

Motor Vehicle Policy

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1. Purpose

- 1.1. MSA workplace participants, who in the performance of their duties are required to undertake travel for work purposes, will be provided with the means of undertaking such travel. The use of MSA vehicles is the preference when undertaking local travel.

- 1.2. This policy aims to outline MSA expectations of workplace participants using MSA motor vehicles

2. Application of this policy

- 2.1. This policy applies to the following persons, collectively referred to as 'workplace participants':
 - a) all prospective and current full-time, part-time and casual employees of MSA;
 - b) all volunteers engaged by MSA;
 - c) all agents and contractors engaged from time to time by MSA;
 - d) all office bearers and members of MSA bodies
- 2.2. This policy is not restricted to the workplace or work hours. The obligations in this policy are also applicable to any work related events or functions. All workplace participants are expected to comply with this policy at work related events or functions.
- 2.3. A "work related event or function" means any event or function that is connected to MSA. These may include, for example:
 - a) MSA events,
 - b) conferences,
 - c) work lunches,
 - d) Christmas parties

3. Running Expenses/On Costs

- 3.1. MSA shall be liable for all costs and charges associated with running and maintaining vehicles, including petrol, oil, registration, insurance, RACV membership, parts, repairs and servicing.

4. Additional Costs

- 4.1. Expenses, in relation to the vehicle, which are incurred personally, shall be promptly paid by MSA upon production of receipts and proof of expense incurred by workplace participant

5. Fines and Penalties

- 5.1. The workplace participant shall be liable to pay any fines or responsibility for any other penalty which may be imposed while motor vehicle is used by the workplace participant.

6. Notice of Damage

- 6.1. If there is damage or loss to the vehicle, or it is involved in an accident, MSA must be notified without any unnecessary delay.

7. Procedures

- 7.1. The Office Administrator will be responsible for the ongoing provision, allocation and management of MSA motor vehicles as considered appropriate to meeting the needs of the MSA.
- 7.2. The Office Administrator will be responsible for updating and maintaining applicable procedures with respect to the ongoing provision, allocation and management of motor vehicles, which shall be appended to this policy.

- 7.3. In situations where MSA vehicles are neither provided nor available, and workplace participants are required to undertake travel in the performance of their duties, they will be provided with a hire vehicle, taxi voucher or receive adequate cost re-imbusement for use of public transport or personal vehicles as outlined in relevant award or agreement.

8. Use of MSA Motor Vehicle

- 8.1. MSA motor vehicles shall be available for use by MSA workplace participants, on the basis of bookings.
- 8.2. A booking system will be maintained for all fleet vehicles.
- 8.3. All drivers must hold a current valid Australian license, not including a learners permit.
- 8.4. If driver is on their probationary license, they must display the relevant plates on the vehicle as prescribed.
- 8.5. Smoking is not allowed in MSA vehicles.
- 8.6. All drivers must maintain a blood alcohol level of zero when driving MSA vehicles.

9. Hire of Motor Vehicles

- 9.1. Where MSA owned vehicles are not available, employees may use hire vehicles to undertake work commitments. As a guide, hire vehicles should be used when daily travel exceeds 300 kilometres.
- 9.2. All use of hire or private vehicles for work purposes must be pre-approved by Executive Officer.

10. Employee's Personal Vehicle Used for Work Purposes

- 10.1. The use of an employee's personal vehicle used for work purposes shall be governed by the applicable enterprise agreement or award.

11. Other Travel Options

- 11.1. Other travel options such as taxi and public transport may be used when appropriate.

12. Version History

Current Version

Finance/Risk/Governance

Subcommittee Approval: 21/4/2016

MSC Approval: 5/16; 28/4/2016

Review Date: April 2018

Prior Versions: 1

2. MSC Approval: 25/10/2013

Appendix A – Motor Vehicle Procedures

(as of April 25, 2016)

1 Booking of MSA Car

a) Authorised Person

Only MSA staff or office-bearers may book the MSA car.

The person booking the car is the authorised person, and they and their department/division are responsible for the car during the time of its booking, and the department/division will be charged 30c/km.

The authorised person is not necessarily the driver of the vehicle, but will be aware of where and by whom the car is being driven at all times.

A person shall not be permitted to book the MSA car unless they have received the appropriate training from the Office Administrator.

b) Driver

The MSA car may only be driven by either an authorised person as detailed in 1(a), or by a Monash University student or staff member on official MSA business under the authority of an authorised person.

Where the authorised person is not the driver, details of the driver must be submitted by the driver in the appropriate section on the booking form and the authorised person sign next to details of the driver indicating their consent.

The driver must possess a current valid Australian drivers licence (not learner's permit), and must maintain a 0 percentage blood/alcohol level while driving.

c) Booking Form / Usage Form

The car booking form will be in two halves (correspondingly numbered). The top half will consist of the 'booking' section and must be completed by the authorised person before the car keys can be collected – even for out of hours use of the car (Refer section 4). (This is to enable knowledge of exactly who has the car at any time & their contact details).

