

POLICY & PROCEDURES DOCUMENT

POLICY TITLE: **USE OF NORTHERN RESPITE CARE MOTOR VEHICLE**

POLICY NUMBER: **7.1**

POLICY STATEMENT:

The Volunteer Association shall operate a motor vehicle within it's Northern Respite Care program for the purposes of fulfilling the requirements of the service. Oversight for the use of the vehicle shall be at the discretion of the Executive Officer with priority given to the work of the Director of Volunteer Services and the Program Manager of Northern Respite Care services, who may delegate use to volunteers of the program.

EXPECTED OUTCOMES:

- ✦ Clear guidelines for the use and operation of the NRC vehicle will be established
- ✦ Staff and volunteers will be aware of and adhere to the procedures for the use of the NRC vehicle

PROCEDURES (To implement Policy)

1. All staff driving the vehicle must have a current driver's licence, which must be sighted by the DVS, the Program Manager or a member of the recruitment team prior to driving the vehicle for the first time. All staff and volunteers must inform the program manager or EO of any modifications or changes to their licence or changes to their ability to safely drive a vehicle.
2. The keys are available from the Program Manager - Northern Respite Care
3. No smoking is permitted at any time in the vehicle.
4. The street directory is to stay in the vehicle at all times.
5. The vehicle will be stationed in the government car park at LMH and may occasionally be housed with staff of the service if their last job of the day is near where they reside.
6. Any speeding infringements, traffic violations and parking tickets are the responsibility of the person driving the vehicle at the time they are incurred.
7. The Program Manager of Northern Respite Care shall not use the vehicle for extended personal use unless prior approval has been given by the EO or DVS
8. Fuel shall be provided by the Northern Respite Care program budget except where there is extended personal use, in which case fuel shall be paid for by the user
9. Servicing of the vehicle shall be the responsibility of the Program Manager, Northern Respite Care Services - and shall be conducted through an approved agent in accordance with manufacturer's recommendations. Any faults that are noticed shall be reported immediately to the Program Manager of the NRC program.
10. The NRC vehicle shall be replaced with a new vehicle approximately every 40 000kms or as funding allows

In the case of an accident:

11. Any accident must be reported to the Executive Officer, DVS, the insurer and the SA Police if necessary.

12. The Insurer of the vehicle is AON
13. The excess payable in the case of an accident will be met by the Northern Respite Care Program, unless it is determined by the SA Police that the driver was in breach of the law.
14. If the driver of the vehicle is involved in an accident whilst driving with a blood alcohol level of .05 or above, or under the influence of drugs, the total cost of the repairs to the vehicle will be met by the driver and legal action will be taken to recover monies owed if payment is not forthcoming.

In the case of a breakdown;

15. The vehicle is covered with an Toyota Roadside Assistance membership. Should you encounter mechanical difficulties, follow the instructions on the membership card located in the car's glove box
16. Any breakdown must be reported to the Program Manager, the DVS and where relevant the Executive Officer as soon as possible
17. Instructions on the procedures to follow in the case of a breakdown must be kept in the glove box at all times

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