



YMCA Geelong – Motor Vehicle Usage Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 195-O	04/07/2019	04/07/2019	APPROVED

1. MOTOR VEHICLE USAGE POLICY

2. PURPOSE

YMCA also provides access to pool vehicles for employees and volunteers for business travel purposes, according to business needs.

The purpose of this Policy is to;

- Assist to make the movement of YMCA property easier for the Staff members.
- Reduce the risk of injury to Staff members and members of the community.
- Reduce the risk of damage and limit the 'wear and tear' to the vehicle.
- Maintain a positive and favorable public perception of both YMCA and in those that operate the vehicle.
- Reduce the cost of vehicle damage and repairs

3. SCOPE

This Procedure applies to The Young Men's Christian Association of Geelong Inc for the purposes of this document we refer to these entities as the YMCA.

4. PROCEDURE STEPS

4.1 Pool vehicles

In some locations, YMCA provides pool vehicles for business related travel for employees and volunteers, according to business needs. Pool vehicles are housed on YMCA premises and are available for use during normal working hours.

Procurement of pool vehicles is via YMCA preferred suppliers and approved by the CEO.

Pool vehicles are not to be used for private purposes and should not be used outside of normal working hours except in exceptional circumstances as approved by CEO.

A 'sign in' book or register must be used to indicate when and who is utilising the pool vehicle at any given time. The Supervising Manager is responsible for ensuring that only authorised employees and volunteers use pool vehicles in accordance with this procedure.

Each pool vehicle will have a fuel card allocated for purchasing fuel or an account will be set up at an authorised supplier. It is the responsibility of each driver to ensure that the pool vehicle is kept clean and filled with fuel. A pool vehicle should not be returned with less than a quarter tank of fuel.

Drivers of pool vehicles must be aware that pool vehicles reflect on the YMCA's image in the

community. The YMCA requires drivers of pool vehicles to project a professional image and drive in accordance with all relevant legislation, rules and regulations at all times. All drivers of pool vehicles are required to drive and operate the vehicles in a safe and responsible manner, and not utilise the vehicle for any activity that may bring the reputation of the YMCA into disrepute.

4.3 Service Maintenance and Safety inspections

To maintain organisations vehicles, routine mechanical & safety inspections as outlining maintenance schedule handbook located in the glove box of the vehicle must be undertaken for each vehicle at the schedule service intervals by a qualified mechanic from YMCA preferred supplier list.

It is the site managers responsible to ensure that vehicle services and maintenance is booked and completed as per the schedule

4.4 Pre-Drive Check

An inspection of the vehicle should take place prior to each use, including a check of, but not limited to, working lights, windows, doors, windscreen, mirrors, brakes, and fuel. The inspection should ensure the vehicle is in a safe order to operate and no unscheduled maintenance is required.

A pre-drive Vehicle Inspection checklist is located on

<https://extranet.ymca.net.au/Filing/gee/Documents/Transport%20Safety%20Victoria>

A first aid kit is provided in the Camp vehicle glove box.

Adaptor connectors for trailer lights are found in glove box.

4.5 Pool Car Booking /Usage

Sites with a pool vehicle may have booking systems depending on the usage and requirements (this is determined by the number of vehicles and demand at each site)

- Each site with a pool vehicle **must** have a mechanism to record the date/ time and driver, start Kilometers and end Kilometers for each trip in the vehicle- ie: Log Book
- People must not 'hang off' or sit in the back of the vehicle while it is moving. The only exception to this is if it is necessary to place a patient in the rear tray and then one member may assist the patient, provided that the vehicle moves at 'walking' pace and the driver and member in the rear tray of a ute are in constant contact and the vehicles not operated on normal roads.

4.6 Safe Vehicle Operations

4.6.1 Authorised Operators

Before operating the vehicle all drivers must:

- Have completed the [Motor Vehicle Employee Declaration Form \(Appendix 1\)](#) (located Policy and Procedure Manual Extranet)
- Be a current staff/volunteer member of YMCA Geelong and have been given approval by the site manager/CEO to operate the vehicle on behalf of the organisation.
- Have read and agreed to this Policy.
- Have provided YMCA Geelong with a copy of their most current Driver's License that provides details which allow them to operate the vehicle ie: Manual/Automatic/Heavy Rigid /Light Rigid

- Drivers must only ever operate a vehicle that they have a current license to drive.
- The vehicle shall only be operated (driven) by persons 21 years and over, who hold a Full Victorian Driver's License (Car) and are licensed to drive a manual vehicle.
- Persons over 18 years of age who hold a Probationary License Manager/CEO.

