

## Guide Dogs Car Policy: Have Your Say

Dear Member,

Late last week Guide Dogs NSW distributed its draft Car Policy (attached) to employees for consideration.

Some of the changes are concerning and are likely to have an impact on members – particularly part timers currently using a company car.

Your HSU Bargaining Team wants to hear your views and the potential impact these changes would have.

We've put together this [quick survey](#) for those who are currently receiving the car allowance or are using a company car. Your responses are confidential. Please [complete this survey](#) by close of business Monday 26 March.

Your HSU Bargaining Team will be raising these at the next bargaining meeting which is scheduled for next Tuesday 27 March.

If you have any questions, please contact HSU Industrial Bargaining Officer Lauren Hutchins at [lauren.hutchins@hsu.asn.au](mailto:lauren.hutchins@hsu.asn.au).

**Not a member of the HSU? It's time to join and have your say about the issues that matter to you. You can join online at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or call 1300 478 679 to join over the phone.**

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

## Car Policy

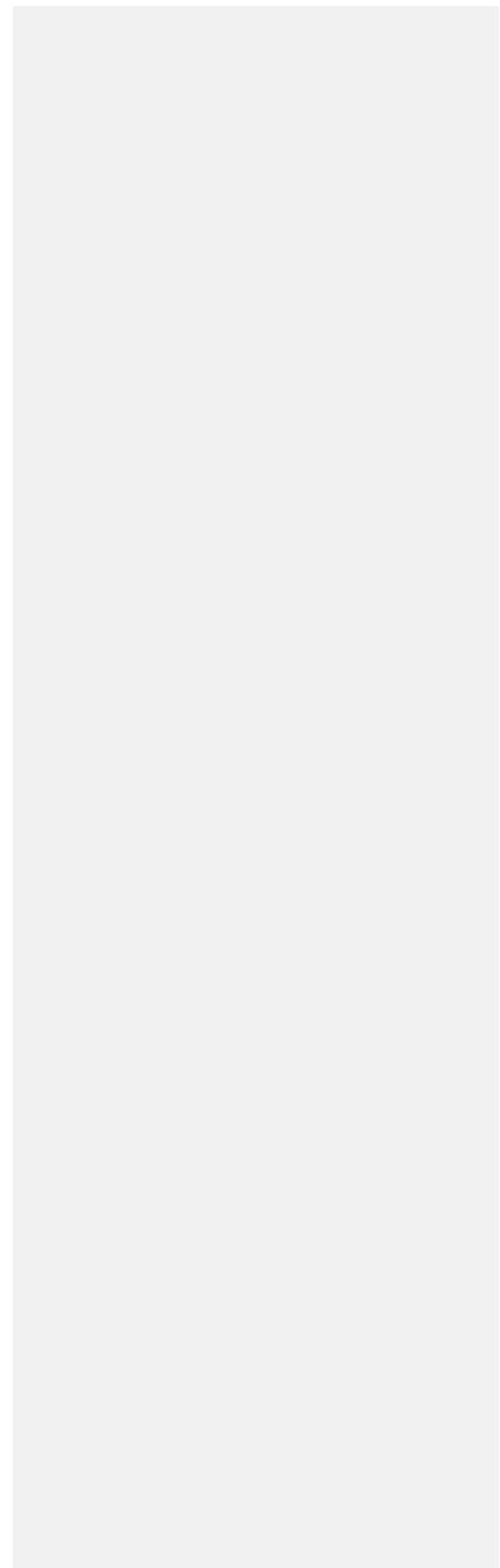
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<b>Authorised By:</b>	Executive Leadership Committee (ELT)
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# 1. Purpose

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Guide Dogs NSW/ACT (GDN) recognises that its motor vehicle fleet is a significant asset that requires effective management.

The purpose of this policy is to ensure clear understanding in relation to the provision of company provided Tool of Trade vehicles and Tool of Trade Car allowances to eligible employees.

# 2 Scope

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This Policy covers matters relating to:

- the management of Tool of Trade vehicles and allowances

It does **not** cover:

- novated leasing
- general car parking

See Appendix 1 for a summary of the type of car arrangements at Guide Dogs NSW/ACT.

This Policy applies to:

- any employee who is the custodian of a "Tool of Trade" vehicle or allowance.
- any other staff member or person authorised to drive a "Tool of Trade" vehicle.