The bottom half will supply details of the driver of the MSA vehicle, the driver must be approved by the authorised person making the booking. The car usage form will be a 'reporting' form and must be returned with the car keys at the completion of the journey.

The reporting section will contain details on the total distance travelled, any CityLink usage, the petrol level and the condition of the MSA vehicle. The user should, at the commencement of each journey, thoroughly check the condition of the MSA vehicle noting any imperfections on the reporting sheet.

At the conclusion of each journey, scratches, dents, discolorations or other imperfections not present at the commencement of the journey should be noted. The user should then inform Reception of the damage that occurred (Failure to do this will be seen as misuse of the MSA vehicle and can result in penalties, refer section 8).

On return of the car usage form, the MSA Office Administrator will ensure that both the 'booking' and 'usage' forms have been completed correctly.

d) Use outside the policy

Any use of the car outside the scope of this policy is unauthorised and may constitute a criminal act.

Any costs incurred during unauthorised use are the sole responsibility of the users of the car.

e) Online Calendar

When a request is made and accepted it will be recorded in the 'MSA Car Booking' Google calendar. This calendar can be viewed by all MSA staff and office-bearers and will supply all with knowledge of current and future bookings.

In order to gain access to the MSA Car Booking Calendar, MSA staff and office-bearers should contact the Office Administrator.

f) Car Whereabouts

The whereabouts of the MSA car will be monitored by the Office Administrator.

2 Condition of Car

It is the responsibility of authorised person to ensure the car is returned in a sound, clean condition (i.e. no rubbish littering the car) with a minimum of ½ a tank of petrol.

In the case that these conditions are not met (as determined by the Office Administrator) the car shall be cleaned and a bill for cleaning forwarded to the authorised person's department for payment.

The car will be routinely checked by the Office administrator, and will be washed inside and out as part of regular maintenance.

The MSA vehicle shall not be driven on unsurfaced roads, except in exceptional circumstances as determined by the MSA Executive or MSA Executive Officer.

3 Location of Car Keys

When the car is not in use, the keys will be kept at MSA Reception.

4 Overnight Use

The MSA car is available for overnight loan in exceptional circumstances ONLY.

In order to make an overnight booking the authorised person must seek approval from two members of the MSA Executive, completing an 'After hours' form which is available from the Office Administrator.

5 Out of Hours Access

The MSA car cannot be picked up or dropped off outside of office hours.

If the authorised driver requires the car outside normal business hours (Monday to Friday 9am-5pm) they must complete an 'After hours' form and have it approved by the MSA Executive.

If the keys are not returned by 5pm and an 'After hours' form has not been completed and authorised the authorised person will be in breach of these procedures.

6 Information re: use of car

A laminated information sheet will be located in the car with the following details:

- What to do in an emergency, including contact numbers, RACV, etc.
- Where the car should be returned etc.
- A summary of this policy.

7 Misuse of Vehicle

a) Major Acts of Misuse

In instances where major acts of negligence or misuse of the vehicle occur, appropriate penalty and possible disciplinary action may occur against the staff member, office-bearer or student.

Major Acts and appropriate penalty will be determined by the MSA Executive.

The penalty may include:

- Loss of access to the car for a period of up to 12 months.

b) Minor Acts of Misuse

In instances where minor acts of negligence or misuse of the vehicle occur, an appropriate penalty will be applied by the MSA Executive.

Each staff-member and office-bearer may receive one warning without penalty for a minor act. The warning will apply to the staff member or office-bearer who authorised use of the vehicle irrespective of the individual driving the vehicle.

A second minor act committed by a staff member or office-bearer may result in a loss of entitlement to use the vehicle for a period of up to 6 months.

Instances of minor acts include, but are not restricted to, the following acts and omissions:

- Speeding, parking and other traffic infringements where the staff-member, office-bearer or student cannot demonstrate a valid reason for ignoring the infringement.
- Accidentally damaging the MSA vehicle without notifying the Office Administrator, or their delegate.
- Damaging the vehicle through the negligence of the staff member, office-bearer or student.
- Recklessly placing the MSA vehicle in a situation where it would likely incur damage. This includes driving the car on unsurfaced roads.

- Failing to return the MSA vehicle by 5pm on any day that it is booked, unless alternative arrangements have been made in consultation with the MSA Executive.
- With the exception of emergency circumstances, having mechanical work performed on the vehicle without notifying the Office administrator or their delegate.
- Recklessly leaving the vehicle in an unsound manner. This may include:
 - reckless handling of materials/goods, resulting in a substantially dirty state; and
 - leaving the vehicle in an obviously mechanically unsound manner without contacting the Office administrator, or their delegate. (This does not apply where the Office Administrator or delegate were not contactable)
- Using the vehicle for activities not related to MSA.

Warnings and penalties for minor acts will be determined by the MSA Executive or their delegate, in accordance with the process outlined above.