

## DIOCESAN MOTOR VEHICLE POLICY

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This Policy is to provide direction on the purchase, operation and maintenance of Diocesan vehicles.

### Operation and Maintenance of Motor Vehicles

Whilst the Diocese is responsible for the cost of maintaining vehicle(s), the scheduled servicing and other maintenance carried out on vehicles remains the responsibility of the designated driver. Manufacturers' service schedules and requirements are to be adhered to and under no circumstances is any action to be taken that could jeopardise any warranty conditions. No modifications are to be made to a Diocesan vehicle without the prior approval of the Registrar.

### Drivers Licences

Under no circumstances is any person to drive or permit another person to drive any Diocesan vehicle if the person involved:

- ❖ Does not hold a valid driver's licence for the type of vehicle concerned;
- ❖ Holds a provisional licence;
- ❖ Has been refused motor vehicle insurance or thereof by any insurers;
- ❖ Is under the influence of any drug or intoxicating liquor;
- ❖ Has not completed an *Authority to Drive Motor Vehicles Form*.

It is the responsibility of the designated driver to ensure that any person that is given access to a vehicle is properly licensed to drive that vehicle. All drivers using a Diocesan vehicle must complete an *Authority to Drive Motor Vehicles*. This form is to be forwarded to the Registrar with a photocopy of their licence prior to driving a Diocesan vehicle for the first time and upon renewal of licence. Attached as Appendix A is a copy of this form.

If an alternate driver has been nominated to drive a Diocesan vehicle, a photocopy of their licence should be forwarded to the Registrar.

### Traffic Regulations and Infringements

All drivers are expected to obey all traffic regulations and parking ordinances as set by local government. Any fines including parking and traffic offences will be the responsibility of the driver of the vehicle at the time of the offence and will not be paid by the Diocese of The Murray.

At all times each vehicle must be driven correctly and safely, whether within or outside Diocesan grounds. All road rules applicable outside Diocesan grounds shall apply to roads within the grounds. All speed restrictions within the grounds must be strictly observed. Safety belts should be used at all times.

Drivers of Diocesan vehicles are not permitted to use hand held mobile phones whilst driving under any circumstance. If a call has to be answered or made the driver must first pull to the side of the road as soon as it is safe to do so.

### Security

It is the responsibility of the driver to ensure the security of the vehicle during a journey. The vehicle must be locked whenever it is not in use or unattended.

All Diocesan property must be removed from visibility. Valuables, including mobile phones or Diocesan documents are not to be left in view when the vehicle is not in use or unattended.

### Registration and Insurance

The registration and insurance of Diocesan vehicles is the responsibility of the Registrar who will ensure the registration will be kept current. However it is on the onus of the driver to check the status.

Under no circumstances should an unregistered vehicle be driven.

### Fuel Cards

All fuel purchases must be obtained via the Diocesan Anglicare fuel card, unless in exceptional circumstances.

### Roadside Assistance

The Diocese will contribute towards RAA Subscription of the Bishop and may take advantage of any roadside assistance plans provided by vehicle manufacturers. If an alternate driver has been nominated to drive a Remuneration Linked vehicle, they are responsible for their own RAA Subs.

## Vehicle Cleanliness

Diocesan vehicles are to be kept clean and in good condition at all times, inside and out. A poorly kept vehicle reflects badly, not only on the Diocese, but also on the driver. Drivers and passengers are not permitted to smoke in Diocesan vehicles.

The Registrar will conduct periodic inspections of vehicles to ensure cleanliness standards are maintained.

## Vehicle Acquisition

The Diocese will endeavour to purchase or lease a vehicle that reflects the suitability for the purpose. In determining the type of vehicle to be acquired, consideration will also be given to the “green” credentials, purchase cost, operating costs and eventual resale value of the vehicle.

The choice of make and model of a new Diocesan vehicle is generally limited to vehicles that are available to models that fulfil fleet discount availability.

To ensure compliance with Occupational Health & Safety standards and green credentials, all passenger vehicles will be equipped with the following features as a **minimum**:

- ❖ 5 star ANCAP safety rating vehicle (includes ABS, airbags etc.)
- ❖ Air conditioning
- ❖ Automatic Transmission

Any other accessories requested must be made in writing to the Registrar. If approved, the cost of accessories is to be met by the user unless waived and will not be recovered on sale of the vehicle.

The vehicle should be purchased with any available fleet discount and with the Registrar’s final approval.

## Vehicle Replacement

To maximise the residual value of a vehicle, Diocesan vehicles are replaced on the basis of prevailing market conditions and are at the discretion of the Registrar, however, as a general rule, vehicles are replaced as follows:

- Passenger vehicles: Maximum of 4 years or 150,000 kilometres whichever occurs first.

Replacement vehicles will normally be of a similar make and model. Where a larger vehicle is required, the requirement needs to be substantiated. Any additional equipment or accessory must also be substantiated prior to the new vehicle being ordered.

Any proposal to replace a Diocesan vehicle must be authorised by the Registrar after approval by Diocesan Council.

## Return of Vehicles

Vehicles are to be kept in a clean and tidy condition and in a fair and reasonable condition for the age and mileage of the car. Both sets of keys, logbooks, service books and all other associated equipment must be returned with the vehicle.

## Vehicle Disposal

At the time of purchase, a reserve price is generally set for the disposal of each vehicle. A guide is the vehicle’s written down value (WDV) or book value at the time. The Registrar will use a level of discretion based on prevailing market forces, to determine the most cost effective disposal method, be it auction, trade in or by other means.

## Accident Reporting

In the event that a Diocesan vehicle is involved in an accident it must be reported to the Police and to the Registrar with the Police Report Number and any other information required by the Insurance Company.

## General Provisions

*The use of a vehicle may be suspended at the discretion of the Registrar if the driver is convicted of a serious driving offence or has, in the opinion of the Registrar, acted in breach of any of the provisions or procedures in this Policy.*

# AUTHORITY TO DRIVE MOTOR VEHICLES (APPENDIX A)

Name: \_\_\_\_\_

## DECLARATION

In accepting nomination as an authorised driver of a Diocesan motor vehicle, I hereby declare:

1. I am the holder of a current non-provisional motor vehicle driver's licence and have no knowledge of any circumstances which could cause its cancellation or suspension.
2. I have not been refused motor vehicle insurance or continuance thereof by an insurer.
3. I have read and understand the Diocesan Motor Vehicle Policy and agree to act in accordance with the conditions therewith.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## LICENCE DETAILS

State Issued \_\_\_\_\_ No \_\_\_\_\_ Class \_\_\_\_\_ Expiry Date \_\_\_\_\_

*You must attach a copy of your current drivers licence with this form.*

## NOMINATION OF AN ADDITIONAL AUTHORISED DRIVER

*To be completed by the authorised Driver*

I, \_\_\_\_\_ nominate \_\_\_\_\_ to drive the Diocesan vehicle allocated to me.

*To be completed by the nominated Driver*

In accepting nomination as an authorised driver of the Diocesan motor vehicle allocated to \_\_\_\_\_, I hereby declare:

1. I am the holder of a current non-provisional motor vehicle drivers licence and have no knowledge of any circumstances which could cause its cancellation or suspension.
2. I have not been refused motor vehicle insurance or continuance thereof by an insurer.
3. I have read and understand the Diocesan Motor Vehicle Policy and agree to act in accordance with the conditions therewith.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## ADDITIONAL PERSON LICENCE DETAILS

State Issued \_\_\_\_\_ No \_\_\_\_\_ Class \_\_\_\_\_ Expiry Date \_\_\_\_\_

*You must attach a copy of your current drivers licence with this form.*