

POLICY			
MOTOR VEHICLE POLICY			
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Policy Responsibility	CEO	Policy Owner	CEO

MOTOR VEHICLE POLICY

1. Overview

- 1.1 This policy provides guidance for access to and the use of motor vehicles provided by Swimming NT.
- 1.2 The policy applies to all staff employed by Swimming NT and any subsidiary companies, and includes vehicles, owned, leased, hired or otherwise used or controlled by Swimming NT.
- 1.3 The owner of this policy is the Board of Swimming NT.

2. Access to a Motor Vehicle

- 2.1 Certain staff members will be required to use a Motor Vehicle provided by Swimming NT to carry out essential duties only (no personal use allowed).
- 2.2 Certain Swimming NT staff will be entitled to the limited use of a Motor Vehicle provided by Swimming NT. Such a vehicle may be available for limited personal use as agreed by the Board. Such a vehicle is considered essential in the carrying out of the duties by the team member.
- 2.3 All access and use to a Motor Vehicle, is subject at all times to the Code of Conduct and Policy relating to Motor Vehicles. Any breach of this Code or Policy may result in Swimming NT withdrawing the use of a Motor Vehicle.

3. Authorised Drivers

- 3.1 Authorised drivers shall include:
 - i) any staff member who holds a current driver's licence for that class of vehicle
 - ii) has not been refused motor vehicle insurance cover by an insurance company

- iii) any person who, from time to time, is duly and properly authorised by Swimming NT.

4. Traffic Infringements and Driving Offences

- 4.1 Drivers of Swimming NT vehicles are expected to obey all traffic regulations and comply with their own driver licence restrictions.
- 4.2 Payment of any traffic fines incurred, including parking infringements, are the responsibility of the designated driver and will not be met by Swimming NT. If a person other than the designated driver is driving the vehicle, it is the designated driver's responsibility to name the driver and organise payment of the fine by the driver. Any infringements not paid by the due date, will automatically be deducted from the designated driver's pay. On cessation or termination of employment, any outstanding infringements will be deducted from designated driver's final pay.
- 4.3 Any driver of a Swimming NT vehicle who has their driving licence forfeited, restricted, or who becomes disqualified or suspended from driving a motor vehicle, will advise Swimming NT immediately and will not drive any Swimming NT vehicle until legally authorised to do so. Disciplinary action may be applicable depending on the circumstances and staff member's role.

5. Vehicle Servicing and Registration

- 5.1 Vehicles need to be serviced and repaired by an approved service provider.
- 5.2 All vehicles are expected to be serviced by the date and/or the kilometre reading specified by the approved service provider following the vehicles last service.
- 5.3 It is the responsibility of the driver of a Swimming NT vehicle to ensure that the vehicle is registered. Failure to do so will render the designated driver liable for any fine or penalty.
- 5.4 Where the vehicle does not have a designated driver, the Executive Officer will be responsible for ensuring the vehicle is kept maintained and has current registration.

6. Security and Presentation

- 6.1 Drivers of Swimming NT vehicles are responsible for the security and presentation of the vehicle.
- 6.2 Vehicles should always be parked in a safe environment and locked when not attended, including at the driver's residence.
- 6.3 Vehicles with alarms shall have the alarm armed when the vehicle is not attended.
- 6.4 Items of value should not be left visible in the vehicle.
- 6.5 Swimming NT vehicles are to be maintained in a clean and tidy manner befitting the image of our organisation at all times.

- 6.6 Safety kits are to be stored in the vehicle easily accessible, and it is the responsibility of the driver to ensure these are replenished at least every six months.
- 6.7 All items being carried in the vehicle must be done so in a secure way.
- 6.8 Smoking is not permitted in Swimming NT vehicles at any time.

7. Fuel Purchases

- 7.1 All business -related fuel purchases (**diesel**) should be paid for using the credit card supplied. The odometer reading must always be recorded and a logbook of vehicle usage maintained.

8. Mobile Phones

- 8.1 Receiving and making calls whilst driving is not permitted. You will need to park the vehicle in a safe place if there is a need to use a mobile phone.

9. Vehicle Usage

- 9.1 Under no circumstances, during both work and non-work time, will the driver of any Swimming NT vehicle, drive or use a vehicle in such a manner to bring Swimming NT into disrepute or in a dangerous manner. This includes:
 - i) Driving under the influence of alcohol or drugs
 - ii) Dangerous, reckless or careless driving
 - iii) Driving while fatigued
 - iv) Driving in excess of speed limits
 - v) Failing to obey traffic signals
- 9.2 In the event a staff member is involved in a motor accident whilst driving a Swimming NT under the influence of alcohol or drugs, they may be liable for dismissal without notice and be liable to reimburse Swimming NT for the cost of damage. They may also be liable to reimburse the insurance companies.
- 9.3 A staff member whose duties require the driving of a motor vehicle may have their employment terminated in the event of conviction on a driving offence resulting in the loss, suspension or forfeiture of their licence.

10. Accidents/Damage

- 10.1 Drivers will report any accident within one business day to the Board Chair, with the exception of injury accidents, which must be reported to the Board Chair immediately and Police within 24 hours. Under no circumstances should the driver admit liability or leave the scene of an accident. An insurance claim form must always be completed.
- 10.2 Report any damage to the vehicle and arrange for appropriate repairs to be made.