# 3 Role and Responsibilities

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Overarching roles & responsibilities under this Policy are summarised below:

## 3.1 GDN Fleet Manager

- Arranging order and delivery of new company provided vehicles or allocation of an existing vehicle to a new "Tool of Trade" vehicle custodian.
- Maintaining a register of Tool of Trade vehicles.
- Managing the relationship with the GDN Fleet Partner.
- In collaboration with the GDN Fleet Partner, audit the utilisation of the GDN Car Fleet and provide reporting, analysis recommendations for improvement.

## 3.2 GDN Fleet Partner

- Maintaining current registration, roadside assistance and comprehensive insurance for company provided vehicles.
- Managing Maintenance, Servicing and Repairs for company provided vehicles.
- In collaboration with the GDN Fleet Manager, audit the utilisation of the GDN Car Fleet and provide reporting, analysis recommendations for improvement.

- The current GDN Fleet Partner is LeasePlan.

### 3.3 Vehicle or Allowance Custodian

- Has read, understood and complies with this policy.

### 3.4 Managers & Leaders

- Ensure all Tool of Trade Custodians read, understand and comply with this policy.

### 3.5 Human Resources

- Nominate in the 'Letter of Offer' the allocation of a "Tool of Trade" vehicle.
- Notifies the GDN Fleet Manager of the name of the employee requiring a "Tool of Trade" vehicle.

## 4 Policy

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Guide Dogs NSW/ACT expects employees to display competence, care, good faith and compliance with instructions in relation to:

- the use of Company provided vehicles.
- using a private vehicle when representing the business of GDN.

Any uncertainty as to the application of this policy should be referred to the GDN Fleet Manager, Human Resources or CFO.

### 4.1 Eligibility

Employees who perform specific positions ("eligible role") will be provided with a "Tool of Trade" in order to fulfil the obligations of their role. Eligible employees will have the option of selecting a "Tool of Trade vehicle" provided by GDN or "Tool of Trade Car Allowance" in lieu of a vehicle.

Examples of positions eligible for a "Tool of Trade" vehicle/allowance include but is not limited to:

<ul style="list-style-type: none"> <li>• Orientation &amp; Mobility Specialist</li> <li>• Assistive Technology Specialist</li> <li>• Community Orthoptist</li> <li>• Guide Dog Mobility Instructor</li> <li>• Guide Dog Program Integration Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Therapist</li> <li>• Pets-As-Therapy Officer/Coordinator</li> <li>• Puppy Development Advisor/Manager</li> <li>• Social Worker/NDIS Coordinator</li> <li>• Whelp &amp; Breed Stock Advisor</li> </ul>
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If the employee no longer performs an eligible role, the Tool of Trade vehicle will be returned to GDN or the Tool of Trade Car Allowance will cease (whichever is applicable).

#### 4.1.2 Part Time Eligible Roles

- Part Time employees in Eligible Roles may receive a pro-rated "Tool of Trade" Car Allowance.

- Existing Part Time employees benefiting from a Full Time Company Provided Vehicle will continue with their current arrangements until their existing vehicle is returned.

## 4.2 Company Provided Tool of Trade Vehicle

### 4.2.1 Use of the Vehicle

Tool of Trade vehicles are provided for business use but may be used for limited personal use outside of standard work hours. Custodians are encouraged to limit personal use of the vehicle in order to constrain the impact of associated fuel costs and general wear and tear upon GDN. In addition:

- Company provided vehicles are not to be used for driving lessons, hire, competition and commercial activities or for personal profit/income generating activities (e.g., retail, pizza delivery, and courier or "ridesharing" services such as Uber etc.).
- Private use of Company provided vehicles is permissible within a 100km radius of either the Custodian's home or office without the need for advance permission from the Company.
- Advance permission must be sought from the Company if a Custodian wishes to use the vehicle for private use outside these radii.
- The Company Provided Vehicle is generally available for the Custodian to use during periods of personal, annual or long service leave where travel is limited and within the radii noted above.
- If the Custodian does not intend to use the Company Provided Vehicle (e.g. during an overseas trip or for any other reason), the Custodian should discuss the safekeeping or re-allocation of the car with their manager.
- When a Custodian takes parental leave or other extended leave without pay, the Company Provided Vehicle is to be returned to the Guide Dogs NSW/ACT for re-allocation.

