

## HEALTH SERVICES UNION

### Motor Vehicle Procedure

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#### 1. Introduction

##### 1.1 Purpose

The Union will maintain a motor vehicle fleet to support the work of Paid Officers and employees in a manner that is effective and efficient, by ensuring:

- the integrity, reliability and performance of Union-owned motor vehicles
- that fleet users have access to appropriate support
- that all Paid Officers and employees using Union motor vehicles comply with the terms and conditions of use
- that the Union's motor vehicle fleet is appropriately managed.

##### 1.2 Scope

This policy applies to the use of all owned and leased motor vehicles. It is every driver's responsibility to understand and comply with this procedure.

#### 2. Procedure

##### 2.1 Fleet management

An external company will be engaged to manage the Union's fleet. Each motor vehicle comes with a driver's kit, which includes information and contact details for roadside assistance, tyre replacement, servicing, batteries and windscreens. In addition, a debit card for petrol purchases at specific service station chain (E10, regular or diesel only) will be provided. These services are provided only for specified motor vehicles, identified by their registration number. In addition, the fleet management company will look after the registration and third-party insurance for all fleet vehicles.

Toll tags will not be provided by the Union. These must be obtained by the driver and then any business-related toll expenses incurred may be claimed back from the Union. Any administration fees associated with payment or non-payment of tolls will be the responsibility of the driver and not the Union. Travel to any HSU office and home is not considered to be a business trip, but rather a personal trip and can not be claimed back from the Union.

The Chief Financial Officer is responsible for managing insurance claims to repair damage to motor vehicles and for liaising with employees regarding any related issues.

Fleet vehicles must be made available for work purposes at any time they are required, including weekends and evenings.

Vehicles are to be used and maintained in accordance with the manufacturer's requirements and specifications. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the vehicle by reviewing these manuals.

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Authorised drivers are to complete a vehicle inspection report every quarter or however determined by the Secretary or Assistant Secretary-Treasurer.

Any unauthorised use or breach of the procedures may result in disciplinary action being taken. Disciplinary action may range from vehicle repossession, possible termination of employment or the instigation of criminal proceedings.

### 2.2 Pool cars

A number of vehicles, as determined by the Secretary or Assistant Secretary-Treasurer, may be permanently located at the Union's office.

Pool cars may be used for:

- Union business during normal working hours;
- after normal hours with approval granted by the Secretary or Assistant Secretary-Treasurer;
- overnight or on weekends to replace an assigned car that has been temporarily retained for repair.

It is the responsibility of each driver to ensure that the pool car is kept clean and filled with petrol. A pool car should not be returned with less than a quarter tank of petrol.

### 2.3 Authorised drivers

Only authorised drivers are permitted to drive Union fleet vehicles. It is the responsibility of the Secretary or Assistant Secretary-Treasurer to authorise employees to become authorised drivers. Except in cases of genuine emergency, the authorised driver will not permit any other person who is not an authorised driver to drive the vehicle.

An authorised driver must have a valid driver's licence. If at any time the licence of an authorised driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to notify the Chief Financial Officer. Under no circumstances is a driver authorised to drive without a valid driver's licence.

Except in cases of genuine emergency, the authorised driver will not permit any other person who is not an authorised driver to drive the vehicle.

### 2.4 Personal use of Union cars

Unless otherwise determined by the Union Committee, the Paid Officer or employee may use the vehicle, fully maintained at the expense of the Union, for his or her reasonable private use and may remain in possession of the vehicle after normal hours of work. The cost of washing Union vehicles is the responsibility of the Paid Officer or employee unless prior approval has been given by the Secretary, Assistant Secretary-Treasurer or Chief Financial Officer.

The motor vehicle may be retained by the Paid Officer or employee whilst on leave, up to four (4) weeks, or as approved by the Secretary in writing. In the case of the Secretary, approval must be given in writing by the Union Committee prior to the Secretary's leave period. When on periods of leave (including ADO's) or absent from work the Paid Officer or employee is responsible for the cost of any fuel associated with the private use of the vehicle.

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Paid Officers and employees who have been provided with an assigned vehicle must fill up the Union vehicle with petrol on the day prior to going on leave, using the Union-issued debit card allocated to that vehicle. The Paid Officer or employee is then responsible for the cost of any fuel associated with the private use of the vehicle. On the day prior to returning to work from leave the Officer or employee must fill up the Union vehicle with petrol at their own expense. The Union-issued debit card is not to be used for this purpose and it is advised to keep receipts for this personal expense.