4.6.2 Persons operating the vehicle shall at all times obey all road rules and regulations, such as obeying traffic signs, speed signs, parking restriction signs, displaying P plates, drink driving laws etc. At all times, drivers must drive in a manner appropriate for a MCA representative. The vehicle is very conspicuous and clearly identified as a YMCA vehicle.

4.7 Reporting Motor Incidents

Drivers of YMCA pool vehicles have a duty to report incidents and accidents to YMCA Geelong. In the first instance driver must report all incidents via the Minor/Major Incident Form as per YMCA Incident Reporting Policy to their immediate supervisor.

Reportable incidents include but are not limited to;

- Suspected infringements of local or traffic laws
- Near misses
- Accidents- where damaged has been caused to the vehicle, driver or any other third party inclusive of property
- Damage of any kind to the vehicle internally and externally ie: stains, dents, scratches, smashed lights, windcreens, tyres etc.

4.8 Insurance and Repairs

4.8.1 YMCA Geelong must maintain full comprehensive Motor Vehicle Policy for the life of the vehicle in our procession or lease. This is sourced through the YMA Australia National Insurance Program. The Insurance Excess have and age and experience additional excess, therefore is it important that Managers who authorize employers to drive the pool vehicles are competent drivers and Manager must check the drivers driving history outlined on the [YMCA Motor Vehicle Employee Declaration Forms \(Appendix 1\)](#).

4.8.2 At Fault /Not at Fault Incidents

If the vehicle is damaged in **Not at Fault Incident** YMCA Geelong will be responsible for the payment of the excess for the repairs.

If the vehicle is damaged in **at Fault Incident** YMCA Geelong may request that the driver pay the excess for the repairs.

If the vehicle is damaged in an **at fault incident** and the cost of repairs is less than the excess the CEO has the discretion if YMCA Geelong or the Driver pays for the cost of the repairs.

4.8.3 Any damage to YMCA Pool vehicles must be repaired immediately.

4.8.4 When the pool vehicle is being sold or returned to the lease company at the end of the contract the vehicle must be in a fit and proper state. This means; cleaned inside and outside, free of damage, dents, scratches other than normal wear and tear. The costs of the make good of the vehicle will be borne by the YMCA site.

4.9 Penalties and Fines

It is the driver's responsibility to drive and act in accordance with the local laws, legislation and regulations governing the operation of a motor vehicle.

Parking fines, driver infringements that occur whilst operating a YMCA pool vehicle will be assigned to the vehicle driver for payment within the prescribed period outlined in the fine.

YMCA will notify in writing the authority (Council, Fines Victoria, Lease Company) of the Drivers name, Address and driver's license number once the driver has been identified.

4.10 Drug and Alcohol

YMCA has pool vehicles and or hires buses for the purposes of transportation of staff or customers.

YMCA has a number of obligations therefore a bus driver must have (00 Blood Alcohol Content) /motor vehicle driver (under 0.05 Blood Alcohol Content) and must not have drugs present in his or her blood or breath immediately before or while driving a bus.

Motor/Bus Vehicle drivers have obligations under the YG 193-O Drug and alcohol management policy. It is strongly recommended that all personnel:

- Read all the labels on their medicines and never use other people's medicines
- Discuss with their health professional how any medicines may affect their ability
- Inform their health professional of their obligations under the drug and alcohol management policy, especially before being prescribed new medicine
- Discuss alternative medicines to those which have potential adverse effects.
- Be aware of the length of time drugs (prescription or not) and alcohol can remain in the blood stream and the affects it can have on your driving

4.11 Breach of Policy

4.11.1 Any breach of this Policy may result in disciplinary action up to and including termination of employment or cessation of engagement. For further information, please refer to the YMCA Disciplinary and Termination Policy.

