



Swimming Northern Territory

Motor Vehicle Policy

Version	Reviewed by	Board Approval Date	Next Review Date
2	SNT Board Directors	27 June 2024	June 2026
1	SNT Board Directors	17 Feb 2020	Feb 2022

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1. Introduction

This policy provides guidance for access to, and the use of motor vehicles provided by Swimming Northern Territory (SNT) and applies to all staff employed by SNT and any subsidiary companies. It includes vehicles, owned, leased, hired or otherwise used or controlled by SNT.

2. Access to a Motor Vehicle

- 2.1 Certain SNT staff members will be required to use a motor vehicle provided by SNT to carry out essential duties only (no personal use allowed).
- 2.2 Certain SNT staff members will be entitled to the limited use of a motor vehicle provided by SNT. 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 of a motor vehicle is subject to the SNT Code of Conduct and this Policy relating to motor vehicles. Any breach of the Code or Policy may result in SNT withdrawing the use of a Motor Vehicle.

3. Authorised Drivers

Authorised drivers shall include:

- a) any staff member who holds a current driver's licence for that class of vehicle, and
- b) has not been refused motor vehicle insurance cover by an insurance company, and
- c) 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 SNT 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 SNT. 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 SNT vehicle who has their driving licence forfeited, restricted, or who becomes disqualified or suspended from driving a motor vehicle, will advise SNT immediately and will not drive any SNT vehicle until legally authorised to do so. Disciplinary action may be applicable depending on the circumstances and staff member's role.



5. Vehicle Servicing, Maintenance 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 SNT 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 Chief Executive Officer will be responsible for ensuring the vehicle is kept maintained and has current registration.
- 5.5 Weekly vehicle checks should be completed by the driver – water, oil, fuel, battery, clutch, tyre pressure, brake and power steering and drive belts, must be checked and if necessary, adjusted each week before starting the vehicle.

6. Security and Presentation

- 6.1 Drivers of SNT 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 and SNT bears no responsibility for any personal items lost, stolen or damaged from within a SNT vehicle.
- 6.5 SNT vehicles are to be maintained in a clean and tidy manner always befitting the image of our organisation.
- 6.6 Safety kits (First Aid) 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 SNT vehicles at any time.

7. Fuel Purchases

All business-related fuel purchases (**diesel**) should be paid for using the SNT credit card, if supplied. Otherwise, all fuel purchases will be reimbursed when an appropriate receipt and proof of purchase is provided as part of the SNT Reimbursement procedure. The odometer reading must always be recorded and a logbook of vehicle usage maintained.

8. Mobile Phones

Receiving and making calls whilst driving is not permitted, unless a hands-free device with enabled and connected Bluetooth, or other applicable application, is in use. If not, 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 SNT vehicle, drive or use a vehicle in such a manner to bring SNT into disrepute or in a dangerous manner.

This includes:

- a) Driving under the influence of alcohol or drugs
- b) Dangerous, reckless or careless driving
- c) Driving while fatigued
- d) Driving in excess of speed limits
- e) Failing to obey traffic signals

9.2 In the event a staff member is involved in a motor accident whilst driving a SNT vehicle under the influence of alcohol or drugs, they may be liable for dismissal without notice and be liable to reimburse SNT 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. Fatigue Management

10.1 Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

Everyone in the workplace has a work health and safety duty of care and can help ensure fatigue does not create a risk to health and safety at work.

10.2 Fatigue can accumulate over time, and may be caused by:

- Work-related factors such as length of time worked, inadequate rest breaks and/or sleep, harsh environmental conditions
- Lifestyle factors such as poor quality of sleep, family responsibilities, social life, commuting time to and from work
- A combination of work-related and lifestyle factors.

10.3 Signs of fatigue may include:

- Headaches and/or dizziness
- Difficulty keeping eyes open
- Constant yawning
- Muscle weakness
- Lacking energy



10.4 Immediate effects of fatigue may include:

- Lack of concentration
- Reduced short-term memory
- Increased errors
- Slower reaction times
- Impaired decision-making and judgment (including being unaware of the state of fatigue)
- Reduced immune system function

10.5 Longer-term effects of fatigue may include:

- High blood pressure and/or heart disease
- Depression and/or anxiety
- Diabetes and/or gastro-intestinal disorders.

SNT requires that all drivers, either with a SNT owned or controlled vehicle, or any member of staff, contractor, coach, technical official or volunteer operating in any capacity on behalf of SNT adhere to the following requirements:

- a) Do not drive more than 12 hours of service within a rolling 24-hour period.
- b) The maximum driving time before taking a break is 4.5 hours. After driving 4.5 hours a 30 min break is mandatory.
- c) Attempt to take 15 min breaks for every 2 hours of driving.
- d) Contact MUST be made with SNT management every 2 hours.
- e) Driving is not permitted between the hours of midnight and 6am for any trips exceeding 2 hours.

Exceeding Hours of Service

Under extraordinary situations or emergency events hours of service may be in jeopardy of being exceeded and must be discussed with SNT Management or SNT President prior to continuing work. During this conversation:

- a) effects of continued work past the hours of service should be discussed
- b) additional risks identified and understood.
- c) If possible, explore fatigue mitigation strategies such as mandatory break period, stimulation, check-in upon fatigue status, and alternate plans for driving, or sleep accommodations after the work is completed.
- d) Follow up documentation or next day email pertaining to work-related event(s) can detail any related hours-of-service exceedance.

11. Accidents/Damage

11.1 Drivers will report any accident within one business day to the Board President or CEO, with the exception of injury accidents, which must be reported to the Board President or CEO and Police immediately. Under no circumstances should the driver admit liability or leave the scene of an accident.

11.2 Vehicles that have been damaged, and if that damage is likely to cause further damage to the vehicle, should not be driven or operated.



- 11.3 Drivers will report any damage to the vehicle to the Board President or CEO and arrange for appropriate repairs to be made.
- 11.4 If an accident has occurred an insurance claim form must be completed.
- 11.5 At all times an 'incident / accident report' should be completed as soon as practicable, at the latest within 24 hours of the incident/accident.

12. Policy Promotion

This policy will be made available to all members via the SNT website. This policy will be communicated to all staff members, board members, committee members and drivers of any vehicle owned, leased, hired or otherwise used or controlled by SNT, where necessary.

13. Review

This policy will be reviewed by the Board of Swimming Northern Territory every 2 years from the date of approval by the SNT Board.

14. Additions Or Amendments

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of Swimming Northern Territory for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

15. Related Links

[SNT Code of Conduct](#)

[Code of Conduct Swimming Australia](#)

[SNT Drug and Alcohol Policy](#)