

VEHICLE POLICY

This policy applies to all LDMP employees and volunteers.

Authorised by	
Applies to	
Date effective	
Next review date	
Version No.	

PURPOSE AND RATIONALE

The LDMP has a responsibility to ensure all equipment and vehicles owned and utilised are properly maintained and safe to operate. This policy sets forth the vehicle management policy to ensure that all vehicles are operating in a safe manner, all mechanical repairs and periodic maintenance shall be performed.

POLICY STATEMENT

LDMP vehicles are provided to support business activities only and are to be used only by qualified and authorised employees and volunteers.

Vehicles are to be operated in strict compliance with NSW motor vehicle laws and legislation, with the greatest regard for their care and cost effective use. Any vehicles owned or managed by the LDMP must be registered with the proper government authority and have necessary insurance.

Anyone authorised to drive LDMP vehicles must have a valid C-class driver licence issued in Australia. Anyone supervising a learner driver as part of the LDMP must obtain their licence at their own expense.

The driver of the motor vehicle is responsible for completing the vehicle log book after each use. Any maintenance requirements, body damage or urgent repairs should be reported to the Vehicle Manager immediately.

The Vehicle Manager is responsible for scheduling maintenance of any vehicles with an authorised repairer.

Any day to day maintenance and refueling is to comply with information contained in the Vehicle Management Procedures document.

Any crashes or incidents requiring immediate attention (including medical attention) should be addressed following procedures outlined in the Vehicle Management Procedures and Emergency Procedures and Incident Report Form (found in vehicle).

Any penalties incurred by the driver are the responsibility of the driver.

VEHICLE POLICY

AUTHORISATION

[Signature of Board Chairperson]

[Date of approval by Board]

[Name of Organisation]

CONFORMANCE

Legislation	<i>Road Transport Act 2013</i> <i>Work Health & Safety Act 2011</i>
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RELATED DOCUMENTS

Vehicle	Any licenced vehicle purchased, rented or leased by <i>Learnerville</i>
Daily service inspection	Daily inspection by anyone using Learnerville vehicles including checking tyre pressure, fluid levels, lights, indicators and mirrors

KEY DEFINITION

<i>Learnerville policies</i>	Work Health and Safety Policy
<i>Learnerville procedures</i>	Vehicle Management Procedures Emergency Procedures and Incident Report Form

REVIEW SCHEDULE

NEXT REVIEW	
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REVIEW RECORD	