4.12 Documentation

Records of all activities associated with the Pool Vehicle must be maintained and held for a minimum of 7 years. These include pre-drive inspection checklist, Annual safety inspection records, and maintenance schedule and works carried out.

4.13 Duty to disclose

An employee has a duty to disclose to their employer if their driver's license has been suspended or license has been cancelled for any period of time. Disqualified drivers are not permitted to driver YMCA vehicles.

5. DEFINITIONS

Annual Safety Inspection	Annual vehicle inspection to be conducted by a licenced VicRoads Roadworthy Tester (Roadworthy Check)
Motor Vehicle Incident	<p>For reporting purposes, a bus incident is an event, act or omission, including:</p> <ul style="list-style-type: none"> • A collision with any person, vehicle, infrastructure, or object • An implosion, explosion or fire • Any mechanical failure • An accident or incident that results in a person requiring immediate treatment as an in-patient in a hospital. • Where the driver is in contravention of the YMCA alcohol and drug management policy. • Significant damage to property • Breakdown and it cannot be move (doesn't include a flat tyre) • Fire in vehicle • Medical episode where an ambulance has been called to transport a patient from the bus to hospital. • A failure to comply with applicable legislative requirements, vehicle specifications, bus standards or codes of practice, where the circumstance, act or omission resulted in, or had the potential to result in: <ul style="list-style-type: none"> ▶ the death of any person ▶ serious injury to any person ▶ a loss of control of the vehicle ▶ Any damage to property

6. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
CEO	Ensure Insurance coverage declared for Pool and leased vehicle annually
Centre / Program (Managers)	<ul style="list-style-type: none"> • Centre / Program (managers) are responsible for the following; • Implementation of Motor Vehicle Policy • Maintenance and safety of vehicles occurs • Ensure pre-drive checklist conducted • Upkeep of all motor vehicle related documents (i.e. maintenance schedule, licences, vehicle registration) • Driver safety including, driver fitness and fatigue management • Driver qualifications • Motor Vehicle Incidents are reported to OHS via the Incident Reporting Procedure • Ensure booking system is in place at each site for pool/hire vehicles • Ensure log book is utilised in all vehicles • Ensure First Aid Kits are up to date and stocked in vehicles
Employees	<p>Responsible for adhering to the requirements of the Bus Operator procedure including:</p> <ul style="list-style-type: none"> ▶ completing pre-drive inspections

	<ul style="list-style-type: none"> ▶ maintain driver license and disclose license suspensions or disqualifications to employer. ▶ Ensuring compliance to Blood Alcohol Content legal requirements and zero prohibited drug in system while driving /operating a YMCA owned, leased or hired vehicle. ▶ reporting all bus incidents to immediate supervisor and completing incident report forms ▶ Complete log book in all pool vehicles
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7. SUPPORTING DOCUMENTS

- [Daily Vehicle Inspection Log](#)
- [YMCA Vehicle and Traffic Management Procedure](#)
- [Transport \(Safety Schemes Compliance and Enforcement\) Act 2014 \(Vic\)](#)
- Transport Integration Act 2010

8. DOCUMENT HISTORY

Approved by: SMT

Meeting date: 04/07/2019

Resolution Number:

Effective date: 05/07/2019

Review date:04/07/2021


Policy Owner: Shona Eland, CEO

Contact Details policy owner: Email: geelong@ymca.org.au; Ph: 5221 8344

Amendment history:

Version	Date	Author	Change Description
V1	30.06.2019	Shona Eland	Policy adopted from YMCA Camp Wyuna Motor Vehicle Procedure for application to the whole Organisation.
V2	04/07/2019	Christine Mawson	<p>Added to Clause 4.6.1 Have completed the Motor Vehicle Employee Declaration Form (Appendix 1) (located Policy and Procedure Manual Extranet).</p> <ul style="list-style-type: none"> • Added to Clause 4.10 Drugs and Alcohol – “Be aware of the length of time drugs (prescription or not) and alcohol can remain in the blood stream and the affects it can have on your driving“ • Add Clause 4.13 Duty to disclose An employee has a duty to disclose to their employer if their driver’s license has been suspended or license has been cancelled for any period of time. Disqualified drivers are not permitted to driver YMCA vehicles. • Added to Clause 6. –Roles & Responsibilities Centre Manager- Ensure First Aid Kits are up to date and stocked in vehicles Employee- maintain driver license and disclose license suspensions or disqualifications to employer.