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### 4.2.2 Custodian Drivers

- A company vehicle is not covered by the company's vehicle insurance policy if the vehicle is driven by a person who is:
  - Unlicensed to drive a vehicle.
  - Under the influence of alcohol, other drugs or any prohibited substance.
- It is the Custodian's responsibility to ensure any non-custodian driver is made aware of and abides by this policy.
- Tool of Trade vehicles must be made available to other employees on company business when the Custodian of the vehicle is in the office.

### 4.2.3 Non-Custodian Drivers

- Vehicles will generally be for the use of the Custodian, however, the Company recognises that there will be times when the vehicle may, with the agreement of the Custodian, be driven by another individual e.g. the Custodian's spouse or partner.
- Non-Custodians when driving a Tool of Trade vehicle must abide by the same rules as the custodian.
- Such instances should be the exception rather than the rule but are allowable provided the Custodian satisfies him or herself that such a driver is in receipt of a current driver's licence.
- Notwithstanding the above, no driver who is not the Custodian, may drive the vehicle if they are under 25 years old.

### 4.2.4 Vehicle Choice

The Company operates three standard models of vehicles. Unless there is a specific requirement for a particular role, Tool of Trade Custodians may select between the following standard models:

Type	Make	Model
Compact	Toyota	Corolla
Full Size	Toyota	Camry Altise
Wagon	Ford	Mondeo

All models:

- Have automatic transmission.
- Will be ordered in White or Silver.

Guide Dogs NSW/ACT may require employees to display the company name or logo stickered or attached to Company Provided Vehicle.

The Company reserves the right to review the models available and acceptable accessories at any time.

For safety reasons and in order to efficiently manage the GDN Fleet of vehicles, the Company reserves the right to install telematics or tracking software into company provided vehicles.

**Commented [GB2]:** This is particularly useful in regional areas

#### 4.2.5 Accessories

Tool of Trade vehicles are not provided with accessories unless required for the position e.g. Guide Dog Mobility Instructors where accessories may include:

- Rubber floor mats.
- Cargo Barrier.
- Boot liner.

The approved accessories must remain with the vehicle and should not be removed prior to the return of the vehicle.

- Employees cannot add options, extras or accessories to a Company Provided Vehicle. Only a standard vehicle will be supplied.
- Tow bars and/or roof racks may be fitted by approved third parties at the driver's expense (e.g. includes acquisition and all fitting costs). Due to the damage and resulting loss of value of the vehicle, tow bars and roof racks cannot be removed under any circumstances.
- GPS devices mounted via suction cap to the dash or windscreen that are easily removed with no damage to the vehicle are allowable. GPS should not be mounted using screws, glue or anything that will permanently affect the look of the car.
- Personalised number plates are not permitted.
- No stickers or advertising material other than approved material is to be carried on or affixed to the Company Provided Vehicle.

#### 4.2.6 Vehicle Registration & Insurance

- Registration of all "Tool of Trade" vehicles will be arranged by the GDN Fleet Partner.
- Comprehensive insurance of Tool of Trade vehicles will be arranged by the GDN Fleet Partner under the relevant motor vehicle insurance policy.
- The Company will pay the insurance excess for all accidents or damage when the employee is the driver and they are not at fault.
- The Employee will be responsible for paying the insurance excess when they are at fault or when a non-employee is driving the car.
- Each vehicle is covered by roadside assistance via the GDN Fleet Partner.

Classification: XXXX

#### 4.2.7 Vehicle Security

It is the responsibility of each Custodian to ensure:

- All cars must be secured (locked, valuables out of sight etc.) when left unattended including all doors, boot and bonnet must be locked.
- Valuables and company documents must not be left in sight when the vehicle is unattended.
- Cars must be secured at night. Where possible, cars should be garaged or parked “off the road” within the boundaries of the employee’s residence. Where this is not possible, the vehicle Custodian must advise the GDN Fleet Manager as secure garaging arrangements may be available at the office.
- Fuel cards are not to be stored inside company vehicles at any time.

#### 4.2.8 Servicing, Repairs & Maintenance

A vehicle represents a substantial investment and the employee is responsible for ensuring the both the mechanical order and the professional appearance of the vehicle is maintained.