### 2.5 Parking and traffic infringements

Authorised drivers must comply with all traffic rules and parking regulations. All parking or traffic infringement fines are the responsibility of the driver and will not be paid by the Union. Any infringements received must be acknowledged by the employee and paid within the required timeframe. Any fines that are disputed must be communicated to the finance department as an unresolved infringement.

### 2.6 Health and safety

The *Work Health and Safety Act 2011* (Cth) requires employers to ensure the health and safety of people at work, including workplace equipment such as motor vehicles.

Only drivers authorised by the Union are permitted to use Union motor vehicles.

The authorised driver must not drive an unsafe motor vehicle. If the authorised driver becomes aware that the motor vehicle is unsafe while driving, the motor vehicle must be stopped as soon as it is safe to do so, and the problem reported to the finance department as soon as practical.

Vehicles that are unattended must be locked at all times.

Smoking is not permitted in fleet vehicles under any circumstances.

### 2.7 Accident reporting

All accidents involving a Union motor vehicle must be reported by the authorised driver to the finance department as soon as possible. Following this, an incident report must be submitted within 48 hours of the incident.

Where police or legal action is instituted against the driver in respect of an accident, the matter must be reported to the Secretary or Assistant Secretary-Treasurer as soon as possible.

In the event of any accident involving another vehicle, person/s or property, the driver must supply his or her name and address, as well as the Union's address and particulars of the vehicle, to any person involved in the accident. Where damage is caused to a third party's unattended vehicle, a written notice showing the particulars must be affixed to that vehicle.

Under no circumstances is the driver to admit liability for any accident.

### 2.8 Insurance

All Union motor vehicles will be covered by comprehensive motor vehicle insurance and third-party insurance.

The Union's motor vehicle insurance does not apply in the following cases:

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- The authorised driver had on his or her breath or in his or her blood an amount of alcohol or drug equalling or exceeding that limit prescribed by law.
- The authorised driver refused to take a legal test for alcohol or drugs.
- The authorised driver did not without a reasonable cause remain at the scene of the accident until the police arrived or when required by law to do so.
- The authorised driver did not have a valid driver's licence.

Authorised drivers should also ensure that valuable or potentially valuable items (such as mobile phones, notebooks, packages and cases), if left in an unattended vehicle, are not visible from outside the vehicle.

Authorised drivers should also ensure that no confidential or sensitive documents are left in unattended vehicles.

#### 2.9 Fringe Benefits Tax

Fringe Benefits Tax (FBT) is payable by the Union on the taxable value of fringe benefits provided to Paid Officers and employees. Personal use of fleet cars by Paid Officers and employees constitutes a fringe benefit. The method of calculation used (Statutory or Operating) for FBT liabilities is at the discretion of the Chief Financial Officer. The FBT year ends on 31 March, and a declaration must be provided by the Paid Officer or employee, answering the requested information (this will be sent out in mid-March each year). A 12-week logbook will be required to be completed by the Paid Officer or employee as governed by FBT legislation. Any further requests given in order to comply with these reporting obligations must be followed within the timeframe provided.

#### 2.10 Vehicle financial management

- (a) The Union Committee shall ensure that all motor vehicle purchases are properly authorised in accordance with budget allocations and authorised financial delegations.
- (b) Vehicles should be replaced every three (3) years or 90,000 kilometres, whichever comes first.
- (c) All motor vehicles must be recorded in the Fixed Assets Register.
- (d) All motor vehicles are subject to an annual stocktake. Discrepancies discovered during physical stocktakes must be investigated and reported to the Union Committee.
- (e) Vehicles must be maintained in good working order, with due regard for safety and security.
- (f) Disposal of all surplus, unserviceable or obsolete motor vehicles must be undertaken without undue delay.
- (g) If the vehicle is sold other than by "trade in" on another vehicle then two (2) quotes from licenced motor dealers are to be provided for consideration by the Assistant Secretary-Treasurer and Chief Financial Officer before sale.
- (h) Vehicles may be sold to Union employees but only on the basis as outlined in clause (g) above.

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