

HR4.19 Motor Vehicles

Purpose

1. To outline the rules and responsibilities of employees when using company-provided motor vehicles, promoting safe and lawful vehicle usage, and establishing guidelines for the use of fuel cards. This policy helps to ensure compliance with the relevant motor vehicle and worker's compensation insurance policies as per the state of NSW in Australia.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Road Transport Act 2013 (NSW)
2. Occupational Health and Safety Act, 2000
3. Workers Compensation Act, 1987
4. Motor Accidents Act, 1988
5. Motor Accidents Compensation Act, 1999

Key Responsible Executive

Chief Executive Officer

For More Support

Head of Operations
Head of Human Resources

Policy Statement

1. Bunji is committed to ensuring the safe and lawful usage of company-provided motor vehicles. This includes the correct use of company-issued fuel cards, which should only be utilised for fuelling company vehicles. This policy sets forth the expected behaviours and responsibilities of all employees when utilising company vehicles, to safeguard both the company and the employee.

Definitions

1. Company-Provided Motor Vehicles: Vehicles that are owned by Bunji and provided to employees for business-related travel.
2. Fuel Cards: Company-issued cards provided to employees to pay for fuel expenses incurred during the operation of company-provided motor vehicles.

Eligibility

1. This policy applies to all employees, students and volunteers who use, or may use, a Bunji owned motor vehicle.

Procedures

1. Vehicle Usage
 - a. Employees are only allowed to use the company-provided motor vehicles for business-related purposes.
 - b. Vehicles must be operated in accordance with the law, including adhering to speed limits and other traffic regulations.
2. Fuel Cards
 - a. Fuel cards issued by Bunji should only be used for fuelling company-owned vehicles.
 - b. Any misuse or unauthorised use of fuel cards will be regarded as a serious breach of company policy and may result in disciplinary action, up to and including termination of employment.
3. Insurance Compliance
 - a. Employees must comply with the motor vehicle and workers compensation insurance policies as dictated by the state of NSW in Australia.
 - b. In the event of an accident, employees are required to notify the relevant company personnel immediately and adhere to the accident reporting procedures.
 - c. In the unfortunate event of an accident, the driver using a Bunji-provided vehicle should promptly take the following steps for each other vehicle involved:
 - i. Exchange names, addresses, and contact details with the other party.
 - ii. Record the name of the other party's insurance agency and the compulsory third-party insurer.
 - iii. Note down the registration number of the other vehicle(s).
 - iv. Document the driver's licence details of the other party.
 - v. Obtain names and contact details of any witnesses to the accident.
 - vi. The driver should assert, "I am not authorised to admit fault or liability", avoiding any admission of fault or liability at the scene of the accident.
 - d. Except for minor accidents involving only Bunji vehicles on Bunji property, all accidents must be reported to the police to obtain an Incident Report Number, which will be necessary for subsequent insurance claims. If someone has been injured, the police must attend the scene of the accident.
 - i. Minor Accident or Breakdown
In case of a minor accident or breakdown, the driver should:
 1. Utilise the roadside assistance services provided by the vehicle manufacturer or contact the NRMA for vehicles not covered by the manufacturer's services.
 2. Inform their direct manager of the details of the accident or breakdown as soon as possible.
 - ii. Major Accident or Breakdown
If the vehicle cannot be driven due to severe damage or breakdown, the driver is authorised to:
 1. Have the vehicle towed to the towing company's depot.
 2. Inform their direct manager immediately and complete all required paperwork including an incident form within TurnPoint.
 3. Obtain repair quotes from repairers listed on Bunji's preferred providers list.

4. Secure authorization from the Head of Operations before proceeding with any repairs.
 5. Coordinate the authorised repairs.
- e. The employee or any designated driver, or a non-employee authorised by the designated driver and driving the designated driver's vehicle, will be held responsible for:
 - i. Any insurance excess that may arise (including penalty charges for underage drivers), or
 - ii. The cost of repairs to the vehicle if less than the insurance excess.
- f. Any adjustments to this policy will be at the discretion of the Chief Executive Officer.
- g. In situations where an employee is liable for the payment of the excess, the employee's direct manager will arrange for the payment to be made either through cheque, cash or direct debit from the employee's salary, preferably before the commencement of vehicle repairs.
- h. Bunji may, at its discretion, offer a replacement vehicle for designated driver vehicles damaged in an accident. This decision will be made by the Executive Manager, Corporate Services and is generally considered only when it is critical to meet the needs of the program.

References to other SAVVY policies and external sources

1. HR 1.5 Learning and Development
2. HR 4.5 Discipline and Termination

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation