

## VEHICLE FLEET POLICY AND PROCEDURE

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**Contact:** Registrar

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### INTRODUCTION:

Bendigo Anglican Diocesan Corporation holds a small number of vehicles in trust for the Bishop's office and Parishes appropriate to the needs of the Diocese and Parish operations.

The Anglican Diocese of Bendigo is committed to promoting and encouraging safe and efficient use of vehicles in the workplace.

In this context, the vehicle is considered part of the "workplace" and thus covered by the *Occupational Health and Safety Act 2004 (Vic) (OHS Act)* and associated regulations. Consequently, the Bendigo Anglican Diocesan Corporation as an employer is responsible not only for ensuring the safety of employees and volunteers who drive as part of their duties, but also for the general public, including other drivers and pedestrians.<sup>1</sup>

### OUR POLICY AND PROCEDURE AIMS TO:

The intention of this policy to:

#### GUIDE OUR AUTHORISED DRIVERS WHEN OPERATING FLEET VEHICLES

The Vehicle Fleet Policy and Procedure of the Anglican Diocese of Bendigo has been designed to ensure that safe driving practices are implemented for Clergy, staff and volunteers who are authorised to drive a fleet vehicle or fleet pool vehicle (herein after referred to as "Diocesan vehicle/s" where it applies to both) as part of their activities.

While nothing can ever guarantee absolute protection from accidents, this diocesan policy seeks to reduce, to the greatest degree possible, our people's exposure to accident and personal harm.

### PROCEDURE:

#### Authorised Drivers

Only Authorised drivers are permitted to drive Diocesan vehicles.

It is the responsibility of the General Manager / Registrar, Opportunity Shop Coordinators and Church Wardens to authorise individuals to become authorised drivers.

In order to be authorised all drivers must first complete an **Authorised Driver Agreement Form**. A copy of all completed **Authorised Driver Agreement Forms** must be forwarded to the General Manager / Registrar to keep securely on file in the Registry office. Original forms are to be kept securely onsite in the Parish or Opportunity Shop.

Before using a Diocesan vehicle, drivers are required to acknowledge and accept the terms and conditions of this policy and the associated procedures by signing the relevant **Authorised Driver Agreement Form**.

<sup>1</sup> A Handbook for Workplaces, Guide to safe work related driving, (Worksafe Victoria / TAC), November 2008 Edition 1, page 2

Drivers of Diocesan vehicles must hold:

- an Australian open licence; or
- a P2 (Green P) Australian driver's licence; or
- a valid international driver's licence written in English,

which legally permits the driver to drive the applicable class of fleet vehicle in Australia.

Holders of Provisional P1 (Red P's) licences are not permitted to drive Diocesan vehicles.

Updated licence details must be submitted to the General Manager / Registrar and Opportunity Shop Coordinator or Church Wardens immediately there is a change in status (for example, change of address or drivers licence renewal).

If a driver's licence becomes invalid at any time during the period of use of the vehicle, the driver must:

- immediately cease to drive the vehicle; and
- as soon as possible inform the General Manager / Registrar, Opportunity Shop Coordinators or Church Wardens.

It is the responsibility of the driver of a vehicle to supply their own "P" plates when driving a vehicle.

A Fleet Pool vehicle may be driven for official business purposes of the Diocese or Parish only. Fleet Pool vehicles may not be used for private purposes.

Persons who:

- have a blood alcohol concentration exceeding the lawful limit
- are under the influence of a drug
- use, or intends to use, a vehicle for an illegal purpose

are not permitted to drive Diocesan vehicles.

### **Fleet Management**

The General Manager / Registrar has the responsibility for overall fleet management.

Where a Parish wishes to purchase a vehicle they should contact first the Registrar / General Manager to work through the details, prior to making arrangements to buy a vehicle.

The Opportunity Shop Coordinator and Parish Wardens are responsible for servicing and maintaining individual vehicles.

Diocesan vehicles are to be used and maintained in accordance with the manufacturer's requirements and specifications.

The Registry office is responsible for insurance claims for damage to Diocesan vehicles, and liaising with Anglican National Insurance Program (ANIP) on any issue arising.

The Bishopric or Parish will be invoiced for any excess charges that may arise<sup>2</sup>.

The Registry office will arrange and pay for comprehensive car insurance and registration on all Diocesan vehicles with associated costs invoiced to the Bishopric or Parish as appropriate.

Vehicle Log Books must be used to record information on all journeys undertaken in Fleet Pool Vehicles.

### **Parking and Traffic Violations / Infringements**

It is the responsibility of the authorised driver to comply with all traffic rules.

Any parking or traffic infringement fines are the sole responsibility of the authorised driver. These will not be paid by the Diocese.

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<sup>2</sup> Excess on the current insurance policy is approximately \$400 per claim.

