

Motor Vehicle Policy

It is the Policy of St Chads Communication Centre Trust to provide vehicles for business use and the transportation of clients to achieve community participation and programme outcomes

This Policy applies to all staff (both paid and voluntary).

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in the performance and appraisal processes

Guidelines:

1. Where possible, a St Chads vehicle will be used to transport clients unless other forms of public transport are practical. In the event of a St Chads vehicle not being available, or impracticable in the circumstances, other methods of transport may be used, following consultation with the General Manager
2. All St Chads vehicles must be registered and warranted and kept in a warrantable condition with regular servicing undertaken
3. Staff transporting clients will hold a full driving licence. Any endorsement, demerit points or cancellation of licence must be reported to the General Manager as soon as practicable
4. Staff must carry their driver's licence at all times while driving any St Chads Centre vehicles and present it to the General Manager on request
5. Should staff have their driving licence suspended, or be disqualified from driving, they are to notify the General Manager immediately, *in writing*. Further employment processes may also be enacted for paid employees
6. Staff are to obey all road rules at all times. The Trust will not accept any liability for any penalties imposed on the driver for any breaches
7. The driver is responsible to ensure all passengers are correctly restrained in the vehicle prior to driving (including correct wheelchair restraint as appropriate) and that the vehicle is in warrantable condition
8. Personal cars can only be used for transporting clients, or to carry out any St Chads business with the approval of the General Manager
9. Staff must complete the Vehicle Guidelines form prior to being able to drive a St Chads vehicle
10. Mileage reimbursement rates will be based on the Inland Revenue Department current. Guidelines and be authorised by the General Manager (or Chairperson in the case of the General Manager)
11. Personal cars used to transport members must carry at least third party insurance, be registered and warranted and currently warrantable. Staff members must also be sure that their insurance company will provide cover if an incident occurs while using their vehicle for work purposes
12. Parking and/or Toll costs incurred by a staff member while on St Chads business will be reimbursed with suitable evidence produced

Supporting Documents:

St Chads Vehicles: Guidelines for use
Health and Safety Policy

Document Control Parameters:

- The provisions of this Policy supersede and replace all previous Motor Vehicle Policies

Policy Review:

- This Policy is to be formally reviewed every second year

Date ratified: Aug 2006

Date reviewed: August 2019

Next review: August 2021