- The Custodian will be responsible for arranging servicing, tyre inspections and repairs at the appointed times and in accordance with the manufacturer’s specifications. GDN will bear all service costs and standard repairs via their arrangement with the GDN Fleet Partner.
- GDN reserves the right to pass on any charges to Custodians in excess of reasonable Fair Wear & Tear or arising out of the wilful neglect or mistreatment of vehicles. Any damage or defects must be rectified as soon as practicable after they occur.
- Vehicle Custodians will be responsible for the washing and cleaning of their vehicles. All vehicles must be kept clean and in good order at all times.
- Costs for cleaning/polishing a “Tool of Trade” are to be paid by the Custodian of the vehicle.
- GDN has a **no smoking** in the workplace policy. This policy applies to all company provided “Tool of Trade” vehicles.

#### 4.2.8 Accidents & Damage

- Any damage to a “Tool of Trade” vehicle must be immediately reported to the GDN Fleet Manager and the employee’s line manager as soon as possible.
- The Motor Vehicle Accident Procedure must be followed.
- Any accident damage is to be repaired by a GDN/ GDN Fleet Partner approved repairer as soon as practicable after the incident.
- If the Custodian or any employee/passenger travelling in the vehicle is injured during the course of business, Human Resources should be notified as soon as possible and an accident report completed.

#### 4.2.9 Vehicle Expenses

- The vehicle purchase and running costs are borne by GDN.
- Servicing, maintenance and repair costs are managed via the GDN Fleet Partner (LeasePlan).
- A **fuel card** will be provided to the Custodian of a “Tool of Trade” vehicle for the purchase of fuel and oil only:
  - Fuel Cards will be provided by the GDN Fleet Manager and must be kept secure at all times.

- Fuel Cards must be swiped at the service station (no PIN necessary) and require the odometer reading to be provided to the Service Station Operator each time the vehicle is refuelled.
- All other motor vehicle expenses e.g. business related tolls and business related parking are to be paid and expensed in accordance with the Business Expense Claim Policy in force.

#### 4.2.10 Fringe Benefits Tax

The ATO classifies travelling between home and work as private use, and therefore where a Tool of Trade vehicle Custodian takes the vehicle home they will give rise to a taxable fringe benefit.

- The Fringe Benefit Tax (FBT) applicable to personal use of company cars is currently 20% of the GST exclusive purchase price of the vehicle. Therefore, the amount of FBT payable will be determined by the make & model of vehicle selected.

Example 1: FBT for a vehicle valued @ \$25,000 + GST is \$5,000 (\$25,000 x 20%)

- The base value of the vehicle and therefore the FBT payable remains the same for the duration of custodianship of the vehicle.
- The base value of the vehicle and therefore the FBT payable may change when the vehicle is replaced.
- All FBT arrangements are subject to change to remain in line with ATO regulations.

#### 4.2.11 Salary Sacrifice Arrangements

As a Public Benevolent Institution (PBI) the Company can access an increased FBT cap before FBT becomes payable. This cap is currently \$30,000 per year. Employees can salary sacrifice amounts including the FBT that would be payable for a non PBI up to the full cap. This equates to a tax free cash equivalent of \$15,900 per year.

- The amount of salary packaging available to employees with Company Provided Vehicles will be reduced by the FBT payable on the vehicle.

Example 2: The FBT value noted in example 1 is \$5,000. Therefore, the impact of a company issued "Tool of Trade" vehicle on an employee's salary sacrifice arrangements is as follows:

$\$5,000 \times 2.0802$  (factor applied by the ATO to gross up items which are subject to GST) = \$10,401  
 $\$30,000$  (PBI cap) - \$10,401 = \$19,599  
 $\$19,599 \div 1.8868$  (factor applied by ATO to achieve a net effect) = \$10,387.43

Of the \$15,900 tax free cash equivalent, \$10,387.43 is the amount remaining the employee can access.

Please note that these examples assume that the car arrangement was in place for the full FBT year (01 April to 31 March). Should a car arrangement start, cease, or change during the FBT year an adjustment to salary packaging amounts available for the remainder of the FBT year might be needed.

- Employees who are custodians of a company provided "Tool of Trade" vehicle can still access the full "meal entertainment" salary sacrifice arrangement (currently a cap of \$5,000 including FBT which allows for \$2,648 excluding FBT per annum).
- All salary sacrifice arrangements are subject to change to remain in line with ATO regulations.