## **Fleet Vehicle – private use**

In relation to Diocesan vehicles that are provided for the Bishop or Clergy's work and private use:

- A Fleet vehicle cannot be assigned to an authorised driver for private use until approval is given and the necessary paperwork completed
- An Authorised driver who has full private use of a vehicle can assign the vehicle to another person, subject to that person having a licence to drive the vehicle. If the assigned person is involved in an accident the authorised driver will be liable to pay the Diocese for any excess insurance which may have been incurred

## **Health and Safety**

Clergy, staff and volunteers using Diocesan vehicles should consult the VICROADS website<sup>3</sup> if unsure of any road rules.

An Authorised driver will at all times:

- have regard to all Road Traffic and other relevant regulations
- show consideration for others on the road
- set a good example to other road users.

In accordance with state legislation using a mobile while driving is prohibited unless the phone:

- Is secured in a commercially designed holder fixed to the vehicle, or
- Can be operated by the driver without touching any part of the phone

Using the phone or other communication device (including the GPS functions of such devices) while driving is prohibited, unless it is secured in a commercially designed holder fixed to the vehicle.

- Touching anything on a smart watch is also prohibited.
- Smoking is prohibited in any vehicle at any time.

If at any time an authorised driver becomes aware of any problem that makes the Diocesan vehicle unsafe, the authorised driver must stop the vehicle as soon as it is safe to do so and report the problem to the General Manager / Registrar and Opportunity Shop Coordinator or Church Wardens (which ever is appropriate) as soon as possible.

Should the Diocesan vehicle be used for the transport of goods the Opportunity Shop Coordinator and Church Wardens will be responsible for having an appropriate cargo barrier installed to the Diocesan vehicle by a suitably qualified professional. The cargo barrier is to be maintained in accordance with the manufacturer's requirements and specifications.

## **Vehicle Breakdowns**

All vehicles owned by Diocese will be covered by a Roadside Assistance Scheme (for example, RACV roadside assistance), the cost of which will be charged back to the appropriate operating area (Bishopric or Parish) and these details will be located in each vehicle.

In the event of mechanical breakdown, immediate action will be taken by the authorised driver to minimise the danger to passengers and others to ensure their comfort and safety.

The General Manager / Registrar and Opportunity Shop Coordinator or Church Wardens will be notified of the breakdown as soon as possible and kept informed of any developments.

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<sup>3</sup> As at 1 February 2017 <https://www.vicroads.vic.gov.au/safety-and-road-rules>

## **Incidents / accidents and damage**

In the event of a road traffic accident involving a Diocesan vehicle, the highest priority is to ensure the safety of passengers and staff. Minimising risk to the general public and observing legal obligations are also important considerations. In view of this fact, the following procedures shall apply:

- Stop at once
- Ensure the vehicle is not posing a traffic hazard

Where an accident has been very minor and involved no other person or damage to third party property, the vehicle should be checked for damage and/or roadworthiness before proceeding. Fill out a **Motor Vehicle Accident Report Form**

Where the accident is more significant refer immediately to the **Motor Vehicle Accident Report Form**.

### **Insurance Claims Procedure**

The Registry office is responsible for insurance claims for damage to Diocesan vehicles, and liaising with Anglican National Insurance Program (ANIP) on any issue arising. Contact the Registry office on 03 5443 4771, or after hours on 0429 263 888.

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## **Definitions**

*Authorised driver:* The Bishop, Clergy, staff and volunteers who have completed an **Authorised Driver Agreement Form** and produced evidence of a current drivers licence that meets the criteria set out in this Policy.

*Fleet Pool vehicle:* a vehicle for Operational Use only

*Fleet vehicle:* a vehicle for both Operational and Personal Use

*Other:* Church.

### **Policy Scope & Coverage**

The Vehicle Fleet Policy and Procedure applies to the Bishop, Clergy, staff and volunteers who are authorised drivers of Diocesan Vehicles engaged in the ministry activities of the Diocese and its Parishes.

### **Policy Responsibility**

The Council of the Diocese or their Delegate is responsible for the implementation and review of this policy

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## **Related Documents: Internal**

Other relevant policies and documents relating to Vehicle Fleet Policy and Procedure and which should be considered in conjunction with this policy include:

- Authorised Driver Agreement Form
- Pool Vehicle Trip Register
- Motor Vehicle Accident Report Form
- Incident Report Form

**Related Documents: External**

State Government Victoria

- *Road Safety Act (Vic) 1986*
- Road Safety Road Rules 2009
- *Occupational Health and Safety Act 2004 (Vic)*
- A Handbook for Workplaces, Guide to safe work related driving, (Worksafe Victoria / TAC), November 2008 Edition 1

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**Adopted by Council of the Diocese February 2017**