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## **2.4 Child Care Services Taree & Districts Inc.**

### **Vehicle Use Policy**

**Service vehicles are used daily in our operations. In order to protect our employees, workers, stakeholders and the public, established safe operations procedures must be followed by all drivers. All employees and workers driving on behalf of Child Care Services Taree & Districts Inc. are required to operate their vehicles safely and legally at all times.**

#### **The Purpose of the Policy**

To protect CCSTD assets, the safety of drivers and other road users, maintain work standards and outline expectations with regard to the use and maintenance of company and private vehicles.

#### **Expectations**

Child Care Services Taree & Districts Inc. has available to employees, contractors and work experience staff the use of service motor vehicles for use on work-related business. The use of CCSTD vehicles is, where possible, to be booked in advance through the Internal Office Calendar. CCSTD motor vehicles remain at all times the property of the Child Care Services Taree & Districts Inc..

All persons driving a CCSTD Motor Vehicle must:

- be in possession of a current, valid driver's licence, and must not drive a CCSTD Motor Vehicle if not licensed or unauthorised to drive it;
- Observe all relevant traffic regulations;
- Drive in a manner which is safe and responsible in respect of themselves, any passengers and the general public;
- Not drive or permit the driving of a service motor vehicle by a person under the influence of alcohol or drugs. This means having a zero breath and blood alcohol level (not withstanding that there are legal limits for breath and blood alcohol), and not being under the influence of prescription or recreational drugs;
- Show courtesy and consideration to all other road users;
- Not authorise or allow any other person to drive the CCSTD motor vehicle without the written authorisation of the Manager and/or Management Committee;
- Not drive or permit the driving of a service motor vehicle in a careless, reckless or dangerous manner;
- Comply with the provisions of all statutes, rules and regulations in respect of the use or driving of a CCSTD motor vehicle. Persons are responsible for the consequences of any breaches of those statutes, rules and regulations during the period employees have the use of a CCSTD motor vehicle, including any speeding fines, penalties or claims.

In the event an authorised persons driver's licence is suspended or cancelled, the said person must not drive a CCSTD motor vehicle under any circumstances.

It is the responsibility of any person driving a CCSTD motor vehicle to ensure before use that:

- There is a sufficient amount of fuel

- Tyre pressures are correct;
- Water, oil, battery and fuel levels are correct; and
- All items in the vehicle are secure.

### **Responsibilities**

- It is essential that all drivers fill out the Vehicle Log Sheet which is found in CCSTD vehicles. All sections must be filled in and the Vehicle Log Sheet must remain in the vehicle. Vehicle Log Sheets are replaced quarterly in each vehicle.
- If any person using a CCSTD Motor Vehicle detects or suspects any problem or defect, the problem or defect must be reported immediately to the Manager. If requested, the person must complete any requested documentation in respect of the suspected problem or defect.
- If any CCSTD motor vehicle appears un-roadworthy, it should not be used.
- The person driving a CCSTD motor vehicle at the time that the fuel tanks becomes less than a quarter full is required to refill the fuel tank with the appropriate fuel at a service station approved by the CCSTD using the Petrol Card available with each vehicle.
- Whenever a person leaves a CCSTD motor vehicle unattended, the person must ensure that the vehicle has been properly locked and secured and, if possible, protected from the weather.
- If persons are involved in an accident or incident and a CCSTD motor vehicle requires towing, the police must be advised immediately. Similarly, if persons are injured in an accident or incident, the police must be called immediately.
- Persons must report any accident/incident to transport services as soon as practicable. An accident/incident report form must also be completed and forwarded to the Manager at the earliest possible opportunity.
- CCSTD takes no responsibility whatsoever for any fines, infringements or penalties incurred by persons driving CCSTD motor vehicles. The payment of fines and penalties incurred by persons will be the responsibility of the persons driving the CCSTD motor vehicle at the time the fine or penalty is incurred. Unless otherwise notified, the fine or penalty will be the responsibility of the person who originally booked the CCSTD Motor Vehicle. If this cannot be determined, the custodian of the CCSTD Motor Vehicle will be responsible until such time as the person driving the CCSTD Motor Vehicle at the time the fine or penalty was incurred is identified.

### **MOU Agreements**

Drivers that are not direct employees of CCSTD and have made an agreement under an MOU for the use of CCSTD vehicles must comply with the following;

- A booking must be made by contacting CCSTD office which is then placed in the Internal Office Calendar.
- Provide original and current NSW License to be copied and filed.
- Before being issued with vehicle keys, a log form must be filled in, this is found at the front desk of the CCSTD office.
- Driver's License must be checked before issuing the vehicle's keys.
- It is essential that all drivers fill out the Vehicle Log Sheet which is found in CCSTD vehicles. All sections must be filled in and the Vehicle Log Sheet must remain in the vehicle.
- Comply with the provisions of all statutes, rules and regulations in respect of the use or driving of a CCSTD motor vehicle. Persons are responsible for the consequences of any breaches of those statutes, rules and regulations during the period employees have the use of a CCSTD motor vehicle, including any speeding fines, penalties or claims.

- If persons are involved in an accident or incident and a CCSTD motor vehicle requires towing, the police must be advised immediately. Similarly, if persons are injured in an accident or incident, the police must be called immediately.

### **Travel**

Reasonable travelling expenses, where incurred in the performance of an employee's duties while using their private vehicle, will be reimbursed, provided that all claims are made on the appropriate form, signed by the appropriate supervisor and supported with the necessary substantiating documentation. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of the Manager. Workers must provide a separate Vehicle Log Sheet for the private vehicle.

The use of a private vehicle for work purposes is only necessary when there are no CCSTD work vehicles available.

### **NDIS Support Worker Vehicle Requirements**

As a Support worker you have a responsibility to ensure all participants including children are transported in a safe and legal manner. The requirements in relation to motor vehicle safety are;

- Provide a copy of your **vehicle registration** prior to being a registered support worker, annually or if you purchase a new vehicle.
- Have your vehicle/s inspected by an approved **Child Safety Restraint Fitting Station**. This check is to be completed prior to being a registered Support Worker, annually or if you purchase a new vehicle/s.
- Have a valid and current **NSW Driver's License**.
- The Provider will charge the NDIA prescribed rate per kilometre when providing transport from the Participants home into the community and back (if applicable). This cost may be shared if more than one Participant is being transported.
- Transport arrangements must be made between the provider and participant prior to support. Individual agreements must be documented.

### **Relevant Legislation and Standards**

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Mental Health Act 2007 (NSW)
- Ombudsman Act 1974 (NSW)
- NDIA National Quality and Safeguards Policy 2018
- Criminal Records Act 1991 (NSW)
- Work Health & Safety Act 2011 (NSW)