#### 4.2.12 Replacement Vehicle

"Tool of Trade" vehicles are replaced at 48 months and/or when they have travelled 100,000kms, whichever occurs first.

#### 4.2.13 Return of the Vehicle

An employee receiving a Company Provided Vehicle may only elect to return their vehicle and swap to a Car Allowance where their allocated vehicle is due for replacement. Exceptions to this will only be approved if the car can be quickly reallocated to a waiting employee.

When an employee takes parental leave or other extended leave without pay, the Company Provided Vehicle is to be returned to the Guide Dogs NSW/ACT for re-allocation.

If a vehicle custodian leaves GDN or their vehicle is being replaced, the returning vehicle must be returned in a satisfactory, clean and roadworthy condition. In addition, the vehicle Custodian is responsible for ensuring:

- The original and spare keys are returned with the vehicle.
- The spare wheel and jack/tool are in the vehicle boot.
- Any accident damage has been reported and an accident form completed.
- Any damage to the vehicle in excess of reasonable Fair Wear & Tear is repaired at the employee's cost prior to returning the vehicle.
- All fuel cards are returned to the GDN Fleet Manager (where applicable).
- Infringements that occurred whilst the vehicle was assigned to you as the vehicle Custodian will be forwarded for payment even if you have left GDN.

### 4.3 Tool of Trade Car Allowance

Full time employee's undertaking an eligible position may elect to receive a "Tool of Trade" Car Allowance in lieu of a "Tool of Trade" vehicle provided by GDN.

Recipients of the "Tool of Trade" Car Allowance should take note of Section 4.4 Driver Responsibilities while using their vehicle for business purposes.

#### 4.3.1 Allowance Value

The annual value or amount of the "Tool of Trade" Car Allowance has been set with reference to Guide Dogs NSW/ACT's cost of providing a Company Provided Vehicle to a full-time equivalent employee.

- For a Full Time Equivalent (FTE) employee, the "Tool of Trade" Car Allowance is currently \$15,000 per annum.
- The "Tool of Trade" Car Allowance is paid in monthly instalments on or around the 15th of each month along with salary.
- The "Tool of Trade" Car Allowance is paid subject to deductions for Tax but not Superannuation. It is recommended that an employee seeks independent tax advice about their individual circumstances.
- When an employee takes parental leave or leave without pay, the "Tool of Trade" Car Allowance will cease.

#### 4.3.2 Vehicle Choice

An employee who elects to take the "Tool of Trade" Car Allowance in lieu of a Company provided vehicle may select the mode of transport that suits them best:

- The employee may choose their preferred make and model of vehicle as long as the selected vehicle is roadworthy and presents a professional image with consideration to the perceptions of stakeholders of Guide Dogs NSW/ACT (e.g. donors, clients, etc.).
- Guide Dogs NSW/ACT may require employees to display the company name or logo stickered or attached to the vehicle while being used for company business.
- The mode of transport must take account of the business need e.g. to carry equipment, dogs etc.

#### 4.3.3 Vehicle Registration & Insurance

Employees who choose to take the "Tool of Trade" Car Allowance in lieu of a company provided vehicle will be responsible for:

- The cost of registration, roadside assistance and comprehensive insurance of their chosen vehicle.
- Ensuring registration, roadside assistance and insurances are maintained and current at all times. Evidence of this may be requested at any time.
- Insurance excess payments for all accidents and/or damage regardless of fault.

#### 4.3.4 Vehicle Security

It is the responsibility of the employee to ensure:

- Company provided equipment and company documents are secured (locked, out of sight etc.) when the vehicle is left unattended.

#### 4.3.5 Servicing, Repairs & Maintenance

The employee is responsible for the costs relating to the Servicing, Repairs & Maintenance of their vehicle. They must ensure:

- the mechanical order and roadworthiness of the vehicle is maintained at all times.
- the professional appearance of the vehicle is maintained at all times. Costs for cleaning/polishing their vehicle is the responsibility of the owner.

#### 4.3.6 Accidents & Damage

The employee is responsible for the costs relating to Accidents & Damage to their vehicle. They must ensure:

- Any accident damage is to be repaired as soon as practicable after the incident.
- The Incident Reporting and Investigation Form is completed if the accident occurred during business approved travel.

