE vehicles.
- Drivers must obey and comply with all traffic laws and regulations governing the operation of motor vehicles.
- Drivers must use CCAE vehicles only for conducting business and not for personal use.
- Smoking is not allowed in any CCAE vehicle just as it is not allowed on CCAE premises.
- Drivers are responsible for ensuring that the vehicle first aid kit is available and stocked appropriately.
- Drivers must immediately report all accidents involving CCAE vehicles.
- Drivers may not place bumper stickers or unauthorized equipment in or on CCAE vehicles. This includes private equipment and radar-detecting devices.
- Drivers must complete a logbook detailing vehicle use. Logbooks may be presented to the OHS Officer for consideration.
- All vehicles assigned on a daily basis from the daily pool must be returned to the parking lot at the end of the day unless other arrangements are made ahead of time.
- Keys for vehicles, lockable garages/gates, plus any petrol cards, will be stored in the Key rack in the Office and must be returned to this rack by the driver.

Procedure – Penalties on Staff for Inappropriate Use of Motor Vehicles and Breach of Road Laws

- Drivers under the influence of alcohol above the recognised legal limit of blood alcohol or drugs that may affect driving ability are prohibited from driving CCAE vehicles.
- Drivers must pay, without reimbursement and as soon as possible, all illegal parking fees.
- Drivers must pay, without reimbursement and as soon as possible, all traffic infringements.
- All staff must wear properly fastened safety belts whenever they travel in CCAE vehicles and will be required to pay, without reimbursement and as soon as possible, all penalties imposed by police for failure to do so.
- Drivers are not permitted to pick up 'hitch-hikers' when using CCAE vehicles. Should this be breached and CCAE is sued, CCAE will in turn seek recompense from the employee who breached this condition of vehicle use.

Evaluation

This policy will be reviewed bi-annually