

St Chads Vehicles: Guidelines for use

Updated 19 August 2019

In agreeing to drive a St Chads vehicle, I accept:

Servicing and maintenance

- While the General Manager is responsible for ensuring the vehicles are regularly serviced and maintained, it is the drivers responsibly to ensure the vehicle is in a 'currently warrantable' state before driving and advise of any concerns

Restraints

- It is the driver's responsibility to ensure that all persons in the vehicles are properly restrained. This includes correctly fitting wheelchair restraints (which include a separate seatbeat), and when a person has a properly authorised exemption from wearing a restraint and is carrying this exemption with them

Garaging

- Where St Chads has a secure parking facility (which maybe either an off-road site or garage) the vehicles must be parked at that facility
- Where secure parking is not available at the centre or by prior arrangement, vehicles may be garaged by staff who have off street parking available. Employees will ensure the vehicles travel only to and from their residence to St Chads or on pre-authorised St Chads business
- In the instance of employee annual or sick leave, the Employee together with the General Manager will ensure the vehicle is always available for business use

Driver's licence / impoundment of employer's vehicle

- All drivers must hold a full current licence. Any endorsement, demerit points or cancellation of licence must be reported to the General Manager immediately (see policy)
- Land Transport Act: If a St Chad's vehicle is seized by an enforcement officer, due to an infringement of the above act, all costs associated with this will be the responsibility of the employee and may be deducted from the wages of that employee

Insurance

- St Chad's maintains insurance cover on the vehicles. If any employee has been or is declared uninsurable at any time, this must be made known immediately to the General Manager
- In the event of any damage or accident, this must be reported without delay (other than to attend to safety) to the General Manager and, where appropriate to the Trust and the Insurance company

The driver must at the time of the accident;

Ensure the safety of everyone involved	Minimise any additional harm to person or property
Phone and advise the General Manager of the incident	Obtain the driver(s) name(s) and phone number(s)
Name of vehicle owner	Make, model and registration of the vehicle(s)
Name(s) of the driver(s) insurance company	Give their name to the other driver; name St Chad's Trust as owner
Take photos of both vehicles and the context	Not make any admission of liability
Complete an insurance form without delay	

Insurance Excess

- Where our insurer declines to meet the claim because the driver is uninsurable, prohibited from driving, does not have a current licence or was driving under the influence of drugs or alcohol or for any other reason, St Chads may claim insurance and consequently authorise the insurer to recover costs from the driver
- Where the accident was caused by a ticket-able driving offence (i.e. contrary to road rules). St Chads reserves the right to recover the Insurance Excess from the driver

Out of Town Accidents

- Where the employee has an accident out of the metropolitan area and the vehicle cannot be driven, towage is to be arranged to the nearest garage. No authorisation for any repairs is to be given without approval of management.

Non Accidental damage

- All non-accidental damage e.g. minor dents caused by unknown persons, rust or broken parts are to be reported to the General Manager who will decide if repairs are to be carried out. Initial notification is to be completed on a Repairs and Maintenance request form managed by the Office Administrator

Vehicle Log Books

- Must be completed for St Chads vehicles

Traffic and Parking Offences

- Any penalties are to be met by the employees concerned unless there is fair reason why St Chads should cover this

Volunteers

- Volunteers that drive any St Chad's vehicle are required to comply with and follow the same policies/procedures/protocols as any other staff members

This document supersedes any earlier versions of St Chads Vehicles: Guidelines for use

I have read and understood the *St Chads Vehicles: Guideline for use* and agree to abide by it

Name:

Date:

Signature: