

Vehicle Management Procedures

These procedures set out the processes and parameters regarding the use of vehicles, with particular regard to the LDMP.

SAFETY

It is the priority of the driver to exercise care and caution to maximise the safety of all passengers, themselves and other road users. Drivers must comply with all road and traffic regulations.

Anyone operating the vehicle should not use their mobile phone while driving and must comply with the road rules around mobile phone use for their licence class. Learnerville LDMP clients must have their mobile phones switched off and in the glove box.

Drivers must not be intoxicated – alcohol and other drugs.

Anyone authorised to drive LDMP vehicles must have a valid C-class driver licence issued in Australia and they must have their licence with them each time they use the vehicle. The LDMP coordinator will sight all driver licences of participants and volunteer mentors and note when they are due for renewal. It is the responsibility of volunteer mentors and LDMP participants to inform the LDMP coordinator if their licence is cancelled or revoked for any reason. Participants and volunteer mentors are also responsible for arranging the renewal of their driver licence. Obtaining and maintaining a driver license for volunteer mentors is a personal expense.

USAGE

LDMP vehicles must not be used for private/personal business.

The vehicle, when not in use, must be parked in the designated parking space at the LDMP head office.

All vehicles are equipped with a log book; a fuel card; an incident / crash procedure document; and a crash/ breakdown incident report form.

LOG BOOK

The driver of the motor vehicle is responsible for completing the log book after each use. All fields must be completed. In the case of the LDMP, volunteer mentors and the participants can complete the details together.

The log book will be inspected from time to time by the vehicle manager who will schedule maintenance as needed and will check the log book details against bookings with the LDMP.

SERVICING AND MAINTENANCE

The vehicle manager will schedule regular maintenance and servicing of the vehicle. These will be scheduled every six months, or every 10,000kms (whichever comes sooner). In addition, repairs and maintenance may be carried out if any issues are raised by those who use the vehicle, or if any matters impacting the safe and efficient running of the vehicle are logged or observed.

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BREAKDOWNS

In the case of a breakdown, follow the Emergency Procedures provided in the vehicle. Roadside assistance and towing information is found in this document.

CRASH REPORTING AND MANAGEMENT

Anyone using LDMP vehicles must report any serious problems or any crashes of any extent to the vehicle manager.

In the case of a crash, the driver and/or passenger/s must follow the Emergency Procedures and where practicable, complete the Incident Report Form at the earliest possible opportunity.

Both of these documents are found in the glove compartment of LDMP vehicles and additional copies are found at the Learnerville offices.

The vehicle manager is responsible for managing any necessary repairs and for completing insurance documents to lodge any relevant claims.

PENALTIES AND INFRINGEMENTS

Drivers of all LDMP vehicles are required to comply with laws and regulation applying to driving and operating motor vehicles. Should a driver commit an offence or infringement the driver is personally liable. The driver of the motor vehicle at the time of penalty/infringement must report any penalties or infringements to the vehicle manager immediately upon receiving the first notice. All merit deductions are to be borne by the driver of the motor vehicle at the time of the infringement or penalty.

Any instances where these procedures are not adhered to may result in the person/s being

REFUELLING

Anyone using the vehicle is responsible for refuelling using the fuel card provided in the vehicle. The fuel card is only to be used to refuel the vehicle in which it is found and must only be used to pay for fuel for said vehicle and not for any other items. Please hand in any receipts to the vehicle manager for record keeping.

The vehicle must be refuelled when the fuel gauge indicates the tank is one quarter full.

TOLLS

Any tolls will be paid through the in-vehicle electronic tag. Please inform the vehicle manager if you believe the tag is not working.

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LDMP BOOKINGS

All bookings of the vehicle for the LDMP must be made through the online booking system. Please contact the LDMP coordinator if you have any difficulties in making bookings.

KEYS

Keys are kept in the locked storage box at the side of the garage where the vehicle is housed. This storage box can be accessed using the code given to those authorised to use the vehicle.

Volunteer mentors must not give the security access code to learners involved in the LDMP.

A spare set of keys are kept with the vehicle manager.

INSURANCE AND REGISTRATION

All vehicles will be covered by Compulsory Third Party; Third Party Property & Comprehensive Insurance policies.

Registration will be kept current and it is the responsibility of the LDMP coordinator to ensure any vehicle's registration is maintained.