#### 4.3.7 Vehicle Expenses

- The vehicle purchase and ongoing running/maintenance costs are borne by the employee.
- A fuel card will not be provided nor is fuel to be claimed via expenses.
- Business related tolls and parking should be paid by the employee and expensed in accordance with the Expense Policy in place.

#### 4.3.8 Fringe Benefits Tax

The "Tool of Trade" Car Allowance is subject to the deduction of income tax. Fringe Benefits Tax is not applicable.

All FBT arrangements are subject to change to remain in line with ATO regulations.

#### 4.3.9 Salary Sacrifice Arrangements

- There is no effect on salary sacrifice arrangements for employees who elect to receive a "Tool of Trade" Car Allowance in lieu of a Company provided vehicle.
- All salary sacrifice arrangements are subject to change to remain in line with ATO regulations.

#### 4.3.9 Change of Arrangement

A full time employee in receipt of a "Tool of Trade" Car Allowance may elect to receive a "Tool of Trade" Company Provided Vehicle instead by providing 3 months' notice (it may be possible to provide a car sooner than this depending on availability).

#### 4.4 Driver Responsibilities

It is expected that employees who drive during the course of their work representing Guide Dogs NSW/ACT to project a professional image and display the highest level of professional conduct at all times. They are required to comply with traffic legislation and demonstrate road safety through sensible road safety habits and due consideration for other drivers and pedestrians.

This applies to employees whether they are drivers of a company provided "Tool of Trade" vehicle or drivers of a private vehicle.

Any complaints received either internally or externally about driver behaviour will be taken seriously and a suitable investigation completed.

##### 4.4.1 Drivers Licence

- Employees must hold a current, valid Australian Driver's licence for the State in which they are employed and provide evidence of this when requested.
- The employee must advise their Manager, GDN Fleet Manager and Human Resources immediately of loss of licence.
- Random checks of licences by Human Resources with Road Authorities in each state may be conducted.
- Where the driver's licence of a Custodian of a "Tool of Trade" vehicle is cancelled, suspended, or has had limitation placed upon it, the Custodian may be required to return the vehicle for reallocation.

##### 4.4.2 Electronic Toll Device (e-Tag)

- Employees are required to use a personal e-Tag linked to a personal account and claim reimbursement of business related toll expenses.

- GDN will only pay toll expenses for business related travel (this does not include tolls incurred for driving to and from the office from the Custodian's home).

#### 4.4.3 Traffic Infringements

- The employee is responsible for all infringement notices and must pay for any fines, parking and tolls.
- All infringement notices received by GDN will be returned to the issuing authority to declare the employee as responsible.
- It is the employee's responsibility to ensure that this is completed as appropriate and any charges paid within the specified timeframe.
- Should any fine and/or penalties remain unpaid, GDN reserves the right to re-cover this amount plus any additional collection costs from the employee.
- Failure to pay infringements on time in relation to a company issued "Tool of Trade" vehicle may result in disciplinary action.

#### 4.4.4 Driver Safety

Drivers of company vehicles will:

- Ensure they hold a current Australian drivers licence in the State they are employed.
- Be responsible and accountable for their actions.
- Will not drive whilst under the influence of alcohol and other drugs.
- Not consume alcohol inside the company vehicle.
- Assess hazards while driving and anticipate "what if" scenarios.
- Drive within the legal speed limits.
- Comply with traffic legislation.
- Take regular and adequate rest breaks at least every two hours.
- Stop when tired.
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.
- Where available use Bluetooth phones in a responsible manner.
- Where a Bluetooth or hands free phone kit is not available, on no account use a mobile telephone unless the vehicle is safely parked.
- Not write or check emails and text messages while driving even when stationary at traffic lights.
- Stop immediately if involved in a crash. Help any injured people. Call for assistance. Exchange relevant drivers licence and Insurance details with the driver/drivers of the other vehicles involved in the accident (regardless of fault).
- Report the incident to as soon as possible and in accordance with the Motor Vehicle Accident Procedures.
- Report vehicle defects immediately.
- Regularly check tyre pressure and exterior condition of each tyre and check windscreen wash fluid levels.

#### 4.4.5 Transport of Third Parties in Personal Vehicles

Employees may not use their own vehicle or company provided vehicle to transport clients, donors, or other third parties while acting as a representative of Guide Dogs NSW/ACT, unless prior permission has been received from the Company.