As adopted by the YMCA Geelong on 04/07/2019



Chief Executive Officer YMCA Geelong Inc.

APPENDIX 1

YG195-O YMCA Form Motor Vehicle Employee Declaration02.07.2019 Appendix 1.pdf

<https://extranet.ymca.net.au/Filing/gee/Documents/Policy%20and%20Procedure%20Library/YG%20195-O%20YMCA%20Form-Motor-Vehicle-Employee-Declaration%20V1%2002.07.2019%20Appendix%201.pdf>



MOTOR VEHICLE – DECLARATION FORM FOR TOOL OF TRADE AND OTHER YMCA FLEET VEHICLES

YMCA Geelong committed to ensuring the health, safety and welfare of its employees, volunteers and others affected by its operation, including members of the public. Motor vehicles are considered to be a 'workplace' under Occupational Health & Safety legislation in Victoria and in accordance with the OH&S Act 2004. Therefore, YMCA Geelong commitment to OH&S extends to the use of motor vehicles for work or volunteer purposes. To assist us in meeting this commitment, we ask you to complete this form if:

- you drive a Tool of Trade vehicle, pool car, bus or other YMCA Fleet vehicle; or
- plan to use your personal vehicle for work purposes.

Employee Details:			
Surname:		Given Names	
Address:		Department:	
Work No:	Mobile:	Date of Birth:	
Drivers Licence No:		Licence Category:	
Number of years licensed:		Photocopy attached: Yes <input type="checkbox"/> No <input type="checkbox"/> (* 2 nd Driver if req.)	
Vehicle Details:			
Year:	Vehicle Make:	Vehicle Model:	Registration Number:
Please indicate the amount of years/months experience you have driving vehicles similar in size to the vehicle you have been provided with/selected.			Years: <input style="width: 50px;" type="text"/>
			Months: <input style="width: 50px;" type="text"/>
Driver Details :		Spouse/De-facto Details (if secondary driver) :	
In the last five years, have you:		In the last five years, has your spouse/de-facto:	
Had a motor vehicle accident or made a claim under a motor insurance policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Had a motor vehicle accident or made a claim under a motor insurance policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Had an insurance claim refused?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Had an insurance claim refused?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Had a driving offence, infringement, conviction (excluding parking fines) or currently have one of these pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Had a driving offence, infringement, conviction (excluding parking fines) or currently have one of these pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Had a driver's licence or learner's permit cancelled, suspended, reduced to a lesser grade or had special conditions imposed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Had a driver's licence or learner's permit cancelled, suspended, reduced to a lesser grade or had special conditions imposed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Had insurance declined, cancelled or a renewal refused or had any special conditions imposed (including an increased excess) on any insurance policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Had insurance declined, cancelled or a renewal refused or had any special conditions imposed (including an increased excess) on any insurance policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide full details for any questions answered YES from above			
Date:	Driver:	Details:	Fine and/or suspension period
/ /			
/ /			

I, _____, declare the answers and statements I have provided are true, correct and complete. I further acknowledge receipt of the **Motor Vehicle Usage Policy** and agree to abide by all of the requirements mentioned therein and acknowledge I have read and understand the **Motor Vehicle Usage Policy**. I acknowledge no other family members; other my spouse/de-facto can drive the YMCA vehicle. I further acknowledge that YMCA can request to inspect the vehicle from **time-to-time** and I will allow access as required, at least annually.

Signed: _____ Date: _____

PRIVACY STATEMENT

The company collects personal information about you, including your licence number, insurance details and your driving history and experience for the purpose of managing its tool of trade and packaged vehicles as well as meeting its obligations under OH&S Act 2004. YMCA will disclose this information to its employees or other persons who are responsible for the management of these vehicles and compliance with legislative obligations relating to these vehicles. If you do not provide YMCA with this information, we may have to restrict your use of the vehicle.