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## 5. Exceptions

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### Additional Drivers

Other drivers may be permitted in addition to the Custodian's spouse or partner where prior authorisation has been given by the employee's Executive Manager.

Other exceptions to this Policy are at the discretion of the ELT.

## 6. Compliance and Enforcement

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### 6.1 Legal Requirements

The table below summarises the legislative and regulatory requirements that must be met:

Act / Regulation	Summary of Requirements
Tax Laws – FBT	<ul style="list-style-type: none"><li>• “Tool of Trade” vehicles must be 100% use for business purposes or FBT is applicable. Current ATO regulations consider the use of a vehicle to travel between home and work to be personal use.</li><li>• Reportable FBT</li></ul>

### 6.2 Penalties and Consequences

An employee performing an Eligible Role and who is either the Custodian of a “Tool of Trade” vehicle or in receipt of a “Tool of Trade” car allowance must notify their Manager or the GDN Fleet Manager and Human Resources if they lose their driver's licence. The employee may be required to relinquish the use of the vehicle or cease to be eligible to receive the “Tool of Trade” Car Allowance. Termination of employment may occur if the employee is unable to perform their job due to loss of licence and GDN is unable to find a suitable alternative role for the employee.

In addition, the following actions (but not limited to) by Custodians of “Tool of Trade” Vehicles or Car Allowances will be viewed as serious breaches of conduct and disciplinary action may be a consequence:

- Knowingly drive the vehicle if registration has not been renewed.
- Failing to ensure the vehicle is properly maintained at all times.
- Failing to ensure any damage is reported immediately to the GDN Fleet Manager.
- Demerit points suspension.
- Any actions that warrant suspension of a driver's licence.
- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a crash.

## 7. Related Documents

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Related documents include:

Classification: XXXX

- Motor Vehicle Accident Procedure
- Business Expense Claim Policy

## 8. Definitions

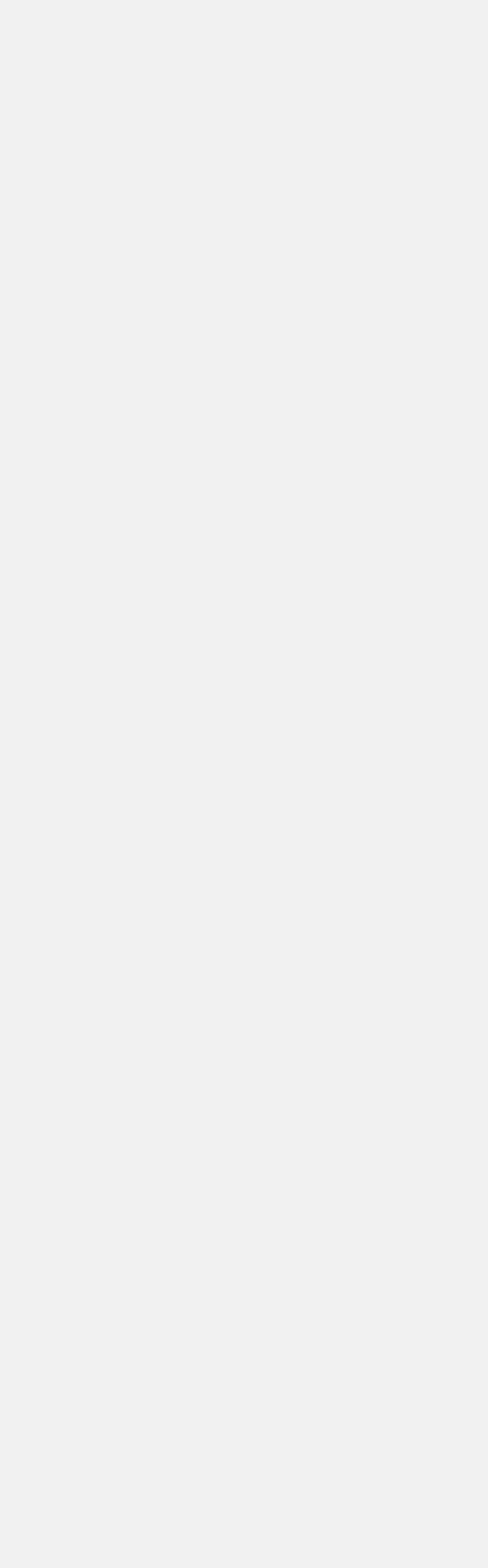
Term	Meaning
Custodian	Employee in receipt of a "Tool of Trade" vehicle or Car Allowance as a result of performing an Eligible Position.
Eligible Position/Role	A position within GDN which is required to be frequently be mobile or travel long distances in order to fulfil their obligations e.g. to deliver services to clients
Tool of Trade Vehicle	A vehicle provided by GDN for business purposes to enable an employee who is performing an Eligible Position to fulfil the responsibilities of their position.
Tool of Trade Car Allowance	A taxable allowance provided by GDN in lieu of a "Tool of Trade" vehicle to an employee who is performing an Eligible Position to enable them to fulfil the responsibilities of their position.
Electronic toll device (e-Tags)	A device used to pay tolls by means of electronic debits from a toll account.
Extended leave without pay	Periods of unpaid leave in excess of 4 weeks.
Fair Wear and Tear	The minimum acceptable standards required of vehicles returned to GDN at the end of the vehicles use such as <b>minor</b> windscreen glass chips or stone chips / dents to panels, minor scuffing or scratching to paint / body, soiling to seats and carpets, normal odours, etc. Unreasonable wear and tear includes: <ul style="list-style-type: none"> <li>• Excessive interior and exterior damage and faults.</li> <li>• Failure to adhere to regular maintenance and servicing schedules as per manufacturers recommendations.</li> <li>• Poor quality of body repairs.</li> <li>• Lack of day-to-day care of the vehicle.</li> </ul>
Hazardous materials	Not limited to, however includes: petrol, explosives, volatile chemicals and corrosives.

## 9. Version History

NO	Date	Description of Change
<u>0.51-0</u>	<u>15-03-1995-02-19</u>	New Document <del>published</del> <u>issued for consultation</u> replacing: Car Allowance for Private Vehicles Policy 2017 Motor Vehicle Policy 2018 Use of Company Car Holiday Trips 2015

Classification: XXXX


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# Appendix 1

Summary of the type of car arrangements at Guide Dogs NSW/ACT:

	Company Provided Vehicle	Car Allowance	Novated Lease	All Other Circumstances
<b>Eligibility</b>	Eligible roles requiring a Tool of Trade Vehicle; and The incumbent employee is >= 0.6 FTE	Eligible roles requiring a Tool of Trade Vehicle.	All employees	Employees who are not in receipt of a Tool of Trade vehicle or allowance.
<b>Benefit</b>	Fully Maintained Company Vehicle including Insurance, Fuel, Maintenance and Tyres.	\$15,000 p.a.* Allowance in addition to base salary	Refer to smartleasing.com.au	N/A
<b>Reimbursement of KMs travelled for business purposes</b>	No – a fuel card paid by the company is supplied with the vehicle.	No – the allowance is to compensate the employee for all costs in relation to a vehicle, including fuel costs.	68c/km** unless in receipt of a Tool of Trade Vehicle or Allowance	68c/km**
<b>Indicative Tax Treatment</b>  <i>(employees to seek own tax advice)</i>	FBT on Personal Usage – See below	Income tax at marginal rate	Refer to smartleasing.com.au for tax treatment of novated lease***  68c/km Income tax free until 5,000km**	Income tax free until 5,000km**
<b>Parking &amp; Tolls – Business Use</b>	Eligible for reimbursement	Eligible for reimbursement	Eligible for reimbursement	Eligible for reimbursement
<b>Parking &amp; Tolls – Personal Use including Commute between Home and Work</b>	Not Eligible for reimbursement	Not Eligible for reimbursement	Not Eligible for reimbursement	Not Eligible for reimbursement
<b>Registration, CTP, Roadside Assistance &amp; Insurance</b>	Included	Responsibility of the Owner	Responsibility of the Owner	Responsibility of the Owner
<b>Fines (Speeding and Parking etc.) incurred as a result of Business Use</b>	Responsibility of the Driver	Responsibility of the Driver	Responsibility of the Driver	Responsibility of the Driver

\* Pro-rated for part time roles.

Classification: XXXX

\*\* This is the maximum allowable per the ATO. Should the amounts change, the Company will adjust the rates and maximum accordingly. It is the responsibility of the employee to keep records of business usage in order to complete their tax return.  
\*\*\* Salary sacrifice arrangements are impacted employees who are a Custodian of a Company provided vehicle.

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